



Treat Quick Start Guide

Everything you need to know to start e-prescribing

Contents

Chapter 1: Getting Started with Treat

- 3 You'll need the following items and information
- 3 Purchasing Treat Licenses
- 4 Set up your facility or practice

Chapter 2: Choose your license type

- 5 Select and verify your license type
- 5 Complete Evident identity proofing and Okta two-factor authentication (2FA) set up

Chapter 3: Login & Manage patients

- 6 Getting started
- 6 Add a new patient
- 6 Edit a patient

Chapter 4: Write prescriptions

- 7 Open an encounter
- 7 Write a prescription

Getting started with Treat

1

You will need the following items and information

Personal information

First and last name (Registered with state licensing board)

Date of Birth

Email Address

Primary Phone Number

NOTE

Tip: Ensure you are using your name exactly as it appears in your State's medical license

A business or personal credit card

The card used will be saved for future license purchases within Treat.

Pre-paid cards are not accepted.

Personal mobile phone

If you intend to electronically prescribe controlled substances, you must have either an Android or iOS mobile device. This will be needed during your Two Factor Authentication set up with Okta and every time a controlled substance is prescribed.

Professional credentials

- Your professional designation (MD, DO, NP, APRN, etc.)
- State license number (as it appears on your state medical license)
 - You will need access to the phone number registered with your states medical license to e-prescribe controlled substances
 - Your name in Treat must match how it is listed with the **Medical State Board**
- NPI number
 - Your name and NPI in Treat must match with the **NPI Registry**: <https://npiregistry.cms.hhs.gov/>
- State prescribing license (If applicable)
- Narcotic Addiction DEA number (NADEAN) (if applicable)

NOTE

The contact information in your states' medical license registry must be up to date to begin e-prescribing controlled substances. If needed, our Risk Management team will contact you for additional verification or support.

Purchasing Treat Licenses

Select your billing preference

- Annual (annual billing plans receive a 15% discount)
- Monthly

Select your Treat License

To create an account, one E-Rx or EPCS license is required.

Name	Type	Description
EPCS	Licensed by prescriber	Electronic Prescription for Controlled Substances enables you to print or e-prescribe both controlled and non-controlled medications
E-Rx	Licensed by prescriber	Electronic Prescription enables you to print or e-prescribe non-controlled medications
Non-Prescriber	Non-licensed	License for non-prescribers; Facility administrators, nurses, and other staff members to support prescribers.

Create your Treat ID

- Your email address is your Treat ID
- Your password:
 - » Must have 8 or more characters
 - » Must have a mix of uppercase and lowercase letters
 - » Must include at least 1 number
- First and last name
- Your date of birth

Set up your facility or practice

You will need the following items and information:

- Facility or practice name*
- Address, City, State and Zip Code*
- Business phone number*
- Business fax number*
- Facility NPI number (optional)
- If you purchased EPCS:
 - Name and email address of the person who will serve as your EPCS nominator*
 - Name and email address of the person who will serve as your alternate EPCS nominator*

NOTE

Regulations require that a prescriber be nominated for EPCS privileges. The individuals you choose to serve as your nominator or alternate nominator, will be responsible for verifying that the prescriber requesting EPCS privileges meets eligibility requirements. Persons in these roles must confirm that the prescriber has:

1. A valid medical or advanced practice nursing license issued by the state in which the facility is located.
2. A valid DEA number
3. Completed identify proofing, and
4. Completed two-factor authentication

While a prescriber cannot self-nominate for EPCS privileges, regulations permit the prescriber to self-approve once nominated.

Choose your license type

2

Select and verify your license type

1. As you move through the onboarding process, verify the license you wish to proceed with. If you are a prescriber and a license has not been assigned to you, choose your prescriber license type (E-Rx or EPCS). If you are an admin or non-prescriber, select the appropriate option and skip license verification.

NOTE

You cannot prescribe medications in Treat until your license has been verified. If you have difficulty verifying your license, contact Bravado Health Support for assistance.

2. Enter all required personal and professional information.
3. Click Continue to verify your license.

Complete Evident identity proofing and Okta two-factor authentication (2FA) set up

Before beginning, carefully review the following information:

1. Carefully review each email you receive.
 - Evident ID Proofing
 - Okta Verify 2FA Set Up and Account Activation (EPCS Only)
2. Identity proofing will require that you have a government issued ID to complete the process. You will be asked to take a photo of your government issued ID, then to take a video selfie within Evident's secure portal on your mobile device. Please ensure you carefully read the directions presented to you by our ID proofing partner Evident.
 - Your states' driver's license is the preferred choice
3. EPCS prescribers must download the Okta Verify application to their Android or iOS device and keep the device handy to configure the account. Network access for your mobile device is required. Remember, going forward, you will need this mobile device each time you electronically prescribe a controlled substance.
4. Once you have completed all the identity proofing steps with Evident and the Okta two factor set up, [login to Treat](#).
5. For EPCS prescribers, Treat will send an email to your nominator once successfully completing step 4. Ensure the nominator actions the email to e-prescribe controlled substances.
6. You will also be prompted to self-approve by performing a two-factor authentication (2FA), and entering a PIN verification code.
7. A verification code will be sent to your state license registered phone number. Enter the code and click Verify.
 - This code expires shortly after it is sent, so enter it as soon as you receive it to avoid additional delays with e-prescribing.
 - If you do not receive this code, one of our team members will contact you shortly.
8. If you do not receive the emails to begin ID proofing or Two Factor Authentication set up, contact our Support team at 561-877-5272.

NOTE

Users who complete license verification and identity proofing are not automatically granted permission to prescribe controlled substances. Once completed, users will have to login to Treat to self-approve and finalize the 2FA verification followed by a PIN verification to validate the state license identification. EPCS prescribers will also need to be nominated before e-prescribing controlled substances.

Login to Treat to manage your patient list and begin your e-prescribing experience.

Access Treat: <https://ayva.bravadohealth.com/>

Getting Started

1. Upon login, you will land on the patient list where you may begin your prescribing experience by selecting a patient. If existing patients are available for the facility, search or select one from the Patient List to initiate an encounter (patient visit) and begin prescribing.
2. The New Patient button allows you to add patients to the patient list for your facility.
3. Alternatively, your facility administrator may bulk import patients into Treat. [Learn more about this feature.](#)
4. Patient information may be accessed using the Manage Patients tab, where selecting a patient from the Patient List will allow you manage patient demographics, allergies, current medications, and diagnoses.

Add a new patient

1. The New Patient button allows you to add patients to the patient list for your facility.
2. Enter patient information (* Required fields to e-prescribe):
 - a. First name*
 - b. Last name*
 - c. Address*
 - d. City*
 - e. State*
 - f. Zip code*
 - g. Date of Birth*
 - h. Gender
 - i. Weight (You can toggle between "lbs" and "kg") Note: this is only needed for patients 12 years of age or younger.
 - j. Patient's preferred phone number
 - k. Patient's email address
3. If any, enter the patients' medication allergies and reactions.

NOTE

When prescribing a medication, you will be alerted if there are any Drug-Allergies interactions on active allergies for the patient.

4. Enter any current or home medications that the patient is actively taking; drug name, dose, unit, frequency, and date/time last taken. (Optional)

NOTE

Only the drug name is required to save a home medication. When prescribing a medication, you will be alerted if there are any Drug-Drug interactions on active medications for the patient.

5. Enter diagnoses or diagnosis code to the patients record. (Optional)
6. If you wish to add another patient, select the checkbox "Add another" before you click Save.

Edit a patient

1. Navigate to the Manage Patients tab
2. Search or select a patient
3. Select "Edit" after clicking on the 3 dots (Ellipsis) on the right side of your screen in the patient row
4. Make the desired changes and click save changes.

Write prescriptions

4

Open an encounter to begin prescribing

Existing Patients

On the patient list, search or select a patient to initiate an encounter. Only active patients within the past 48 hours are on this list. Click the *Manage Patient Tab* to search the entire list of patients.

New Patients

Select the *New Patient* button and add the patients' information.

NOTE

Tip: Prescribers can save and rename commonly used prescription orders as favorites for quick and easy prescribing.

Write a prescription

1. In the encounter, review the patient card for patient and pharmacy information.
2. Search and select the pharmacy where patient will pick up the prescription order.
 - a. Use the EPCS filter when prescribing a controlled substance to ensure that the pharmacy dispenses controlled substances.
 - b. If a pharmacy has not been selected, Treat will default to print. Once a pharmacy is selected, the prescription will be sent electronically. You can toggle to "Print" in the Summary page to print the order instead of e-prescribing.
3. Search and select the medication you wish to e-prescribe.
4. Enter the prescription details. Our auto sig generation feature helps you create a sig by simply updating the quantity, dose, frequency, and duration.
 - a. Search and select the medication name*
 - b. Quantity
 - c. Dose
 - d. Frequency
 - e. Duration
 - f. Sig*
 - g. Dispense Amount*
 - h. Dispense Unit*
 - i. Refills allowed, if applicable
 - j. Substitution, the default is set to allow substitutes
5. Alternatively, you can delete the prepopulated Sig to enter one that is more appropriate based on the direction you want to provide to your patient.
 - a. Dispense amount and dispense unit are required.
6. Click *Add Prescription* to add the order to the encounter
7. If prescribing multiple orders, return to step 3 to continue adding.

NOTE

You must select a pharmacy to prescribe electronically. Click on the pharmacy information icon on the patient card and choose a pharmacy from the list. You can filter for pharmacies: near patient, near facility, near zip code, search within 5, 10, 25, or 50 miles, 24/7, EPCS, Specialty, Long-term care, and Retail or Mail order.

8. Click *Finalize Prescription*.
9. Click *Submit* to process prescription(s).
10. You will receive a confirmation that your prescription was printed or electronically transmitted.

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