


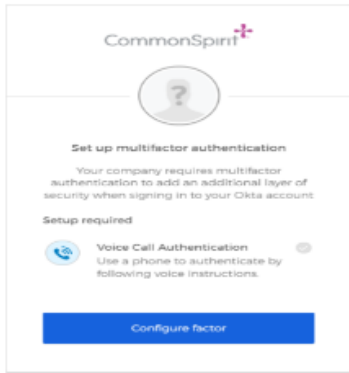
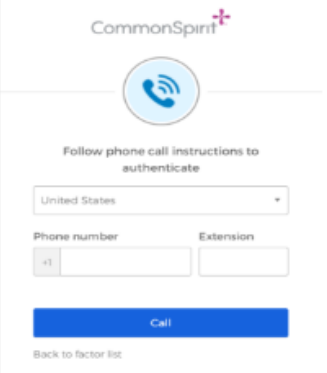
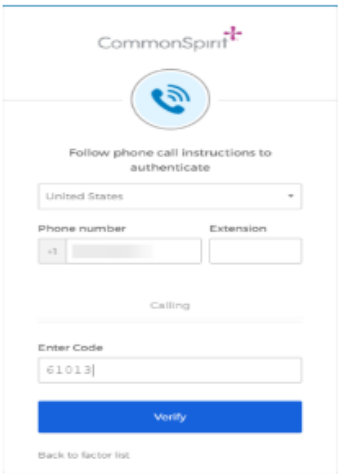
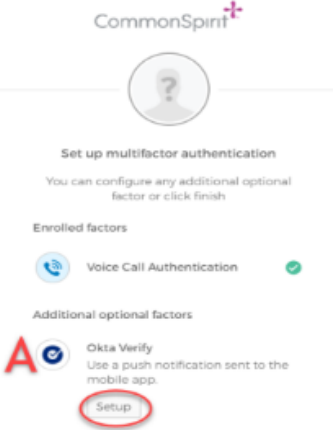
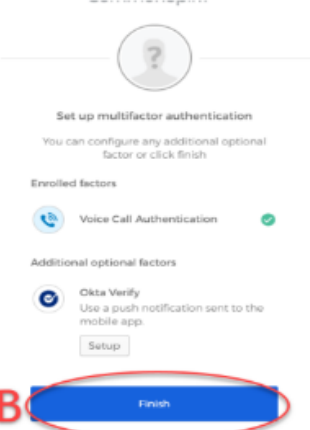
# E-Prescribing of Controlled Substances Education

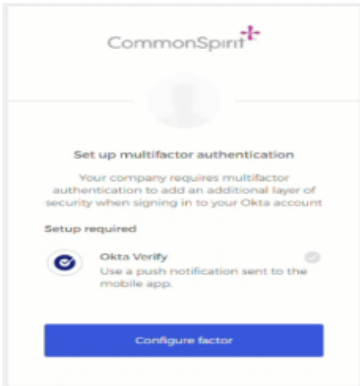
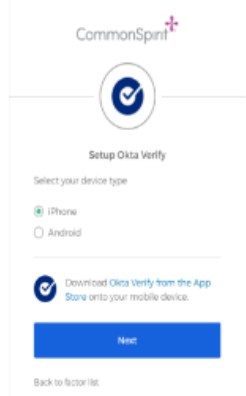


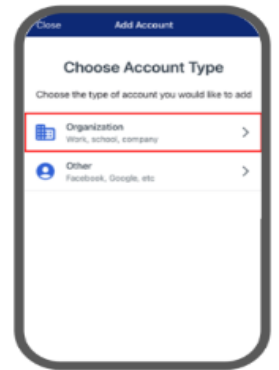


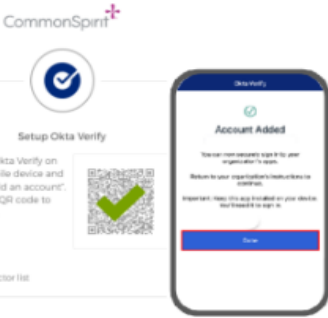
In order to e-Prescribe controlled substances (EPCS) a provider must be set up by Medical Staff Services and with Okta Verify Multi-factor Authentication. Once the identity proofing process is complete and EPCS access is granted by Med Staff, complete a **one-time** Okta Verify self-enrollment.

## Okta Verify Multi-Factor Authentication Self-Enrollment



Use the following steps to enroll in Okta Verify:

<p><b>Step 1.</b> From your computer sign in to Okta - <a href="https://commonspiritcorp.okta.com">https://commonspiritcorp.okta.com</a>. Enter your CommonSpirit email and password. Click Next.</p>	<p><b>Step 2.</b> Set up Voice Call Authentication. Click Configure factor. This step enables you to verify your identity by answering a phone call and following voice instructions.</p>	<p><b>Step 3.</b> Type in your phone number and click Call.</p>
 <p>The screenshot shows the 'Sign In' page with the CommonSpirit logo at the top. Below the logo is a 'Sign In' heading and a 'CommonSpirit Email' field with the instruction 'Enter your Google Workspace @commonspirit.org email address'. A 'Next' button is at the bottom.</p>	 <p>The screenshot shows the 'Set up multifactor authentication' page. It includes a heading, a sub-heading 'Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account', and a 'Setup required' section with a 'Voice Call Authentication' option selected. A 'Configure factor' button is at the bottom.</p>	 <p>The screenshot shows the 'Follow phone call instructions to authenticate' page. It features a dropdown menu for 'United States', 'Phone number' and 'Extension' input fields, and a 'Call' button. A 'Back to factor list' link is at the bottom.</p>
<p><b>Step 4.</b> Enter the code received from the voice call and click Verify.</p>	<p><b>Step 5.</b> Please carefully review <b>Option A</b> and <b>Option B</b> before completing your enrollment:</p>	
 <p>The screenshot shows the 'Enter Code' verification page. It includes a 'Calling' status indicator, an 'Enter Code' input field with the code '61013', and a 'Verify' button. A 'Back to factor list' link is at the bottom.</p>	<p><b>Option A – Install &amp; Use the Mobile Okta Verify app.</b> Click Setup under Okta Verify <b>then proceed to step 6.</b></p>  <p>The screenshot shows the 'Set up multifactor authentication' page. Under 'Enrolled factors', 'Voice Call Authentication' is checked. Under 'Additional optional factors', 'Okta Verify' is listed with a 'Setup' button circled in red and labeled with a red 'A'.</p>	<p><b>Option B – (Not Recommended) No App install and use Voice Call.</b> Click Finish to complete your enrollment if you only want to receive a phone call.</p>  <p>The screenshot shows the 'Set up multifactor authentication' page. Under 'Additional optional factors', 'Okta Verify' is listed with a 'Setup' button. The 'Finish' button at the bottom is circled in red and labeled with a red 'B'.</p>

<p><b>Step 6.</b> On your computer, set up Okta Verify (mobile app). Click <b>Configure factor</b>.</p> <p>This step enables you to verify your identity by accepting a "push notification" that appears on the Okta Verify mobile app on your phone.</p>	<p><b>Step 7.</b> Select the type of phone you have. Click <b>Next</b>.</p>	<p><b>Step 8.</b> Download the Okta Verify app. Open the app store on your mobile device and download Okta Verify.</p> <p><b>iPhone (Apple)</b>  <a href="#">Okta Verify in the Apple App Store</a>  <b>Android (Google)</b>  <a href="#">Okta Verify in Google Play</a></p>
		
<p><b>Step 9.</b> Open the Okta Verify app and tap on the <b>plus sign (+)</b>.</p> <p><b>Allow notifications and access to the camera.</b> You will need your camera to scan a QR Code.</p>	<p><b>Step 10.</b> Tap <b>Organization</b> to choose account type.</p>	<p><b>Step 11.</b> Tap <b>Scan a QR Code</b> to continue.</p>
		
<p><b>Step 12.</b> Point your phone camera at the QR code displayed on your work computer.</p>	<p><b>Step 13. Done!</b> You have successfully implemented Okta Verify. The next time you log in, you will be able to send a "Push" prompt to the Okta Verify app on your phone.]</p>	
		<p><b>Contact the Help Desk (866)-236-0441 with any Okta Verify enrollment issues.</b></p>

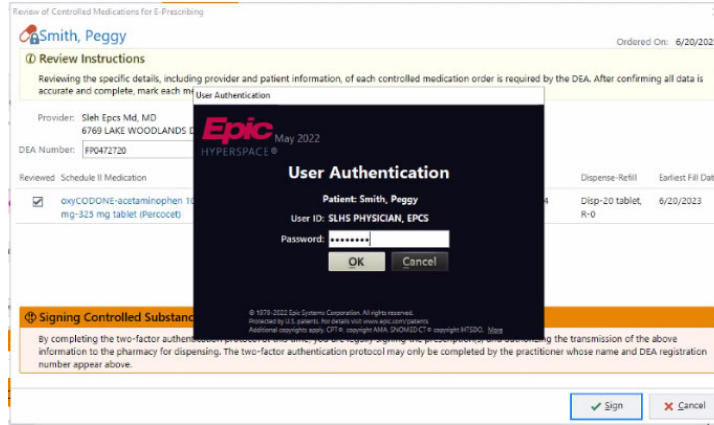
1. Enter the prescription details as appropriate → To e-prescribe, click Accept.

2. Verify the preferred pharmacy with the patient → Click SIGN ORDERS.

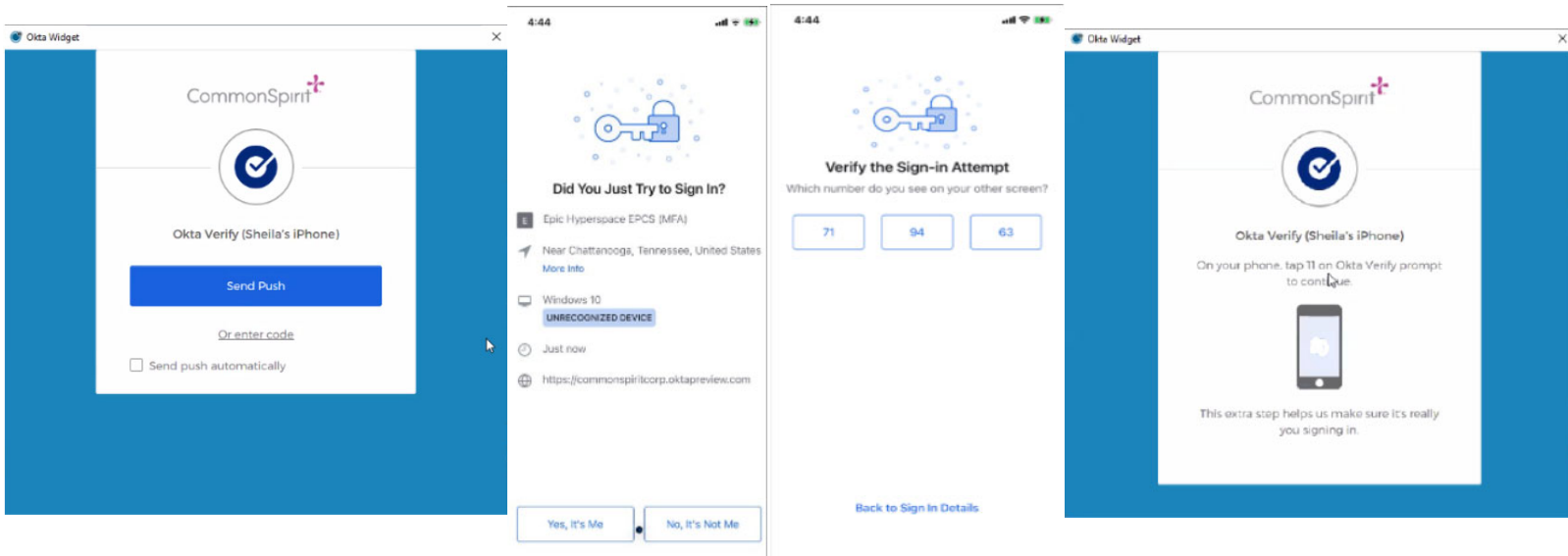
3. Complete the Review of Controlled Medications for E-Prescribing → Click Individual DEA # speed button to complete DEA Number field → After confirming all data is accurate and complete → Check the box next to the medication name to indicate that the prescription is ready for signing → Click Sign.

Reviewed	Schedule II Medication	Sig	Dispense-Refill	Earliest Fill Date
<input checked="" type="checkbox"/>	oxyCODONE-acetaminophen 10 mg-325 mg tablet (Percocet)	Take 1 tablet by mouth every 6 (six) hours as needed for Pain. Max Daily Amount: 4 tablets	Disp-20 tablet, R-0	6/20/2023

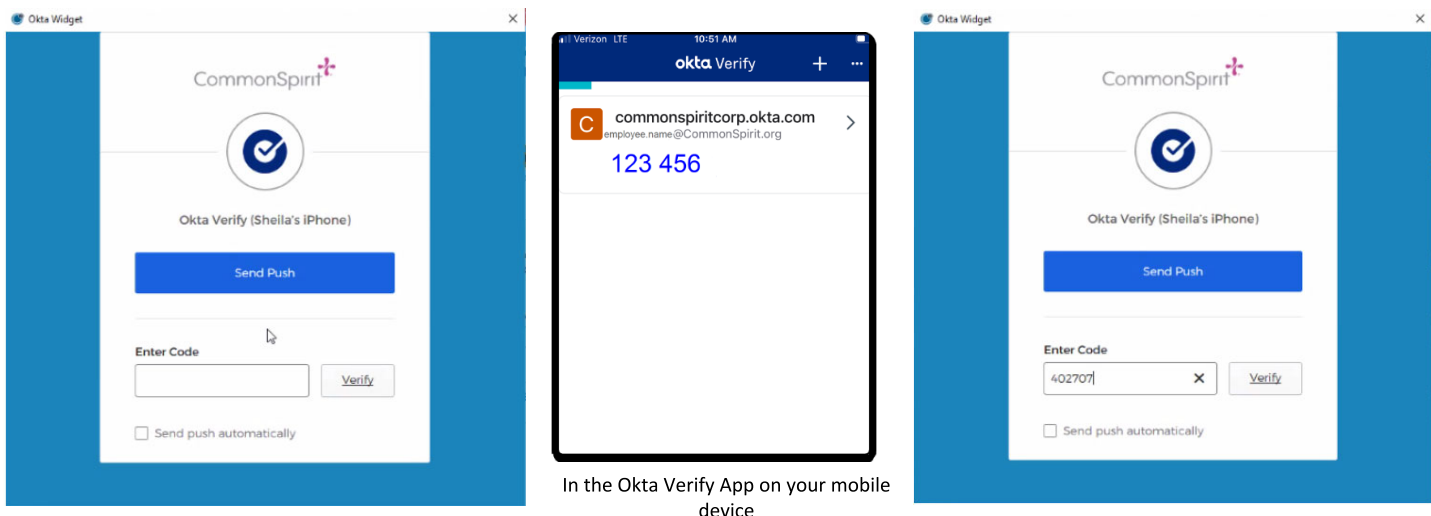
4. To complete user authentication → Enter your Epic Password and click OK.



5. To authenticate click Send Push → Click "Yes, its me." → Match the number on screen with the number on your phone. Once authenticated, your order(s) will be signed.



5a. If using the alternate method "Enter Code" to authenticate → go to the Okta Verify app → retrieve your code and enter it in the box on your PC screen. Once authenticated, your order(s) will be signed.



In the Okta Verify App on your mobile device

**NOTE:** the code refreshes every 30 seconds. Enter in a code that recently refreshed to authenticate successfully. Entering in a code that is no longer active, will result in a failure of authentication.