E-Prescribing of Controlled Substances Education

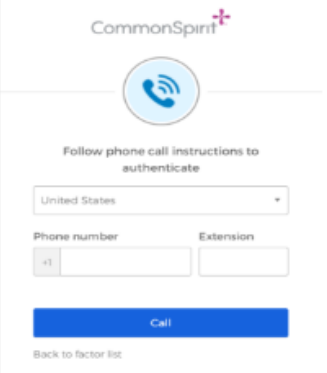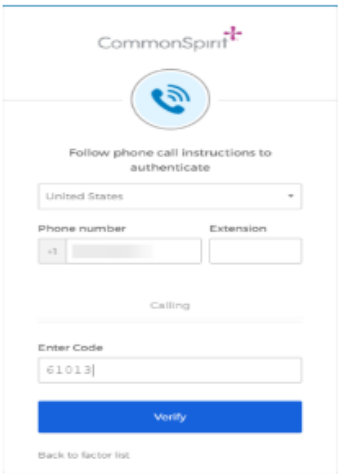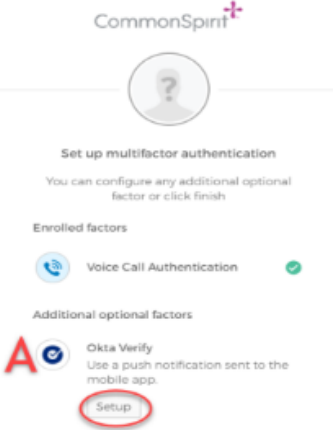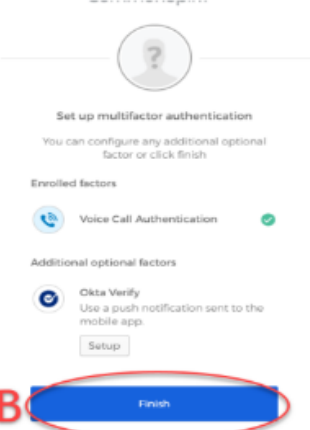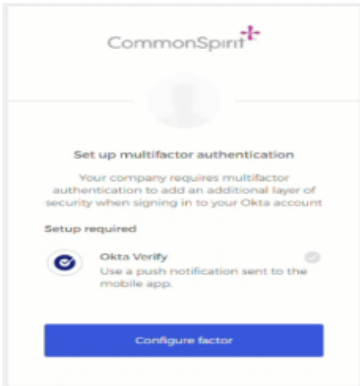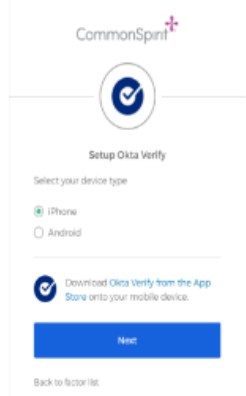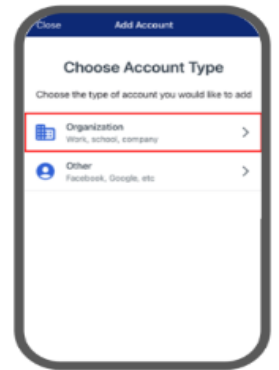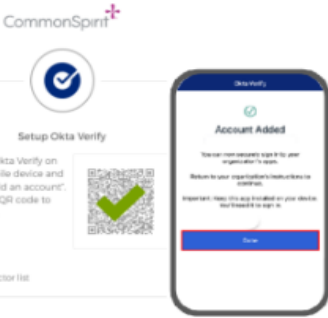In order to e-Prescribe controlled substances (EPCS) a provider must be set up by Medical Staff Services and with Okta Verify Multi-factor Authentication. Once the identity proofing process is complete and EPCS access is granted by Med Staff, complete a **one-time** Okta Verify self-enrollment.

Okta Verify Multi-Factor Authentication Self-Enrollment

Use the following steps to enroll in Okta Verify:

Step 1. From your computer sign in to Okta - https://commonspiritcorp.okta.com. Enter your CommonSpirit email and password. Click Next.	**Step 2**. 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.	**Step 3**. Type in your phone number and click Call.

Step 4. Enter the code received from the voice call and click Verify.	**Step 5.** Please carefully review **Option A** and **Option B** before completing your enrollment:	
	Option A – Install & Use the Mobile Okta Verify app. Click Setup under Okta Verify then proceed to step 6.	**Option B** – (Not Recommended) No App install and use Voice Call. Click Finish to complete your enrollment if you only want to receive a phone call.

Step 6. On your computer, set up Okta Verify (mobile app). Click **Configure factor**. This step enables you to verify your identity by accepting a "push notification" that appears on the Okta Verify mobile app on your phone.	**Step 7.** Select the type of phone you have. Click **Next**.	**Step 8.** Download the Okta Verify app. Open the app store on your mobile device and download Okta Verify. **iPhone (Apple)** Okta Verify in the Apple App Store **Android (Google)** Okta Verify in Google Play

Step 9. Open the Okta Verify app and tap on the **plus sign (+)**. **Allow notifications and access to the camera.** You will need your camera to scan a QR Code.	**Step 10.** Tap **Organization** to choose account type.	**Step 11.** Tap **Scan a QR Code** to continue.

Step 12. Point your phone camera at the QR code displayed on your work computer.	**Step 13. Done!** 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.

Contact the Help Desk (866)-236-0441 with any Okta Verify enrollment issues.
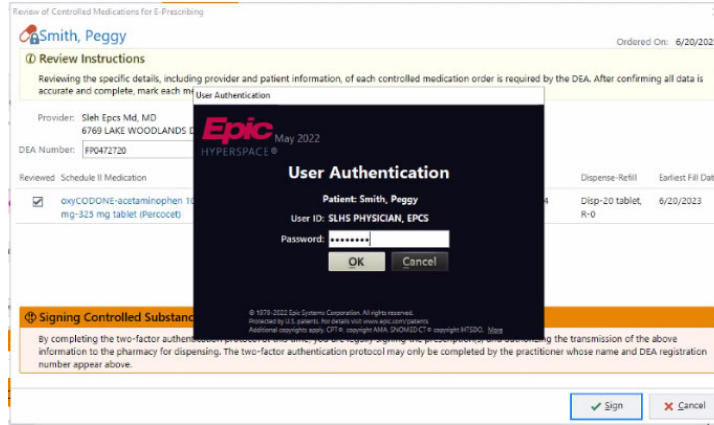
1. Enter the prescription details as appropriate → To e-prescribe, click Accept.

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.

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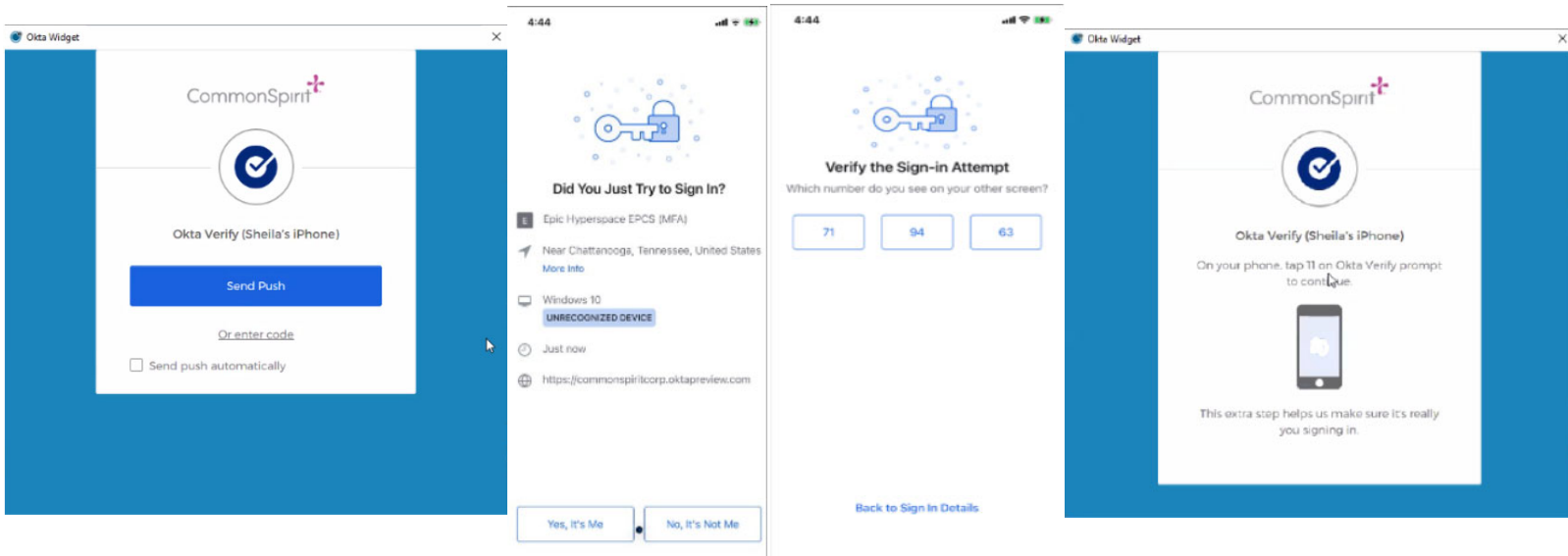
5a. If using the alternate method "Enter Code" to authenticate → go to the Okta Verify app → retrieve your code and enter it in the box on your PC screen. Once authenticated, your order(s) will be signed.
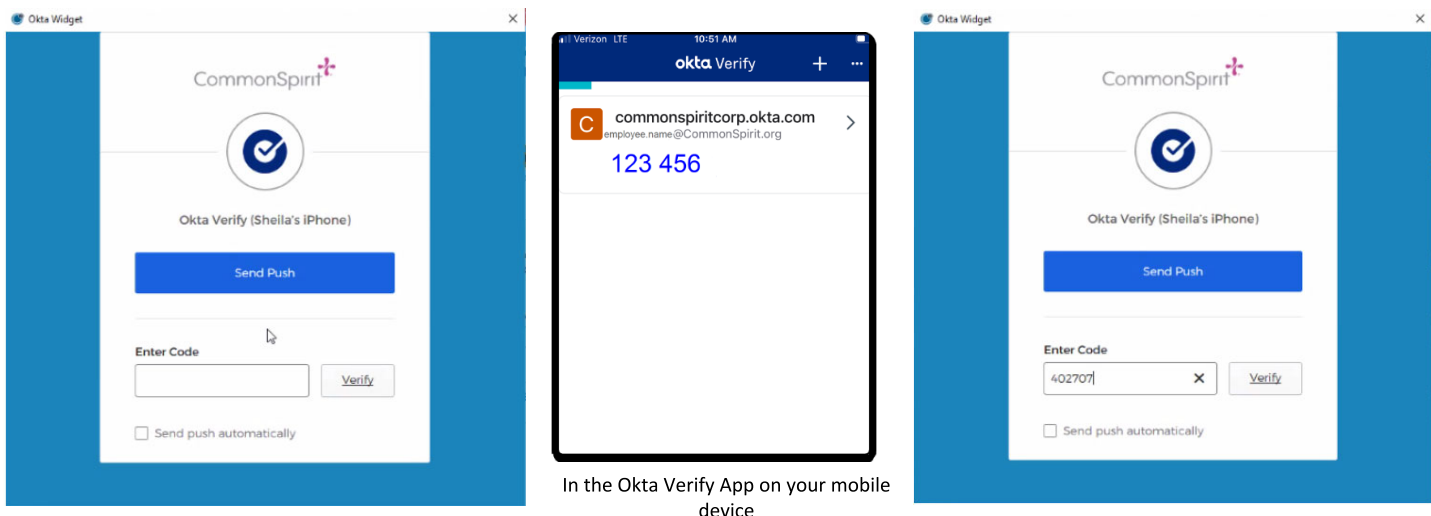
In the Okta Verify App on your mobile device

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.