Electronically Prescribing Controlled Substances

Audience: All E-Prescribing Physicians

To e-prescribe controlled substances in Epic, you must first install the **SecureAuth Authenticate** app on your smartphone. This app is required as a secondary form of authentication when e-prescribing controlled substances to confirm you're the authorizing provider.

To get started, **view these instructions on your mobile device** and follow these steps:
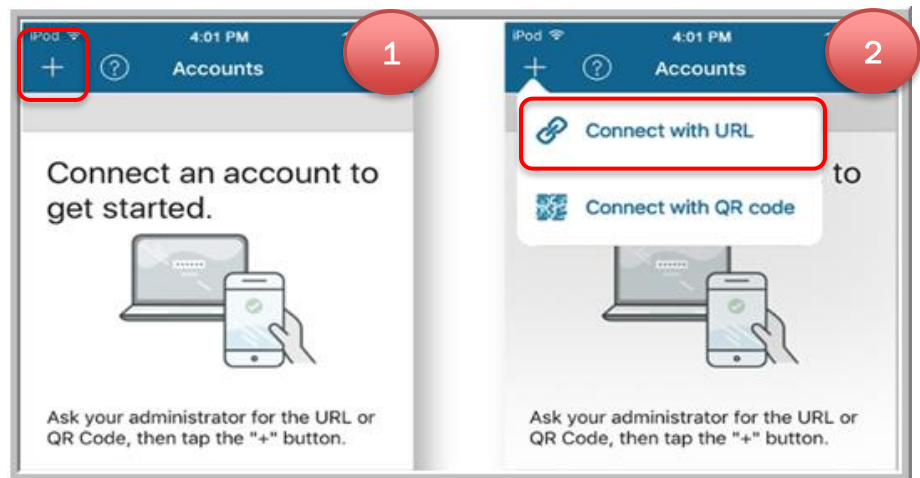
Download
- **iOS:** [Click here to download the iOS app](#)
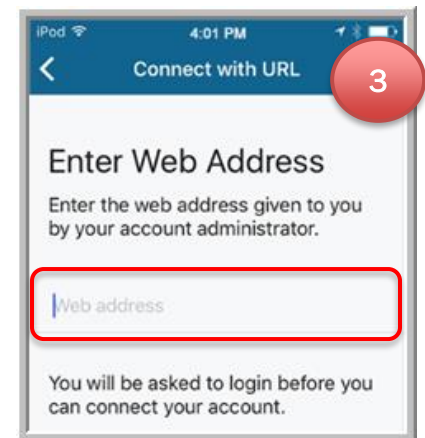- **Android:** [Click here to download the Android app](#)

Configure
To configure, start the app on your iOS or Android mobile device.

1. Tap **+** to open the menu.

2. Tap **Connect with URL**.

3. Enter the following web address:
   https://auth.houstonmethodist.org and click the **Proceed to Login** button (you can either type or copy/paste the address).

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4. Enter your **Username** (Houston Methodist network ID) and tap **Submit**.
5. Select the delivery method to receive your secure registration code and tap **Submit**.
6. Enter the **Registration Code** you received and tap **Submit**.
7. Enter your Houston Methodist **Password** and tap **Submit**.

(4) Houston **Methodist** LEADING MEDICINE — OATH Enrollment — Please enter your UserID below. — Username: [Username] — Submit

(5) Houston **Methodist** LEADING MEDICINE — OATH Enrollment — Please choose the delivery method for your Registration Code. — E-mail xxxxx@houstonmethodist.org — Voice : xxx-xxx-7136 — SMS/Text : xxx-xxx-7136

(6) Houston **Methodist** LEADING MEDICINE — OATH Enrollment — Enter the code that you just received by email. — Registration Code: [Registration Code] — 1 2 3

(7) Houston **Methodist** LEADING MEDICINE — OATH Enrollment — Please enter the password associated with your User ID. — Username: Tmhmjs6 — Password: [Password]

Your SecureAuth Authenticate app configuration is now complete!

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> ⚠️ Installation of the **SecureAuth Authenticate App** is required before you can e-prescribe controlled substances. If you haven't done so already, complete this before following the steps below.

E-Prescribing Controlled Substances in Epic

1. Within Epic, enter the orders you want to e-prescribe. **Sign** the orders. The **Review of Controlled Medications for E-Prescribing** window appears, requiring you to review controlled substance orders before signing.

2. Select your **DEA Number**.
   - If you have one DEA number, it appears automatically.
   - If you have more than one DEA number, click the number you need to use for this order, or click 🔍 and select the appropriate number.

3. Select the **Reviewed** check box for each order that appears. *Note: The order name will appear in bold once you've reviewed it.*

4. Click **Sign**.

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ℹ️ If you need to change the order details or remove an order, click **Cancel** to return to **Order Entry**.

Secondary Authentication via SecureAuth Authenticate App

To finish signing your orders, including any non-controlled medication or procedure orders you placed, you must complete a secondary authentication process.

1. From the **User Authentication** window, enter your Epic **Password** *(your Houston Methodist network password)* and click **OK**.

2. If you've set up the **SecureAuth Authenticate** app on multiple devices, you'll be prompted to select the device you want to use to confirm the orders. Once you select the device and tap **Enter**, you'll receive a push notification on the device.

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3. From your device's locked screen, swipe down (or tap) on the **SecureAuth Authenticate** app push notification. The **SecureAuth Authenticate** app opens.

4. From the app, tap **Approve this request**. If you're not authorizing this order, tap **Deny this request**.

> You have two minutes from the time you receive the push notification to approve or deny the authentication request. If authentication is not completed within two minutes, the request will time out and you'll be required to complete the sign/review process in Epic again.