

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:

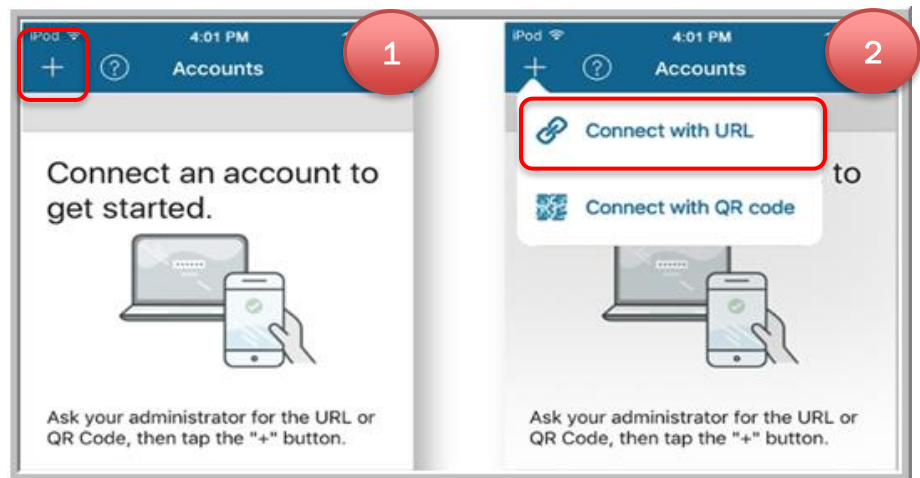
Download

- **iOS:** [Click here to download the iOS app](#)
- **Android:** [Click here to download the Android app](#)

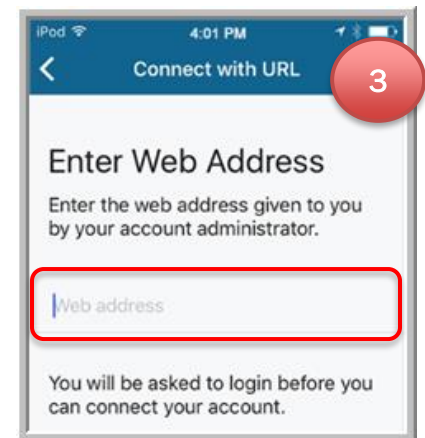
Configure

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**.

The figure displays four sequential screenshots of the Houston Methodist OATH Enrollment app interface, each marked with a red circle containing a number from 4 to 7.

- Screenshot 4:** The screen is titled "OATH Enrollment" and "Please enter your UserID below." It features a "Username:" label followed by a text input field containing the placeholder "Username". A "Submit" button is located at the bottom.
- Screenshot 5:** The screen is titled "OATH Enrollment" and "Please choose the delivery method for your Registration Code." It lists three options with radio buttons: "E-mail xxxxx@houstonmethodist.org", "Voice : xxx-xxx-7136", and "SMS/Text : xxx-xxx-7136".
- Screenshot 6:** The screen is titled "OATH Enrollment" and "Enter the code that you just received by email." It features a "Registration Code:" label followed by a text input field containing the placeholder "Registration Code". Below the input field are three large buttons labeled "1", "2", and "3".
- Screenshot 7:** The screen is titled "OATH Enrollment" and "Please enter the password associated with your User ID." It features a "Username:" label with a text input field containing "Tmhmjs6", and a "Password:" label with a text input field containing the placeholder "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**.

Review of Controlled Medications for E-Prescribing

 Crossington, John D Ordered On: 1/30/2018

Review Instructions

Reviewing the specific details, including provider and patient information, of each controlled medication order is required by the DEA. 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.

Provider: Test Provider Epcs
4710 Bellaire Blvd Suite 175, Bellaire TX 77401-4505

DEA Number: Individual DEA #: BE5623740 **2**

Reviewed	Schedule II Medication	Strength	Form	Sig	Dispense-Refill	Earliest Fill Date
<input checked="" type="checkbox"/>	HYDROmorphine 8 mg tablet	8 MG	tablet	Take 1 tablet (8 mg total) by mouth every 4 (four) hours as needed for moderate pain for up to 5 days. Max Daily Amount: 48 mg	Disp-10 tablet, R-0	1/30/2018
<input checked="" type="checkbox"/>	HYDROcodone 5 mg-acetaminophen 325 mg tablet	5-325 mg	tablet	Take 1 tablet by mouth every 6 (six) hours as needed for moderate pain for up to 10 doses. Max Daily Amount: 4 tablets	Disp-10 tablet, R-0	1/30/2018

Signing Controlled Substances

By completing the two-factor authentication protocol at this time, you are legally signing the prescription(s) and authorizing the transmission of the above information to the pharmacy for dispensing. The two-factor authentication protocol may only be completed by the practitioner whose name and DEA registration number appear above.

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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.

