EPCS Two-Factor Enrollment Handbook 2021

Supervisor

THE UNIVERSITY OF KANSAS HEALTH SYSTEM

The University of Kansas Health System HITS Learning & Development HITStraining@kumc.edu

EPCS Two-Factor Enrollment	
Overview	
Prepare Your Computer for Enrollment	
Enroll Supervisor	<u>Error! Bookmark not defined.</u> 3
Enroll Provider	<u>Error! Bookmark not defined.</u> 4
Enroll Fingerprints	7

EPCS Two-Factor Enrollment

Overview

Imprivata ID enables hands-free authentication for providers while meeting DEA two-factor authentication requirements for electronic prescribing of controlled substances (EPCS).

Prepare Your Computer for Enrollment

Confirm your account and computer are ready to enroll providers:

- Your computer must be Tap N Go enabled.
- A FIPS-compliant fingerprint reader must be connected to your computer.
- 1. Click system tray and select Imprivata **1**.

If Enroll Authentication Methods is listed, your computer is configured to enroll providers.

Ó	Imprivata OneSign	×
USE	R OPTIONS	
Q	Manage Passwords	
Ð	Enroll Authentication Methods	

If your workstation is not configured for enrollment, please contact the Help Desk for further assistance.

Supervisor Enrollment

As the Enrollment Supervisor, you must enroll your authentication methods before you are able to enroll providers. If you are already enrolled, skip to "Provider Enrollment" on page 4.

Before you can witness and attest to provider enrollment, you may need to enroll additional authentication methods for witnessing. After you log in, if the enrollment utility shows any authentication methods you haven't enrolled yet, ask your Imprivata Confirm ID administrator which authentication methods are required in your role as a supervisor. For example, if fingerprint authentication is required, enroll your fingerprints before you begin enrolling providers.

- 2. Click system tray and select Imprivata 1.
- 3. Select Enroll Authentication Methods.
- 4. Tap in with your badge or manually enter credentials.

Enroll Authentication Methods - Imprivata		
İ imprivata [.]		
User Name:		
Password:		
Log on to:	KUHA 👻	
	OK Cancel	
Choose how to authenticate with OneSign		
Password	O Fingerprint O ID Token O Proximity Card	
Shut down Restart 📋		

Follow the onscreen prompts to register your authentication methods.

5. Click **Get Started** and tap badge.



The confirmation screen appears. Your badge authentication method is enrolled.

Jon Berman	Log out
Enrolled authentication methods	

Provider Enrollment

- 1. Click system tray and select Imprivata **1**.
- 2. Select Enroll Authentication Methods.
- 3. Tap in with your badge or manually enter credentials.
- 4. Click Enroll providers.

Enrolled authentication methods		
As an enrollment supervisor, you can enro orders for controlled substances, you'll ne tokens.	viders. If the provider is aligible to sign witness after they enroll fingerprints or Enroll providers	

5. Search for provider by username, first name, or last name.

6. Verify the provider's government issued ID (driver license, passport, or military ID) **and** badge.



Verifying government ID and witnessing two factor authentication enrollments is a regulatory requirement of the DEA. Supervised enrollments can be audited (DEA policy reference 1311.110).

7. Click Continue.

oose a provider to enroll, and indic	sta the identification checked
	ate the identification checked.
Search for a provider	
Tng kuambmd1 (kuambmd1@KUI	HA.KUMED.COM)
Forms of identification	Additional comments
Driver's license	K123456ABC
Hospital ID	
Passport	
The second se	
orms of identification } Driver's license] Hospital ID] Military ID] Passport	Additional comments K123456ABC

The name of the provider enrolling appears in the top left corner of the screen. Your name (Enrollment Supervisor) will appear in the bottom right corner of the screen.

8. The provider taps in with their badge or manually enters their credentials.

Tng kuambmd1 kuambmd1 (KUHA)	
Im	privata Confirm ID Provider login
ûrrprivata Log in Tap yo	our badge
Choose a different provider	

The welcome screen appears.

9. Click Get Started!



If the provider has enrolled in Imprivata ID on their device, they will receive a serial number and token code.

If the provider is not enrolled in Imprivata ID, please refer to the Install Imprivata ID tip sheet on 24/7.

- 10. Enter the 12-character serial number (not case sensitive).
- 11. Enter the six-digit token code.
- 12. Click Submit.

Enroll your Imprivata ID 1. Install and open the Imprivata ID app on your smartphone.	
 Allow Notifications, Location Services, and Bluetooth Access in the app. Locate the enroll codes and enter below. 	
Serial Number	
k.g. IMPR12345678	
Token Code	Instant
e.g. 123456	ID ID



The Enrollment Supervisor is required to witness the enrollment.

13. The Enrollment Supervisor will tap their badge to confirm they have witnessed the enrollment.

Tng kuambmd1 kuambmd1 (KUHA)	
Witness required	
Enrollment supervisor: Jon Berman (jberman)	
Forms of identification Forms of identification Forms leanse Hospital ID Formation VI Passport Other	Additional comments
Arreposet Witness Tap 1 cancel	your badge
imprivata [.]	Enrollment supervisor: Jon Berman (jberman)

When Imprivata ID is successfully enrolled, the serial number appears on the screen. 14. Click **Done**.

Tng kuambmd1 ^{kuambmd1} (KUHA)	
Your Imprivata ID is enrolled.	x
Imprivata ID	
IMPR24701954	
	AND ADD ADD ADD ADD ADD ADD ADD ADD ADD
Enroll another Done	ID ISSUE
🚺 imprivata	Enrollment supervisor:

Enroll Fingerprints

Two fingerprints, one on each hand, must be enrolled. A maximum of two fingers can be enrolled.

1. Click left index finger.

1000	
Click the finger you will be No finger Can emplu	e using to identify yourself
imprivata ⁻	Enrollment supervisor.

- 2. Place and hold left index finger on reader until green a check mark appears. When prompted place and hold left index finger a second and third time.
- 3. Place and hold left finger for testing.
- 4. Click Done.

Tng kuambmd1 kuambmd1 ()0.044)	Tng kuambmd1		Tng kuambmd1 kuanthmd1 (KUAMA)
Scan your left index finger Fax and with your frage that that WWW With the first that the first the first the first that the first the	Test your finger The of newspare free are in a set for a distribution.		Ver let laks fager is avoid.
ti imprivatar Envalment superviser	1 imprivatar	Evolvent supervice (û imprivatar (restinant ageniaer ferfilment (prese)

5. The Enrollment Supervisor will attest fingerprint by tapping badge.

Tng kuambmd1 ^{kuambmd1} (KUHA)	
Witness required	
Enrollment supervisor:	1
Forms of identification	Additional comments
Driver's license	
Hospital ID	
Military ID	
Passport	
Other	
Girephate Witness	ip your badge
imprivata [.]	Enrollment supervisor

6. Repeat with right index finger.

If you click the wrong finger, re-click the finger you want to remove and continue as normal. The provider will receive a confirmation e-mail after the enrollment is complete.