NEWCROP

Cloud OTP User Guide

Providers may now use the cloud OTP (One Time Passcode) as a method to receive the OTP when sending a controlled substance. The Cloud OTP uses the Verizon app to more quickly send the OTP with the prescription being transmitted.

Benefits:

The cloud OTP is sent electronically with the prescriptions without the provider needing to type in the passcode. The provider must still type in the pass*word*, but the cloud OTP is sent electronically through the cloud and will avoid mistypes.

Requirements:

In order to use this method, the provider must have the Verizon app both installed on their phone and tied to their Verizon profile. (If the provider is currently using the Verizon app and typing in the OTP, nothing further action is needed to use the cloud OTP.)

Instructions:

How to use when sending a controlled substance:

Once the medication is written and ready to be sent, the provider types in their password and clicks Continue:

Schedule Drug Transmission	JB0614200 ▼
One-Time Passcode (OTP) Required.	

Please enter your username and password to get a list of your OTP devices.

Username jakebrooks

Password ●●●●●●●●

[Continue] [Cancel]

ENV: INT ETG: a58df660-8046-4569-86e3-0110d29550f8 ST: 0

[Add to Current Medications]   [Cancel/Return to Route Page]   [Skip Passcode/Print and Sign]

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The provider will then tap the app on their phone to open the app and display the OTP:
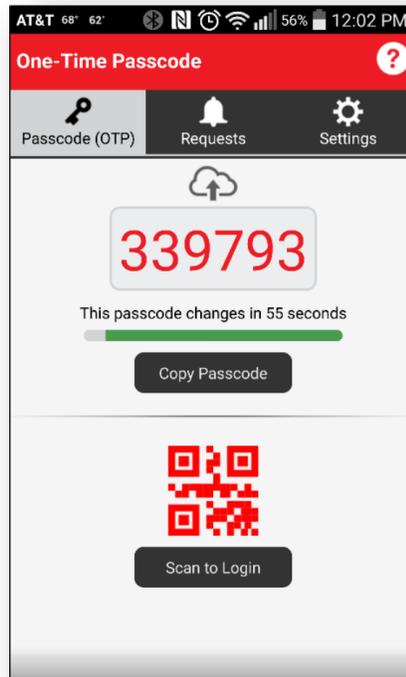
Android version of app shown above. iPhone app looks different but functions in the same way.

The provider does NOT change the drop down to indicate the OTP is coming from the app.

The OTP is sent electronically through the cloud once the provider puts their finger on the code and pushes up towards the cloud. The numbers will change to a darker, bolder font and the cloud will appear which indicates that the OTP is being sent:
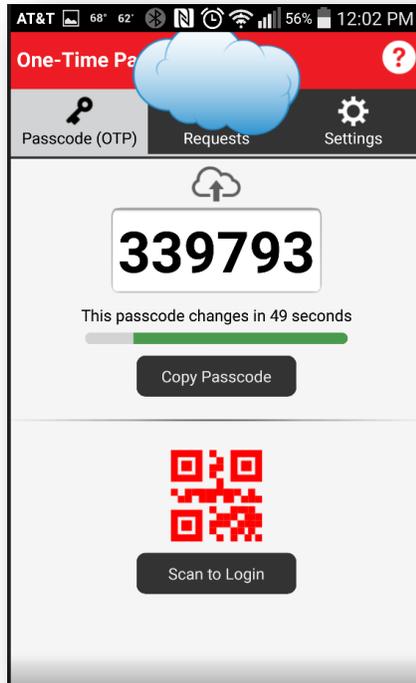
The provider must stay on this screen until the transmission is accepted:

<mark>IF THE PROVIDER MOVES PAST THIS SCREEN UNTIL THE TRANSMISSION IS ACCEPTED, THE RX WILL NOT BE SENT.</mark>
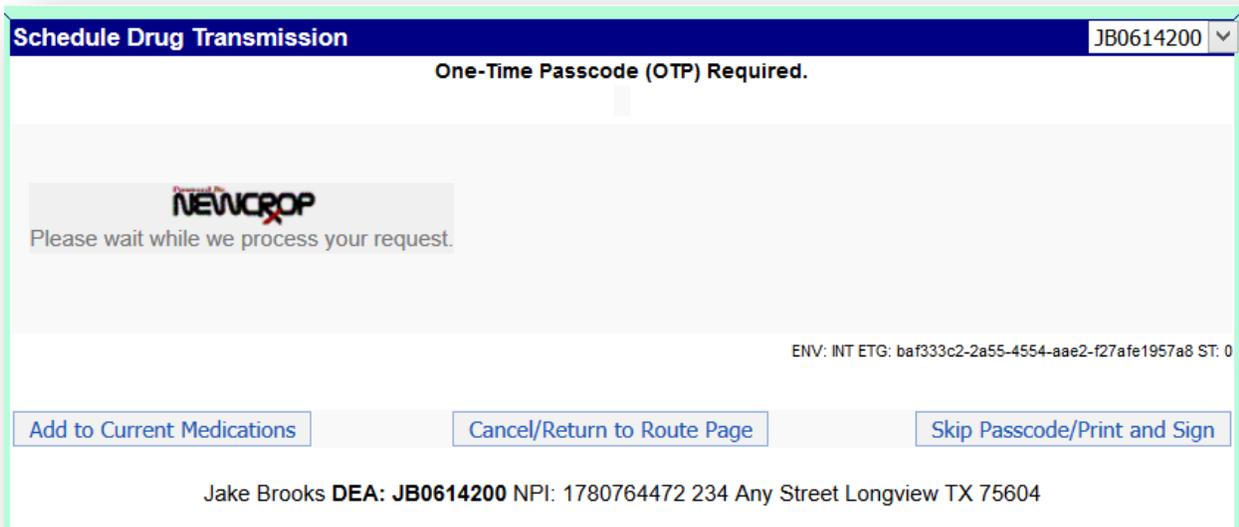
Once the transmission is accepted, the provider will see the receipt page which indicates that the prescription was sent:

How to use when logging into the Verizon profile manager:

The provider goes to the Verizon UIS Profile Manager page:

https://universalid.verizon.com/uid/index.php/slogin/profile/NCRP

The provider types in their Verizon username and password and clicks Login:
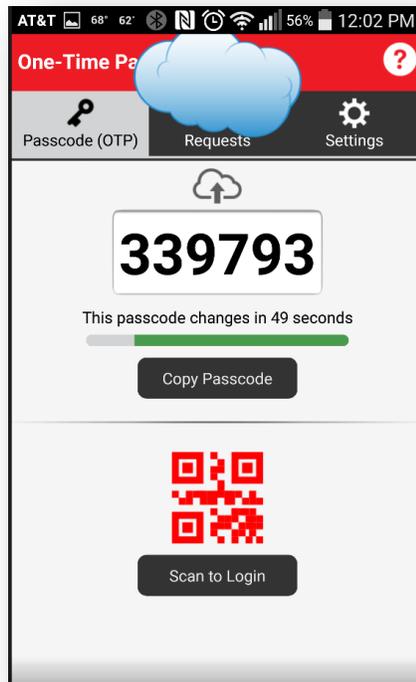
The provider does NOT need to indicate any method to receive the OTP.
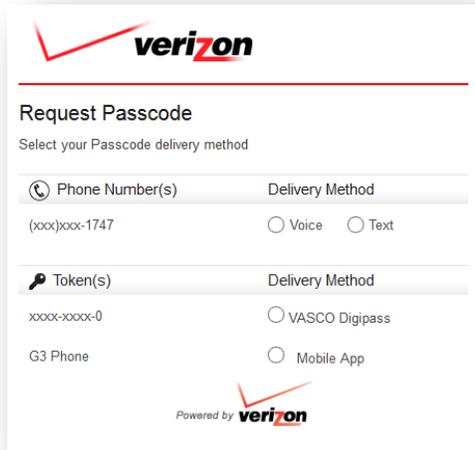
The provider taps on the Verizon app to open. Once open, place the finger on the code and swipe up towards the cloud. The numbers will change to a darker, bolder font and the cloud will appear which indicates that the OTP is being sent:

The provider will then be logged into the Verizon UIS Profile Manager: