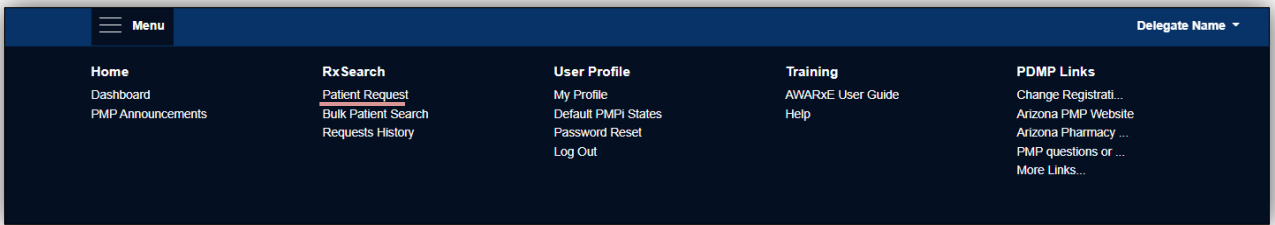




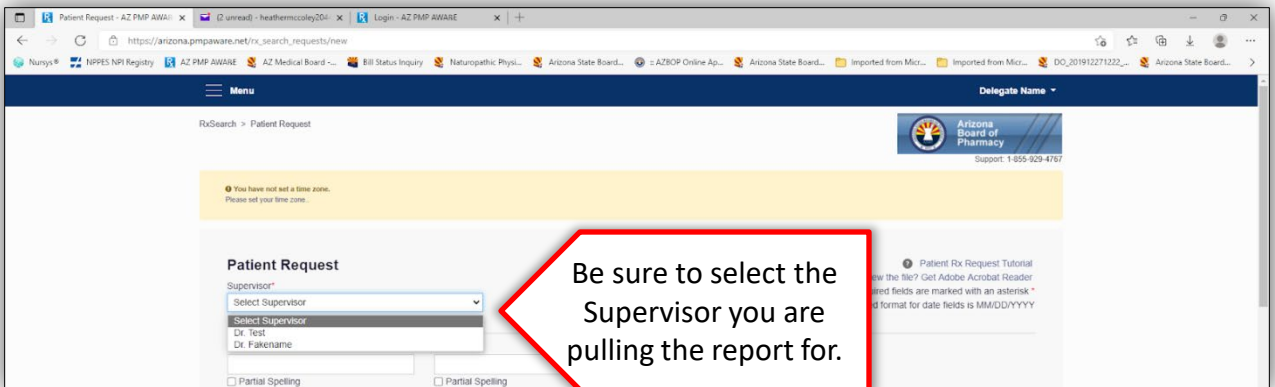
# PMP Delegate Usage Instruction Guide

This guide is to provide step by step instructions on proper PMP Usage for Delegates.

## To Request Patient Utilization Reports For Providers



When pulling Utilization Reports, select Menu then select Patient Request under Rx Search.



Delegates may pull CSPMP reports for multiple supervisors (providers or pharmacists). If pulling reports for multiple supervisors, after selecting Patient Request, you will see a drop down field with a list of your supervisors that have approved you as their delegate. **Keep in mind, when a delegate is registered to use the CSPMP under multiple supervisors, he or she must select the supervisor treating the patient.** If not, the CSPMP system will not credit the appropriate supervisor with a look-up, even if the supervisor viewed the report. Be sure to select the correct supervisor from the drop down selection.

## Acknowledgement



Prescriber Delegate - Unlicensed:

Acknowledgement: I understand and agree that by proceeding beyond this page and accessing this Prescription Monitoring Program (PMP) system that I am currently licensed and authorized to prescribe or dispense controlled substances. I understand that my use of this PMP system is permitted only in connection with providing medical or pharmaceutical care to a patient. I understand that my access to, or disclosure of any PMP data for any purpose other than for providing medical or pharmaceutical care to a patient may subject me to disciplinary action, civil penalties or criminal action. I further understand that I must treat the information in the PMP system as confidential, just as I would any other health care information. I will protect any PMP information in my possession in accordance with Federal and state laws governing health care information. I understand that I am responsible for all use of my username and password. I will never share my password with anyone, including my co-workers and staff even if they are authorized users of the PMP. If my authentication or password is lost or compromised, I agree to notify the PMP immediately. I understand the PMP administrator will conduct auditing activities to monitor for unusual or potentially unauthorized use of the system.

Dismiss

Before you can complete the patient request, you will need to read and agree to the acknowledgement.

I agree to the terms of [the acknowledgement](#).

Search

Then click search to access the requested Patient Utilization Report.