
Optimum Technology, Inc.

Arizona CS PMP Delegate Registration and Request – Guide



	Version: 1.0
AZ CSPMP Delegate Guide	Date: 09/30/2014

Revision History

Date	Version	Description	Author
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1. Introduction

The AZ CSPMP Delegate Registration and Request Guide serves as a step-by-step guide for delegate registration, approval, and patient lookup features.

2. Overview

AZ CSPMP is a Web-based system that collects, analysis and reporting of controlled substances dispensing and use of prescription drugs. The system allows a physician's or pharmacist's authorized delegate to access patient reports on behalf of their CSPMP registered supervisor. Delegates must have their own account which are linked to their supervisor's account. Under no circumstances should a delegate use their supervisor's account or another delegate's account. Accounts should only be accessed and used by the registered account holder.

Delegate accounts can have any number of linked supervisor accounts. When running a patient request please make sure to select the appropriate supervisor.

3. Delegate Registration

To register for a Delegate Account, go to www.AZRxReporting.com, and click on "Register" on the left below the state seal.

Welcome to Arizona's Controlled Substances Prescription Monitoring Program (PMP). Please login to continue.



Not a member? [Register](#)

Username

Password

[Forgot/Reset Password?](#)

Please use the above link if you have forgotten your password. If you have unresolved issues, please contact the Administrator at:

Phone: 1-866-683-2476

Email: azrxreporting@otech.com

Select either Prescriber Licensed Delegate or Prescriber Unlicensed Delegate or Pharmacist Licensed Delegate from the drop down menu.

ARIZONA CSPMP

New Registration

Access User Registration Instructions
Welcome to the Arizona CSPMP access user registration process.

To begin access user registration process

1. Select job type that best describes your profession.
2. Click Next button.
3. Please fill out the information requested.
4. Click Register button and follow on screen instructions. If you have any questions, please contact the PMP Help desk at Phone: (866) 683-2476 Email: azrxreporting@otech.com

• Please select the Account Type that matches your profession or most accurately describes your use of the Arizona CSPMP.

Job:

▼

- Pharmacist
- Prescriber
- Uploader
- Prescriber Licensed Delegate
- Prescriber Unlicensed Delegate
- Pharmacist Licensed Delegate

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Fill out the Registration Form.

New Registration

Profile Information

Organization: <input type="text"/>	Occupation Type: <input type="text" value="▼"/>	License Number: <input type="text"/>
First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>
Social Security Number: <input type="text"/>	Date Of Birth: <input type="text"/>	

Contact Information

Address: (Care Of) <input type="text"/>		Street: <input type="text"/>	City: <input type="text"/>	State: <input type="text" value="LA"/>	Zip: <input type="text"/>
Home Phone: <input type="text"/>	Cell Phone: <input type="text"/>	Fax Number: <input type="text"/>	Work Phone: <input type="text"/>	Extension: <input type="text"/>	
Pager Number: <input type="text"/>	Email Address: <input type="text"/>		Region: <input type="text" value="▼"/>	Notification Method: <input type="text" value="Email"/>	

User Job and Identification

User Job:

Supervisor Relationships

Supervisor's DEA Number:
 Add

Security Questions

What is Your Mother's Maiden Name?

User Account

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Please Note: You can add multiple supervisors during the registration process by clicking the “ADD” button. If you are registering as a Prescriber’s Delegate please enter your supervisor’s DEA number, and if you are registering as a Pharmacist’s Delegate please enter the pharmacist state license number.

4. Adding or Removing Supervisors

You can add or remove supervisors through the “My Account” section of the website.

To add a practitioner supervisor through the “My Account” section of the website, enter their DEA Number and click “Add.”

To add a pharmacist supervisor through the “My Account” section of the website, enter their Pharmacist State License Number and click “Add.”

To remove a supervisor, click the trashcan to the right of the Supervisor’s information.

5. Delegate Account Approval

Once you finish the registration form click on the orange “Register” button. Your account will go into a queue for approval by the Administrator, once approved (usually within 24-48 business hours) you will receive an email with your username and temporary password. You will be able to login into the AZ CSPMP immediately, but you will not be able to run a patient request until your supervisor approves you as one of their registered delegates.

Once you add a supervisor to your profile, an email will be sent to your supervisor asking them to confirm you as an authorized delegate.

6. Supervisor Approval Process

A supervisor will need to use the following steps in order to approve the supervisor-delegate relationship:

- 1- An email will be sent to the supervisor’s contact email address
- 2- The supervisor will need to login to their account on the Arizona PMP and click on the “My account” button in the upper-right hand corner of the website
- 3- Underneath “Delegate Relationships” you will see a list of all delegates that have listed you as a supervisor. In order to approve the supervisor-delegate relationship click on “Approve” to the right of the delegate’s name.

Delegate Relationships			
Delegate Info	Work Location	License Type	Status/Action
PrescDeIL1, PrescDeIF1	LA	Office Manager	Supervisor Review Pending Approve

7. Removing a Delegate

In order to delete a delegate from having access to the CSPMP under your license number please use the following steps:

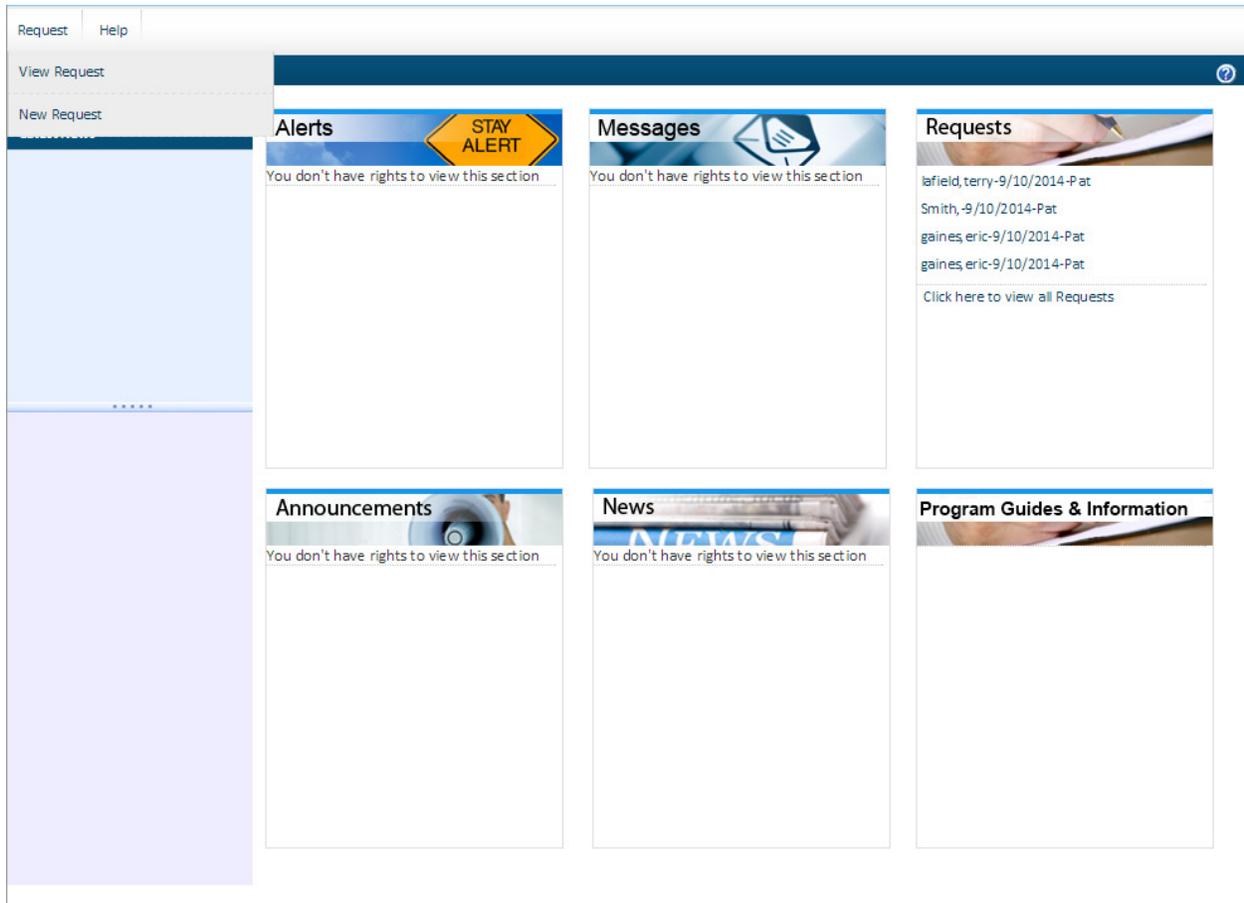
- 1- Login to your CSPMP account, and click on “My Account” on the upper-right hand corner of the website
- 2- Underneath “Delegate Relationship” click on “Revoke” to the right of the delegate’s name.
- 3- The delegate will no longer be able to run requests under your license number, but you will be able to continue to see the former request ran by the delegate under the “View Request” page.

Delegate Relationships			
Delegate Info	Work Location	License Type	Status/Action
Del_Lname, Del_123	Grove Ct	Licensed Practical Nurse (LPN)	Active Revoke

8. Patient Requests

Once you have registered for an account, and your supervisor has approved you as an authorized delegate, you will have the ability to run a Patient Prescription History Report on their behalf.

Login to your delegate CSPMP account, hover over “Request” on the upper-left hand corner, and click on “New Request”



Enter the patient's Last Name, First Name and Date-of-Birth. Select the supervisor you are running the request for from the drop-down menu. Once you have entered all of the required information, click the orange "create" button.

Request Patient ▼

Patient Details

Last Name: First Name: Middle Name:
 Birth Date:  Gender: ▼

Contact Details

Street: City: State: ▼ Zip:

Aliases  Add

Prescription Range

Set default to last 12 months date range Date Filled From: * Date Filled To: *

Options

Format: PDF Excel

Request To State(s) *The interstate request may take longer for response

Arkansas

Select Supervisor

Select Supervisor User: ▼

I certify that the information I have entered above is accurate. *

Create

From the “Request” page, click on “Patient Rx History Report.PDF” to view the patient report.

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9. Support and Help

For all technical assistance, please contact Optimum Technology at 1-866-683-2476 or at AZRxReporting@otech.com

For all non-technical assistance, question regarding policies, or procedure of AZ CSPMP, please contact:

Dean Wright

Prescription Monitoring Program Director

Arizona State Board of Pharmacy

1616 W. Adams, Suite 120

Phoenix, AZ 85007

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