

Delegate Management

Healthcare Professional

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Wisconsin Interactive Network

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WISCONSIN | ePDMP

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Add delegates as a healthcare professional:

1. After login, click on the Delegate Management icon.



2. If you have no delegates added to your account, your screen will look like the following:

	Address	* *	2	
	PX	Facerc Report Delegate N	langement .	
Delegate Manage	ement			
As a loansed profession	uit, it is your decision to delegate y	our authority to access the WilePDMP	for information about your patients. If you ch	toose to delegate your authority
and a second second second			er of her andres	
Carrent Account Dek	réaltes			
			C Retresh	E Columna - A Export -
First Name	Last Name	Email Address	Facility Name	Actions
Showing 0 to 0 of 0	rows 10 + records per pa	0		1.00
earch for a delegate by Isa remove delegates r	y name and email address. If the de matted to your account.	riegates don't esist, you will need to an	id them. If they do exist, you will need to relat	е степт за уких ассецит. Уки са
First Name		Less Name	Erral Address	
Q. Search for Dologica				

- 3. To search for a delegate, enter your delegate's First Name, Last Name and Email address. Email addresses must correspond to the name entered. You will receive an error message if the email address is already registered with a different name.
 - a. Please be sure there are no spaces in the names and that the First Name is in the First Name field and the Last Name is in the Last Name field.





4. Click Search for Delegate.

5. If your delegate does not exist in the PDMP, the following screen is displayed:

First Name	Last Name	Email Address
Lexi	Graves	wendy.dohl+07@gmail.com
First Name	Last Name	Email Address
First Name Lexi	Last Name Graves	Email Address wendy.dohi+07@gmail.com
First Name Lexi Phone Number	Last Name Graves Facility Name	Email Address wendy.dohl+07@gmail.com

6. Enter the Phone Number and Facility Name for your delegate. Then click Add Delegate.

Search for a delegate by name and email address. If the delegates don't exist, you wil need to add them. If they do exist, you will need to relate them to your account. You can also remove delegates related to your account.

st name .exi	Graves	wendy.dohl+07@gmail.com
Q Search for Delegate	Last Name	Email Address
Lexi	Graves	wendy.dohl+07@gmail.com
hone Number	Facility Name	
(222) 222-2222	Test	





7. You will receive a message that your delegate has been added to your account.

			Ø Refresh III Columns - ₫ Export -
First Name	0 Last Name	6 Email Address	Earlity Name 0 Actions
Lexi	Graves		Remove Delegate
Showing 1 to 1 of 1 ro	ows 10 - recor	\checkmark	
sarch for a delegate by n so remove delegates reli	ame and email addn ated to your account	Success	u will need to relate them to your account. You o
		The delegate has been added.	
rst Name		or	hail Address
		UK .	

8. Your delegate is now added to your account and is displayed in your Current Account Delegates list.

	NeP	DMP				Support -	Resources -	User Settings -	Log C
		Px		Patient Report Delega	Ca Managemer	.]_			
Delegate Mana	igemer	t							
s a licensed profes a another person, y	sional, it i iou will br	s your decision to d responsible for an	kiegate y y misuse	our authority to access the WI ePD or unauthorized access of the WI e	MP for inform POMP by your	ition about your pa delegates.	ients. If you choo	se to delegate your	authorit
Current Account	Delegater								
					Search		3 Refresh 🔳	Columns - 👌 E	xport -
First Name	. 8	Last Name		Email Address	1	Facility Name	t Ad	tions	
Lexi		Graves		wendy.dohi+07@gmail.com		Test		Remove Delega	te:
		10 - record	s per pa	ge				+ - 1	
Showing 1 to 1 o	I TOWS								
Showing 1 to 1 o	n i rows								
Showing 1 to 1 c earch for a delegat (so remove delegat	e by nam es related	e and email address to your account.	s. If the de	elegates don't exist, you wil need t	o add them. if t	hey do exist, you wi	I need to relate t	hem to your accour	t. You ca
Showing 1 to 1 c iearch for a delegat iso remove delegat lirst Name	e by nam es related	e and email address I to your account.	s. If the di	elegates don't exist, you wil need t Lest Name	o add them. if i	hey do exist, you wi Email /	Il need to relate t	hem to your accour	t. You ca





- 9. Delegates will receive an email and will need to complete their registration before they can search for patients on your behalf. Please see page 9 for more information.
- 10. If you search for a delegate that is already registered in the PDMP you will see the following screen when you search for your delegate:

Name	Last Name	Email Address
2ú	Graves	wendy.dohi+07@gmail.com
), Search for Delegate		
rst Name	Last Name	Email Address
Lexi	Graves	wendy.dohi+07@gmail.com
one Number	Facility Name	

11. Verify that you have the correct delegate. Email addresses can only be associated with one name. If the information is correct, click on Add Delegate and your delegate will be added to your account.

WISCONSI	NeP	DMP		*	Support +	Resources +	User Setto	gs + Log C
As a licensed profess to another person, yo	ional, it i ka wili b	is your decision to dele e responsible for any n	egate your authority to access th risuse or unauthorized access of	e WiePDMP for information the WiePDMP by your dek	about your pat gates.	ients, if you choo	ise to delegat	ryour authorit
Current Account D	lelegate							
						Refresh III	Columns -	A Export -
First Name		Last Name	Email Address	5.0	lity Name	A	tions	
Lod		Graves					berrove	Delegato
Showing 1 to 1 of	f 1 rows	s 10. recor		/			1.4	3
Search for a delegate also remove delegate	i by nam is relate	e and email addri d to your account	Suc	ccess	u w	I need to relate t	hem 10 your 1	ccount. You ca
			The delegate?	ias been added.				
First Name				pec -	tant A	ddress.		
Q. Search for Delegate					-			
-	<i>A</i> .							





Remove a delegate from your account:

1. After login, click on the Delegate Management icon.

MISCONSIN GEDWE	Support + Resources + User Settings + Log Out
Address Putient Report Devigate N	Management
This is a SECURE SITE operated by the State of Wisconsin, Department of the solely for approved users to perform legally authorized activities. Any other use is strictly pro- ePOMP is a violation of state lww, which may result in criminal, civil and administrative sanctions, to a \$25,000 fine and, up to rine months of imprisonment. Use of this site is monitored and may Disclaimer The Controlled Substances Board and the Department of Safety and Professional Sec completeness, or adequacy of the information stored in the POMP and expressly disclaim liable	of Safety and Professional Services whibited. Inappropriate access or disclosure of information obtained from the s including suspension or revocation of my access to the PDMP application, up y be audited for unauthorized use at any time. Invices make no claims, promises, or guarantees about the accuracy, ty for errors and omissions in the information.





2. Find the Delegate that you want to remove and click on Remove Delegate.

elegate Manager	ment			
a Toensed profession another person, you v	al, it is your decision to de will be responsible for any	legate your authority to access the WI ePDMP in misuse or unauthorized access of the WI ePDM	for information about your patients /P by your delegates.	. If you choose to delegate your authori
Current Account Dele	gates			
			anth O Re	hesh 🖩 Columns - 🕹 Export -
irst Name	Last Name	Email Address	Facility Name	Actions
exi	Graves	wendy.dohi+07@gmail.com	Test	Remove Delegate
towing 1 to 1 of 1 i	rows 10 - records	per page		

3. You will receive a message that your delegate has been removed from your account.

~ 12			
Jelegate Management			
s a licensed professional, it is your decision to another person, you will be responsible for Commit Account Delegates	\checkmark	r patients. If you cho	nse to delegate your authorit
	Success	C Refresh E	Columns - Z Export -
First Name Last Nar Showing 0 to 0 of 0 rows 10-1 reco	The delegate has been removed.	Name	Actions
earch for a dangate by name and small address. If No remove delegates related to your account.	the delegates don't exist, you will need to add them. If they	do exist, you will need to reale	them to your account. Hou ta
irst Name	Last Name	Email Address	

4. Your delegate will no longer be allowed to search for patients on your behalf.





Delegate – finish registration

- 1. The first time a master account holder adds you as a delegate, you must complete your registration.
- 2. Look in your email for the subject line "WI PDMP Activate Registration"

Your Wisconsin Enhanced Prescription Drug Monitoring Program Registration is almost complete

3. Click on Confirm Registration to set your username and password.

Please Confirm Registration and Set a New Password for ePDMP

> Confirm Registration





4. Create a Username and Password and Click on Login.

📲 WISCONSIN ePDMP		C C	👫 Support + Resources
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Delegate Registration	mality of the DTMD sustam, create	a username and nationed for PDMP When the n	
 Description accessing on on the union of the	minmediately.	a use hame and passion of all Power, when one h	rgooladun process o comprete yoo wa se awe a
Username	Password	Confirm Password	
	Mediam		
Lagin			

5. You will be asked to accept the same Terms and Conditions of Use as a Healthcare Provider.

PRACTITIONER/PHARMACIST/SUBSTANCE ABUSE PROFESSIONAL

USER TERMS AND CONDITIONS

<text><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item>

- 6. Click on Accept
- If your username is already in use, you will see a message that your account could not be activated.





	SSIUNAL
USER TERMS AND CONDITIONS	
By submitting this application for access to the Wisconsin Prescription Drug Monitoring Program, I certify that I fully unde conditions:	erstand and agree to each of the following terms and
1. Larm the person identified in this application for access to the Wisconsin Prescription Drug Monitoring Program an accurate. 2. Latarity at requirements and am eligible to create an account to access information stored in the PDMP pursuant 1 3. Lundentiated that the late entry allows, me in account stored in the PDMP pursuant is the following activities:	d all information contained therein is complete and to is. CSB 4.09, Wis. Admin. Code. If patient in connection with my performance of one of to sisten in accordance with federal and state lows
summaries of the POMP application was a standard to the POMP and expressly disclam labelity for environment of the POMP application may be monitored and audited for unusual or potentially unauth	In in accordance with federal and state laws s.who.are.performing.one.of.the.activities ratand that inappropriate access or disclosure of ranctions, including suspension or revocation of my more including co-workers and subordinanes. If my mail Services, through the Managing Director of the the claims, promises, or guarantees about the accuracy, missions in the information. alied Suborances Blowd and Department of Safety and and Suborances to the PDWP application at any time. writed use.
	USER TERMS AND CONDITIONS Wateriating this application for access to the Wisconsin Prescription Drug Monitoring Program. Level if that I fully and accesses accesses accesses information Drug Monitoring Program. Level if that I fully and accesses accesses information Drug Monitoring Program. Level if that I fully and accesses accesses accesses information Drug Monitoring Program. Level if that I fully and accesses accesses accesses information Drug Monitoring Program. Level if that I fully and accesses accesses accesses information Drug Monitoring Program. access accesses information Drug Monitoring Program accesses access access accesses accesses accesses access accesses access access

8. If you enter a username that is not in use, you will see a message that your account has been activated. You will now be logged into to the ePDMP.

PRACTITI	IONER/PHARMACIST/SUBSTANCE ABUSE PR	IOFESSIONAL
	USER TERMS AND CONDITIONS	
By submitting this application for access to the Wiscore conditions:	in Prescription Drug Monitoring Program, I certify that I full	understand and agree to each of the following terms and
 I am the person identified in this application for a accurate. I satisfy all requirements and am eligible to create 5. I understand that the law <u>only allows</u> me to ave 	eccess to the Wisconsin Prescription Drug Monitoring Progra en account to access information stored in the PDMP pure acceleration strend in the PDMP above a secretify and int	en and all information contained therein is complete and want to s. C58 4.09, WIII. Admin. Code. https://dialetent.in.compction.with my performance of one of
the following activities: a. Training the patient: b. Bendering austrance to the patient: c. Being consulted equating the health of th 4. I will treat the information obtained from t governing health care information. 5. I will treat information obtained from the F	\checkmark	c. nakon in accordance with federal and state laws in in accordance with federal and state laws
 Lwill not disclose information obtain identified in section 3. Lunderstand that my use of the PDMP app information obtained from the PDMP is a across the PDMP approximation to a 32 	Your Account Is Now Activated You will now be redirected to the home page	s who are performing one of the activities rstand that inappropriate access or disclosure of sanctions, including suspension or revocation of my
 Lunderstand that Lam responsible for all u username or password is lost or comprom PDMP at PDMP@wisconsin.gov. 	ок	syone, including co-workers and subordinates. If my snal Services, through the Managing Director of the
 Lunderstand that the Centrolled Substance Bea completeness, or adequacy of the information st 10. Lunderstand that the information stored in the P Perfersional Services are allowing me to tempor 11. Lunderstand that the Centrolled Substances Bea 12. Lunderstand that all use of the PDMP application 	or dand the Department of Safety and Prefessional Services ored in the PDMP and expressly disclaim liability for errors a DMP is the property of the State of Wisconsin, and that the inly access the information in accordance with these terms, d or the Department of Safety and Professional Services mu- imary be monitored and audited for unusual or potentially u	Take the Coloris, promisely, or guarantees about the accuracy and emissions in the information. Controlled Substances Board and Department of Safety and and conditions and all applicable state and federal laws. By terminate my access to the PDMP application at any time mauthorized use.
completeness, or adequacy of the information st 10. Lunderstand that the information stored in the P Professional Services are allowing me to tempor 11. Lunderstand that the Controlled Substances Bea 12. Lunderstand that all use of the PDMP application Accept	ored in the PDMP and expressly disclaim liability for errors a DMP is the property of the State of Wisconsin, and that the right access the information in accordings with these terms, rd or the Department of Safety and Professional Services in imay be monitored and audited for unusual or potentially u	ind emissions in the information. Controlled Substances Board and Department of Sa and conditions and all applicable state and Hederal I ay terminate my access to the PDMP application at nouthorized use.











Problems with Delegate Management:

When I enter the delegate's name and email address, I receive a message that the email address is already in use:

O This email address is already associated with another delegate. Email address should be unique.

This message means the First and/or Last Name for the delegate that you entered does not match the First and/or Last Name associated with your Delegate's account. Contact the delegate and find out exactly how the First and Last Names appear on the account. The delegate can log in and view account information by going to Account Management under User Settings.

How do I know exactly how the name appears on my Delegate's account?

The delegate should log in to the ePMDP and click on User Settings and then Account Management.



From there the delegate can verify the exact spelling of the First and Last Name, making sure there are no trailing spaces by clicking in each field. The delegate can also update the fields by re-typing the names and clicking on Submit.

First Name	Last Name	Email Address
lexi	 gravess	wendy.dohl+07@gmail.com
Phone Number	Facility Name	
(555) 555-5555	Testing	

