

# Delegate Management Healthcare Professional

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Wisconsin Interactive Network

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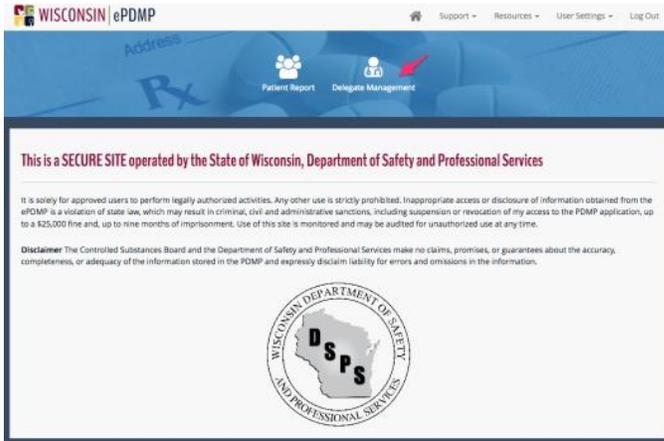
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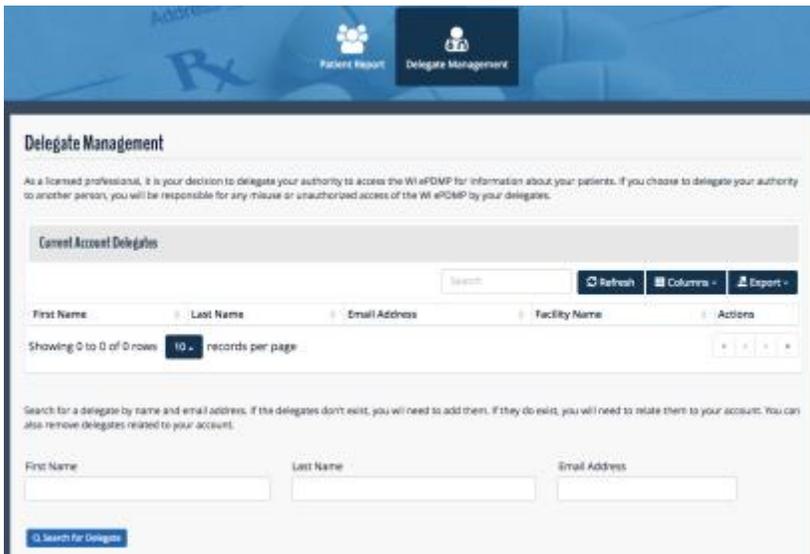


## Add delegates as a healthcare professional:

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:



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:

Search for a delegate by name and email address. If the delegates don't exist, you will 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.

**A matching delegate was not found, enter the information below to add them to your account.**

First Name <input type="text" value="Lexi"/>	Last Name <input type="text" value="Graves"/>	Email Address <input type="text" value="wendy.dohi+07@gmail.com"/>
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[Q Search for Delegate](#)

First Name <input type="text" value="Lexi"/>	Last Name <input type="text" value="Graves"/>	Email Address <input type="text" value="wendy.dohi+07@gmail.com"/>
---	--	---

Phone Number <input type="text" value="(000) 000-0000"/>	Facility Name <input type="text"/>
---	---------------------------------------

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 will 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.

**A matching delegate was not found, enter the information below to add them to your account.**

First Name <input type="text" value="Lexi"/>	Last Name <input type="text" value="Graves"/>	Email Address <input type="text" value="wendy.dohi+07@gmail.com"/>
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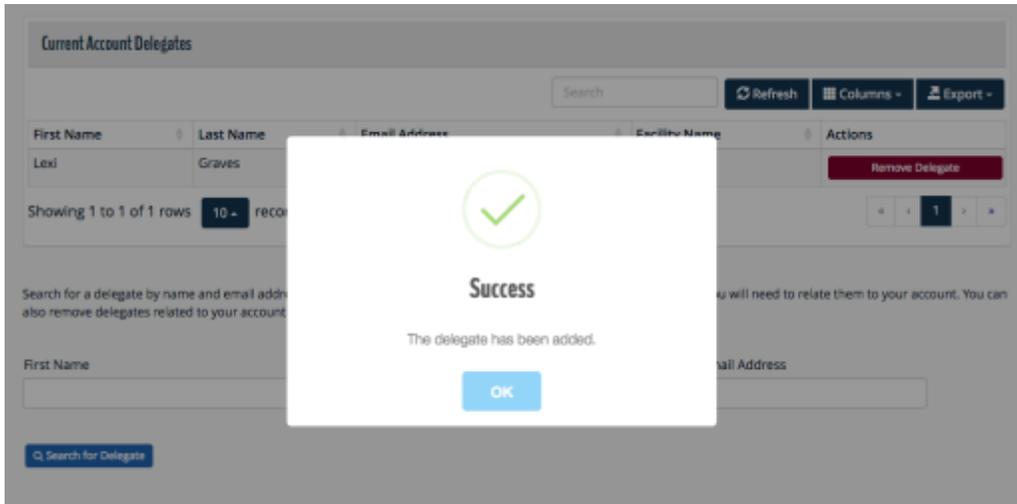
[Q Search for Delegate](#)

First Name <input type="text" value="Lexi"/>	Last Name <input type="text" value="Graves"/>	Email Address <input type="text" value="wendy.dohi+07@gmail.com"/>
---	--	---

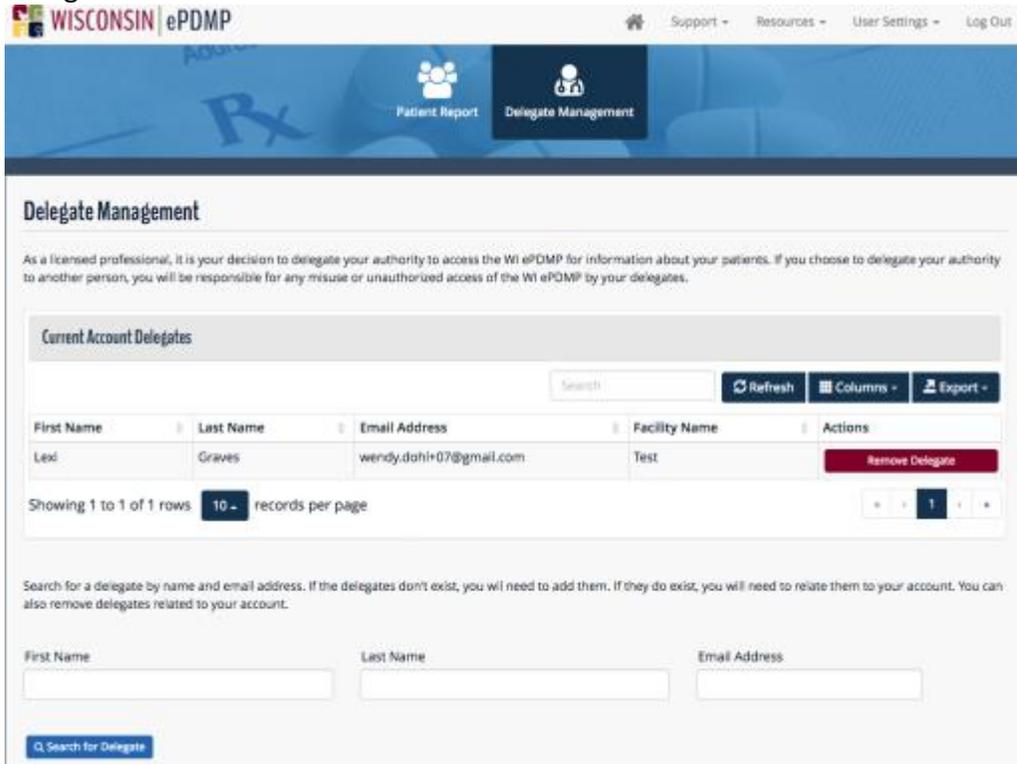
Phone Number <input type="text" value="(222) 222-2222"/>	Facility Name <input type="text" value="Test"/>
---	--



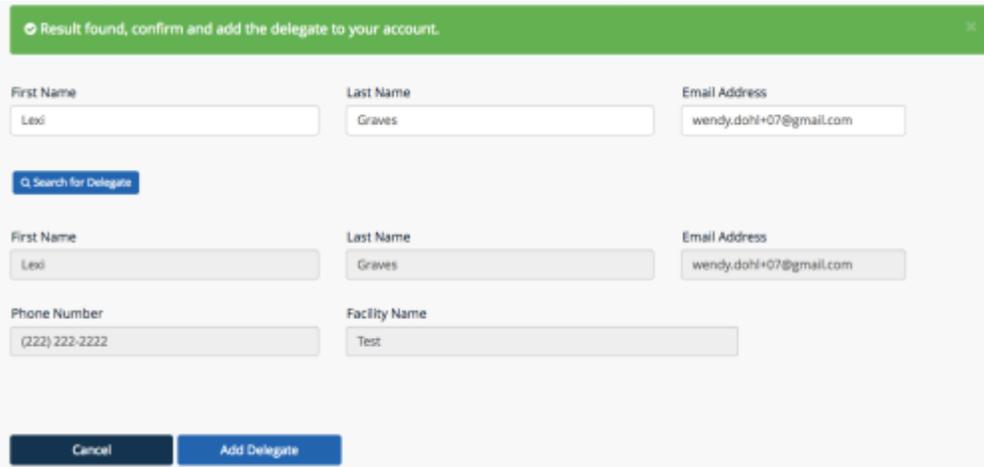
- You will receive a message that your delegate has been added to your account.



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



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:



Result found, confirm and add the delegate to your account.

First Name: Lexi | Last Name: Graves | Email Address: wendy.dohi+07@gmail.com

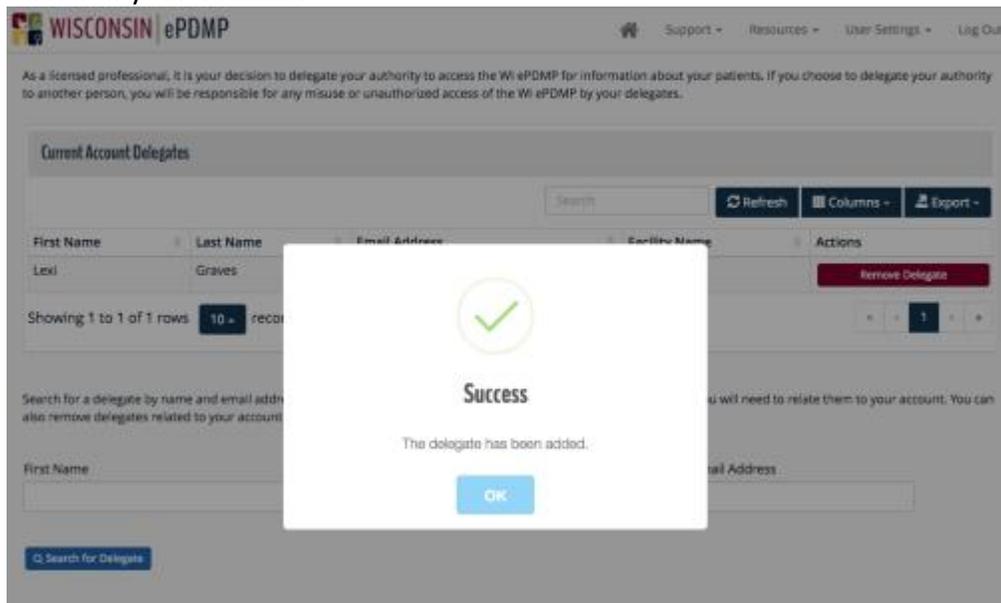
Q Search for Delegate

First Name: Lexi | Last Name: Graves | Email Address: wendy.dohi+07@gmail.com

Phone Number: (222) 222-2222 | Facility Name: Test

Cancel | Add Delegate

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.



WISCONSIN ePDMP

Support - Resources - User Settings - Log Out

As a licensed professional, it is your decision to delegate your authority to access the Wi ePDMP for information about your patients. If you choose to delegate your authority to another person, you will be responsible for any misuse or unauthorized access of the Wi ePDMP by your delegates.

Current Account Delegates

First Name	Last Name	Email Address	Facility Name	Actions
Lexi	Graves	wendy.dohi+07@gmail.com	Test	Remove Delegate

Showing 1 to 1 of 1 rows | 10 records

Search for a delegate by name and email address. You can also remove delegates related to your account.

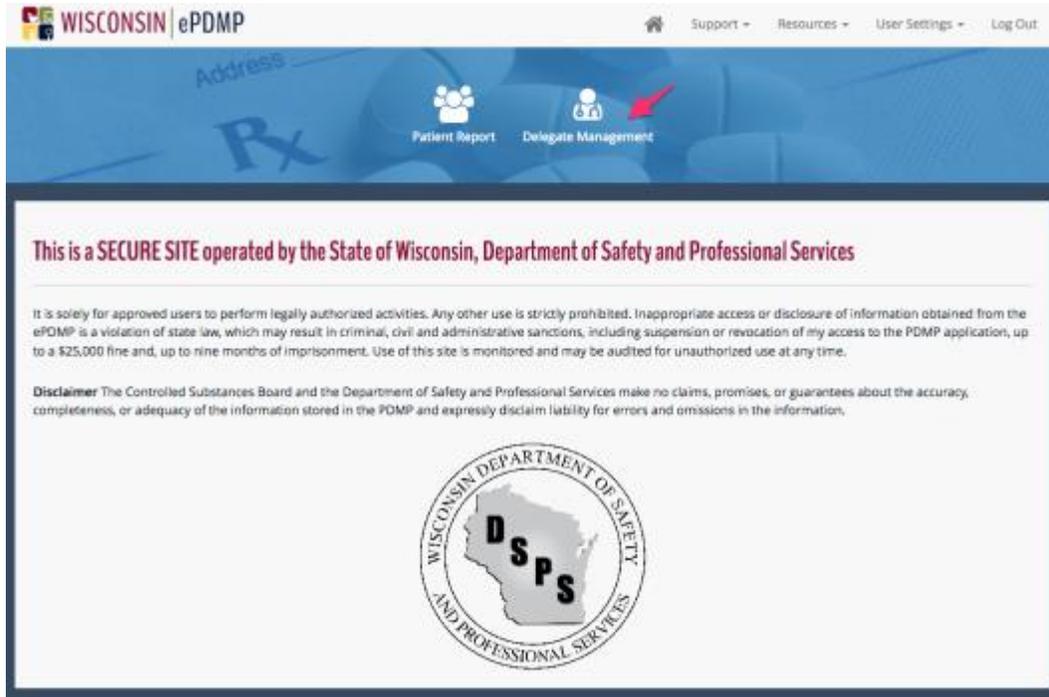
First Name: | Last Name: | Email Address: | Facility Name: | Add Delegate

Q Search for Delegate

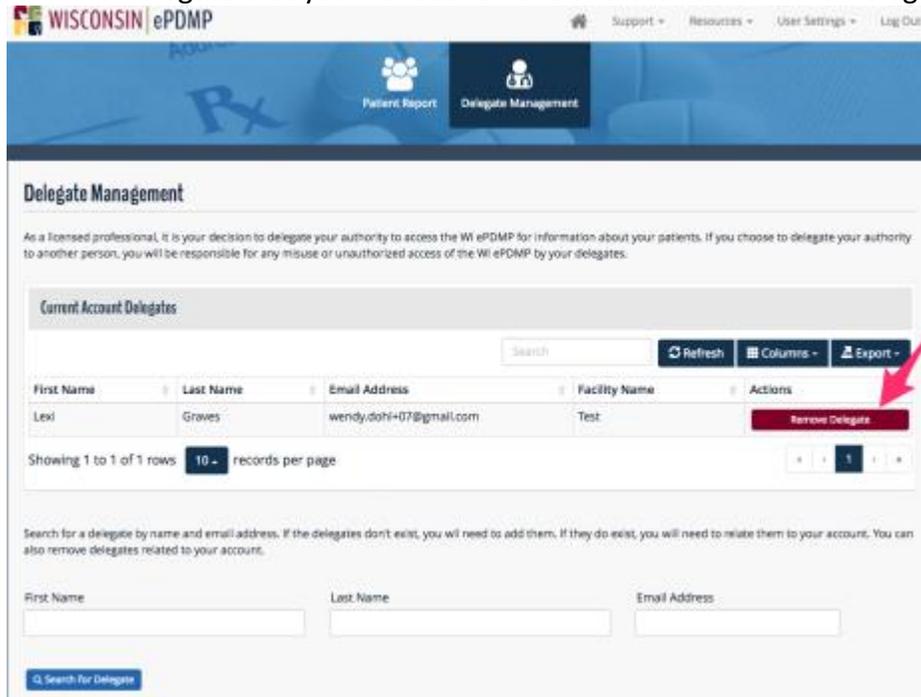
**Success**  
The delegate has been added.  
OK

## Remove a delegate from your account:

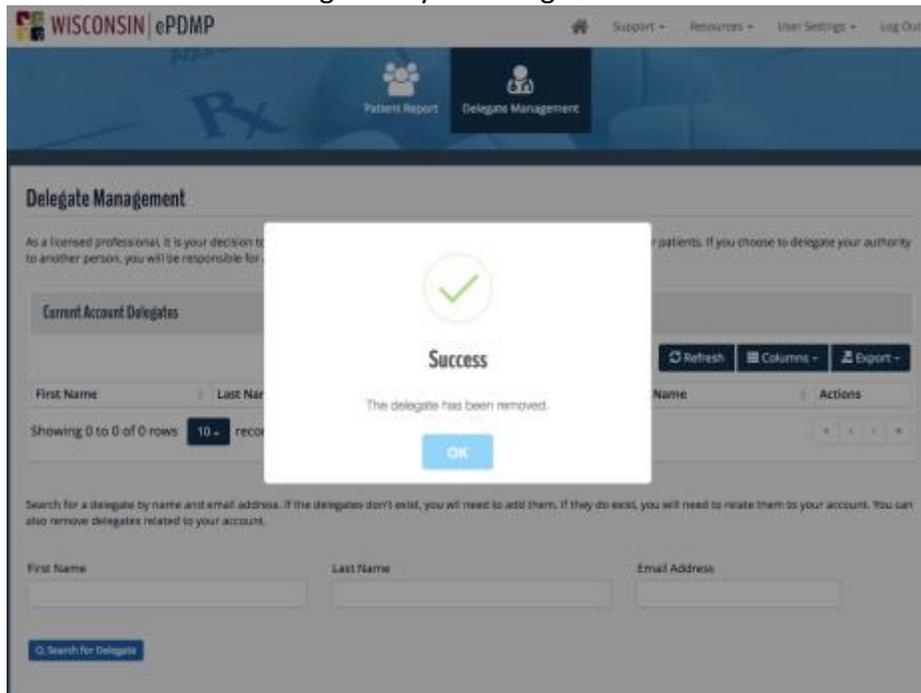
1. After login, click on the Delegate Management icon.



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



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



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

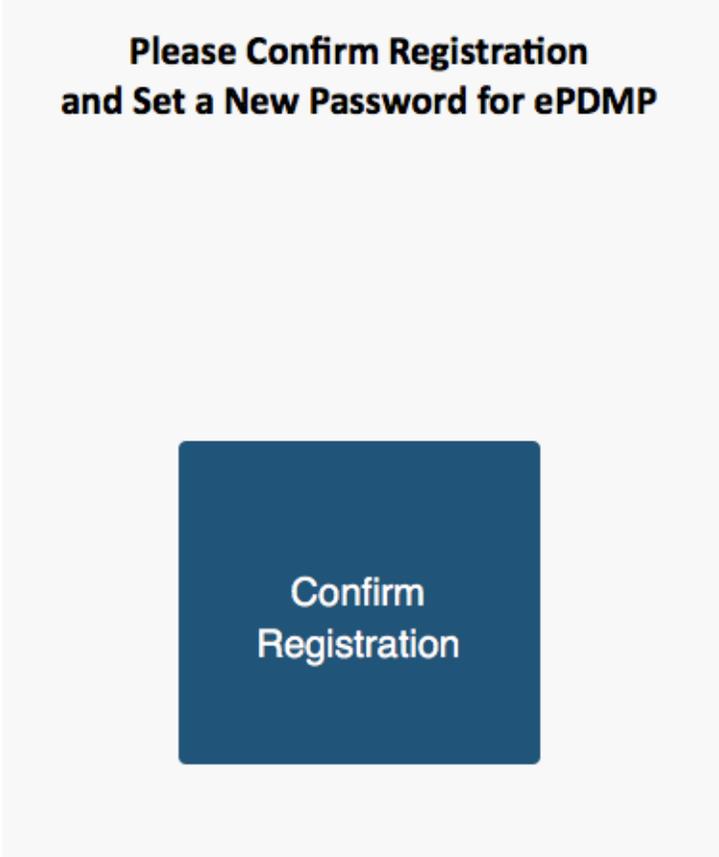
## Delegate – finish registration

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”

A screenshot of an email notification. The background is a solid blue color. The text is white and centered, reading: "Your Wisconsin Enhanced Prescription Drug Monitoring Program Registration is almost complete".

**Your Wisconsin Enhanced  
Prescription Drug Monitoring  
Program Registration is almost  
complete**

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

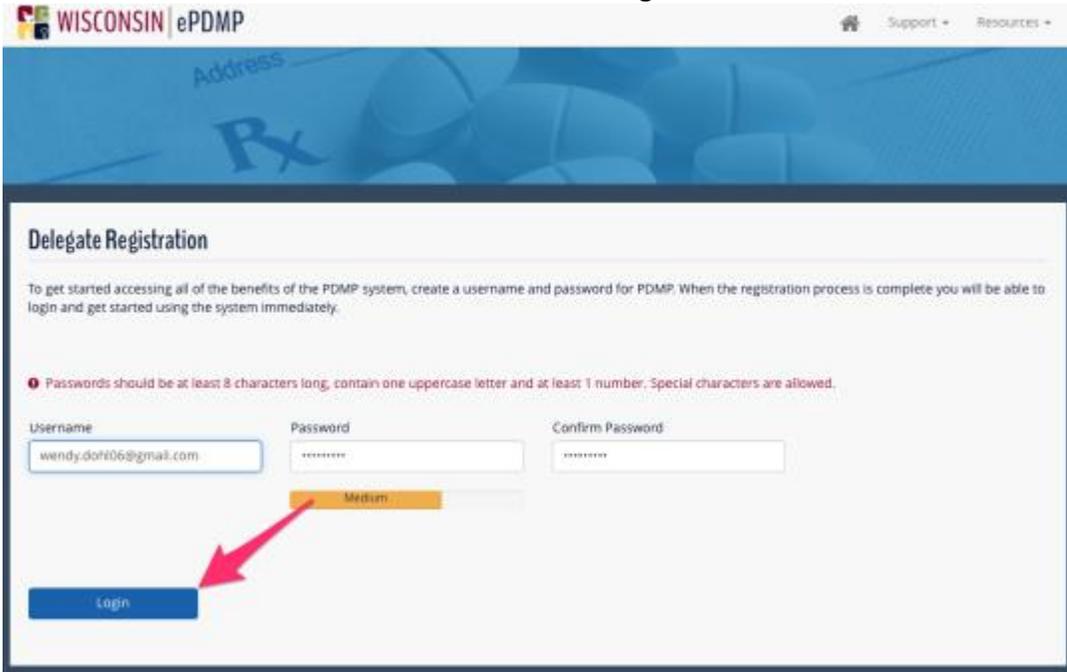
A screenshot of an email notification. The background is a light gray color. The text is black and centered, reading: "Please Confirm Registration and Set a New Password for ePDMP". Below the text is a large, dark blue rectangular button with the text "Confirm Registration" in white.

**Please Confirm Registration  
and Set a New Password for ePDMP**

**Confirm  
Registration**



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



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**

By submitting this application for access to the Wisconsin Prescriber Drug Monitoring Program, I certify that I fully understand and agree to each of the following terms and conditions:

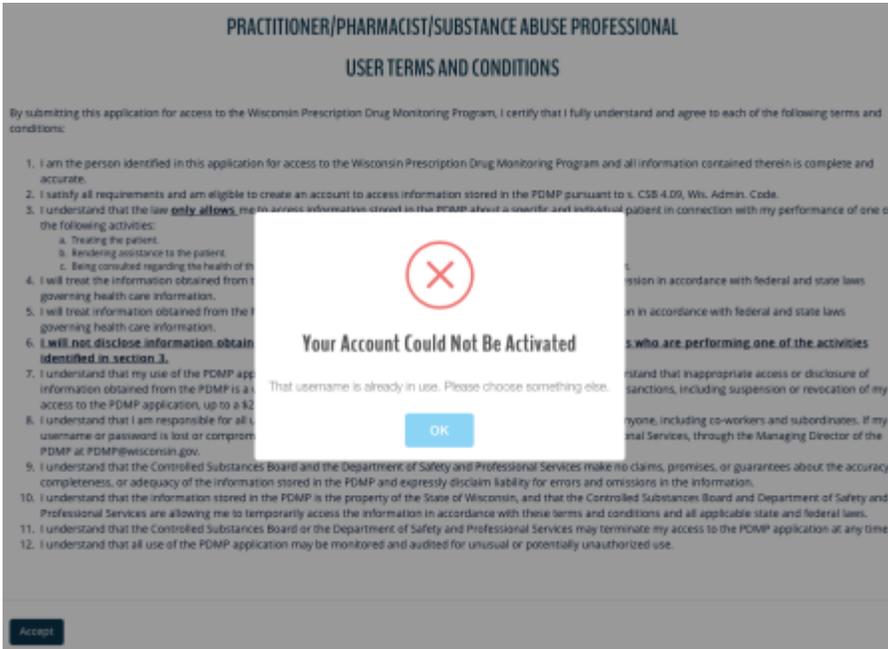
- I am the person identified in this application for access to the Wisconsin Prescriber Drug Monitoring Program and all information contained therein is complete and accurate.
- I satisfy all requirements and am eligible to create an account to access information stored in the PDMP pursuant to s. CSR 4.05, Wis. Admin. Code.
- I understand that the law **only allows** me to access information stored in the PDMP about a specific and individual patient in connection with my performance of one of the following activities:
  - Treating the patient;
  - Rendering assistance to the patient;
  - Being consulted regarding the health of the patient by an individual who is directly treating or rendering assistance to the patient.
- I will treat the information obtained from the PDMP as a medical record and will protect the information in my possession in accordance with federal and state laws governing health care information.
- I will treat information obtained from the PDMP as a medical record and will protect the information in my possession in accordance with federal and state laws governing health care information.
- I will not disclose information obtained from the PDMP to anyone other than healthcare professionals who are performing one of the activities identified in section 3.**
- I understand that my use of the PDMP application is limited to fulfillment of my duties described in section 3. I understand that inappropriate access or disclosure of information obtained from the PDMP is a violation of state law, which may result in criminal, civil and administrative sanctions, including suspension or revocation of my access to the PDMP application, up to a \$25,000 fine and, up to nine months of imprisonment.
- I understand that I am responsible for all use of my user name and password. I will never share my password with anyone, including co-workers and subordinates. If my username or password is lost or compromised, I agree to immediately notify the Department of Safety and Professional Services, through the Managing Director of the PDMP at PDMP@wisconsin.gov.
- I understand that the Controlled Substances Board and the Department of Safety and Professional Services make no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the information stored in the PDMP and expressly disclaim liability for errors and omissions in the information.
- I understand that the information stored in the PDMP is the property of the State of Wisconsin, and that the Controlled Substances Board and Department of Safety and Professional Services are allowing me to temporarily access the information in accordance with these terms and conditions and all applicable state and federal laws.
- I understand that the Controlled Substances Board or the Department of Safety and Professional Services may terminate my access to the PDMP application at any time.
- I understand that all use of the PDMP application may be monitored and audited for unusual or potentially unauthorized use.

**Accept**

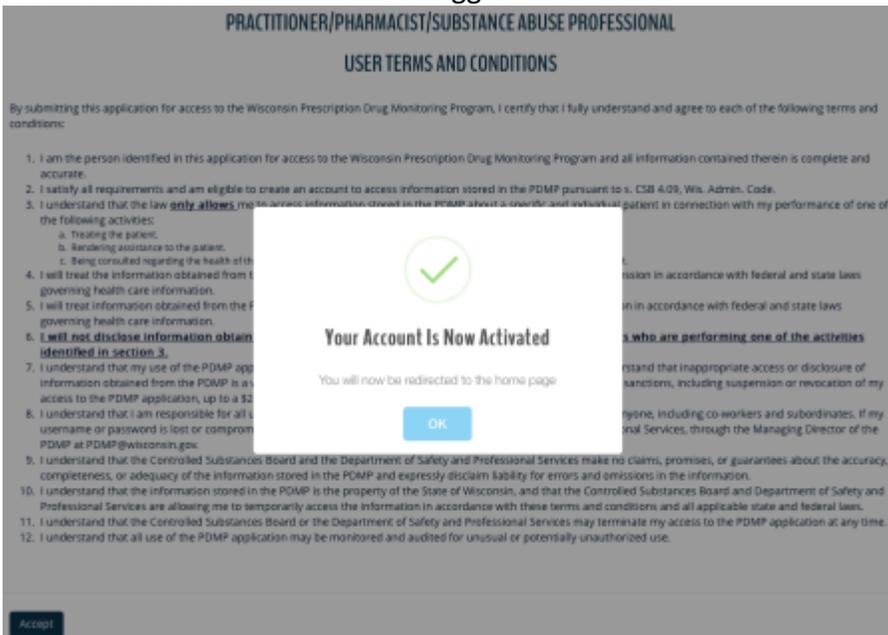
6. Click on Accept

7. If your username is already in use, you will see a message that your account could not be activated.





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.





The screenshot shows the top navigation bar with the WISCONSIN ePDMP logo on the left and links for Support, Resources, User Settings, and Log Out on the right. Below the navigation bar is a blue header area with a background image of pills. It contains the text "Address" and "Rx" on the left, and a "Patient Report" button with a group of people icon on the right. The main content area is white and contains a security notice:

**This is a SECURE SITE operated by the State of Wisconsin, Department of Safety and Professional Services**

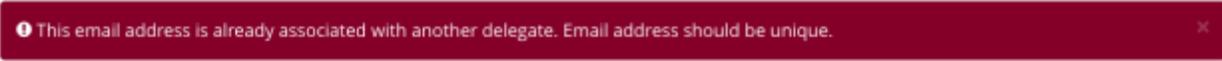
It is solely for approved users to perform legally authorized activities. Any other use is strictly prohibited. Inappropriate access or disclosure of information obtained from the ePDMP is a violation of state law, which may result in criminal, civil and administrative sanctions, including suspension or revocation of my access to the PDMP application, up to a \$25,000 fine and, up to nine months of imprisonment. Use of this site is monitored and may be audited for unauthorized use at any time.

**Disclaimer** The Controlled Substances Board and the Department of Safety and Professional Services make no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the information stored in the PDMP and expressly disclaim liability for errors and omissions in the information.



## Problems with Delegate Management:

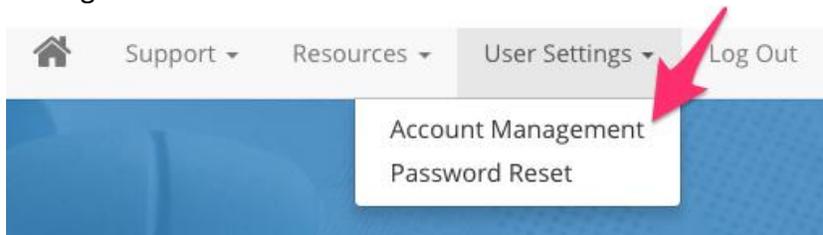
When I enter the delegate's name and email address, I receive a message that the email address is already in use:

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

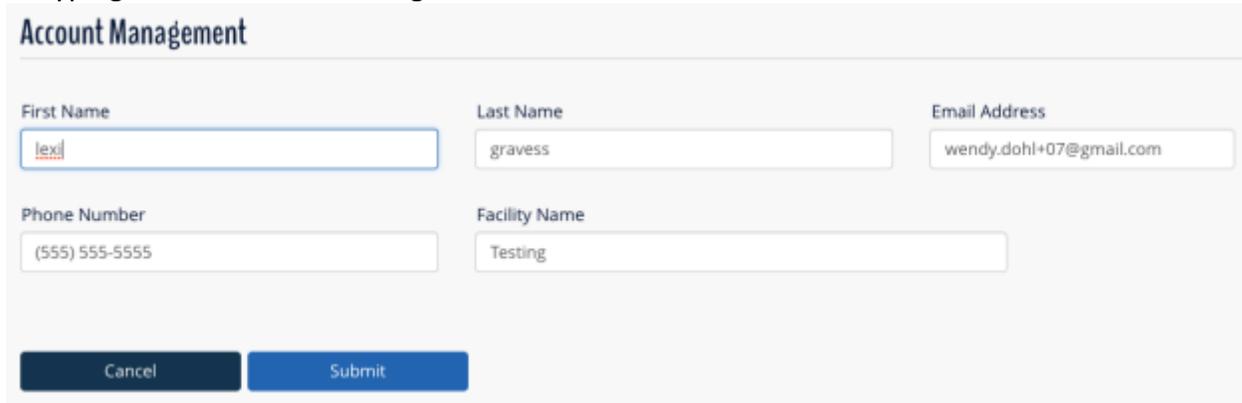
This message means the First and/or Last Name for the delegate that you entered does not match the First and/or Last Name associated with your Delegate's account. Contact the delegate and find out exactly how the First and Last Names appear on the account. The delegate can log in and view account information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

A screenshot of the 'Account Management' form. The form has a title 'Account Management' and several input fields: 'First Name' (containing 'lexi'), 'Last Name' (containing 'gravess'), 'Email Address' (containing 'wendy.dohl+07@gmail.com'), 'Phone Number' (containing '(555) 555-5555'), and 'Facility Name' (containing 'Testing'). At the bottom, there are two buttons: 'Cancel' and 'Submit'.