Pharmacist and New Prescriber PDMP Standard Registration

Step-By-Step Registration Guide

7160 Columbia Gateway Drive, Suite 230
Columbia, MD 21046
Help Desk Hours: 8 am–5 pm Monday-Friday
877.952.7477 | support@crisphealth.org
www.crisphealth.org

Standard Registration at a Glance

This workflow is specifically for pharmacists and CDS prescribers who do not have their own CDS permit and/or DEA number at the time of registration. If a registrant has an active CDS permit and DEA number, they should enter the Auto-Registration Process

Standard Registration Steps: Please set aside 30 minutes to complete registration on a computer with an internet connection, web browser, and audio.

Step 1: Select a Title, indicating your professional role

Step 2: Enter key information about yourself including: individual email address, Maryland License number, NPI, DEA Number, and CDS Permit number (if you have them)

Step 3: Verify email address and select password

Step 4: Complete electronic MOU (memorandum of understanding)

Step 5: Upload electronic copy of driver's license or other government issued photo ID

Step 6: Watch training video

Done! <u>After completing these steps you will be considered registered under the PDMP mandate</u>. CRISP staff will individually verify submitted information, and you will not be credentialed to sign in and query PDMP data until verification is completed; however, your status as PDMP registered is NOT affected!

CRISP Website

PDMP Registration

Prescription Drug Monitoring Program (PDMP) Registration

PDMP Registration Guides

Standard Registration Guide

Auto-Registration Guide

PDMP FAQ

PDMP Training Video

PDMP Legislative Changes

PDMP Registration Mandate Fact Sheet

PDMP Legislation Fact Sheet

HB437/Chapter 147, 2016

Clinical users register for access to the Maryland Prescription Drug Monitoring Program (PDMP) data through CRISP exclusively. Registration is simple, free of charge, and takes only a few minutes.

Registration for and access to PDMP is available for a wide range of clinical providers and their delegates in Maryland. A recent legislative change REQUIRES that certain providers are registered with the PDMP.

PDMP Registration Mandate

Effective: October 1, 2016

Pharmacists: Licensed pharmacists in Maryland must be registered with the PDMP by **July 1, 2017**.

Prescribers: Practitioners authorized to prescribe CDS in Maryland must be registered with the PDMP by **July 1, 2017**. In the future, the ability to obtain a new or renewal CDS prescribing permit from the Maryland Office of Controlled Substances Administration (formerly Division of Drug Control) will be dependent on having registered with the PDMP. This link between the CDS permit and PDMP registration has NOT taken effect yet.

If you currently have access to PDMP, you do not have to take additional steps at this time. You are already registered! Registration occurs only once and if you have ever registered for PDMP access in the past, you meet the legal mandate and are compliant with the PDMP course of instruction requirement under the law.

This one-page PDMP Registration Fact Sheet provides a summary of the mandate and how to register: PDMP Registration Mandate Fact Sheet

Information about all legislative changes impacting the PDMP can be found here: PDMP Legislation

A copy of the new PDMP law (HB437/Chapter 147, 2016) can be found here: HB437/Chapter 147, 2016

Pharmacist and New Prescriber registration

Welcome to the CRISP Registration site!

To apply, please have the following identifying information available:

- A personal e-mail address that only you access
- An electronic copy of your Driver's License, Employee ID, or Passport
- If applicable, license, DEA, NPI, and CDS numbers.
  - NPI lookup
  - Maryland Board of Physicians license lookup
  - Maryland Board of Nursing license lookup
  - Maryland Board of Pharmacy license lookup
  - Maryland CDS lookup
  - Washington DC license lookup

Note: CRISP offers multiple services, each with different requirements for access. Some CRISP services require that your organization enter into a signed agreement with CRISP. For privacy and security purposes, CRISP also often requires that your employer or a clinical supervisor approve your request for access.

> Use the blue 'REGISTER' button to begin the registration process

First-time applicants: please click "Register" to begin your application. The registration process takes approximately 30 minutes. You may save your application at any time and return to it later.

REGISTER

Returning applicants: please log in using your email address and password below.

Email:

Password:

Login Forgot Password?

Already have access? log in to CRISP here.

> If you started the registration process, you can start up where you left off by entering the confirmed email address and password you created.

If you have any questions, do not hesitate to contact the CRISP member services team at 1-877-952-7477. Phone support hours are 8 a.m. to 5 p.m. on weekdays. You may also email us at support@crisphealth.org.

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Step 1: Enter Title

Welcome to the CRISP Registration site!

Note: The "**Title**" is your professional role. It will dictate which CRISP services, including PDMP, for which you are eligible to apply.

Please select a title from the dropdown menu that best describes your job description.

Your selection is important because it helps to determine, based on CRISP policy and state law, the CRISP services for which you are eligible. If you are unsure which title fits you best, or believe that none of the titles is relevant to your job, please contact CRISP member services at 1-877-952-7477.

--None--

- --None--
- Cancer Registrar
- Certified Nurse Midwife
- Clinical Pharmacist
- Dentist
- Hospital Validation
- Licensed Clinical Social Worker
- Medical Assistant
- Mirth Administrator
- Nurse Practitioner
- Nursing Home Administrator
- Nursing Home Other Staff
- Other Licensed Healthcare Practitioner
- Other Non-Licensed Staff
- Pharmacist
- Pharmacist, Resident
- Pharmacy Technician
- Physician
- Physician, Intern
- Physician, Resident

Next

If you have any questions, do not hesitate t[...] at 1-877-952-7477. Phone support hours are 8 a.m. to 5 p.m. on weekdays. You may also [...]ort@crisphealth.org.

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Step 2: Enter Key Information

Welcome to the CRISP Registration site!

Create your new account

It is advised that you use a personal e-mail address that you can access regardless of organization affiliation

First Name

Last Name

Email

Phone

Your primary intended purpose for CRISP use

Department pick list is your specialty.

Department Pick List   --None--

License #

If you do not have a DEA or CDS number at this time, enter No DEA/No CDS

NPI number

DEA number

CDS number

Organization   - none -   New Organization

Hint: If you are only interested in PDMP data access, or would only like to register for PDMP at this time and consider other CRISP services in the future, enter "No Organization" for your organization.

Back   Register User

Note: Organization Selection

Organization ⊘ [- none -]   [New Organization]

Hint: If you are only interested in PDMP data access, or would only like to register for PDMP at this time and consider other CRISP services in the future, enter "No Organization" for your organization.

[Back] [Register User]

If your organization is already registered, you can locate it by beginning to type out it's name or acronym.

- If you do not see the name, but know that your organization is registered, giving the support line a quick call to find out how the organization is listed is the next best course of action.

If your organization is not already registered, select "New Organization"

- This adds an additional step to the next phase of your registration, which is called the Participation Agreement.

You will receive an email at the account you listed in Step 2. You will need to confirm your email address and create a new password. If you don't see the email in your inbox, check your Spam folder for: support@crisphealth.org

Hint: Completing this step allows you to exit the registration workflow and sign back in any time to finish the process.

CRISP application - please continue with the CRISP registration process   📭   Inbox   x   🖨 ⤢

CRISP Onboarding support@crisphealth.org via 0r4rchj3asdf.a-hoaimaw.na10.bnc.salesforce.com   9:06 PM (12 hours ago) ⭐ ↩ ▾

to me ▾

Hi Lindsey,

Thank you for requesting access to CRISP services! The next steps are to:

1. Confirm your email address
2. Change your temporary password

This account will be used to access the CRISP registration website so you can provide additional information required to validate your identity and request any necessary verification. Please note that all applicants need to upload a photo ID (driver's license, employment ID, or passport) and watch a training video.

Click here continue with your CRISP application: https://crisphealth.force.com/login?c=I3InckUZXtq0jfppKIBzPwkqNQCfa8k5H.ukVTzJR8cYBM9UI1Nn4aypfNKArOFz37oeaWZGVLfxFCwRaE55Qf64prO8iDZgSCRRwyxwxVSIgJqg9fRxmr5rLcguWBfExnA_RvU_HLt36g7pPYT6FwDIbJ_11g%3D%3D

Thanks,

CRISP
www.crisphealth.org
1-877-952-7477

Optional: Upload CRISP Participation Agreement

Logout

Welcome to the CRISP Registration site!

PA → Approval → MOU Signature → ID Upload → Training Video → Registration Status

Participation Agreement: NO ACCOUNT - PDMP ONLY

Our records show that your organization has not yet entered into a participation agreement with CRISP. This legally binding contract must be executed in order to be granted access to the clinical data in the query portal and encounter notification services.

Option 1: You may download, review and sign a copy of the agreement here.

Note: We will review and return an executed copy of the agreement to you via email. If any further information is required, you will be contacted by CRISP.

Option 2: You may also have the option of accessing the Maryland prescription drug monitoring program (PDMP) data ONLY if you are licensed, which does not require a participation agreement. To proceed with PDMP only, click the "Next" button.

Note: You can do this in lieu of the participation agreement or while the participation agreement process is underway.

To proceed with PDMP Only, click the 'Next' button

Choose File | No file chosen   Upload PA | Next

Step 4: Sign MOU

MEMORANDUM OF UNDERSTANDING

Between Licensed Healthcare Provider
And CRISP (Chesapeake Regional Information System for Our Patients) Related to
Access to the Prescription Drug Monitoring Program Information

1. <u>Purpose</u>: The purpose of this agreement is to establish the appropriate use of the Prescription Drug Monitoring Program (PDMP) through a separate, dedicated portion of the CRISP portal ("PDMP Access Point"). This agreement details the responsibilities of CRISP and the licensed healthcare provider and the requirements that need to be met by the licensed healthcare provider per Health-General Article, Title 21, Subtitle 2A, Annotated Code of Maryland ("PDMP Law"), and Code of Maryland Regulations (COMAR) 10.47.07.02 ("PDMP Regulations").

Initials [   ]

2. <u>Background</u>: The PDMP program is overseen by the Department of Health and Mental Hygiene (DHMH), Alcohol and Drug Abuse Administration (ADAA) and monitors the prescribing and dispensing of drugs that contain controlled dangerous substances (CDS). CDS dispensers, including pharmacies and healthcare practitioners, are required to report to DHMH each time a CDS prescription is dispensed. This CDS information is securely stored and disclosed only to persons or agencies whose access is specifically authorized by state law, including physicians, nurse practitioners, pharmacists and other healthcare providers. DHMH has delegated the provision of healthcare provider access to PDMP data to CRISP. This agreement is separate from any HIE Participation Agreement between CRISP and Healthcare Provider or Healthcare Provider's organization.

Initials [   ]

3. <u>Responsibilities and Requirements</u>:

CRISP shall provide Healthcare Provider with:

a) Timely and secure access to the PDMP data through CRISP's web-based portal, subject to normal down-time for maintenance or circumstances beyond CRISP's control.

b) PDMP data as reported by the dispensing person or entity. CRISP does not review or verify such

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Insert your initials at each place on this electronic Memorandum of Understanding (MOU) to attest to each section.

You must hit "Next" at the bottom to save your initials.

The MOU provides you with the terms and conditions for access to PDMP data through CRISP.

Step 5: Upload ID

This step is used to verify the personal identity of the individual registering for a CRISP account.

Logout

Welcome to the CRISP Registration site!

PA → Approval → MOU Signature → **ID Upload** → Training Video → Registration Status

Upload your photo ID

If you are unable to upload your ID, you can fax it to 443-817-9587, or you may take a picture with your smartphone or other communication device and email it as an attachment to idverification@crisphealth.org with your name in the subject field

CRISP policy requires that we verify your identity by reviewing a government- or employer-issued photo ID. You may upload a scan or photograph of your ID below. If you are having problems uploading your ID, you may also email it as an attachment to idverification@crisphealth.org.

Choose File   No file chosen   Back Next

Logout

Welcome to the CRISP Registration site!

CRISP

| PA | Approval | MOU Signature | ID Upload | Training Video | Registration Status |

Note: Maryland State statute requires that all PDMP registrants complete a course of instruction and training on effective use of the PDMP.

This video covers:
- The opioid epidemic in Maryland
- PDMP Data, Legal Requirements, and Use
- Clinical resources
- A demo of accessing PDMP data in the CRISP Query Portal

Please press the play to review the CRISP training video. For a refresher course, you may also always find a current version of our training on the CRISP website and our YouTube channel.

Maryland Prescription Drug
Monitoring Program
(PDMP)

0:01 / 15:25

Back   Next

Status Page

Logout

Welcome to the CRISP Registration site!

PA → Approval → MOU Signature → ID Upload → Training Video → **Registration Status**

This page shows you which steps you have completed (checked off), and which are still required.

Some steps in the standard registration are required to be completed by the registrant, and then verified by CRISP Staff.

Your request for CRISP access is pending.

Please reference the checklist to determine where you are in the process. There are a number of things that still need to occur for you to be granted access; for instance, CRISP will verify that your license is valid and active with the appropriate professional board. You may track the progress of these activities on this screen. Once everything is completed, you will be notified via email how to access CRISP services.

ID Uploaded	☐
ID Verified	☐
POC Contacted	☐
POC Verified	☐
License Verified	☐
Video Played	☑
DEA Verified	☐
CDS Verified	☐

Back

Registrant must:
1. Upload ID
2. Sign MOU
3. Watch Video

CRISP Staff must:
1. Verify ID
2. Verify license, DEA, CDS

- **Once an individual has completed all steps possible during the registration**, we will automatically email you a PDMP Registration Code and you will be considered registered under the PDMP mandate.

- **Once CRISP verifies all required information**, we automatically email your unique login credentials, and you will be able to access PDMP data.

Contact us

Registration Help:

If you run into any issues with the webpage or your PDMP registration application, please call CRISP at **877-952-7477** Monday through Friday, 8 am to 5 pm EDT

PDMP Policy / Legal Help:

If you have policy, programmatic, or legal questions about the PDMP, please contact the PDMP Office at **410-402-8686** or dhmh.pdmp@maryland.gov