CRISP
Chesapeake Regional Information System for our Patients

Delegator Dashboard User Guide

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877-952-7477

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Columbia, MD 21044-9997

PDMP Delegators

Overview

Effective July 1, 2018, Maryland statute (§21–2A–04.2) requires CDS Prescribers and Pharmacists in Maryland to request and to assess data from the Maryland Prescription Drug Monitoring Program (PDMP) in certain prescribing and dispensing situations. More information about mandatory use can be found on our website: MarylandPDMP.org. The Maryland PDMP authorizes Prescribers and Pharmacists (also known as "Delegators") registered with the Program to assign their PDMP search authority to one or more authorized "agents" who are known as "Delegates.

What is a "Delegator"?

A Delegator is a health care provider who prescribes controlled dangerous substances (CDS), including physicians, physician assistants, nurse practitioners, dentists and podiatrists, in connection with the medical care of a patient. A Delegator is also a provider who dispenses CDS, including pharmacists. In addition, a Delegator is a person who has been credentialed to access the PDMP to review the controlled substance prescription history of a patient, and who determines that having a staff member (a "Delegate") assist with PDMP patient searches will benefit their workflow.

Who can be a "Delegate"?

Delegates may include any staff member (licensed or unlicensed) who is delegated access by a PDMP-registered Prescriber or Pharmacist and who is employed by or under contract with the same practice as the Delegator. Each Delegate must obtain her/his own individual CRISP account for PDMP access; a delegate may not sign into CRISP using the Delegator's account. The potential Delegate(s) must register for the PDMP through the CRISP registration process. The designated staff member can serve as a Delegate for multiple Delegators, and each Delegator can have multiple Delegates. All of these relationships must be maintained in the Delegator Dashboard. Sharing of user credentials is strictly prohibited.

How does a Delegator establish a relationship with a Delegate?

The potential Delegate(s) must be part of the same organization with access to the portal provided by the HIE Administrator. If the HIE Administrator has not added the Delegate, they must do so.

This allows a Delegator to add the Delegate to their list of approved Delegates via the Delegator Dashboard, available in the CRISP Portal. Once added, the Delegate will receive an email, inviting them to register for the PDMP. Delegate must register through the CRISP Registration Process, selecting "I am a delegate."

If the Delegate has already registered for the PDMP and has been added by their HIE Administrator, the Delegator should be able to add them via the Delegator Dashboard, and access should be provided.

Note: Multiple Delegator-Delegate relationships can be added. Prescribers and Pharmacists accessing PDMP Search through the portal are able to add and remove Delegates through the Delegator Dashboard.

If I decide to add a Delegate, what are my responsibilities as the Supervising Delegator?

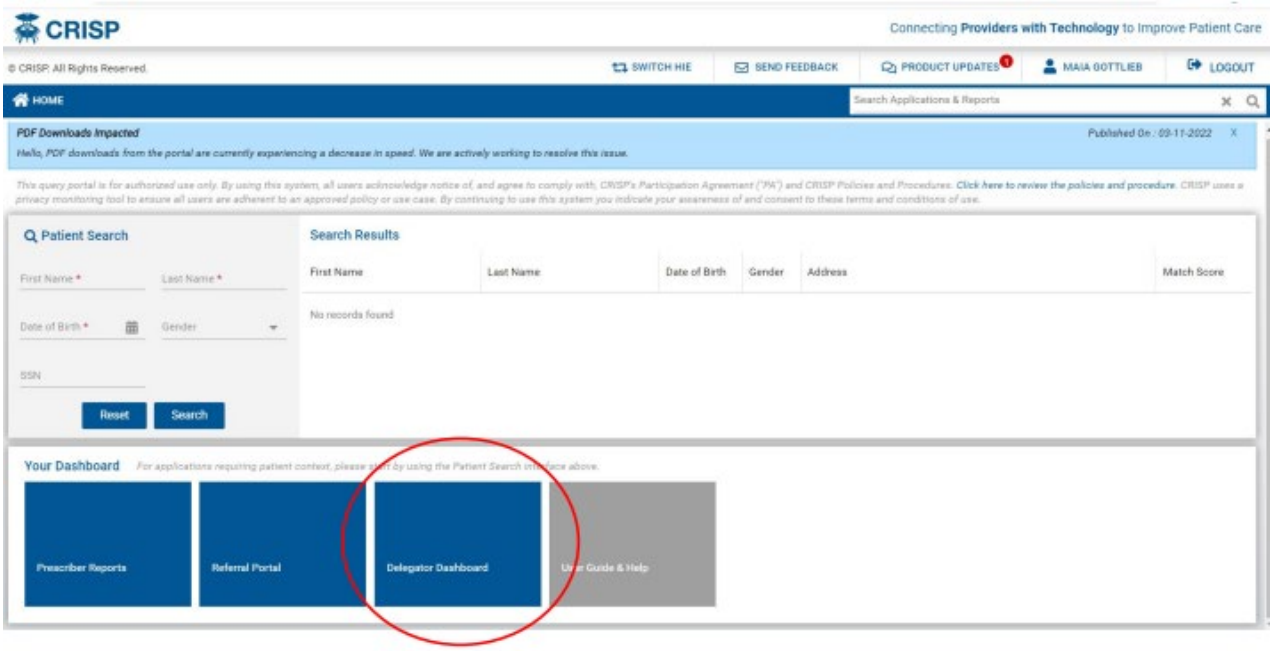
The Supervising Delegator remains responsible for the below actions:

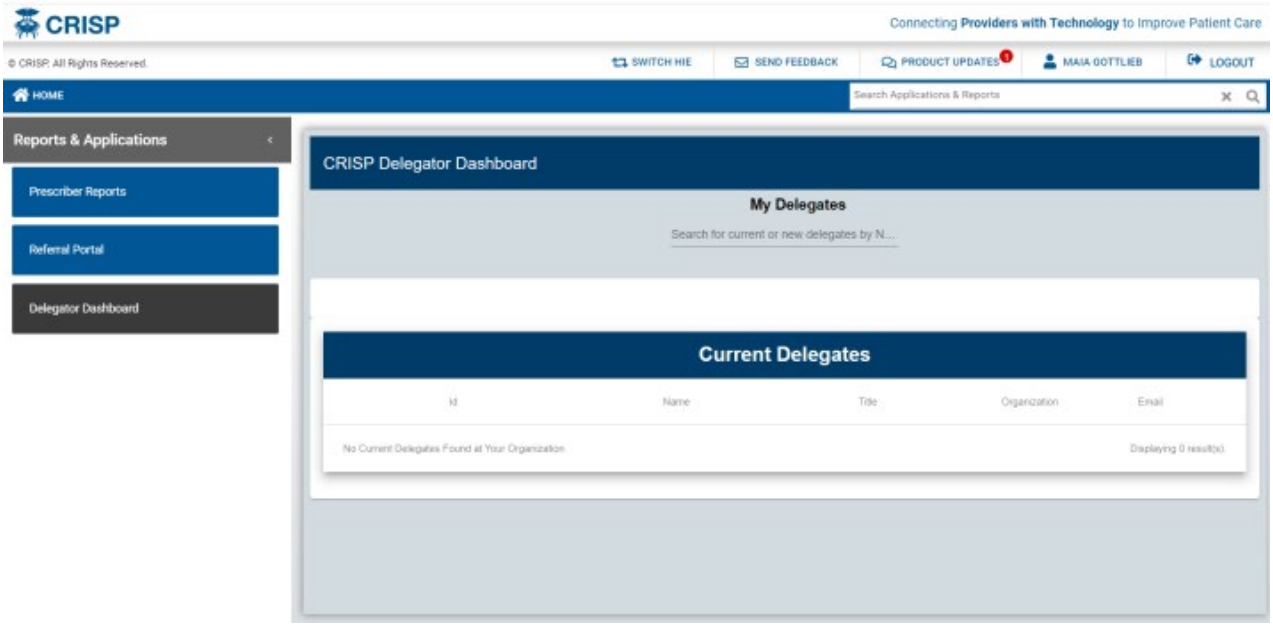
- Protecting the confidentiality of the PDMP data
- Reviewing the PDMP data
- The decision whether to prescribe or dispense a CDS medication to a patient
- For prescribers, documenting in the patient's health record that the PDMP data was requested and assessed prior to prescribing the opioid or benzodiazepine

PDMP Delegators User Guide

Delegator Dashboard View

To view the Delegator Dashboard, log in to the PDMP Portal and select the "Delegator Dashboard" Tile.





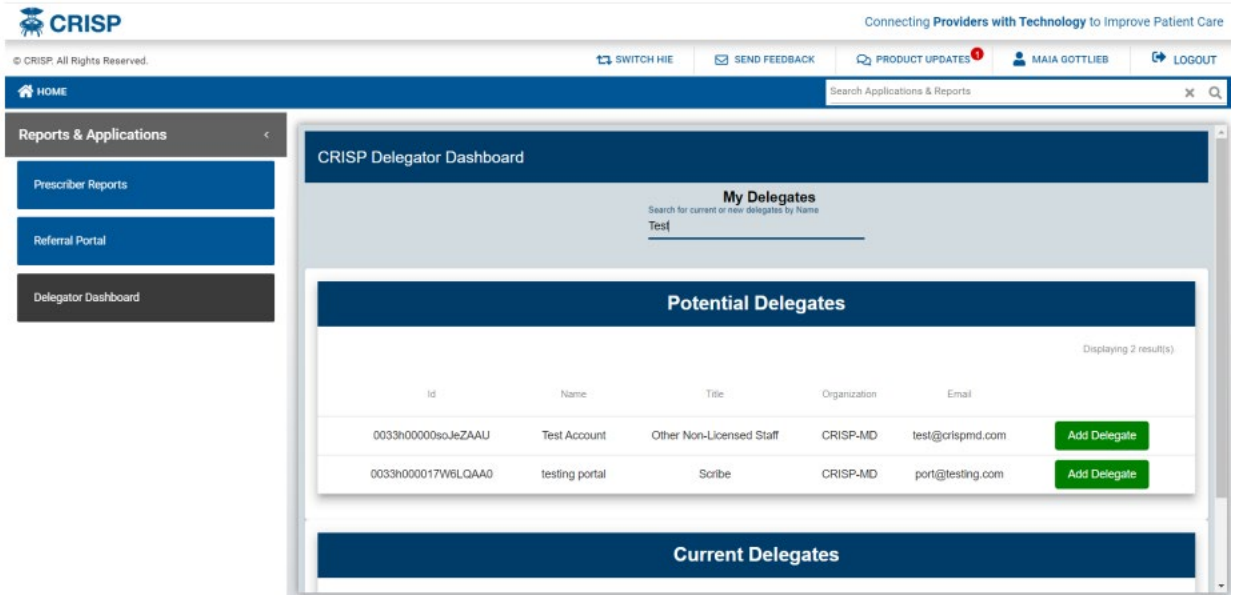
Adding a New Delegate

To search for the desired Delegate, begin typing the Delegate name into the Search for delegates bar. A list of potential Delegates is displayed who are within the Delegator's organization and have PDMP access. Click the green Add Delegate button to the right of the person's name to add them as a Delegate.

If the desired Delegate is not in the search results list, please confirm the individual has an active Portal account. A missing Delegate may indicate their account information needs to be updated or that they have not completed all steps required for PDMP access at their

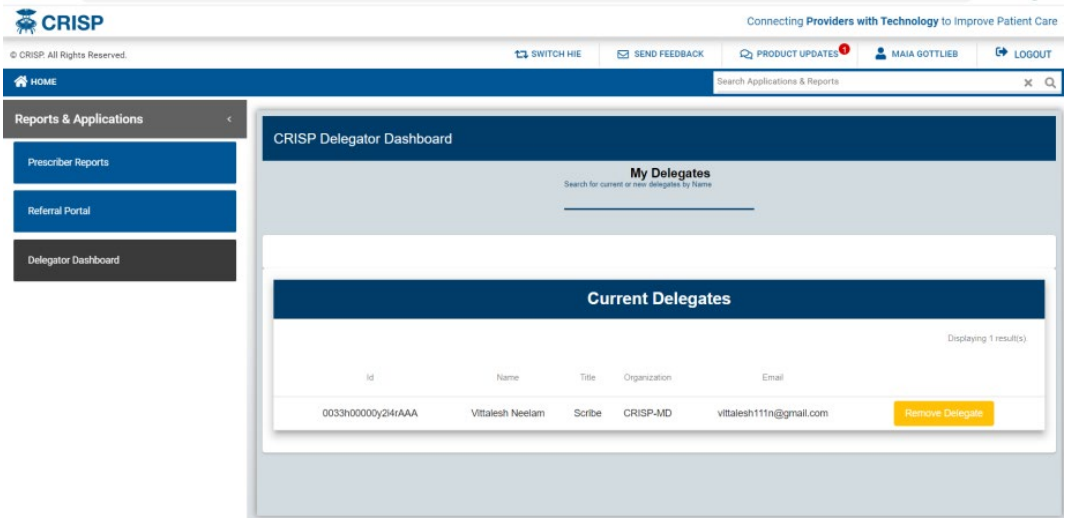
current organization. The Delegate should contact their HIE Administrator to confirm that they are added under the correct organization. For additional information, contact CRISP Support at support@crisphealth.org or 877-952-7477 for assistance

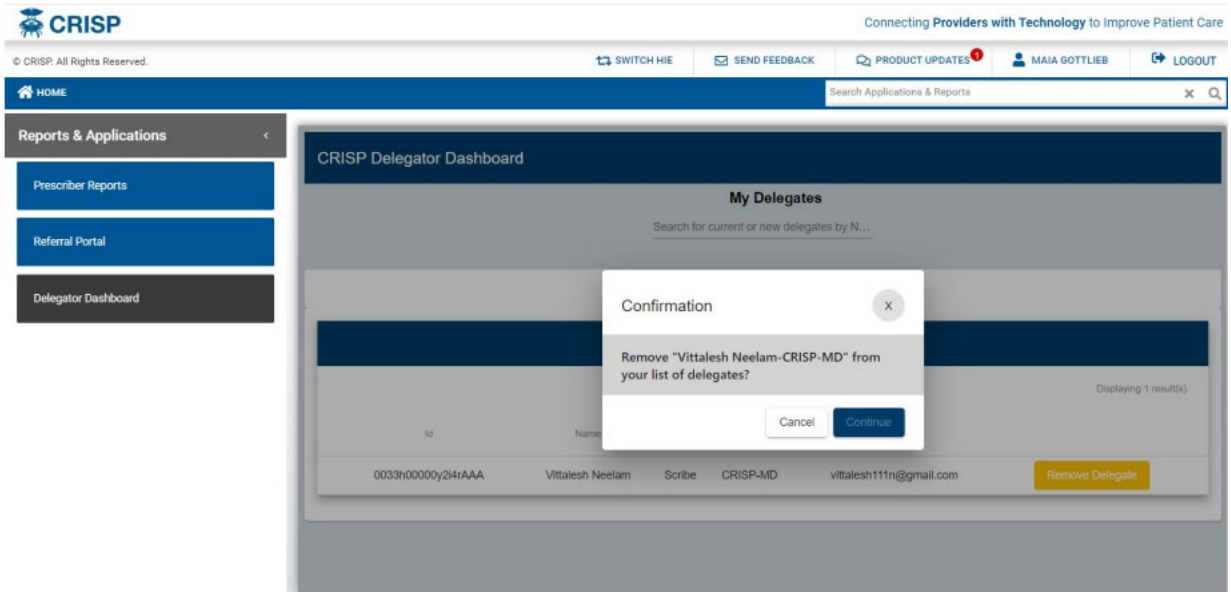
After choosing **Add Delegate**, a confirmation box displays asking the Delegator to attest having a professional relationship with the selected Delegate. Choose Continue for the Delegate to be added or Cancel to go back to the dashboard without adding the Delegate.



Removing a Delegate

The Delegator can remove someone as an authorized Delegate using the Delegator Dashboard. To delete a Delegate, click the yellow Remove button to the right of the Delegate's name. Confirmation is required to complete the action and remove the Delegate.

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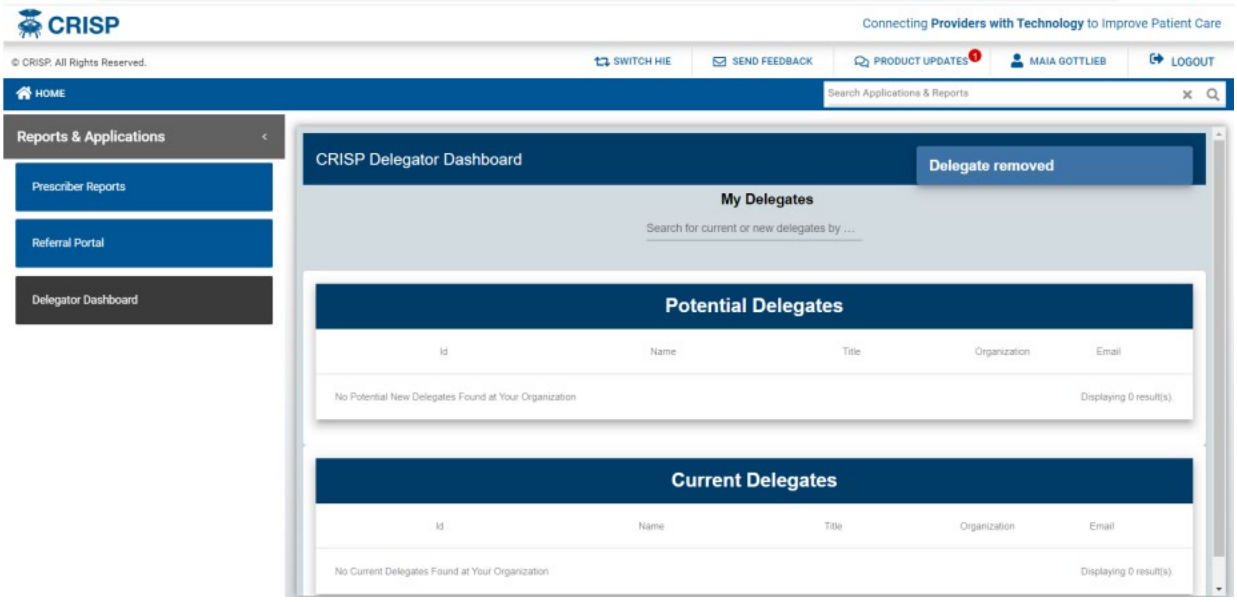
LOGOUT
HOME
Search Applications & Reports
Reports & Applications
Prescriber Reports
Referral Portal
Delegator Dashboard
CRISP Delegator Dashboard
My Delegates
Search for current or new delegates by N...
Confirmation
Remove "Vittalesh Neelam-CRISP-MD" from your list of delegates?
Cancel
Continue
Displaying 1 result(s).
Id
Name
0033h00000y2i4rAAA
Vittalesh Neelam
Scribe
CRISP-MD
vittalesh111n@gmail.com
Remove Delegate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Search for current or new delegates by ...
Potential Delegates
Id
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Organization
Email
No Potential New Delegates Found at Your Organization
Displaying 0 result(s).
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