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ACTIVATING OR DEACTIVATING DELEGATES

Delegate Accounts

Prescribers who hold a Delaware controlled substance registration may authorize one or more delegates to access the Prescription Monitoring Program (PMP) database on their behalf in order to obtain their patients' controlled substance prescription histories. A prescriber may have multiple delegates, and a delegate may be linked to multiple prescribers.

Managing Delegates

As a prescriber, it is your responsibility to manage the delegate accounts that are attached to your prescriber PMP account. Only you can activate or deactivate a delegate's PMP account.

Activating Delegate Accounts

Before you can activate a delegate's PMP account to perform queries on your behalf, the delegate must register for the PMP. Please direct your delegate(s) to [Registration Instructions](#). When your delegate has registered, follow these steps to link his or her delegate account to your PMP account.

1. Log in to RxSentry.
2. Click **Delegate Accounts**.

Result: The PMP system displays a window showing which Delegate accounts are already linked to your PMP account and which are awaiting your action to link them to your account.

Example: No accounts are linked to the prescriber's account under **Currently Linked to Delegate Accounts** on the left, but several delegates who have registered and are awaiting authorization are listed under **Link Additional Delegate Accounts** on the right.

Currently Linked To Delegate Accounts	Link Additional Delegate Accounts
	Bear, Teddy DEL Teddy.Bear HID Test Boop, Betty DEL Betty.Boop HID Test Brady, Marsha DEL Marsha.Brady HID Test Example, Random DEL Random.Example Tester, Testy A DEL Testy.Tester01 Tester, Testy T DEL Testy.Tester
<input type="button" value="Remove/Add"/>	
Last Name: <input type="text"/> First Name: <input type="text"/> <input type="button" value="Search"/>	

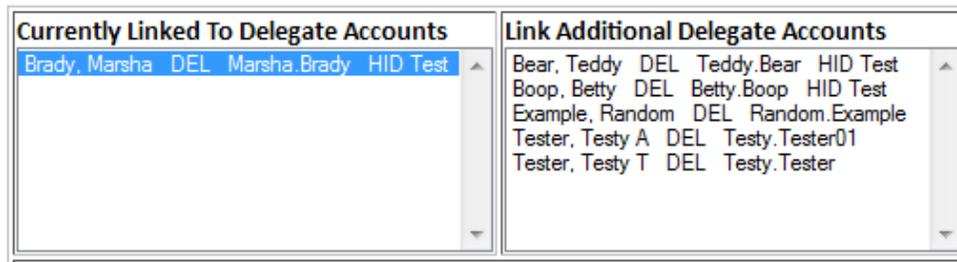
- Click the name at right to select the Delegate account to link to your account.

Note: If you don't see a specific delegate's name on the right, you can search for it. Enter the delegate's last and/or first name in the search fields, then click Search. The names you enter do not have to be complete.

- Click **Remove/Add**.

Result: The PMP system will move the selected name from the **Link Additional Delegate Accounts** column to the **Currently Linked to Delegate Accounts** column. When linked, the delegate may log on to his or her own Delegate account. Under Master Accounts, the delegate will be able to see the prescribers' accounts to which his or her Delegate account is linked. The delegate may also query the PMP database on any listed prescriber's behalf.

Example: The PMP system has linked the selected Delegate account on the left to the prescriber's PMP account. This delegate's account is now activated.



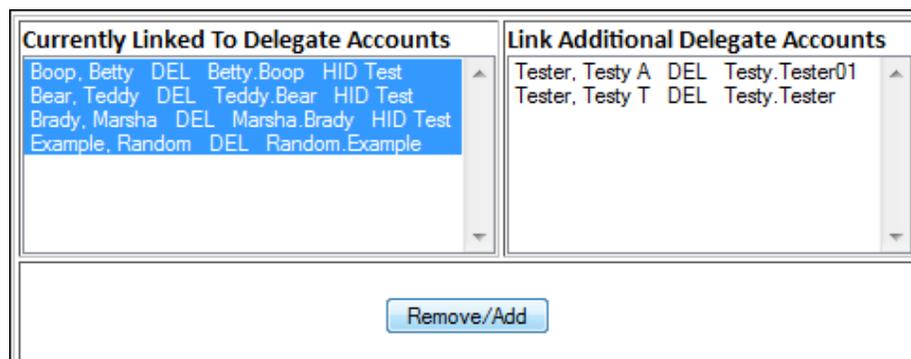
Deactivating Delegate Accounts

Whenever a delegate should no longer have authority to query the PMP database on your behalf, you must unlink the Delegate account from your account in order to deactivate it.

- Log in to RxSentry.
- Click **Delegate Accounts**.

Result: The PMP system displays a window showing which Delegate accounts are already linked to your PMP account and which are awaiting your action to link them to your account.

Example: Several accounts are linked to the prescriber's account under **Currently Linked to Delegate Accounts** on the left.



- Hold down the **[Ctrl]** key while you click the name of the delegate you wish to deactivate.
- Click **Remove/Add**.

Result: The PMP system will move the selected name from the **Currently Linked to Delegate Accounts** column to the **Link Additional Delegate Accounts** column.