



Delegate Reverification Workflow

Document Overview

This document describes the steps you should follow to reverify your delegates after determining whether that delegate is active or inactive. The reverification process must be completed on a bi-annual basis during the timeframe specified by your state.

Notes:

- *This document only provides instructions for reverifying delegate accounts. For complete instructions on using AWAxRxE, including how to log in to the system, please refer to the AWAxRxE User Support Manual.*
- *The Reverification window for Ohio is September 30, 2020 through October 30, 2020. Delegates must be reverified by Oct 30th to continue performing searches.*

Delegate Reverification Workflow

Beginning Sept 30th 2020, every 6 months, based on the date an account is created OH OARRS users will be prompted to update or confirm their PMP AWAxRxE Profile information upon login. This means on Sept 30th, if a user's account creation date is not older than 6 months, they will not see the profile confirm screen. They will see it every 6 months from account creation date

The screenshot shows the APPRISS SUPERVISOR dashboard. At the top, there's a navigation bar with a "Menu" icon and the text "APPRISS SUPERVISOR". Below the navigation bar, there's a "Home > Dashboard" breadcrumb. A prominent yellow warning banner at the top states: "Warning: You have delegates to review. Review Your Delegates". A red arrow points to this banner. Below the banner, the "My Dashboard" section is visible. It includes a "Patient Alerts" section with a table of alerts, a "My Favorites" section with a link to "RxSearch - Patient Request", and a "PMP Announcements" section with a message about a password reset via mobile phone. The table of alerts has columns for Patient Full Name, DOB, Alert Date, and Alert Letter. It lists three test patients and one no-alert test patient.

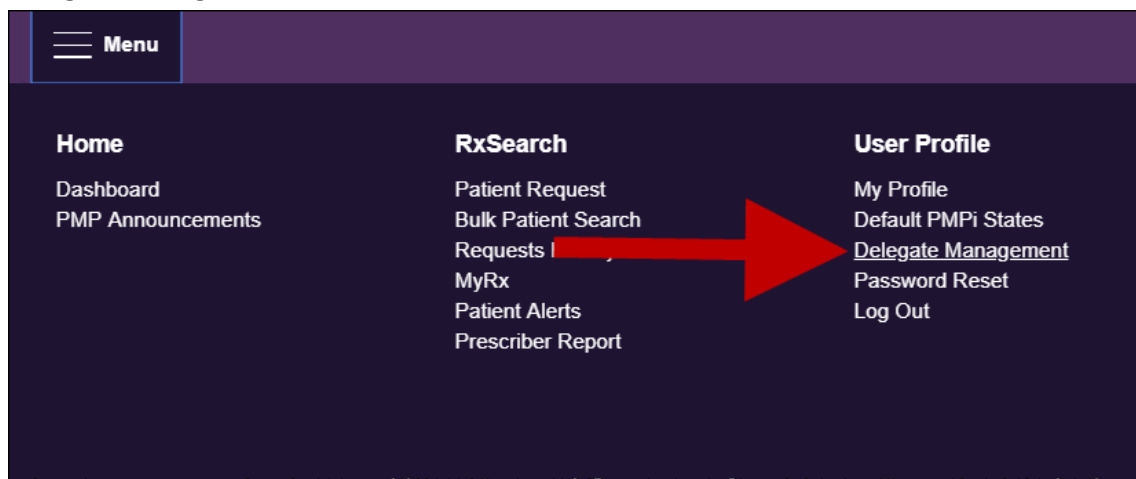
Patient Full Name	DOB	Alert Date	Alert Letter
three testpatient	01/01/1900	01/07/2019	Download PDF
three testpatient	01/01/1900	11/30/2018	Download PDF
noalert Testpatient	01/01/1900	11/28/2018	Download PDF

In order for these delegates to continue to search the PMP AWARxE database on your behalf, you must determine whether they are still active users and, if so, reverify their accounts.

Note: Delegates who have not been reverified within the confirmation period will be immediately deactivated and placed back into your approval queue with a status of “Pending.”

To re-verify a delegate’s account:

1. Click the **Review Your Delegates** link in the warning message shown above; OR click **Menu > Delegate Management**, located under **User Profile**.



The Delegate Management page is displayed.

- Note that your state’s bi-annual delegate reverification period is displayed on this page along with the date unverified delegates will be changed to “Pending” status.
- Delegates who have not yet been reviewed are displayed with a status of “Unverified.”

Warning

You have delegates to review

[Review Your Delegates](#)

DISMISS

ANNUAL DELEGATE RE-VERIFICATION: 02/01/2019 - 03/31/2019
 Unverified Delegates will be changed to pending status on 04/01/2019

Delegate Management

Select a delegate to review details.

Add +

First	Last	Role	Delegate Status	Date Requested	Date Verified
Appriss	Delegate	Prescriber Delegate - Unlicensed	Pending	05/19/2018	
SALLY	DELEGATE 2	Prescriber Delegate - Licensed	Unverified	07/14/2017	09/23/2018
John	Delegate 1	Nurse Practitioner / Clinical Nurse Specialist	Pending	05/28/2016	10/09/2018

Note: The bi-annual reverification period displayed in the screenshot above does not reflect your state’s bi-annual reverification period. The reverification period displayed above was selected for testing and documentation purposes only. Please verify your state’s bi-annual reverification period with your State Administrator.

2. Click a delegate’s name to review that delegate’s information.

The delegate's information is displayed below your list of delegates.

ANNUAL DELEGATE RE-VERIFICATION: 02/01/2019 - 03/31/2019
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Delegate Management

Select a delegate to review details.

First	Last	Role	Delegate Status	Date Requested	Date Verified
Appriss	Delegate	Prescriber Delegate - Unlicensed	Pending	05/19/2018	
SALLY	DELEGATE 2	Prescriber Delegate - Licensed	Unverified	07/14/2017	09/23/2018
John	Delegate 1	Nurse Practitioner / Clinical Nurse Specialist	Pending	05/28/2016	10/09/2018

SALLY DELEGATE 2
Verify Status
Remove

Registration Approval Date: 05/03/2016
Role: Prescriber Delegate - Licensed
Phone: (502) 797-6943
Email: mr.jonporter+delegate@gmail.com (Verified)
Address: 121 HIGH ST #200
 ANYWHERE, KY 11111
Date of Birth: 01/01/1984

Delegate (approved)
 Personal DEA
 ✓ AH1111119
 National provider (invalid)
 Professional license (invalid)
 Controlled substance (invalid)
 Employer DEA

1 Supervisor
APPRISS SUPERVISOR (approved)
 mr.jonporter+physician@gmail.com
0 Delegates
 Healthcare Specialty

3. Review the delegate's account to determine whether they are still active.

a. If the delegate is still active, click **Verify Status**.

The delegate's status changes to "Approved," and they can continue to search the PMP AwarxE database and run reports on your behalf.

OR

b. If the delegate is inactive, click **Remove**.

The delegate's status changes to "Pending," and they will be unable to search the PMP AwarxE database and run reports on your behalf.

Note: If a delegate has been placed in "Pending" status, either by you or by default as a result of missing the reverification deadline, you can reactivate their account at any time by clicking their name to view their information and then clicking **Approve** on their information card.

John Delegate 1
Approve
Reject

Registration Approval Date: 03/09/2016
Role: Nurse Practitioner / Clinical Nurse Specialist
Phone: (502) 797-6943
Email: mr.jonporter+NP@gmail.com (Verified)
Address: 10401 Linn Station Road #200
 Louisville, KY 40218
Date of Birth: 01/01/1972

Delegate (pending)
 Personal DEA
 ✗ ZZ1234567
 National provider (invalid)
 Professional license (invalid)
 Controlled substance (invalid)
 Employer DEA

2 Supervisors
APPRISS SUPERVISOR (pending)
 mr.jonporter+physician@gmail.com
APPRISS DOCTOR (approved)
 asoristester+physician@gmail.com
0 Delegates
 Healthcare Specialty

Document Information

Disclaimer

Appriss has made every effort to ensure the accuracy of the information in this document at the time of printing; however, information is subject to change.

Change Log

Version	Date	Chapter/Section	Change Made
1.0	09/09/2020	N/A	Initial publication