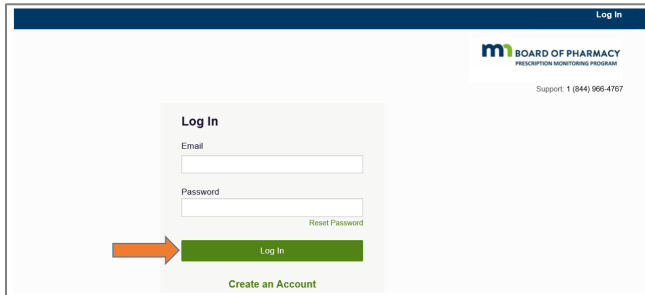


# Delegate Auditing

Tip Sheet – Suggested Process

## 1. Login to the [MN Prescription Monitoring Program \(pmpaware.net\)](http://MNPrescriptionMonitoringProgram.com)



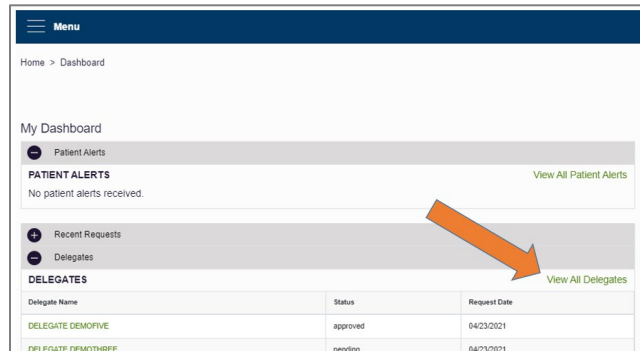
During the month following a completed quarter a banner will display upon login reading:

**DELEGATE AUDIT mm/dd/yyyy – mm/dd/yyyy.**

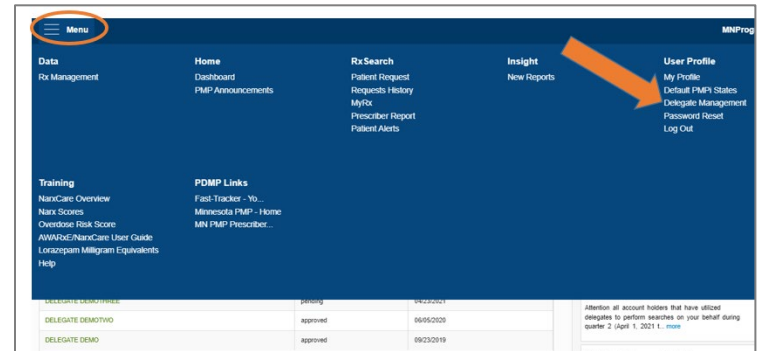
All delegate searches must be audited by mm/dd/yyyy for approved delegates to remain authorized.

## 2. Access Delegate Management

From MyDashboard within the Delegates section, select View All Delegates



OR to reach the same result select Menu, User Profile, Delegate Management



- This will present a view of all delegates that are associated with your account.
- Under Request History, you will need to select “View” for each delegate that has performed searches in the previous quarter (auditing period.)

ed	Last Review Date	Next Review Date	Request History
	04/13/2021	07/31/2021	
	04/23/2021	07/31/2021	<a href="#">View</a> Needs Review
	04/23/2021	07/31/2021	<a href="#">View</a> Needs Review

- This will display the searches performed by this delegate under your authority during the previous quarter.

- Review each delegate’s searches
- Once complete check the box that says “I have reviewed the request history for this delegate per state regulation and click **Submit**.

I have reviewed the request history for this delegate per state regulation  

Cancel Submit

- “Needs Review” will no longer display
- Repeat for each delegate that has performed searches.

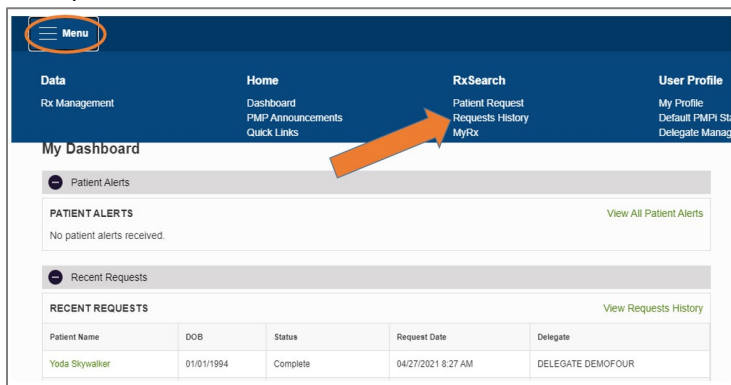
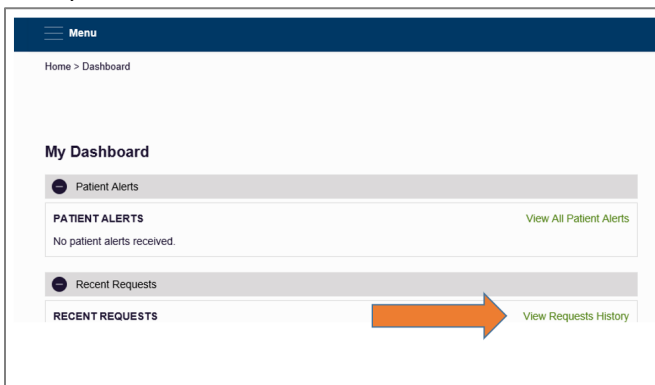
**NOTE: Only delegates that have performed searches will display as “Needs Review.”**

- Once complete, auto-reminder banner will no longer display

### 3. For additional detailed review of searches access Request History (optional)

From MyDashboard within Recent Requests, select View Request History

OR to reach the same results select Menu, Rx Search, Requests History



- This will present a view of all searches performed by you or any delegates you have authorized to search on your behalf. **Search history is retained for 120 days.**

Advanced Options
 Yes
  Yes
 Search
Download report

**Requests History**

Select a patient to review details about the request

Patient First Name	Patient Last Name	Requestor	Requestor Role	Requested For	Request Type	Status	Date Requested
Luke	Skywalker	DELEGATE DEMOTHREE	Pharmacist's Delegate - Licensed	MNProgram Account (Physician Assistant)	AWARxE	Complete <span style="background-color: #ffc107; padding: 2px;">PMPi</span>	04/27/2021 8:25 AM
Leia	Skywalker	DELEGATE DEMOTHREE	Pharmacist's Delegate - Licensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/27/2021 8:24 AM
Jane	Doeskywalker	DELEGATE DEMO	Prescriber Delegate - Unlicensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/21/2021 3:19 PM
John	Doeskywalker	DELEGATE DEMO	Prescriber Delegate - Unlicensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/21/2021 3:19 PM
Leia	Skywalker	DELEGATE DEMO	Prescriber Delegate - Unlicensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/21/2021 3:18 PM
Leia	skywalker	You	Physician Assistant		AWARxE	Complete	03/23/2021 1:03 PM

Download PDF

\*Request type will show *AWARxE* or *Gateway*. *AWARxE* represents searches performed while logged into the web based PMP system. *Gateway* represents searches performed within an electronic health record system that has one-click access to MN PMP reports.

- Each column can be sorted using the  $\updownarrow$ .

- This report can be downloaded to PDF by clicking the Download PDF icon.
- Account holders can search or filter Request History by patient, by requestor, or by date using the Advanced Options tool.

**Advanced Options**  REQUESTOR NAME Yes  PATIENT NAME Yes

**Common Search Options:**

First Name  Last Name

Search for:  Requestor Name  Patient Name

Patient Date of Birth

Request Begin Date  Request End Date

Requestor Role

**Gateway Request Search Options:**

Exclude Gateway Requests

Licensee Name  Facility Name

Interstate Request Type

- At any time, you can highlight any search, the details of the search will appear in the information card below. Click **View** to see the patient history report as it was generated on the date performed.

**Requests History**

Select a patient to review details about the request.

Patient First Name	Patient Last Name	Requestor	Requestor Role	Requested For	Request Type	Status	Date Requested
Yoda	Skywalker	DELEGATE DEMOFOUR	Prescriber Delegate - Unlicensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/27/2021 8:27 AM
Lei	Sky	DELEGATE DEMOFOUR	Prescriber Delegate - Unlicensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/27/2021 8:26 AM
Luke	Skywalker	DELEGATE DEMOTHREE	Pharmacist's Delegate - Licensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/27/2021 8:25 AM
Lela	Skywalker	DELEGATE DEMOTHREE	Pharmacist's Delegate - Licensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/27/2021 8:24 AM
Jane	Doeskywalker	DELEGATE DEMO	Prescriber Delegate - Unlicensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/21/2021 3:19 PM
John	Doeskywalker	DELEGATE DEMO	Prescriber Delegate - Unlicensed	MNProgram Account (Physician Assistant)	AWARxE	Complete	04/21/2021 3:19 PM

**Yoda Skywalker**

DOB: 01/01/1994  
 Search Within: 2 years of DOB  
 Location:  
 Other States:  
 Reason:  
 Prescription Fill Dates: April 27, 2020 until April 27, 2021

**Of note:** Clicking **Refresh** will prepare a new report with this same search criteria from today's date.