

PMP AWARxE Supervisors Quick Reference Guide

Delegate Management

As a supervisor, you can manage your delegates under **User Profile > Delegate Management**. Delegates can be approved, rejected, or removed there.

Delegates must add their registered supervisor to their profile and the supervisor must approve the delegate before the delegate is able to perform searches.



Delegate Searching

Delegates support practitioners by searching under their supervision to generate patient's controlled substance dispensation history reports.

Delegates should only search as directed by their supervisor.

As a supervisor, if you believe a delegate has inappropriately searched or accessed the system it is your responsibility to report the event.



Monitoring Delegate Activity

Delegates search on behalf of their registered supervisor. To audit the searches performed on your behalf, navigate to **Rx Search > Requests History**. The Requestor column shows which delegate completed searches for patients by name.

Annual Reverification

Annually, registered supervisors are required to re-approve their delegates. This indicates you continue to supervise the delegate and need them to perform searches on your behalf. Un-approved delegates will lose account access until they are approved by their supervisor.

