



INTRODUCTION TO MPDR DELEGATE ACCESS

The Montana Prescription Drug Registry (MPDR) program authorizes Registered Users (physicians, other prescribers, and pharmacists) to assign their MPDR search authority to one or more authorized agents (Delegates).

An MPDR Delegate is authorized to search the MPDR's online patient history for Schedule II-V controlled substance prescriptions when a patient is under the care of the Registered User who serves as their Supervising Provider for purposes of Delegate Access

The MPDR contains privacy protected healthcare information; therefore, Registered Users and Delegates are required to protect the confidentiality of the MPDR's data. The misuse of MPDR privileges, or improper disclosure of MPDR information, may result in a license disciplinary action or civil proceedings, pursuant to 37-7-1513, MCA.



SUPERVISING PROVIDER

SUPERVISING PROVIDERS WITH MULTIPLE DELEGATES

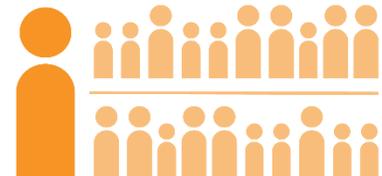
- A Supervising Provider is an MPDR Registered User who has chosen to delegate his or her search authority to one or more staff members as authorized agents (Delegates).
- Supervising Providers are responsible for creating an online Delegate Relationship with staff members to whom they wish to delegate their MPDR search authority.
- Supervising Providers are responsible for terminating an online Delegate Relationship when a staff member leaves employment, takes an extended leave of absence, or transfers to a position that does not require access to the MPDR.
- Supervising Providers are responsible for monitoring their Delegates' use the MPDR on a regular basis to ensure proper use of the MPDR Database.
- Supervising Providers can override a Delegate Relationship that was created by an MPDR Facility Manager or an MPDR Department Manager. This means that the Supervising Provider always has the final authority about who is authorized to search the MPDR on their behalf.



DELEGATE

DELEGATES WITH MULTIPLE SUPERVISING PROVIDERS

- An authorized agent (Delegate) is a staff member who has been authorized to search the MPDR on behalf of one or more Supervising Providers.
- Delegates are not required to be licensed healthcare workers, but they are required to be HIPAA-trained.
- Licensees who are eligible to be MPDR Registered Users (i.e., Pharmacists, Physicians and other prescribers) are NOT eligible to be Delegates.
- Delegates cannot log in and search a patient's history until the Supervising Provider has created an active Delegate Relationship.
- Delegates log in to the MPDR with their own unique user ID and password, regardless of which Supervising Provider authorizes an MPDR search.
- Each time a Delegate conducts an MPDR search, they are required to identify and select the Supervising Provider who authorized that search.



FACILITY / DEPARTMENT MANAGERS

MANAGING LARGE FACILITIES

- MPDR Registered Users who work in large facilities may be interested in granting MPDR Delegate access to a variety of staff members. Facilities can apply to be set up as an MPDR Facility, a process that streamlines data entry and management of Delegate Relationships.
- MPDR Facilities can appoint up to two MPDR Registered Users to act as Facility Managers who are responsible for managing Delegate Relationships within their facility.
- Facility Managers can create MPDR Departments and appoint up to two Department Managers for each MPDR Department.
- Facility and Department Managers are responsible for creating new Delegate Relationships and for terminating a Delegate Relationship when someone leaves employment, takes an extended leave of absence, or transfers to a position that does not require access to the MPDR.
- Facility and Department Managers are only responsible for monitoring their own Delegates' use of the MPDR, and cannot monitor searches authorized by other Supervising Providers.



INTRODUCTION TO MPDR DELEGATE ACCESS



**MONTANA PRESCRIPTION
DRUG REGISTRY**
Check the history. It matters.

REQUIREMENTS FOR ACCESS

MPDR Delegate Access requires specialized knowledge. **Each category of user must complete the steps listed to the right:**



Delegates must create an ePass Montana account and complete the following training:

1. Introduction to MPDR Delegate Access (this document).
2. Required Training for Searching Patient History – all sections apply to Delegates except the Registration information.
3. MPDR Delegate Access for Delegates.

Delegates must also enter their Delegate ID, their name and birthdate the first time they log in to search the MPDR Database. NOTE: a Delegate ID code is delivered to Delegates via email when their Supervising Provider creates an online relationship.

TO BE AN MPDR REGISTERED USER:

1. Complete the Required Training For Searching Patient History – all sections (available online at www.MPDRInfo.mt.gov).
2. Complete the online registration at www.PDRRegistration.mt.gov.
3. Create an EPass Montana account.
4. Enter Montana License# and Record ID during the first log in to search patient history. (Contact the MPDR at 406-841-2240 to obtain a Record ID.)



Supervising Providers must already be Registered MPDR Users and must complete the following MPDR training:

1. Introduction to MPDR Delegate Access (this document).
2. MPDR Delegate Access for Supervising Providers.



A large facility wishing to streamline data entry of multiple Delegate Relationships must submit a notarized, paper application form to the MDPR office. This application form is available at www.MPDRInfo.mt.gov.



MPDR Facility Managers and MPDR Department Managers must already be Registered MPDR Users and must also complete the following MPDR training:

1. Introduction to MPDR Delegate Access (this document).
2. MPDR Delegate Access for Supervising Providers.
3. MPDR Delegate Access for Department Managers.
4. MPDR Delegate Access for Facility Managers.

MANAGE DELEGATES ONLINE at www.MPDR.mt.gov

ENROLL/MANAGE DELEGATES PORTAL

Registered Users cannot delegate their MPDR search authority until they have created an online Delegate Relationship with one or more staff members. Registered Users can log in to the Enroll/Manage Delegates portal, where they can create, manage and monitor Delegate Relationships, and can also log in to the Search Patient History portal.

DELEGATE SEARCH SCREEN

After one or more Supervising Providers have created online Delegate Relationships, Delegates can log in to the Search Patient History portal.

