



Attention: Montana Prescription Drug Registry (MPDR) Registered User with Delegates

**Your action is required by 9/30/21.**

Beginning September 1, 2021, all MPDR Registered Users as supervisors of delegates must re-verify their delegates in [Montana PMP AWARe](#). If a delegate relationship has not been re-verified by September 30, 2021, that delegate will be inactivated, unable to search Patient Medication Histories on your behalf and placed in your delegate approval queue with a status of "Pending".

Please follow these steps to verify your delegate(s):

- Login to [Montana PMP AWARe](#).
- Click the **Review Your Delegates** link in the warning message on the dashboard OR click **Menu> Delegate Management**, located under **User Profile**.
- Click a delegate's name to review that delegate's information.
- Review the delegate's account to determine whether they are still active.
  - If the delegate relationship is still valid, click **Verify Status**. The delegate's status changes to "Approved," and they can continue to search the PMP AWARe database and run reports on your behalf.
  - If the delegate relationship is no longer valid, click **Remove**.

Delegates must be verified by their supervising providers in [Montana PMP AWARe](#) every March and September, no matter when the delegate was first approved. Registered Users with delegates will be notified by email and on their Montana PMP AWARe dashboard when the delegate renewal period has begun.

#### Resources

- **User Guide** – See section 5.3.3 Delegate Reverification Workflow in the [MPDR PMP AWARe Registered User Guide](#)
- **Technical Support** – Call Appriss Customer First Center by phone at 1-833-307-0309 or [create a ticket for support \[lnks.gd\]](#).

Best regards,

**Nikki Griffis, PharmD**

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Montana Board of Pharmacy