



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 AWARxE](#). 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 AWARxE](#).
- 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 AWARxE 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 - If the delegate relationship is no longer valid, click **Remove**.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 AWARxE](#) 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 AWARxE dashboard when the delegate renewal period has begun.

Resources

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

Best regards,

Nikki Griffis, PharmD
Program Manager, Montana Prescription Drug Registry
Montana Board of Pharmacy