

# Delegate Management – Quick Reference Guide

## Delegates and Supervisors on the Dashboard

On the user’s dashboard, which is where users land once logged into <https://florida.pmpaware.net>, the user’s delegates or supervisors depending on the user’s role are displayed.

A Delegate is able to see their assigned supervisors and their approval status. If a delegate needs to add or modify their supervisors, they can do so in their User Profile. See the [Delegator Management in My Profile](#) section for more information.

A supervisor can quickly change a delegate’s status from the dashboard by clicking the delegate’s name. They will be taken to the Delegate Management screen where they can approve, reject, or remove a delegate from their profile. Users can also click the “Delegates” link to be taken to the Delegate Management section, which is also accessible at any time by navigating to **Menu > Delegate Management** (Under the My Profile section). For additional information regarding delegate management, see the [Delegate Management](#) section.

### My Dashboard

**– Patient Alerts**

**PATIENT ALERTS**

Patient Full Name	DOB	Alert Date	Alert Letter
DAVE PATIENT	01/01/1985	11/08/2017	<a href="#">Download PDF</a>

**– Recent Requests**

**RECENT REQUESTS**

Patient Name	DOB	Status	Request Date	Delegate
test one	01/01/1901	Complete	11/28/2017 6:08 PM	Jordan Delegate
DAVE PATIENT	01/01/1985	Complete	11/27/2017 4:16 PM	
test patient	01/01/1900	Complete	10/31/2017 2:23 PM	James Delegate
bob testpatient	01/01/1900	Complete	10/31/2017 2:10 PM	
mic_jor	01/05/1941	Complete	10/27/2017 2:08 PM	

[View Requests History](#)

**– Delegates**

**DELEGATES**

Delegate Name	Status	Request Date
<b>NEW</b> James Delegate	pending	12/01/2017
Jordan Delegate	approved	04/25/2017

**My Favorites**

[RxSearch - Patient Request](#)

**PMP Announcements**

Message for Physicians 10/13/2017  
Test announcement

Exciting changes are coming to AWA<sup>Rx</sup>E! 09/20/2017  
We are pleased to announce that later this year, we will be performing a systemwide update on AWA<sup>Rx</sup>E.  
When you log in to AWA... [more](#)

[View all Announcements](#)

### Quick Links

[PMP Support](#)

## Delegate Management

For supervisors (Agency Administrators), delegates associated with the user's account are displayed in a table found at **Menu > User Profile > Delegate Management**. From this location, the supervisor can approve or reject new delegates, or remove existing delegates from their account.

### Approving and Rejecting Delegates

1. When a user registers as a delegate for a supervisor, the supervisor receives an email alerting them that a delegate account is pending their approval.
  - a. If the request is not acted upon, PMP AWA<sub>R</sub>x<sub>E</sub> will send follow up emails advising that action is still required.
2. The supervisor logs into the PMP AWA<sub>R</sub>x<sub>E</sub> application (<https://florida.pmpaware.net/>) and navigates to **Menu > User Profile > Delegate Management**.
3. From the Delegate management screen, the supervisor can see all delegates associated with their account. New Delegate(s) are identified with the pending symbol in the Delegate Status column.

Delegate Management					
Select a delegate to review details.					
First	Last	Role	Delegate Status	Date Requested	Date Verified
Jordan	Delegate	Prescriber Delegate - Unlicensed	Pending	04/06/2018	
Adam	Delegate	Prescriber Delegate - Unlicensed	Approved	04/06/2018	04/11/2018

4. The user selects the delegate to view their information in the detail card at the bottom of the screen.

Delegate Management					
Select a delegate to review details.					
First	Last	Role	Delegate Status	Date Requested	Date Verified
Jordan	Delegate	Prescriber Delegate - Unlicensed	Pending	04/06/2018	
Adam	Delegate	Prescriber Delegate - Unlicensed	Approved	04/06/2018	04/11/2018

### Jordan Delegate

<b>Role:</b> Prescriber Delegate - Unlicensed <b>Phone:</b> 5028155584 <b>Email:</b> jrcrawford23@yahoo.com (Unverified) <b>Address:</b> 10401 Linn Station Rd Louisville, KY 40223 <b>Date of Birth:</b> 01/01/1901	<b>Delegate (pending)</b>	<b>4 Supervisors</b>
<b>Personal DEA</b>		Jordan Crawford (pending) jrcrawford@appriss.com
<b>National provider (invalid)</b>		Jordan Admin (rejected) jrcrawford+admin2@appriss.com

5. To approve or reject the delegate, the supervisor must click the appropriate button above the delegate's information. The delegate's status will be removed if rejected.

### Removing Delegates

1. If a supervisor decides to remove a delegate from their account, the supervisor navigates to **Menu > User Profile > Delegate Management**.

2. The supervisor selects the active delegate from the list displayed.
3. The supervisor clicks the “Remove” button in the detail card at the bottom of the screen.
4. The delegate will be placed back in pending status. The delegate is not removed from the supervisors list.
  - a. If a supervisor wants to add the user again at a later date, the supervisor can locate the former delegate in their list and select approve to add the delegate to their account again.
  - b. If a supervisor wants to completely remove the delegate from their account, the supervisor can select the former delegate and click the “Reject” button. This will remove them from the supervisor’s account.
  - c. It is the supervisor’s responsibility to regularly maintain the delegate listing to ensure to remove access if access is no longer necessary.

### Delegator Management in My Profile

Delegates may add or modify their supervisors at any time in the My Profile Section. To do so, navigate to **Menu > User Profile > My Profile**.

Delegate users may add additional supervisors to their accounts at the bottom of the screen. The delegate must enter their supervisor’s email address and click the “Add” button. If the delegate needs to remove a supervisor, click the “x” button next to the supervisor. Click “Save Changes.” A confirmation message will be displayed.

**Supervisors**

I am a delegate for the following people... \*

Email

doctorsam@clinic.com | x | Add

**Selected Supervisors**

Email: doctorjordan@clinic.com | x

Save Changes