



# CONTROLLED SUBSTANCE PRESCRIPTION MONITORING PROGRAM (CSPMP)– DELEGATES

Patient reports are able to be run by staff, such as front office, medical/dental assistants, nurses, and dental hygienists; however, these delegates must have their own accounts.

Prescribers may have more than one delegate and delegates may have more than one Prescriber/Supervisor. Delegates must register using the DEA number of each prescriber the delegate is to be running reports for. This is important because the delegate needs to pick which prescriber she is looking up information for on each data request.

To get access as a Delegate:

- 1) Go to, <https://pharmacypmp.az.gov/>
- 2) Scroll down the page to, ACCESSING THE DATA
  - a) Medical and Dental Asistants, Front/Back Office people click on *Prescriber Unlicensed Delegates* [click here](#)
  - b) RNs and Dental Hygienists, click on *Prescriber Licensed Delegates* [click here](#)
- 3) Fill out a form for each delegate. Note:
  - a) Email addresses need to be specific to each person, whether personal or work addresses. The accounts belong to the delegate, but access is controlled by the supervisor/prescriber.
  - b) Under Supervisor Relationships, type in the DEA number for each prescriber the delegate is to run reports for. DEA numbers should be typed in one at a time, clicking the “Add” button after each DEA number
  - c) Type in the verification code exactly how it looks. If it has uppercase letters, you use uppercase letters
- 4) Click the “Register” button
- 5) The request for access then goes to the Arizona State Board of Pharmacy and is checked to be sure the delegate only has one account. The delegate will receive an email from [azrxreporting@appriss.com](mailto:azrxreporting@appriss.com) with a username and temporary password
- 6) **Prescribers (supervisors) will have to approve the delegates in the prescriber’s account, under the “My Account” button in the uper-right corner, before the delegates will be able to lookup patient reports.**

For any questions about registering delegates, email [PMP@azpharmacy.gov](mailto:PMP@azpharmacy.gov).