ILPMP Designee Manual

Last Updated: February 2024

ILPMP.ORG

What is an authorized designee?

An authorized licensed or non-licensed employee of a prescriber's office or pharmacy who has received training in the federal Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR Part 2.

Authorized employee types include registered nurse, licensed practical nurse, pharmacy technician, student pharmacists, certified medical assistant, dental hygienist, and dental assistant.

Designee Overview:

To add/delete/verify

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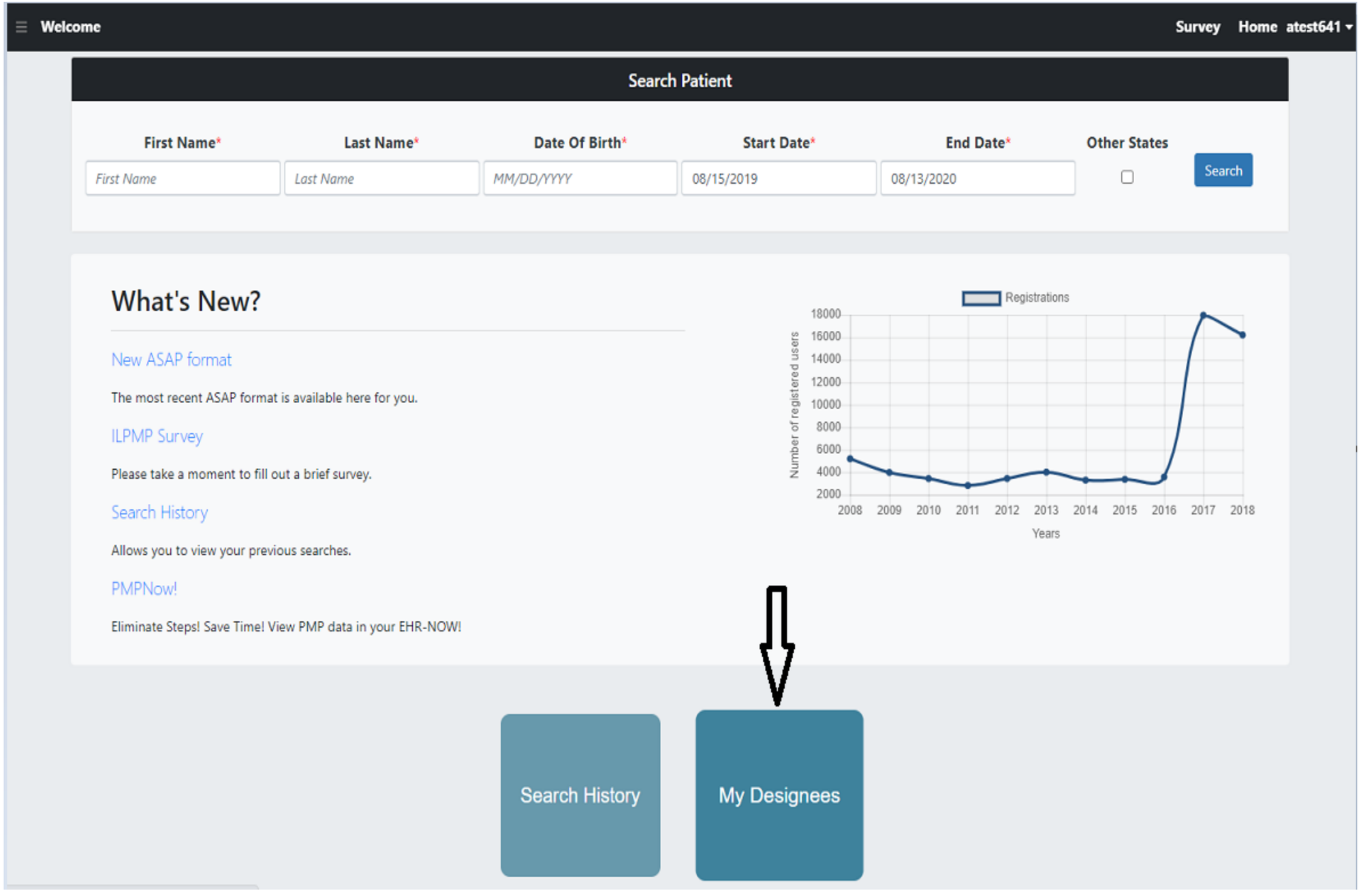
1. Click the “My Designees” tile to add, remove or recertify/verify your designees



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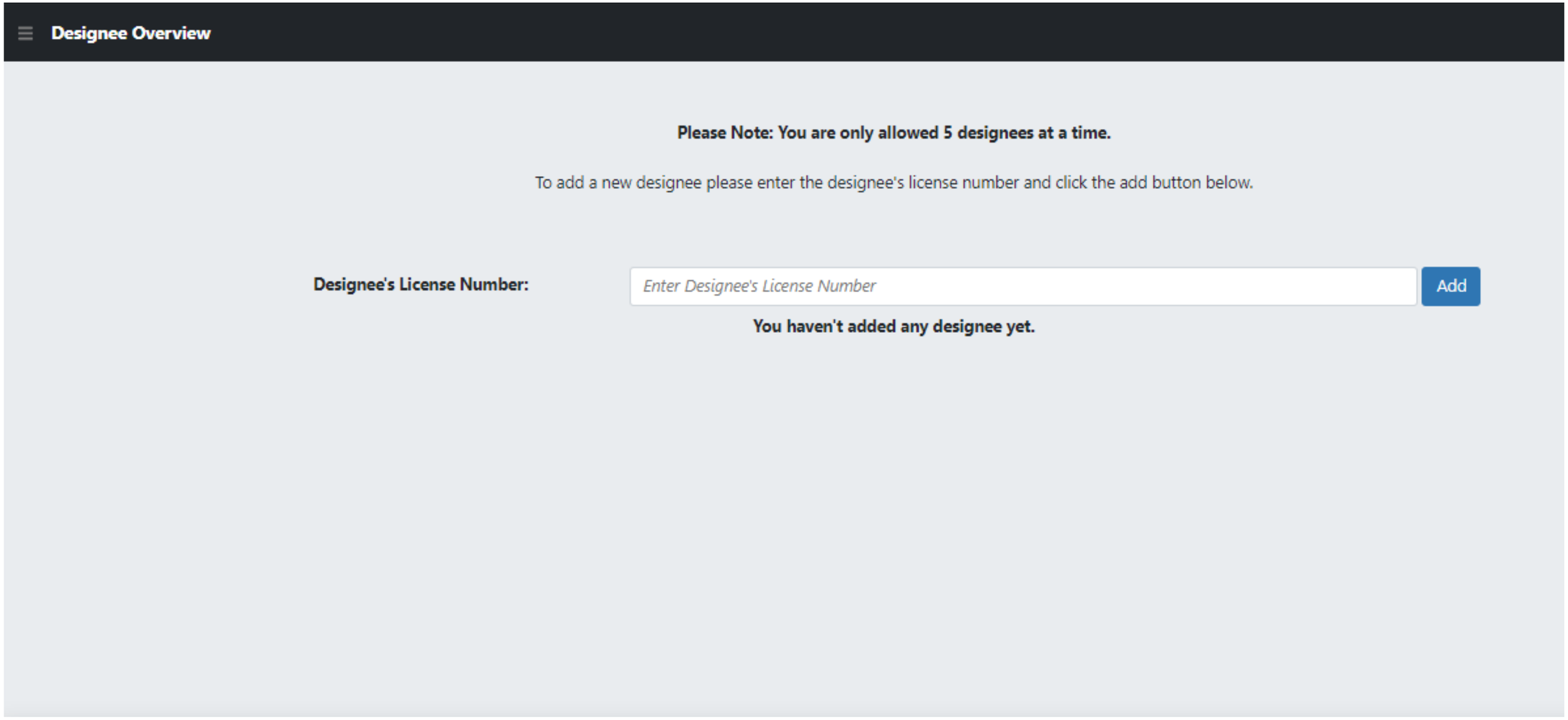
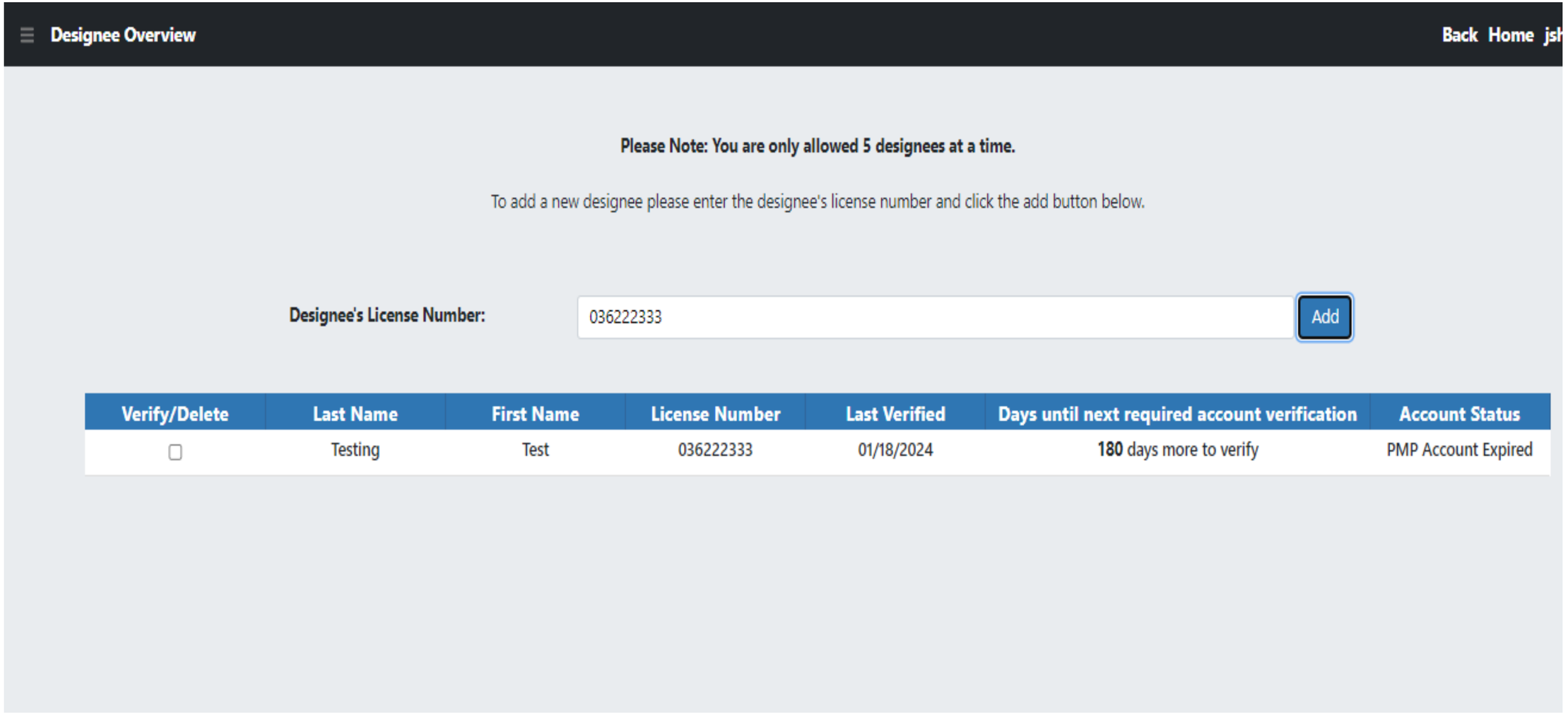
2. Add Designee:

- To add a designee, enter their license number and click “Add”. Only 5 designees are allowed at a time.
- To successfully add a designee the given license number should be registered as a designee to ILPMP.
- Designees can only be on one designees list.



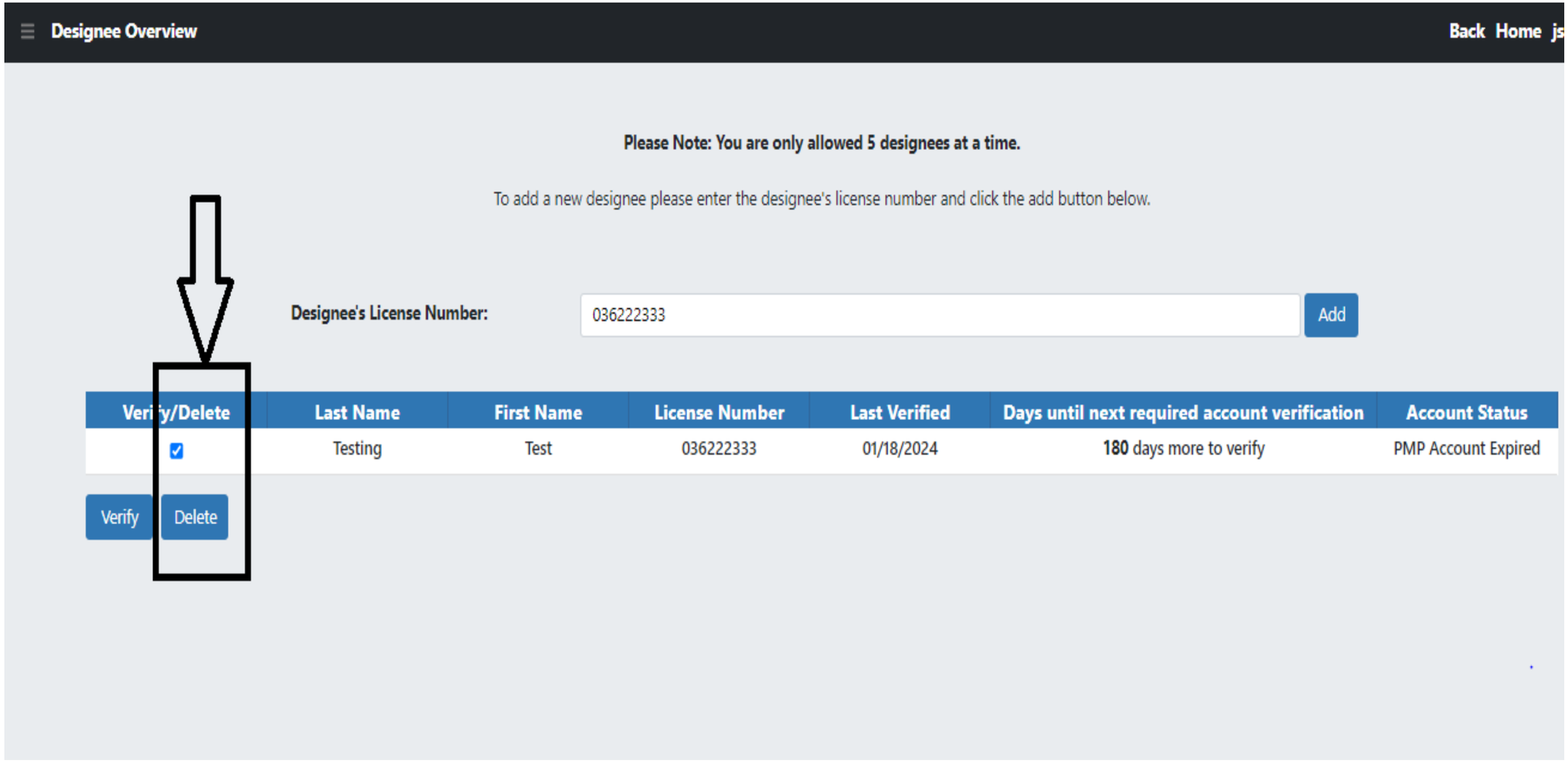
Designee successfully added:

- Once a designee is successfully added, supervisor and the designee will receive an email confirmation.



3. Remove designee:

- To remove a designee from your account, check the “Delete” checkbox that is attributed to their name. Then click on the delete button. Then a pop-up window will be displayed with the message. Please remove individuals who no longer work with you.
- Once designee is successfully deleted, supervisor and the designee will receive an email confirmation.



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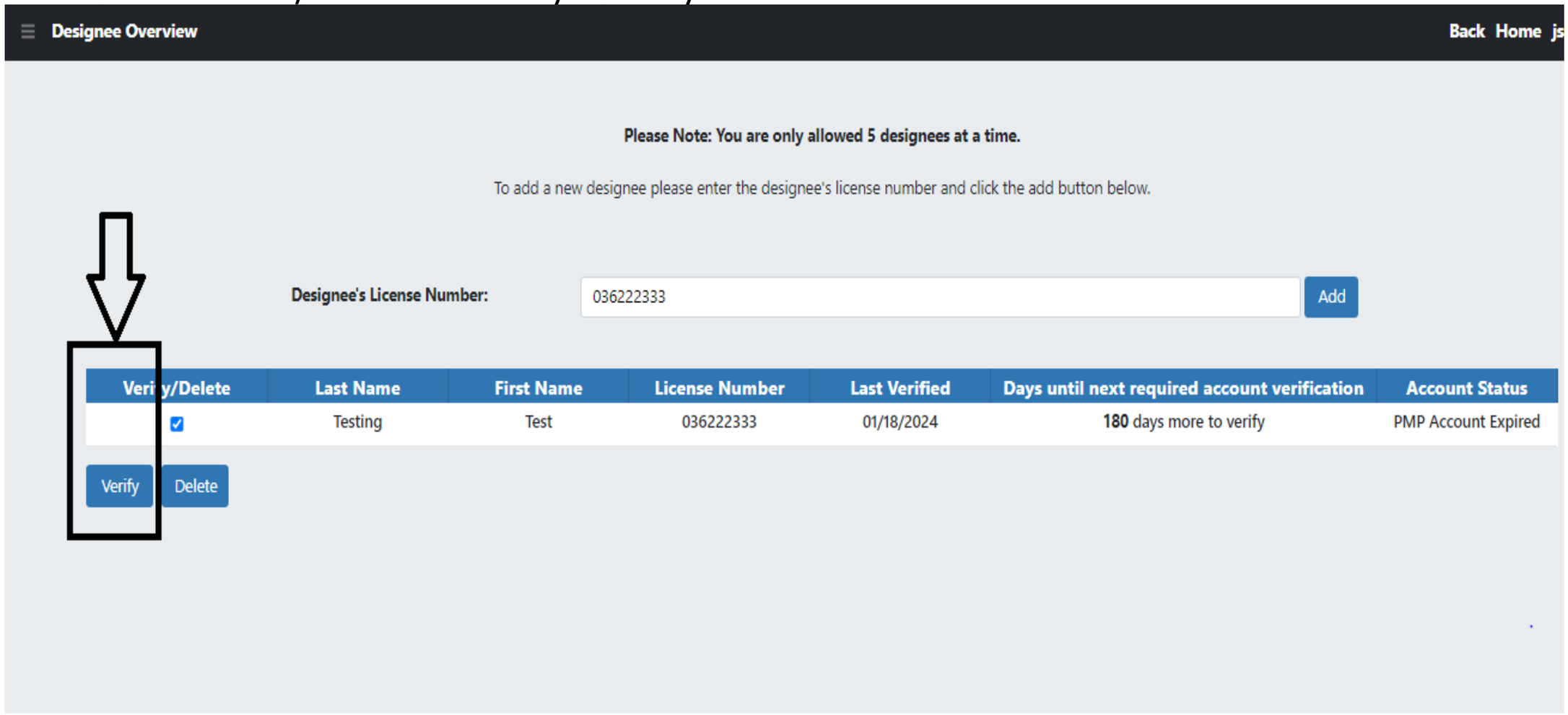
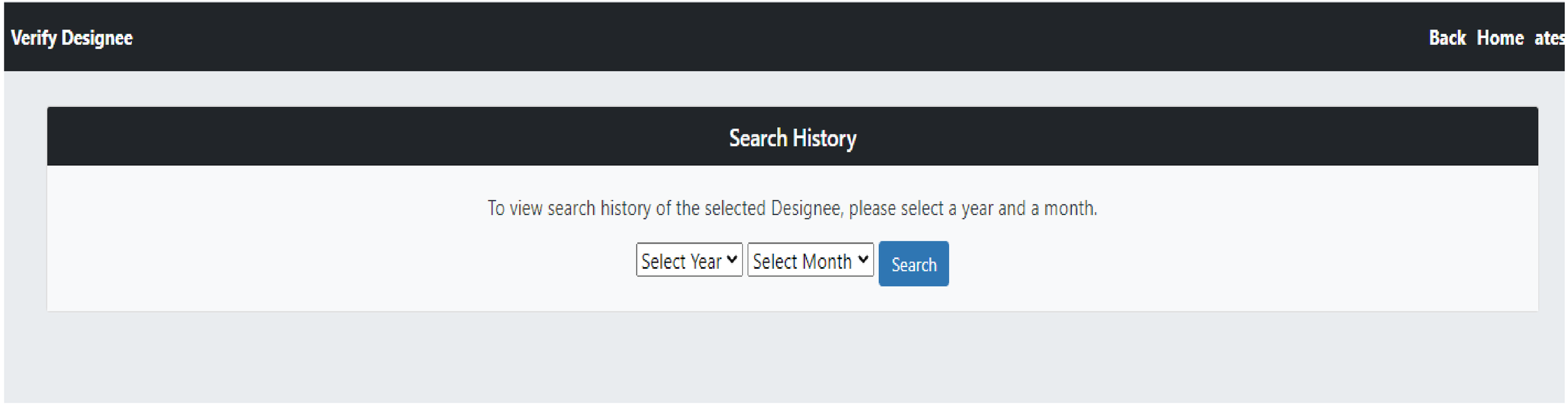
4. Verify/Recertify designee:

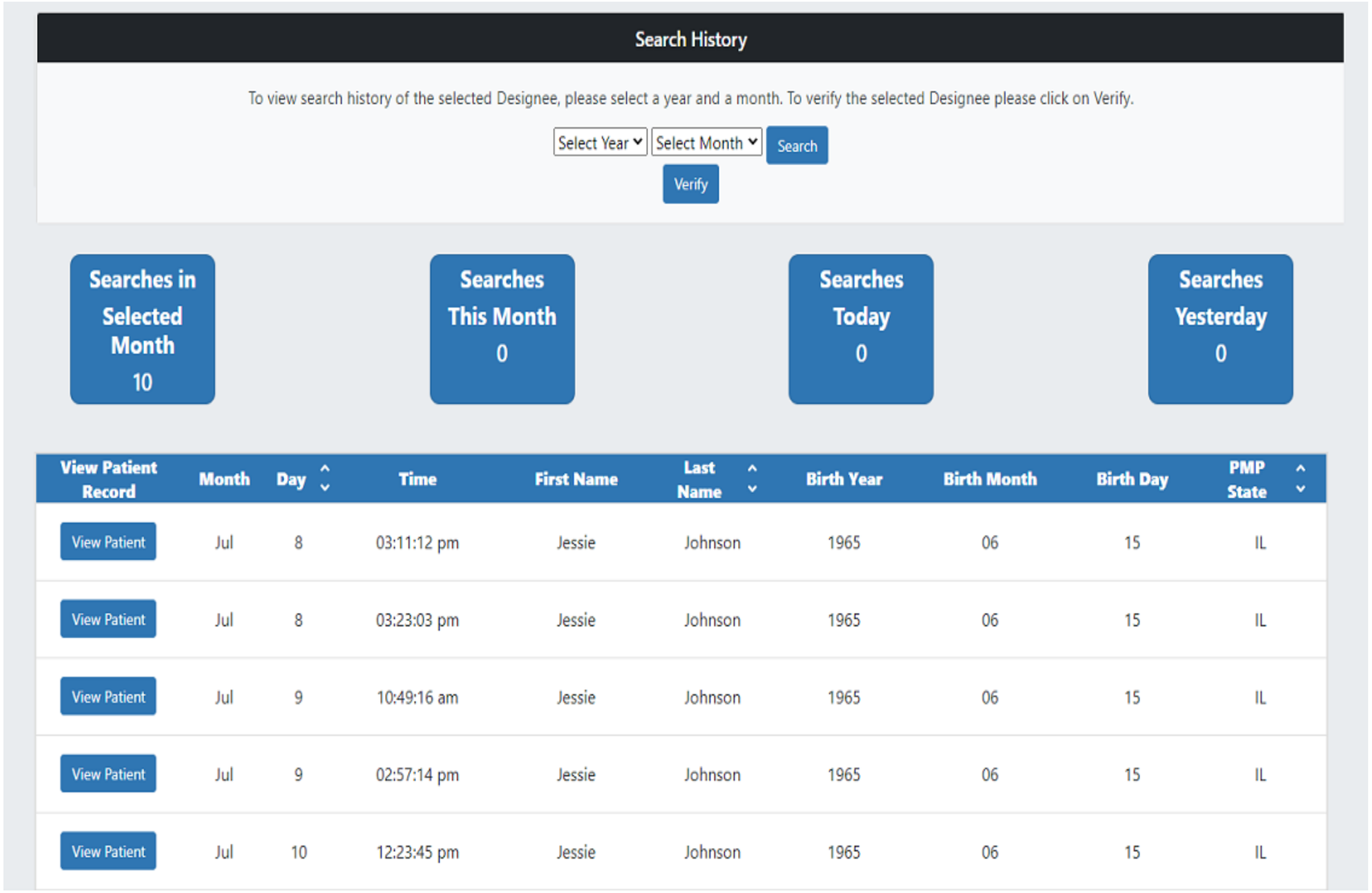
- Any searches done by the designee is attributed to their supervisor. For this reason, supervisor is responsible for their designee's searches.
- To check what has been searched by your designee click the "Verify" button. Designee accounts must have their account verified/recertified every 180 days.



- The next page will show what searches have been made by the designee



- Select the year and month for which you wish to view the search history of your designee. Click “Search”. It will appear as the following.



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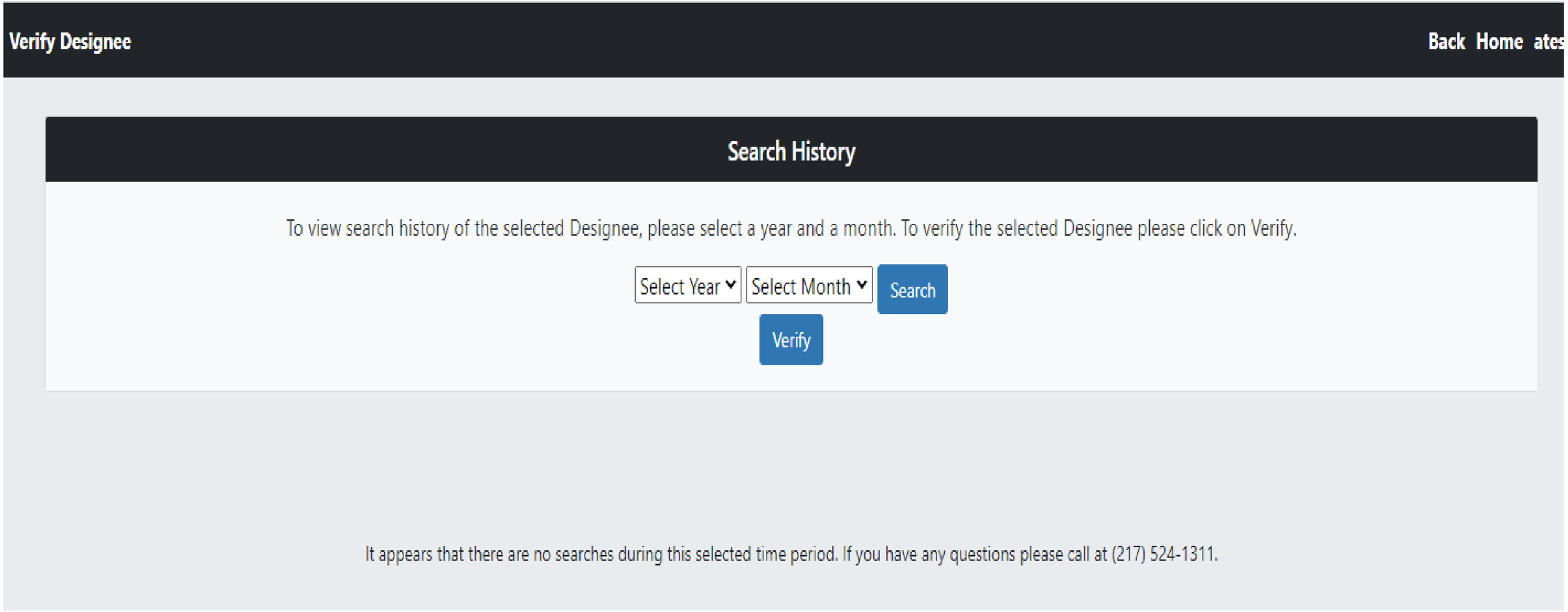
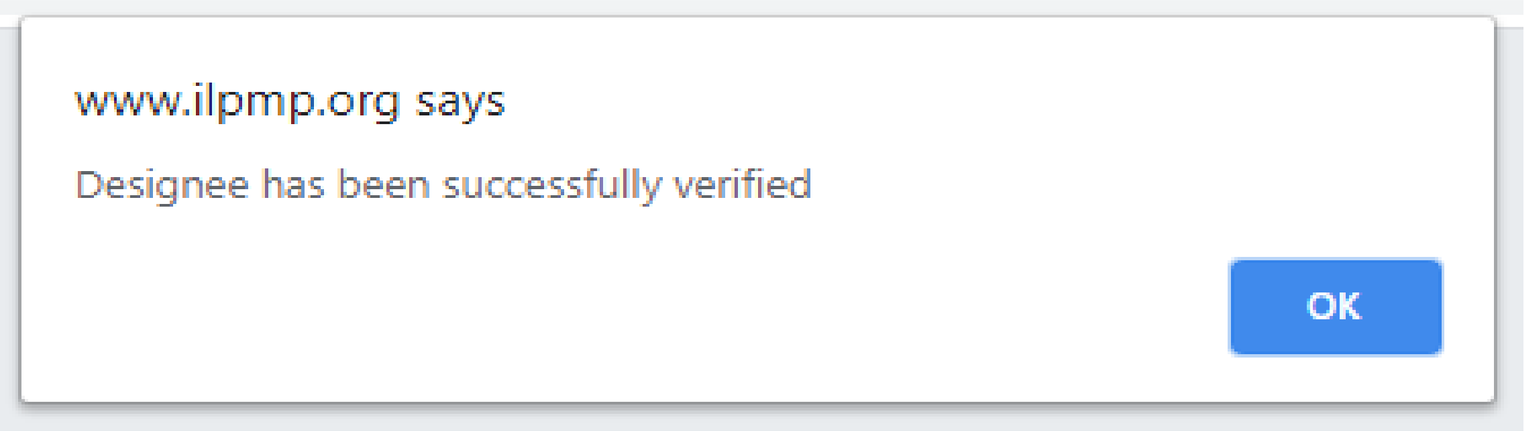
- If no searches were made during the year and month selected, it will appear as the following:

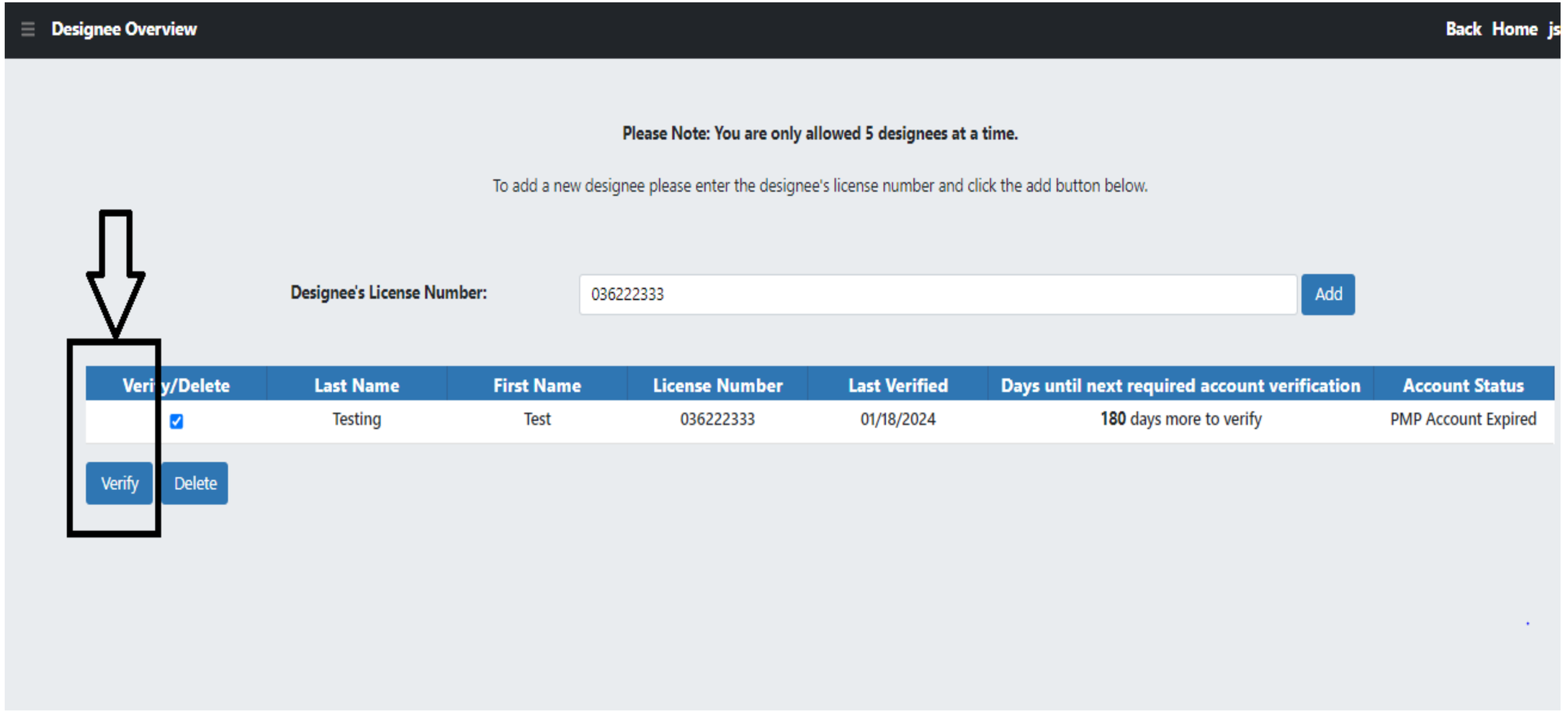


- After a couple of searches, “Verify” button will be displayed. Click on “Verify” button to verify/recertify the designee. Then a pop-up window will be displayed with the message.



5. Designees can potentially lose the ability to make patient searches on ILPMP due to:

- The designee in question has not been added as a designee by their supervisor in the ILPMP.
- ILPMP listed supervisor has not verified the designee's searches in more than 6 months.



My Supervisors Overview:

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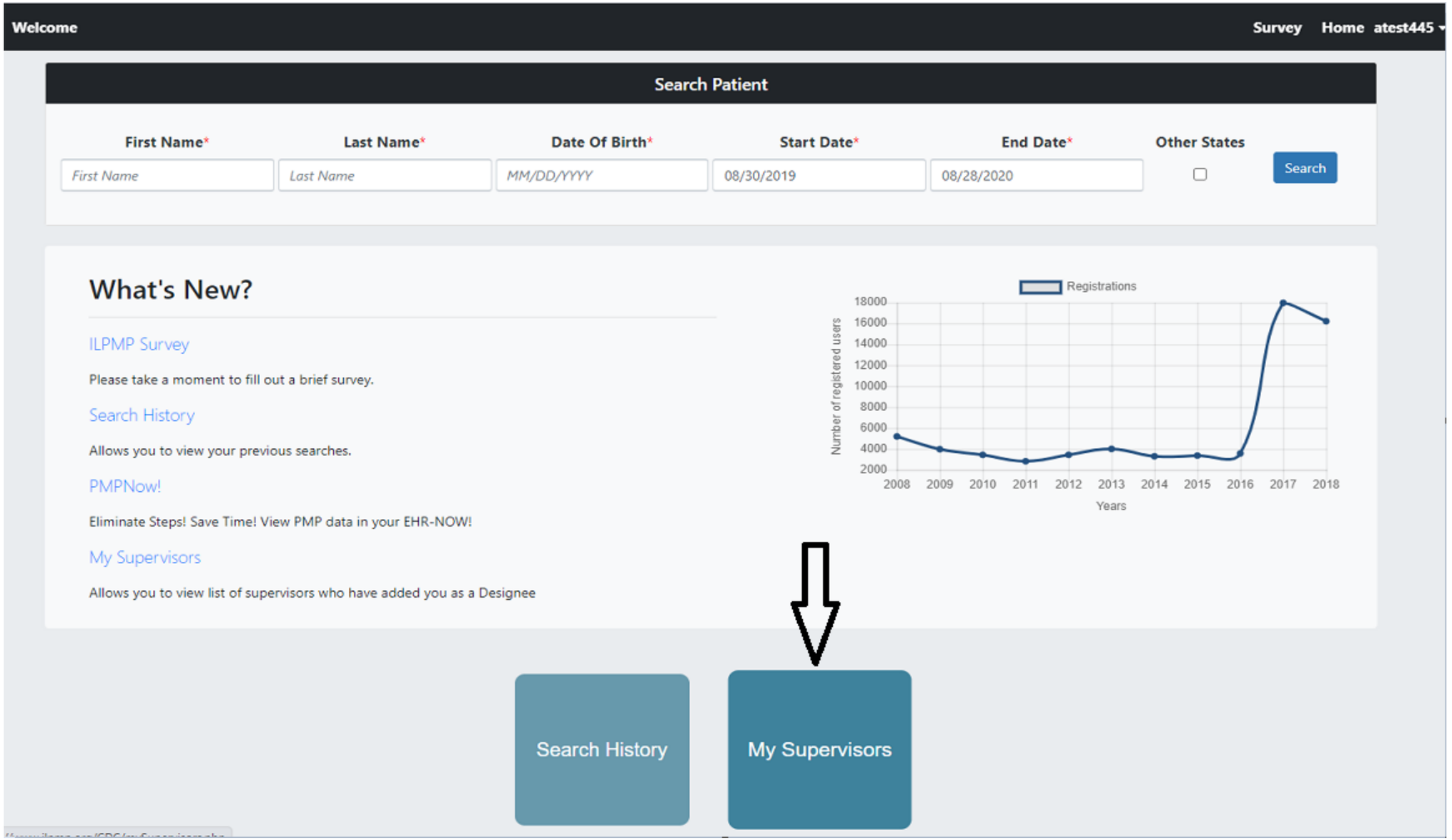
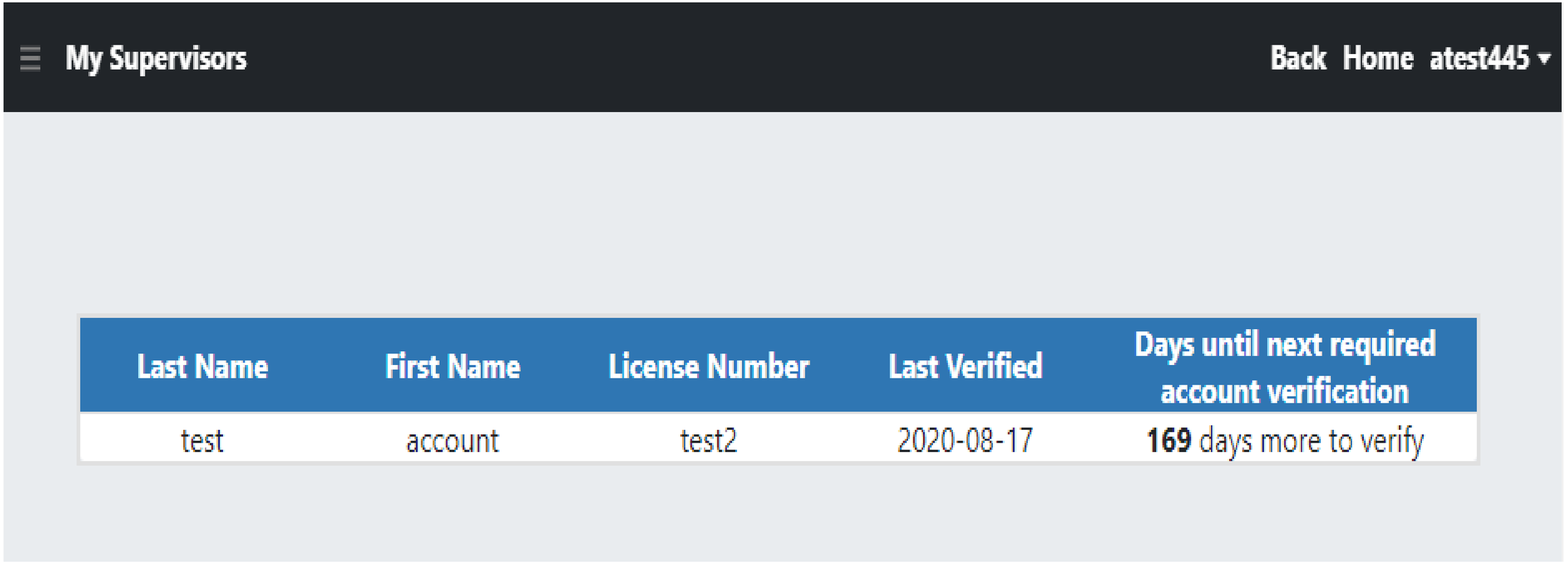
1. Designees can check their supervisors by clicking on “My Supervisors” tile on welcome page.

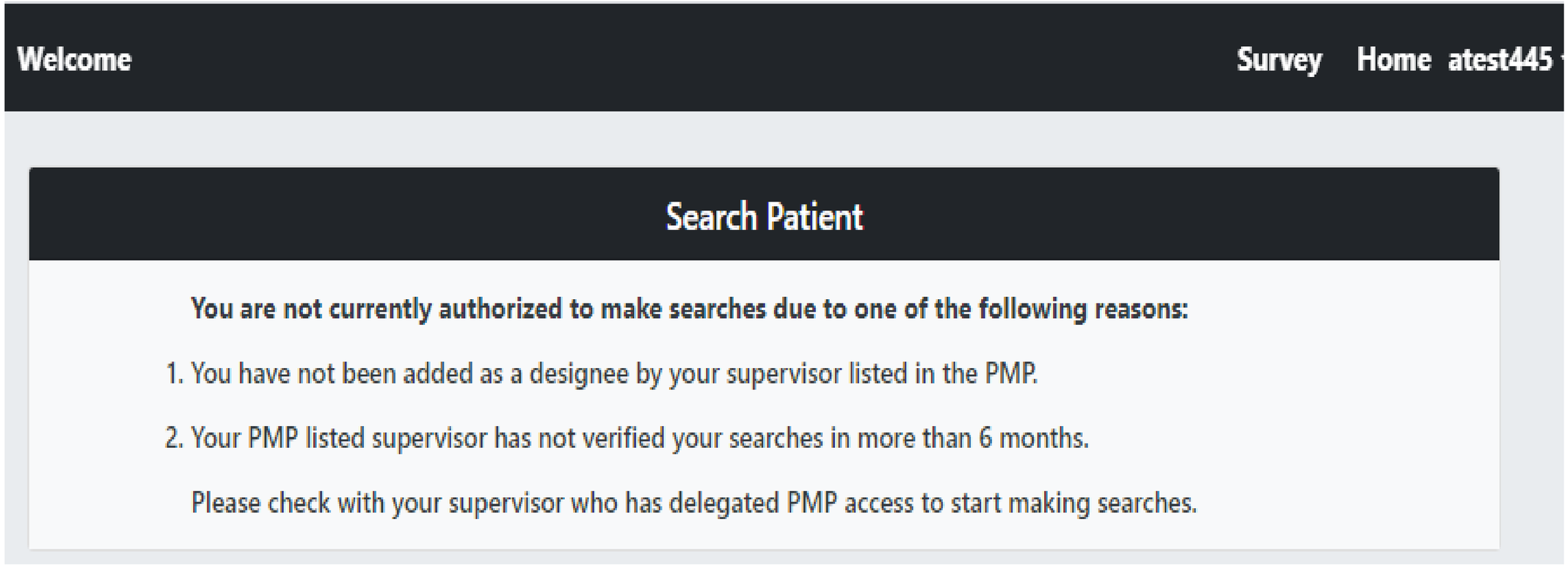


2. Example of how a supervisor's information is displayed.

- Designees can only view their supervisor’s information; no changes can be made by designee.



3. A registered designee is only authorized to make patient searches if they have been added and verified as a designee by their supervisor. If they have not been authorized, then the following message will be displayed on designee's welcome page.



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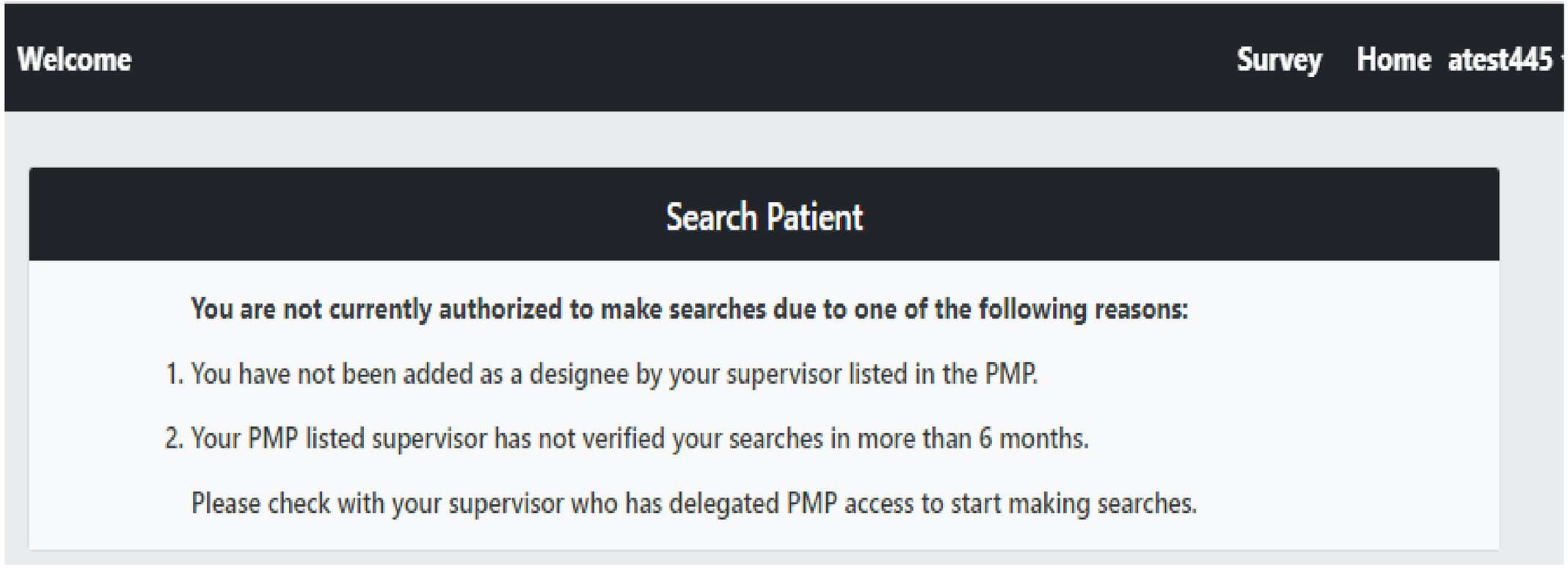
4. The designee must contact their supervisor regarding any account changes such as the ability to add, delete, or verify a designee.



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View our latest snip on: Registering for an ILPMP account