



ILPMP Designee Manual

Last Updated: February 2024

[ILPMP.ORG](https://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

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

Welcome Survey Home atest641 ▾

Search Patient

First Name*

Last Name*

Date Of Birth*

Start Date*

End Date*

Other States

First Name

Last Name

MM/DD/YYYY

08/15/2019

08/13/2020

Search

What's New?

- [New ASAP format](#)
The most recent ASAP format is available here for you.
- [ILPMP Survey](#)
Please take a moment to fill out a brief survey.
- [Search History](#)
Allows you to view your previous searches.
- [PMPNow!](#)
Eliminate Steps! Save Time! View PMP data in your EHR-NOW!

Year	Number of registered users
2008	5000
2009	4000
2010	3500
2011	3000
2012	3500
2013	4000
2014	3500
2015	3500
2016	3500
2017	17500
2018	16000

Search History

My Designees

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 Overview

Please Note: You are only allowed 5 designees at a time.

To add a new designee please enter the designee's license number and click the add button below.

Designee's License Number:

You haven't added any designee yet.



Designee successfully added:

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

Designee Overview Back Home jsh

Please Note: You are only allowed 5 designees at a time.

To add a new designee please enter the designee's license number and click the add button below.

Designee's License Number:

Verify/Delete	Last Name	First Name	License Number	Last Verified	Days until next required account verification	Account Status
<input type="checkbox"/>	Testing	Test	036222333	01/18/2024	180 days more to verify	PMP Account Expired



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.

The screenshot shows the 'Designee Overview' page. At the top, there is a navigation bar with a hamburger menu icon, the text 'Designee Overview', and a 'Back Home js' link. Below the navigation bar, a message reads: 'Please Note: You are only allowed 5 designees at a time.' Below this, a sub-message says: 'To add a new designee please enter the designee's license number and click the add button below.' There is a text input field labeled 'Designee's License Number:' containing '036222333' and an 'Add' button. Below the input field is a table with the following columns: 'Verify/Delete', 'Last Name', 'First Name', 'License Number', 'Last Verified', 'Days until next required account verification', and 'Account Status'. The table contains one row with the following data: 'Testing' (Last Name), 'Test' (First Name), '036222333' (License Number), '01/18/2024' (Last Verified), '180 days more to verify' (Days until next required account verification), and 'PMP Account Expired' (Account Status). A 'Verify/Delete' column is present on the left side of the table. A 'Verify' button is located below the 'Verify/Delete' column, and a 'Delete' button is located below the 'Delete' checkbox in the 'Verify/Delete' column. A large black arrow points down from the top of the page to the 'Delete' checkbox, and a black box highlights the 'Delete' checkbox and the 'Delete' button.

Verify/Delete	Last Name	First Name	License Number	Last Verified	Days until next required account verification	Account Status
<input checked="" type="checkbox"/>	Testing	Test	036222333	01/18/2024	180 days more to verify	PMP Account Expired

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.

Please Note: You are only allowed 5 designees at a time.

To add a new designee please enter the designee's license number and click the add button below.

Designee's License Number:

Verify/Delete	Last Name	First Name	License Number	Last Verified	Days until next required account verification	Account Status
<input checked="" type="checkbox"/> <input type="button" value="Verify"/> <input type="button" value="Delete"/>	Testing	Test	036222333	01/18/2024	180 days more to verify	PMP Account Expired

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

[Verify Designee](#)

[Back Home ates](#)

Search History

To view search history of the selected Designee, please select a year and a month.

Select Year ▼

Select Month ▼

Search

- 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.

Search History

To view search history of the selected Designee, please select a year and a month. To verify the selected Designee please click on Verify.

Select Year ▾ Select Month ▾ Search
Verify

Searches in Selected Month
10

Searches This Month
0

Searches Today
0

Searches Yesterday
0

View Patient Record	Month	Day [^] ▾	Time	First Name	Last Name [^] ▾	Birth Year	Birth Month	Birth Day	PMP State [^] ▾
View Patient	Jul	8	03:11:12 pm	Jessie	Johnson	1965	06	15	IL
View Patient	Jul	8	03:23:03 pm	Jessie	Johnson	1965	06	15	IL
View Patient	Jul	9	10:49:16 am	Jessie	Johnson	1965	06	15	IL
View Patient	Jul	9	02:57:14 pm	Jessie	Johnson	1965	06	15	IL
View Patient	Jul	10	12:23:45 pm	Jessie	Johnson	1965	06	15	IL

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

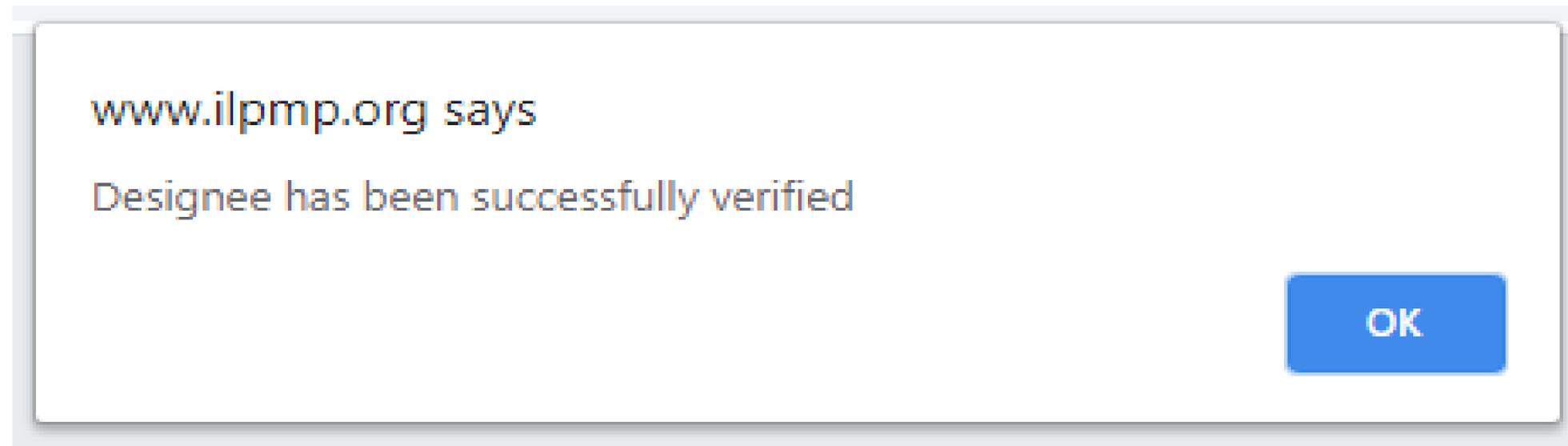
Verify Designee [Back Home](#) [ates](#)

Search History

To view search history of the selected Designee, please select a year and a month. To verify the selected Designee please click on Verify.

It appears that there are no searches during this selected time period. If you have any questions please call at (217) 524-1311.

- 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.

Designee Overview Back Home js

Please Note: You are only allowed 5 designees at a time.

To add a new designee please enter the designee's license number and click the add button below.

Designee's License Number:

Verify/Delete	Last Name	First Name	License Number	Last Verified	Days until next required account verification	Account Status
<input checked="" type="checkbox"/>	Testing	Test	036222333	01/18/2024	180 days more to verify	PMP Account Expired



My Supervisors Overview:

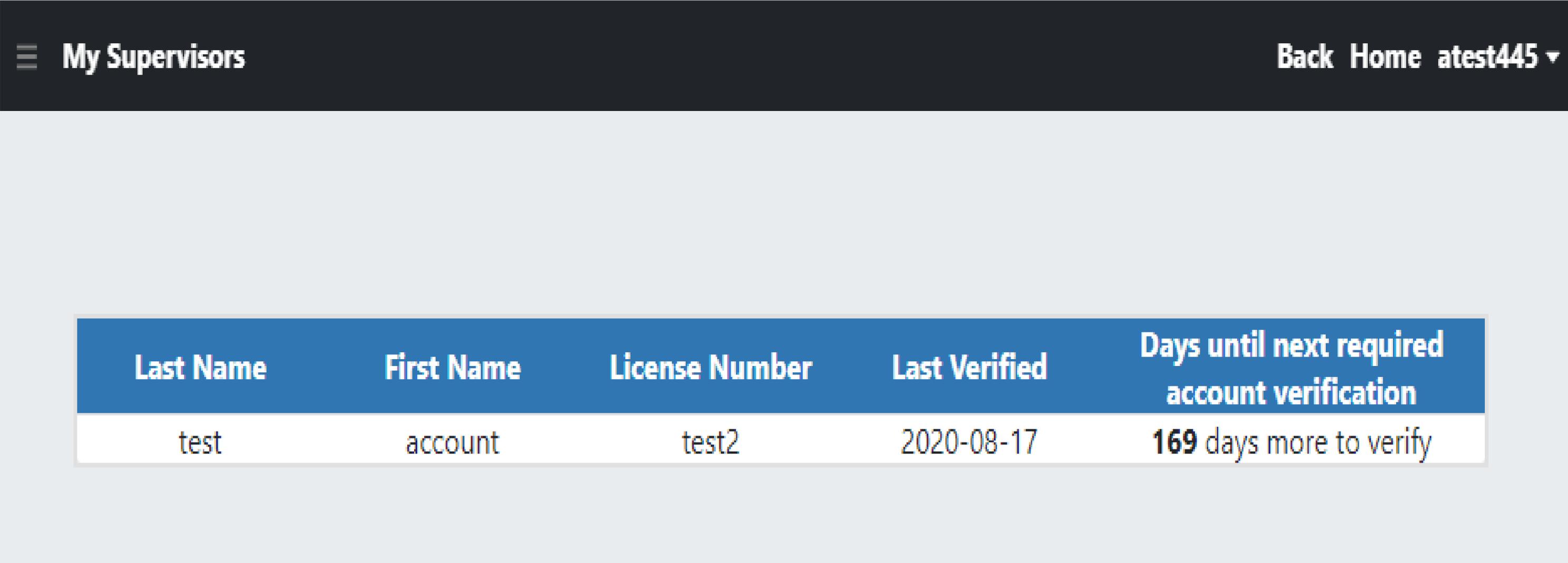
1. Designees can check their supervisors by clicking on “My Supervisors” tile on welcome page.

The screenshot displays the ILPMP welcome page. At the top, there is a navigation bar with 'Welcome' on the left and 'Survey Home atest445' on the right. Below this is a 'Search Patient' section with a form containing fields for 'First Name*', 'Last Name*', 'Date Of Birth*', 'Start Date*', and 'End Date*', along with an 'Other States' checkbox and a 'Search' button. The form fields contain placeholder text: 'First Name', 'Last Name', 'MM/DD/YYYY', '08/30/2019', and '08/28/2020'. Below the search form is a 'What's New?' section. It contains several links: 'ILPMP Survey' (with subtext 'Please take a moment to fill out a brief survey.'), 'Search History' (with subtext 'Allows you to view your previous searches.'), 'PMPNow!' (with subtext 'Eliminate Steps! Save Time! View PMP data in your EHR-NOW!'), and 'My Supervisors' (with subtext 'Allows you to view list of supervisors who have added you as a Designee'). To the right of the 'What's New?' section is a line graph titled 'Registrations' showing the 'Number of registered users' from 2008 to 2018. The graph shows a sharp increase starting in 2016, peaking in 2017, and then slightly declining in 2018. A large black arrow points from the 'My Supervisors' link in the 'What's New?' section down to a teal-colored tile labeled 'My Supervisors' at the bottom of the page. Another teal-colored tile labeled 'Search History' is positioned to the left of the 'My Supervisors' tile.

Year	Number of registered users
2008	5000
2009	4000
2010	3500
2011	3000
2012	3500
2013	4000
2014	3500
2015	3500
2016	3500
2017	17500
2018	16000

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

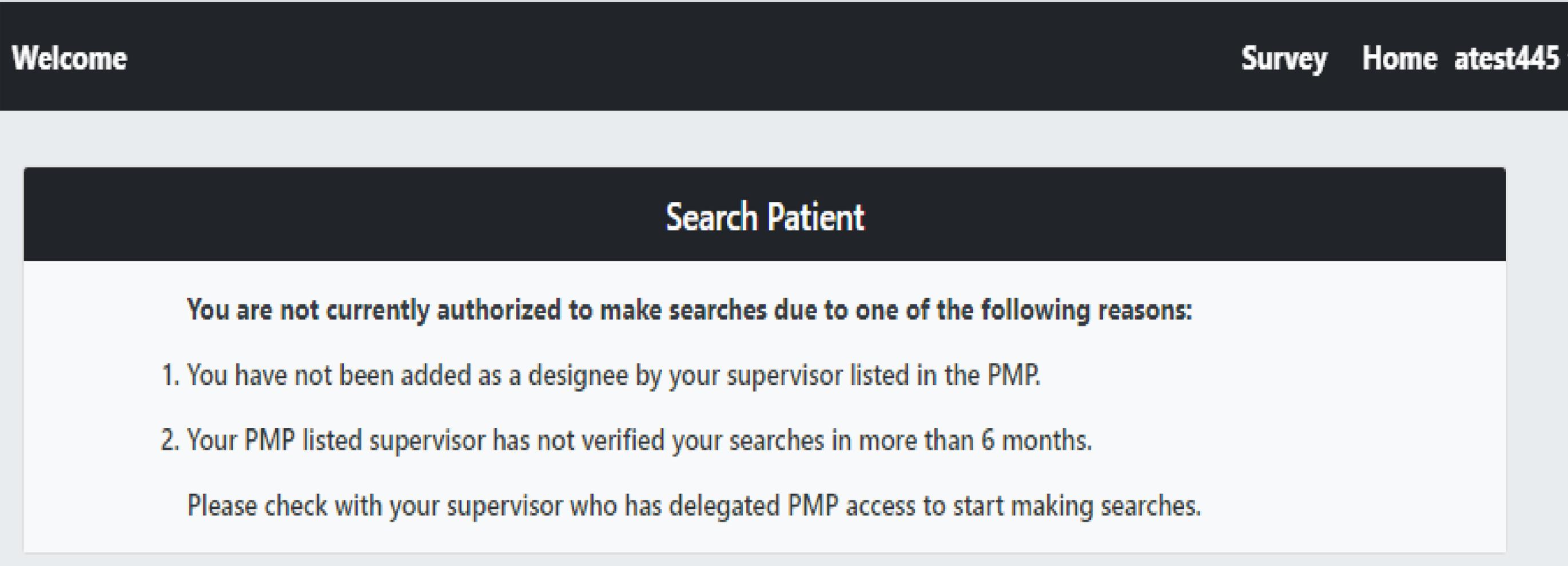
- Designees can only view their supervisor's information; no changes can be made by designee.



The screenshot shows a web interface with a dark header bar. On the left, there is a hamburger menu icon followed by the text "My Supervisors". On the right, there is a "Back Home" link and a user identifier "atest445" with a dropdown arrow. Below the header is a table with a blue header row and one data row. The table columns are: Last Name, First Name, License Number, Last Verified, and Days until next required account verification. The data row contains: test, account, test2, 2020-08-17, and 169 days more to verify.

Last Name	First Name	License Number	Last Verified	Days until next required account verification
test	account	test2	2020-08-17	169 days more to verify

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.



The screenshot shows a web application interface. At the top, there is a dark navigation bar with the text 'Welcome' on the left and 'Survey Home atest445' on the right. Below this is a light gray main content area. A dark horizontal bar with the text 'Search Patient' is centered. Below this bar, a white message box contains the following text:

You are not currently authorized to make searches due to one of the following reasons:

1. You have not been added as a designee by your supervisor listed in the PMP.
2. Your PMP listed supervisor has not verified your searches in more than 6 months.

Please check with your supervisor who has delegated PMP access to start making searches.

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

Welcome Survey Home atest445

Search Patient

You are not currently authorized to make searches due to one of the following reasons:

1. You have not been added as a designee by your supervisor listed in the PMP.
2. Your PMP listed supervisor has not verified your searches in more than 6 months.

Please check with your supervisor who has delegated PMP access to start making searches.

View Frequently Asked Questions at ilpmp.org

View our latest snip on: Registering for an ILPMP account

