

## **Prescriber and Pharmacist Delegate Assignment Policy**

1. Prescribers and pharmacists are authorized to grant Pennsylvania Prescription Drug Monitoring Program (PA PDMP) access to delegates under their employment for the purpose of querying the system on their behalf.
2. A delegate is a person employed or supervised by a prescriber or pharmacist who granted them access to query the PA PDMP system on their behalf. Delegates are not required by law to be licensed healthcare professionals.
3. In assigning a designee, a prescriber shall give preference to a professional nurse licensed by the State Board of Nursing.
4. Prescribers and pharmacists are responsible for ensuring the security of the PA PDMP system when used by a delegate. This includes ensuring that the delegates are using the PA PDMP appropriately, according to the acceptable use policy, and ensuring that delegate access is removed when an individual is no longer under their employ or supervision.
5. A delegate must have their own account and password and it must not be shared with others.
6. Prescribers and pharmacists must set explicit standards to qualify delegates authorized to query the system, which must (at minimum) meet the standards listed in the respective PA PDMP Acceptable Use Policy.

### **Acceptable Use Policy for Prescriber Delegates**

1. Prescriber delegates are authorized to request a prescription (Rx) history report (here by as report) on an individual only if:
  - a. The request is for the purpose of providing medical treatment; and
  - b. The prescriber has a current prescriber-patient relationship with the individual. This includes individuals with an appointment for an initial office visit or an individual who has been referred to the practice.
2. Prescriber delegates shall not share their account or password with anyone else. Prescriber delegates shall not use anyone else's User Name and Password to access the PA PDMP. Any sharing of credentials is a system security violation.
3. Prescriber delegates must be employed or supervised by a prescriber.
4. Prescriber delegates shall not request a report on an office staff person, a prospective staff person, co-worker, or anyone else who does not have a chart, medical record, or a current prescriber-patient relationship with their supervising prescriber(s).
5. Prescriber delegates shall not use a report for pre-employment screening, or to investigate a drug loss, or any other non-treatment purpose.
6. Prescriber delegates shall not provide a report or a copy of a report to anyone other than their supervising prescriber(s), even if that person is authorized by law to request his or her own report or is registered with the PA PDMP.

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7. The information obtained from the PA PDMP report is confidential information and is NOT a public record. Prescriber delegates shall not disclose information from the report or a copy of the report to anyone, except
  - a. Their supervising prescriber(s); and
  - b. The patient or the patient's authorized representative, if they are given permission to do so by their supervising prescriber(s).
8. Prior to accessing the PA PDMP system, prescriber delegates must acknowledge that they understand and agree to comply with all of the above policies.

### **Acceptable Use Policy for Pharmacist Delegates**

1. Pharmacist delegates are authorized to request a prescription (Rx) history report (here by as report) on an individual only if
  - a. The request is for the current purpose of the practice of pharmacy; and
  - b. The individual is a current patient of the pharmacy. A current patient includes a person who has presented a prescription to the pharmacy even though the prescription is not filled.
2. Pharmacist delegates shall not share their account or password with anyone else. The delegates shall not use anyone else's User Name and Password to access PA PDMP. Any sharing of credentials is a system security violation.
3. Pharmacist delegates must be employed or supervised by a pharmacist.
4. Pharmacist delegates shall not request a report on pharmacy staff, prospective staff, co-worker(s), or anyone else who is not a patient of the pharmacy.
5. Pharmacist delegates shall not use a report for pre-employment screening, or to investigate a drug loss, or any other purpose that is not within the practice of pharmacy.
6. Pharmacist delegates shall not provide a report or a copy of a report to anyone other than their supervising pharmacist(s), even if that person is authorized by law to request his or her own report or is registered with the PA PDMP.
7. The information obtained from the PA PDMP report is confidential information and is NOT a public record. Pharmacist delegates shall not disclose information from the report or a copy of the report to anyone, except
  - a. Their supervising pharmacist(s); and
  - b. The patient or the patient's authorized representative, if they are given permission to do so by their supervising pharmacist(s).
8. Prior to accessing the PA PDMP system, pharmacist delegates must acknowledge that they understand and agree to comply with all of the above policies.

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