
Optimum Technology, Inc.

Louisiana PMP Delegate Registration and Request – Guide



	Version: 1.0
LA Delegate Guide	Date: 09/08/2014

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1. Introduction

The Louisiana Delegate Registration and Request Guide serves as a step-by-step guide for delegate registration, approval, and patient lookup features.

2. Overview

LA PMP is a Web-based system that collects analysis and reporting of controlled substances dispensing and use of prescription drugs. The system allows a physician's or pharmacist's authorized delegate to access patient reports on behalf of their PMP registered supervisor. Delegates must have their own account which is linked to their supervisor's account. Under no circumstances should a delegate use their supervisor's account or another delegate's account. Accounts should only be accessed and used by the registered account holder.

Delegate accounts can have any number of linked supervisor accounts. When running a patient request please make sure to select the appropriate supervisor.

3. Delegate Registration

To register for a Delegate Account, go to www.LABPPMP.com, and click on "Register" on the left below the state seal.

Welcome to Louisiana's Prescription Monitoring Program (PMP).
Please login to continue.



Not a member? [Register](#)

[Download Louisiana PMP Reporting Manual!](#)

Username

Password

[Forgot/Reset Password?](#)

Due to the increase in support call volume it is recommended that you contact us via email at labppmp@otech.com if you need help accessing the Louisiana PMP. We apologize for the inconvenience.

Please use the above link if you have forgotten your password. If you have unresolved issues, please contact the Administrator at:

Phone: (866) 683-2476
Email: LABPPMP@otech.com

Select either Prescriber Delegate or Pharmacist Delegate from the drop down menu.

LOUISIANA PMP

New Registration

Access User Registration Instructions
Welcome to the Louisiana PMP access user registration process.

To begin access user registration process

1. Select job type that best describes your profession.
2. Click Next button.
3. Please fill out the information requested.
4. Click Register button and follow on screen instructions. If you have any questions, please contact the PMP Help desk at Phone: (866) 683-2476 Email: LABPPMP@otech.com

• Please select the Account Type that matches your profession or most accurately describes your use of the Louisiana PMP.

Job:

▼

Pharmacist

Prescriber

Uploader

Prescriber Delegate

Pharmacist Delegate

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Fill out the Registration Form.

New Registration

Profile Information

Organization: <input type="text"/>	Occupation Type: <input type="text"/>	License Number: <input type="text"/>
First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>
Social Security Number: <input type="text"/>	Date Of Birth: <input type="text"/>	

Contact Information

Address: (Care Of) <input type="text"/>		Street: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>
Home Phone: <input type="text"/>	Cell Phone: <input type="text"/>	Fax Number: <input type="text"/>	Work Phone: <input type="text"/>	Extension: <input type="text"/>	
Pager Number: <input type="text"/>	Email Address: <input type="text"/>	Region: <input type="text"/>	Notification Method: <input type="text"/>		

User Job and Identification

User Job:

Supervisor Relationships

Supervisor's DEA Number: Add

Security Questions

What is Your Mother's Maiden Name?

User Account

Please Note: You can add multiple supervisors during the registration process by clicking the “ADD” button. If you are registering as a Prescriber’s Delegate please enter your supervisor’s DEA number, and if you are registering as a Pharmacist’s Delegate please enter the pharmacist’s six-digit state license number (formatted as follows: 012345.)

4. Adding or Removing Supervisors

You can add or remove supervisors through the “My Account” section of the website.

To add a prescriber supervisor through the “My Account” section of the website, enter their DEA Number and click “Add.”

To add a pharmacist supervisor through the “My Account” section of the website, enter their Pharmacist State License Number and click “Add” (the Pharmacist State License Number must be entered using the following format: 012345)

To remove a supervisor, click the trashcan to the right of the Supervisor’s information.

Supervisor Relationships				
Supervisor Login	Supervisor Name	Supervisor Location	Status/Action	Delete
Practitioner_2	A	LA - 43035	Active	



5. Delegate Account Approval

Once you finish the registration form, click on the orange “Register” button. Your account will be automatically approved and you will receive an email with your username and temporary password. You will be able to login to the LA PMP immediately, but you will not be able to run a patient request until your supervisor approves you as one of their registered delegates.

Once you add a supervisor to your profile, an email will be sent to your supervisor asking them to confirm you as an authorized delegate.

6. Supervisor Approval Process

A supervisor will need to use the following steps in order to approve the supervisor-delegate relationship:

- 1- An email will be sent to the supervisor's contact email address
- 2- The supervisor will need to login to their account on the Louisiana PMP and click on the "My account" button in the upper-right hand corner of the website
- 3- Underneath "Delegate Relationships" a supervisor will see a list of all delegates that have listed you as a supervisor. In order to approve the supervisor-delegate relationship click on "Approve" to the right of the delegate's name

Delegate Relationships			
Delegate Info	Work Location	License Type	Status/Action
PrescDe IL1, PrescDe IF1	LA	Office Manager	Supervisor Review Pending Approve



7. Removing a Delegate

In order to delete a delegate from having access to the PMP under your license number, please use the following steps:

- 1- Login to your PMP account, and click on "My Account" on the upper-right hand corner of the website
- 2- Underneath "Delegate Relationship" click on "Revoke" to the right of the delegate's name.
- 3- The delegate will no longer be able to run requests under your license number, but you will be able to continue to see the former requests ran by the delegate under the "View Request" page.

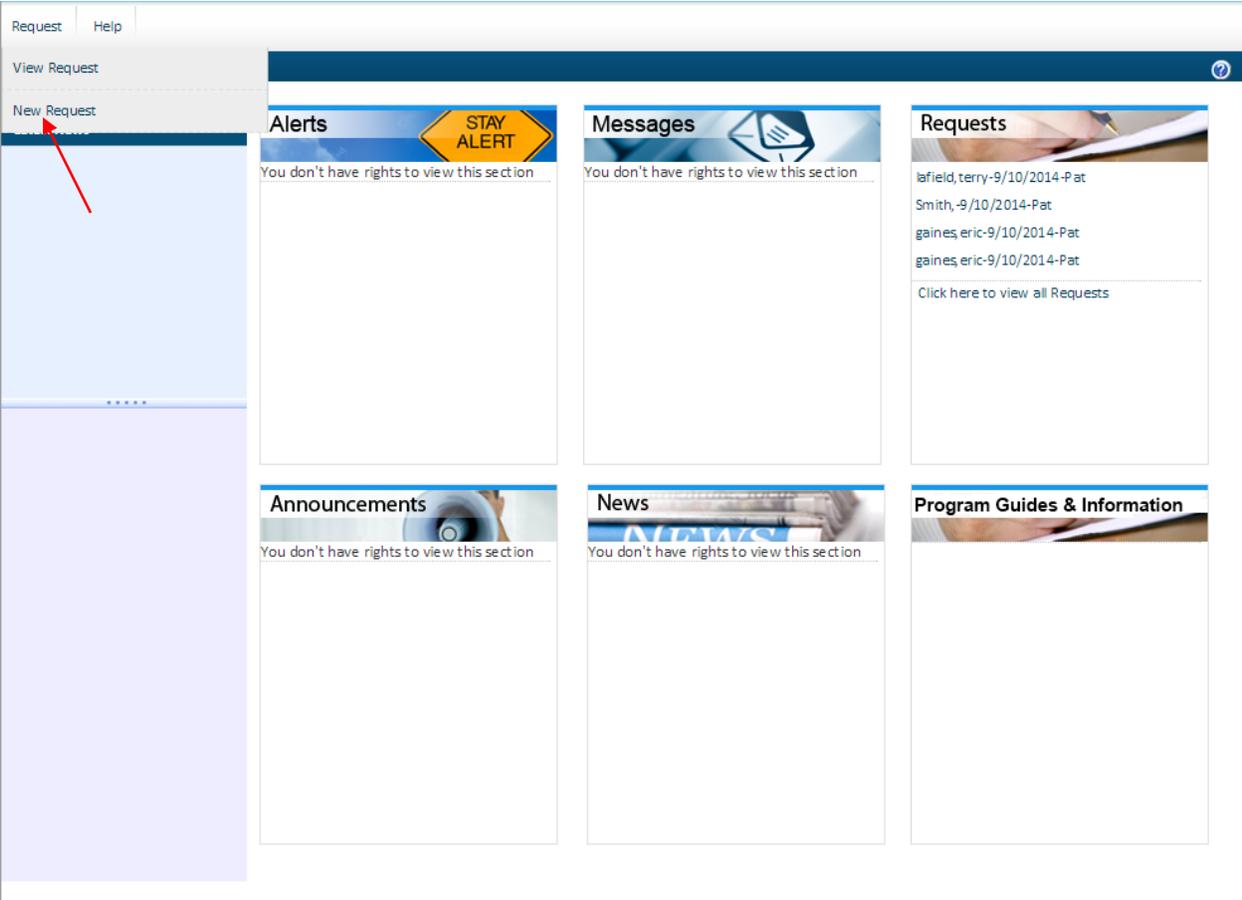
Delegate Relationships			
Delegate Info	Work Location	License Type	Status/Action
Del_Lname, Del_123	Grove Ct	Licensed Practical Nurse (LPN)	Active Revoke



8. Patient Requests

As a delegate, once you have registered for an account, and your supervisor has approved you as an authorized delegate, you will have the ability to run a Patient Prescription History Report on their behalf.

Login to your delegate PMP account, hover over “Request” on the upper-left hand corner, and click on “New Request”



Enter the patient’s Last Name, First Name and Date-of-Birth. Select the supervisor you are running the request for from the drop-down menu. Once you have entered all of the required information, click the orange “Create” button.

The screenshot shows a web form titled "Request" with a "Patient" dropdown menu in the top right corner. The form is organized into several sections: "Patient Details" with fields for Last Name, First Name, Middle Name, Birth Date (with a calendar icon), and Gender; "Contact Details" with fields for Street, City, State (set to "LA"), and Zip; "Aliases" with an "Add" button; "Prescription Range" with a checked checkbox for "Set default to last 12 months date range" and date fields for "Date Filled From" (09/11/2013) and "Date Filled To" (09/11/2014); "Options" with radio buttons for "Format" (PDF selected, Excel unselected); "Request To State(s)" with a note and a checkbox for "Arkansas"; and "Select Supervisor" with a dropdown menu showing "Please Select a Supervisor". At the bottom, there is a checkbox for "I certify that the information I have entered above is accurate." and an orange "Create" button. A red arrow points to the "Create" button.

From the “Request” page, click on “Patient Rx History Report.PDF” to view the patient report.

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9. Support and Help

For all technical assistance, please contact Optimum Technology at 1-866-683-2476 or at LABPPMP@otech.com.

Technical assistance is available from 7 AM to 7 PM Central Standard Time.

For all non-technical assistance, questions regarding policies or procedure of LA PMP, please contact:

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