



# Delegate Reverification Workflow

## Document Overview

This document describes the steps you should follow to reverify your delegates after determining whether that delegate is active or inactive. The reverification process must be completed on an annual basis during the timeframe specified by your state.

**Notes:**

*This document only provides instructions for reverifying delegate accounts. For complete instructions on using AWAxRE, including how to log in to the system, please refer to the AWAxRE User Support Manual.*

## Delegate Reverification Workflow

Annually, based on the date an account is created MI users will be prompted to update or confirm their PMP AWAxRE Profile information upon login.

The screenshot shows the Appriss Health dashboard for a supervisor. At the top right, it says 'APPRISS SUPERVISOR'. Below the navigation bar, there is a yellow warning banner with a triangle icon and the text: 'Warning You have delegates to review Review Your Delegates'. A red arrow points to this banner. Below the banner is the 'My Dashboard' section, which includes a 'Patient Alerts' table and 'My Favorites' and 'PMP Announcements' sections.

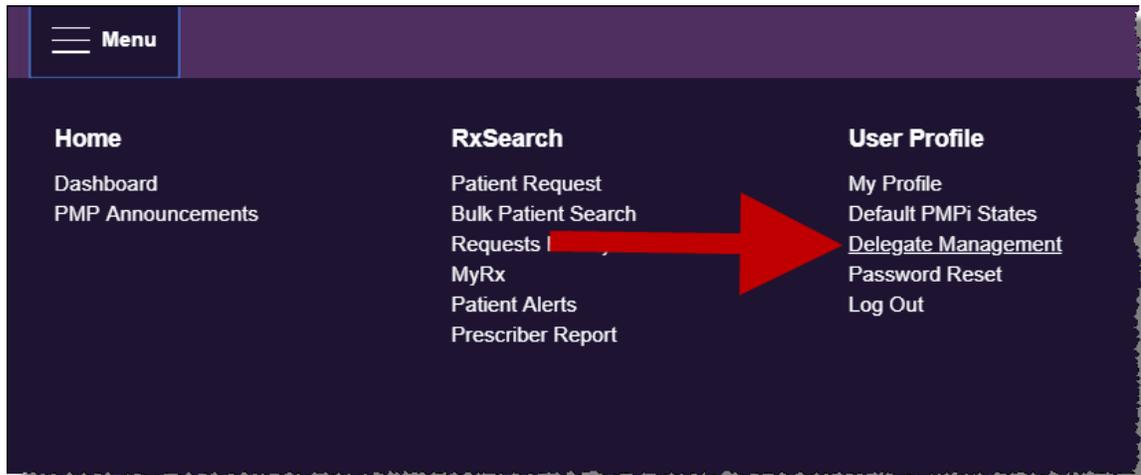
Patient Full Name	DOB	Alert Date	Alert Letter
three testpatient	01/01/1900	01/07/2019	Download PDF
three testpatient	01/01/1900	11/30/2018	Download PDF
noalert Testpatient	01/01/1900	11/28/2018	Download PDF

In order for these delegates to continue to search the PMP AWARxE database on your behalf, you must determine whether they are still active users and, if so, reverify their accounts.

**Note:** Delegates who have not been reverified within the confirmation period will be immediately deactivated and placed back into your approval queue with a status of “Pending.”

To re-verify a delegate’s account:

1. Click the **Review Your Delegates** link in the warning message shown above; OR click **Menu > Delegate Management**, located under **User Profile**.



The Delegate Management page is displayed.

- Note that your state’s annual delegate reverification period is displayed on this page along with the date unverified delegates will be changed to “Pending” status.
- Delegates who have not yet been reviewed are displayed with a status of “Unverified.”

⚠ **Warning**  
 You have delegates to review  
[Review Your Delegates](#) DISMISS

ANNUAL DELEGATE RE-VERIFICATION: 02/01/2019 - 03/31/2019  
 Unverified Delegates will be changed to pending status on 04/01/2019

### Delegate Management

Select a delegate to review details. Add +

First	Last	Role	Delegate Status	Date Requested	Date Verified
Appriss	Delegate	Prescriber Delegate - Unlicensed	Pending	05/19/2018	
SALLY	DELEGATE 2	Prescriber Delegate - Licensed	Unverified	07/14/2017	09/23/2018
John	Delegate 1	Nurse Practitioner / Clinical Nurse Specialist	Pending	05/28/2016	10/09/2018

**Note:** The annual reverification period displayed in the screenshot above does not reflect your state’s annual reverification period. The reverification period displayed above was selected for testing and documentation purposes only. Please verify your state’s annual reverification period with your State Administrator.

2. Click a delegate’s name to review that delegate’s information.

The delegate’s information is displayed below your list of delegates.

ANNUAL DELEGATE RE-VERIFICATION: 02/01/2019 - 03/31/2019  
Unverified Delegates will be changed to pending status on 04/01/2019

### Delegate Management Add +

Select a delegate to review details.

First	Last	Role	Delegate Status	Date Requested	Date Verified
Appriss	Delegate	Prescriber Delegate - Unlicensed	Pending	05/19/2018	
SALLY	DELEGATE 2	Prescriber Delegate - Licensed	Unverified	07/14/2017	09/23/2018
John	Delegate 1	Nurse Practitioner / Clinical Nurse Specialist	Pending	05/28/2016	10/09/2018

---

#### SALLY DELEGATE 2 Verify Status Remove

**Registration Approval Date:** 05/03/2016  
**Role:** Prescriber Delegate - Licensed  
**Phone:** (502) 797-6943  
**Email:** mr.jonporter+delegate@gmail.com (Verified)  
**Address:** 121 HIGH ST #200 ANYWHERE, KY 11111  
**Date of Birth:** 01/01/1984

**Delegate (approved)**

**Personal DEA**  
 ✓ AH1111119

**National provider (invalid)**

**Professional license (invalid)**

**Controlled substance (invalid)**

**Employer DEA**

**1 Supervisor**

**APPRISS SUPERVISOR (approved)**  
 mr.jonporter+physician@gmail.com

**0 Delegates**

**Healthcare Specialty**

3. Review the delegate’s account to determine whether they are still active.
  - a. If the delegate is still active, click **Verify Status**.  
 The delegate’s status changes to “Approved,” and they can continue to search the PMP AWARxE database and run reports on your behalf.  
 OR
  - b. If the delegate is inactive, click **Remove**.  
 The delegate’s status changes to “Pending,” and they will be unable to search the PMP AWARxE database and run reports on your behalf.

**Note:** If a delegate has been placed in “Pending” status, either by you or by default as a result of missing the reverification deadline, you can reactivate their account at any time by clicking their name to view their information and then clicking **Approve** on their information card.

#### John Delegate 1 Approve Reject

**Registration Approval Date:** 03/09/2016  
**Role:** Nurse Practitioner / Clinical Nurse Specialist  
**Phone:** (502) 797-6943  
**Email:** mr.jonporter+NP@gmail.com (Verified)  
**Address:** 10401 Linn Station Road #200 Louisville, KY 40218  
**Date of Birth:** 01/01/1972

**Delegate (pending)**

**Personal DEA**  
 ✗ Z1234567

**National provider (invalid)**

**Professional license (invalid)**

**Controlled substance (invalid)**

**Employer DEA**

**2 Supervisors**

**APPRISS SUPERVISOR (pending)**  
 mr.jonporter+physician@gmail.com

**APPRISS DOCTOR (approved)**  
 sdris tester+physician@gmail.com

**0 Delegates**

**Healthcare Specialty**

# Document Information

## Disclaimer

Appriss has made every effort to ensure the accuracy of the information in this document at the time of printing; however, information is subject to change.

## Change Log

Version	Date	Chapter/Section	Change Made
1.0	09/09/2020	N/A	Initial publication