

Access to the Prescription Monitoring Program Registry – Unlicensed Professionals

The NYS Department of Health’s Health Commerce System (HCS) allows access to important applications such as the Prescription Monitoring Program (PMP) Registry. Effective August 27, 2013, all prescribers will be required to consult the PMP before prescribing a controlled substance. For more information regarding the PMP please visit the Bureau of Narcotic Enforcement’s website at www.nyhealth.gov/professionals/narcotic.

Licensed prescribers that have a Health Commerce System account automatically have access to the PMP application. Effective August 27, 2013, prescribers will be able to give a licensed professional or an unlicensed professional permission to access the PMP Application on their behalf. The designee, if unlicensed, will need to work with the HCS coordinator from their facility or medical practice to establish their own HCS account. Practitioners may choose to designate the same individual(s) put in the role to order NYS Official Prescriptions. Please note: Only one HCS account per person is necessary to access all HCS applications.

Possible designees may be: Medical Residents, Limited Permit Physicians, Medical Assistants, and Administrative Staff. Please click on the link below for instructions to request a Health Commerce System User account for an unlicensed professional:

http://www.health.ny.gov/professionals/narcotic/docs/hcs_unlicensed_professionals.pdf

If you are experiencing difficulty applying for a HCS account for an unlicensed professional, please contact the Commerce Account Management Unit at 1-866-529-1890, Option 2.

How a Practitioner gives a designee access to the PMP Application:

1. Designee obtains a HCS account user ID – A HCS Director/coordinator or licensed practitioner may assist
2. Once a designee’s HCS account is established, the practitioner logs into the HCS with their own user ID and password
3. Practitioner opens the PMP application (large button in the middle of the page)
4. Once in the PMP application, click on the Designation tab at the top of the screen.
5. Practitioner enters the HCS user ID of the designee
6. Click “search” and then “designate”

The screenshot shows the NYS PMP website interface. At the top left is the NYS PMP logo. To the right, there is a navigation bar with links: "Welcome Doctor Shopper", "Update Personal Info", "FAQ", "Help", and "Search Results Help". Below this is a menu with "Patient Search", "Drug Listing", "Designation", and "My DEA Numbers". The "Designation" tab is selected. A message box states: "Designees are not allowed to perform patient searches until August 27, 2013. The ability to designate a user has been enabled now as a convenience." Below the message is a "Designate User" section with a text input field for "Enter the designee's HCS ID:" and a "Search" button. Underneath is a "Review Designees" section with a table of designated users. The table has columns for "HCS ID", "User Name", and "Date Designated". One user is listed: "xx999999", "John X Doe", "06/27/2013 04:32:04 PM". There is a "Remove" button next to the user. Below the table is a "Review Designators" section with the text "No users have designated you." At the bottom of the page, there is a footer with "© 2013 NYS Department of Health - Bureau of Narcotic Enforcement" and a timestamp "06/27/2013 16:32:04".

Currently, designees cannot perform patient searches. However, we encourage staff that will be designees to apply for their HCS account now and for practitioners to complete the designation process.