

# How to Add an Unlicensed Resident or Medical Intern to the PMP Designee Role and a HCS User to the PMP Designee Reviewer Role at Medical Teaching Facilities

**PMP Designee Role:** An unlicensed resident or medical intern of the medical teaching facility authorized to perform patient searches within the Prescription Monitoring Program Registry on behalf of that medical teaching facility.

**PMP Designee Reviewer Role:** Employees of the medical teaching facility authorized to monitor the usage of the Prescription Monitoring Program Registry by unlicensed residents and medical interns put in the PMP Designee role for that medical teaching facility.

## To be completed by a Health Commerce System (HCS) Coordinator:

1. Click **Coordinator's Update** Tool (left side panel under My Applications)
2. Select your **Hospital (pfi) Organization**
3. Click **Manage Role Assignments** (blue tab)
4. Click the **Modify** link to the right of the role, such as **PMP Designee-PMPD or PMP Designee Reviewer-PMPR** (Click role name for role description)
5. Check the box next to the person you want to add to the role\*
6. Click the **Add to Role** button.

(NOTE: IF YOU WILL BE PERFORMING THESE ACTIVITIES, YOU MUST FIRST ASSIGN THESE ROLES TO YOURSELF.)

If you are trying to assign a person with an existing HCS account (not affiliated with your organization), then scroll to the **Search for Person by Name** option on the role assignment page. Enter the **last name** of the person and click submit.

-- OR --

4) Finally, if the person does not appear in the list above, this will be their first role assignment in this organization and you will need to search for them in the directory. If the search returns no matches, you will have the opportunity to add a new person on the next screen. Enter the last name, or the first few letters of the last name, and click Submit.

Search for Person(s) by Name

Submit

When the results display, select the name of the person with a valid user id. Note: na = no account so assigning role to an na does nothing. Click **Add Role Assignment**.

1) These are search results for the last name like: **test**. Select names from the drop down list of the persons you wish to assign to this role, then click on the Add Role Assignments button to add them. This list contains individuals already entered in the Communications Directory and associated with your organization. (Use Ctrl/left click for multiple selections or to unselect)

Test aft, Test X - na - Z Test Commercial Test aft, Test X - na - Z Test Commercial Test volunteer, Test T - na - Albany County Emergency Volunteer System Test, A X - na - W & Z DRUGS INC. Test, A X - na - R AND M DRUG CORP. Test, A X - at490777 - R AND M DRUG CORP. Test, A B - at443184 - Internal Test Nursing Home (pfi - 8888) Test, A M - at431939 - A Sample Pharmacy Test, Camu X - ct366897 - FTP Software Inc Test, Coordinator X - na - Test Industry Group
<input type="button" value="Add Role Assignment"/>
<b>If you would like to try your search again, click on <a href="#">GO BACK</a>.</b>

---

For additional help assigning a role, call 518-473-1809, or email: [hcsoutreach@health.state.ny.us](mailto:hcsoutreach@health.state.ny.us)

## **Instructions for getting an HCS account for staff at your facility:**

If the individual you would like to assign into a role does not already have an HCS account, follow the steps below: (NOTE: Only one HCS ACCOUNT per individual is needed to access all HCS applications.)

- Enter <https://commerce.health.state.ny.us> in your browser's\* address bar
- Enter your HCS userid and password
- Click **Coord Account Tools - HCS** (on left, in My Applications)
- Click **Request an Account** (Under HCS Coordinator Tools)
- Click the **Duties and Responsibilities** and **Instructions** for the type of account you are requesting. Print these documents and provide to the requestor to read and retain.
- Click **User** (or **Coordinator** or **Security Coordinator**, etc. under Request an account for a...)
- Follow the instructions to complete and send in the notarized paperwork
- If you require assistance to complete the form, click **Electronic Document 2 (1) Instructions** at the top of page.

For additional help requesting an HCS Account, call 1-866-529-1890 Option 1

Two new roles are currently available on the Health Commerce System (HCS) under the Hospital (pfi) organization: **PMP DESIGNEE** and **PMP DESIGNEE REVIEWER**. The PMP Designee role allows unlicensed residents/interns of a medical teaching facility to access the Prescription Monitoring Program (PMP) Registry on behalf of the institution. The PMP Designee Reviewer role allows employees of the medical teaching facility to monitor the use of the PMP application by unlicensed residents/interns. A HCS coordinator can assign unlicensed resident/interns **with a HCS account** to the PMP Designee role and hospital employees **with a HCS account** to the PMP Designee Reviewer role. Functionality for the PMP Designee role goes into effect on August 27, 2013, the PMP Designee Reviewer will be available soon.

Please note: Residents/interns working in multiple facilities need to be assigned to the PMP Designee role by a coordinator from each facility.

See attached document for instructions to assign roles and get HCS accounts.