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Training Guide for Florida Practitioners and Pharmacists

Florida Department of Health
Prescription Drug Monitoring Program



July 2016

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1 Program Overview

The Electronic-Florida Online Reporting of Controlled Substances Evaluation program (E-FORCSE) is Florida's Prescription Drug Monitoring Program (PDMP). The PDMP was created by the 2009 Florida Legislature in an initiative to encourage safer prescribing of controlled substances and to reduce drug abuse and diversion within the State of Florida. The purpose of the PDMP is to provide the information that will be collected in the database to healthcare practitioners to guide their decisions in prescribing and dispensing these highly-abused prescription drugs.

In 2016, sections 893.055 and 893.0551, Florida Statutes (F.S.) were amended to authorize access to the E-FORCSE database by a designee of a prescriber, pharmacist, or pharmacy. Rule 64K-1.003, Florida Administrative Code (F.A.C.), requires that a designee review this training guide and the *Information Security and Privacy Training Course for Designees* (available at: <http://www.hidesigns.com/flpdmp/practitionerpharmacist/training-materials.html>), prior to registering. A designee will not have access to the database until the designating prescriber or dispenser affirmatively accepts responsibility for the designee and links the designee to a pharmacy, prescriber or dispenser E-FORCSE® account as described in Chapter 5 The linking process will require the prescriber or dispenser to certify that the designee has reviewed the "Training Guide for Florida Practitioners and Pharmacists" and the "Information Security and Privacy Training Course for Designees," using the *Certification* form provided in Appendix A. The designating prescriber or dispenser shall maintain printed copies of the certification of these reviews and make them available to the program manager upon request.

Health care practitioners are not required to access the database prior to prescribing or dispensing a controlled substance; however, physicians and pharmacists are encouraged to use the Patient Advisory Report (PAR), available in the E-FORCSE database, as a tool to improve patient care, confirm the patient's prescription drug history, document compliance with a therapeutic regimen, and identify potentially hazardous or fatal drug interactions. The PAR may also assist the healthcare practitioner in determining if a patient is "doctor shopping" or trying to obtain multiple prescriptions for controlled substances from multiple healthcare practitioners, which is a felony in the State of Florida.

E-FORCSE complies with the Health Insurance Portability and Accountability Act (HIPAA) as it pertains to protected health information (PHI), electronic protected health information (EPHI), and all other relevant state and federal privacy and security laws and regulations. The information collected in the system will be used by the PDMP to encourage safer prescribing of controlled substances and reduce drug abuse and diversion within the State of Florida.

Disclaimer

The Department of Health makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of the information in the database, and expressly disclaims liability for errors and omissions in the contents of the database. The records in the database are based on information submitted by pharmacies and dispensing health care practitioners. Records should be verified before any clinical decisions are made or actions are taken.

2 Document Overview

Purpose and Contents

The *E-FORCSE® Training Guide for Florida Practitioners and Pharmacists* serves as a step-by-step training guide for practitioners, pharmacists or a designee of a prescriber or dispenser for the purposes of requesting or receiving information from the E-FORCSE database. It includes such topics as:

- Requesting an account
- Creating query requests
- Viewing query request status
- Generating reports
- Viewing patient reports
- Appointing a designee to request and receive information on behalf of a prescriber or dispenser.

3 Accessing the E-FORCSE Database

About This Chapter

This chapter provides the steps you must follow to establish an E-FORCSE account, log in to the system, and retrieve a forgotten user name or password.

Request an Account

E-FORCSE grants system access accounts to practitioners and pharmacists, and their designees, so that they may look up, view, and print controlled substance dispensing information on their specific patients directly via user name and password.

Florida-licensed practitioners and pharmacists, and their designees, may request a user account to access information in the system. Access is granted to individuals only— not to clinics, hospitals, pharmacies, or any other healthcare facility.

Note: Once your account request is approved, you will receive e-mails from flpdmp-info@hidinc.com (**FLPDMINFO**) containing your account login information. Please ensure your e-mail system is configured to receive e-mails from this address.

Perform the following steps to request an account:


1. Open an Internet browser window and type the following URL in the address bar:
www.hidesigns.com/flpdmp.
2. Click the **Practitioner/Pharmacist & Designee** link located on the left menu. A window similar to the following is displayed:



3. Click the **Terms and Conditions** link to open and read.
4. After reading the terms and conditions, click the **Registration Site** link.
A login window is displayed.
5. Type *newacct* in the **User Name** field.

6. Type *welcome* in the **Password** field.
7. Click **OK**.

The Practitioner/Pharmacist Access Request Form is displayed:



Practitioner/Pharmacist E-FORCSE Access Request Form

Please complete the form below to request access to the E-FORCSE database to request Patient Advisory Reports (PARs). The information provided below will be used to verify your licensure with your health care regulatory board. If the information provided below matches the health care regulatory board licensure record, your request for access will be approved and you will receive two e-mail notifications that will include instructions for accessing the database. If the information provided below does not match the health care regulatory board licensure record, your request will be denied and you will receive an email notification of the reason for denial.

To ensure that you receive the e-mails containing your user name and password and all future system-generated notifications, please add flpdmp-info@hidinc.com to your email address book or configure your e-mail system to receive emails from this address. Failure to do so will result in your not receiving these important messages.

If you have questions or concerns, please email the FL PDMP Help Desk at flpdmp-info@hidinc.com or call (877) 719-3120.

As used for licensure and DEA registration:

* FIRST Name: _____ * LAST Name: _____ * DO NOT include middle initials, suffixes, or credentials

* Date of Birth (MM/DD/YYYY): _____ * Last 4 Digits of SSN: _____

* State License Number (without prefix - ex. 12345): _____ * License Type: Select type

* Date Licensure Expires (MM/DD/YYYY): _____

DEA Number (If applicable): _____ NPI (If applicable): _____

Facility/Practice Name: _____

* Mailing Address: _____

* City: _____ * State: Select a state * Zip Code: _____

* County: _____

* Email Address: _____ * Phone #: _____ Fax #: _____

I acknowledge that by registering to access the Florida Prescription Drug Monitoring Program (PDMP) FL Rx Sentry database, I am informing the Florida Department of Health that I wish to receive Patient Advisory Reports, as defined by Section 893.055(2)(a), Florida Statutes

I certify that I meet the requirements to be eligible for access to the Florida Prescription Drug Monitoring Program (PDMP) FL Rx Sentry database pursuant to section 893.0551, Florida Statutes

Complete the fields on this form, noting that required fields are indicated with an asterisk (*).

Notes:

- Designees should select “Designee” from the license-type drop-down menu.
- Designees are not required to enter State License Number, Date Licensure Expires, DEA Number or NPI number.

8. Click **Accept & Submit**.

If any information is incomplete or missing, a message is displayed indicating which fields must be corrected before your access request form can be submitted.

If all information has been properly supplied, a completed access request form is displayed, along with a prompt to print the form. Print the form if desired.

The E-FORCSE program staff will review your application and verify the information. You may be contacted if additional information is required.

If you are approved for an account, you will be notified via two separate e-mails. The first e-mail will contain a temporary password and instructions for accessing the system; the second e-mail will contain your personal identification number (PIN) that you will use to identify yourself if you need assistance from the HID Help Desk. You will be required to change the temporary password immediately when you first attempt to access the system.

If you are denied access to the system, you will be notified in writing.

Notes:

- If you are approved for a designee account, you will be able to log in to the system, but you will not be able to query the PDMP database until your account has been linked to a prescriber or dispenser's account. It is your responsibility to notify the prescriber or dispenser when you are approved for an account.
- If you are a prescriber or dispenser, refer to the Linking Designee Accounts topic in this document for instructions on linking designee accounts.

Log In to the E-FORCSE Database

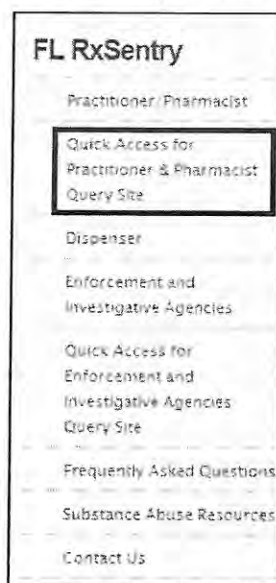
Note: If you have forgotten your E-FORCSE user name or password, see one of the following topics:

- Retrieve User Name
- Retrieve Password

After three (3) unsuccessful login attempts, your account will be locked for 30 minutes.

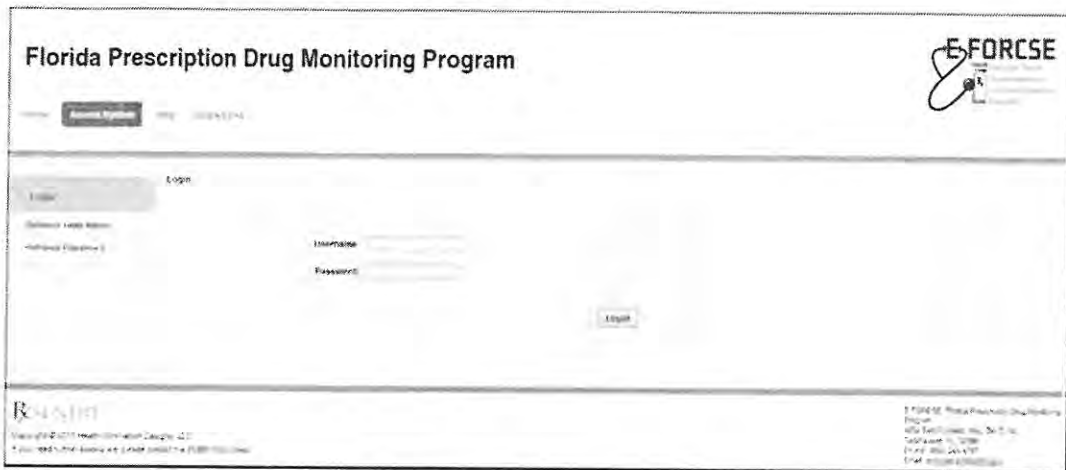
Perform the following steps to log in to the E-FORCSE database:

1. Open an Internet browser window and type the following URL in the address bar: www.hidesigns.com/flpdmp. A window similar to the following is displayed:



2. Click the **Quick Access for Practitioner & Pharmacist Query Site** link located on the left menu.

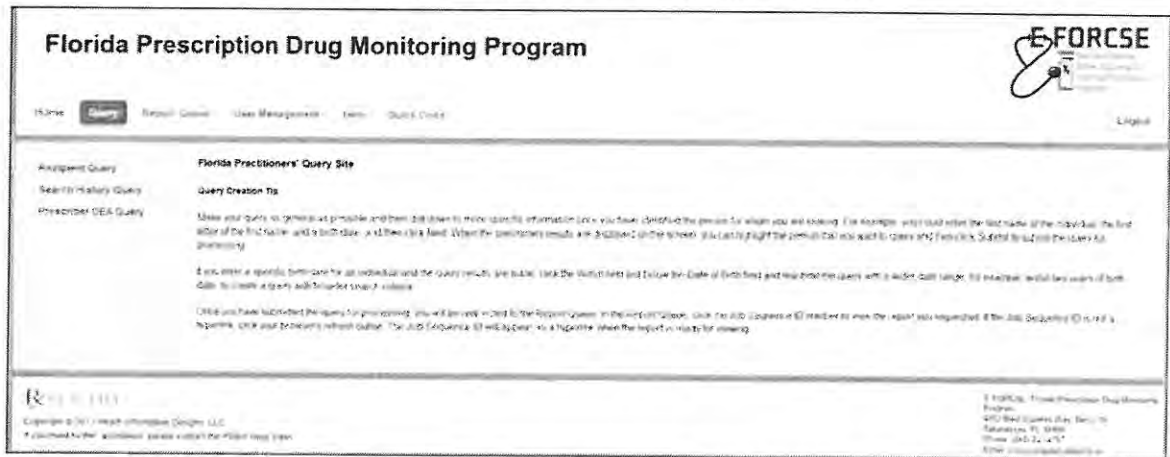
A window similar to the following is displayed:



3. Type your user name in the **Username** field.
4. Type your password in the **Password** field.
5. Click **Login**.

Note: If you are an existing FL PDMP user and this is your first time logging in to the updated system, the Update User Profile window will display. Enter any missing required information (required fields are indicated with an asterisk [*]), and then click **Update**.

The E-FORCSE database home page is displayed as shown on the below.

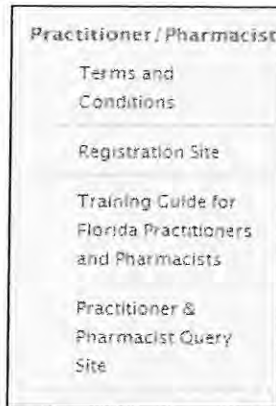


The main menu, located at the top of the page, contains the E-FORCSE database functions. If available, a sub-menu is displayed on the left side of the window. For example, in the screenshot above, the user clicked Query from the main menu, and the Query sub-menu was displayed on the left.

Retrieve User Name

If you have forgotten your E-FORCSE user name, perform the following steps to retrieve it:

1. Open an Internet browser window and type the following URL in the address bar:
www.hidesigns.com/flpdmp.
2. Click the **Practitioner/Pharmacist & Designee** link located on the left menu. A window similar to the following is displayed:



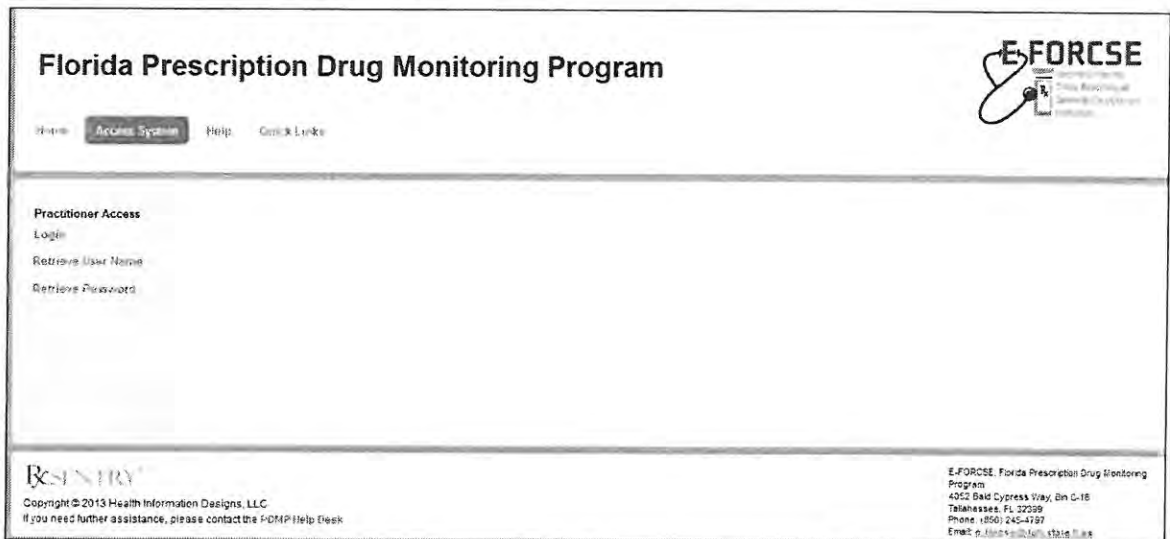
3. Click the **Practitioner & Pharmacist Query Site** link.

A window similar to the following is displayed:



4. Click **Access System**.

A window similar to the following is displayed:



5. Click **Retrieve User Name**.

A window similar to the following is displayed:

Retrieve User Name

Enter Email Address for Account:

Enter Date of Birth for Account:

mm/dd/yyyy

6. Type the e-mail address associated with your account in the **Enter Email Address for Account** field.

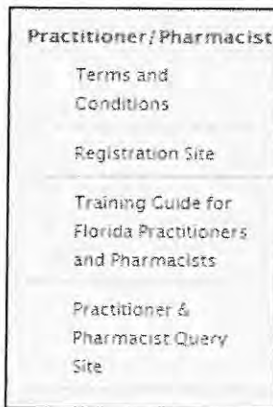
7. Type your date of birth in the **Enter Date of Birth for Account** field.
8. Click **Submit**.

A message providing your user name is displayed.

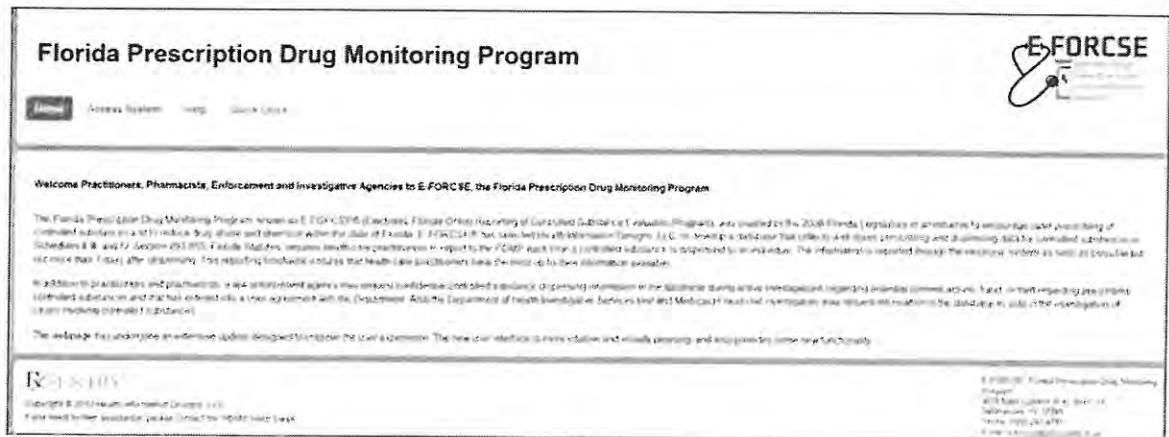
Retrieve Password

If you have forgotten your E-FORCSE password, perform the following steps to retrieve it:

1. Open an Internet browser window and type the following URL in the address bar:
www.hidesigns.com/flpdmp.
2. Click the **Practitioner/Pharmacist & Designee** link located on the left menu. A window similar to the following is displayed:



3. Click the **Practitioner & Pharmacist Query Site** link. A window similar to the following is displayed:



4. Click **Access System**.

A window similar to the following is displayed:

The screenshot shows the E-FORCSE login page. At the top, it says "Florida Prescription Drug Monitoring Program" and "E-FORCSE". There are navigation links for "Home", "Access System", "Help", and "Quick Links". Under "Practitioner Access", there are links for "Login", "Retrieve User Name", and "Retrieve Password". At the bottom, there is a "SENTRY" logo and copyright information: "Copyright © 2013 Health Information Designs, LLC. If you need further assistance, please contact the PDMP Help Desk." On the right side, there is contact information for E-FORCSE: "E-FORCSE, Florida Prescription Drug Monitoring Program, 4052 Gade Cypress Way, Bin C-16, Tallahassee, FL 32309, Phone (850) 245-4767, Email e.forcse@flh.state.fl.us".

5. Click **Retrieve Password**.

A window similar to the following is displayed:

The screenshot shows the "Retrieve Password" form. It has two input fields: "Enter User Name for Account:" and "Enter Date of Birth for Account:". The date field has a calendar icon and a placeholder "mm/dd/yyyy". There is a "Submit" button at the bottom right.

6. Type your user name in the **Enter User Name for Account** field.
7. Type your date of birth in the **Enter Date of Birth for Account** field.
8. Click **Submit**.

A window similar to the following is displayed, prompting you to answer the security question established when you created your account:

Retrieve Password

An email will be sent to the email address for the previously entered user name.
The email will contain a new system-generated temporary password.

Security Question: What is your grandmother's maiden name?

****Answer:**

9. Type the answer to your security question in the **Answer** field.

10. Click **Submit**.

Note: If you have forgotten the e-mail address associated with your account or the answer to your security question, contact the HID Help Desk.

A message displays indicating that an e-mail containing a temporary password was sent to the e-mail address associated with your user name.

You will receive an e-mail from flpdmp-info@hidinc.com (**FLPDMINFO**) containing your temporary password.

11. Once you have received your temporary password, and you know your user name, click **Login**.

A login window is displayed.

12. Enter your user name and temporary password, and then click **OK**.

Note: At this point, you will be required to change your temporary password.

A window similar to the following is displayed:

Change Password

Password requirements:

- 1 uppercase letter (e.g., A-Z)
- 1 lowercase letter (e.g., a-z)
- 1 digit (e.g., 0-9)
- Must be at least 8 characters in length
- Must not contain dictionary words or a name

Current Password: _____

New Password: _____

Confirm New Password: _____

13. Type your temporary password in the **Current Password** field.
14. Type your new password in the **New Password** field, using the information displayed in this window as a password selection guideline.
15. Type your new password again in the **Confirm New Password** field.
16. Click **Submit**.
 - If the new password is accepted, a message is displayed indicating that your password was accepted and that you are required to log in using your new password.
 - If the new password is *not* accepted, the message indicates that another password must be selected.
17. Once your password has been accepted, click any function, such as **Query**.
 - A login window is displayed.
18. Enter your user name and new password, and then click **OK**.
 - The E-FORCSE database home page is displayed.

Session Timeouts

Session timeouts occur after fifteen (15) minutes of system inactivity, and the following message is displayed:

Session Information

**Your session has expired due to inactivity.
Please type in your password to reactivate your session.**

User Password: _____

Perform one of the following actions:

If you wish to log in with the same user name, type your password in the **User Password** field, and then click **Submit**;

OR

If you wish to log in with a different user name, *close ALL open Internet browser windows*, and then log in again. You will be prompted to enter both your user name and password.

Password Expirations

E-FORCSE passwords expire every ninety (90) days. When the expiration date is reached, a message will display indicating that you must change your password. Once you click **OK** on this message window, the following window will display:

Change Password

Password requirements:

- 1 uppercase letter (e.g., A-Z)
- 1 lowercase letter (e.g., a-z)
- 1 digit (e.g., 0-9)
- Must be at least 8 characters in length
- Must not contain dictionary words or a name

Current Password: _____

New Password: _____

Confirm New Password: _____

Perform the following steps:

1. Type your current password in the **Current Password** field.
2. Type your new password in the **New Password** field, using the information displayed on this window as a password selection guideline.
3. Type your new password again in the **Confirm New Password** field.
4. Click **Submit**.

If the new password is accepted, a message is displayed indicating that your password was accepted and that you are required to log in using your new password.

If the new password is *not* accepted, the message indicates that another password must be selected.

5. Once your password has been accepted, click any function, such as **Query**.

A login window is displayed.

6. Type your user name in the **User Name** field.
7. Type your new password in the **Password** field.
8. Click **OK**.

The E-FORCSE database home page is displayed.

Log Out of the E-FORCSE Database

To ensure your login credentials (user name and password) are not used by an unauthorized individual, it is important that you log out of the system when you have completed your session. To do so, click **Log Out** from the menu, and then close your Internet browser.

Note: Clicking **Log Out** closes your session and allows you to re-enter the system by simply supplying your password. If you do not plan to use the system for a period of time, click **Log Out** and then **close ALL open Internet browser windows** to prevent another user from inadvertently attempting to access your session.

4 E-FORCSE Queries

About This Chapter

This chapter explains how to create queries that can be used to report information about recipient usage of controlled substances and how to create queries to report information about your prescribing history.

The following types of queries are available:

- Recipient Query – used by practitioners and pharmacists or their designees to create queries regarding recipient usage of controlled substances
- Search History Query – used by practitioners and pharmacists or their designees to view a history of all queries performed using their user ID
- Prescriber DEA Query – used by practitioners to view a history of all dispensed prescriptions attributed to their DEA number (NOTE: This option is NOT available for pharmacists or designees)

Recipient Query

This function is used by practitioners and pharmacists or their designees to create queries that will generate a Patient Advisory Report (PAR), which contains controlled substance dispensing information for a specific patient.

Note: The Department of Health makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of the information in the database, and expressly disclaims liability for errors and omissions in the contents of the database. The records in the database are based on information submitted by pharmacies and dispensing health care practitioners. Records should be verified before any clinical decisions are made or actions are taken.

Perform the following steps to create a query:

1. Log in to the E-FORCSE database.

A window similar to the following is displayed:

Florida Prescription Drug Monitoring Program

Home **Query** Recent Queries User Management Help Query Links Logout

Florida Practitioners' Query Site

Query Creation Tip

When you query on the site it is possible and often difficult to enter specific information on a you have identified the person for whom you are looking. If it happens you will add enter the last name of the individual, the first letter of the first name, and a birth date, and then click Search. When the list comes up, you can highlight the person that you want to query and then click Submit to submit the query to your facility.

If you enter a specific birth date for an individual and the query results are blank, click the Filter box and change the Date to more field and re-submit the query with a wider date range. For example, within two years of birth date to create a query with broader search results.

If you have submitted the query to your facility, you will be notified by the Health Center in the days or weeks. Click the job (page) on the right to view the report you requested. If the job (page) is not a report, click your browser's refresh button. The job (page) will appear on a separate screen the report is ready for viewing.

ResMed
Copyright © 2011-2016 Health Information Designs, LLC
For more information please contact the PDMP help desk.

E-FORCSE Florida Prescription Drug Monitoring Program
Health Information Designs, LLC
Tallahassee, FL 32310
Phone: 904.863.4737
Email: E-FORCSE@healthinfo.com

2. Click **Recipient Query**.

A window similar to the following is displayed:

Florida Liability statement for Practitioner/Pharmacist access

I certify that I have been approved by the State of Florida to access the information in the Florida Prescription Drug Monitoring Program (PDMP) FL RxSentry Database.

I certify that the person for whom I am requesting a Patient Advisory Report for is under my care

I understand that inappropriate access or disclosure of PDMP data is a violation of section 893.0551, Florida Statutes, and a third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

I accept the above conditions and certify that I have met the requirements to be eligible to access the PDMP RxSentry database.

Disclaimer: The Department of Health makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of this report and expressly disclaims liability for errors and omissions in the contents of this report. The records herein are based on information submitted by pharmacies and dispensing health care practitioners. Records on this report should be verified before any clinical decisions are made or actions are taken

You MUST accept the above conditions before you can continue

You may query any recipient who is a current or prospective patient, but you must first authenticate the query by indicating that it is for a valid reason and that you have the potential to provide a service to the recipient who is being queried.

Notes:

- Without selecting the check box indicating that you understand and agree to the terms and conditions, you will not be able to access the Recipient Query window.
- You will be required to accept the terms and conditions each time you start a new session in the E-FORCSE database; however, you will not be required to accept the terms and conditions each time you create a query in that session.

3. Select the check box indicating that you accept the terms and conditions. The Recipient Query window is displayed similar to the following:

* Last Name : _____

* First Name : _____

Search Method : Fastest: Last name equals, first name begins ▼

* Date of Birth : _____

mm/dd/yyyy

Within : Please Select ▼

Gender : All ▼

County : Please Select ▼

ZIP Code : _____

* Dispensed Start Date : 12/04/2013

mm/dd/yyyy

* Dispensed End Date : 12/04/2014

mm/dd/yyyy

*Required Field
All required fields must be filled in.
However, for the best search results, fill in as many fields as possible.

Next Clear

4. Complete the information on the request window, using the field descriptions in the following table as a guideline. Note the required fields, which are marked with an asterisk (*); if these fields are not populated, a message displays that includes a list of fields that must be populated before the query can be submitted.

Field Name	Usage
Last Name	(Required) Type the recipient's last name. You may also search for a specific recipient by using partial text, for example, type <i>Smi</i> to display a list of recipients containing "Smi" in the first three letters of their last name.
First Name	(Required) Type the recipient's first name. You may also search for a specific recipient by using partial text, for example, type <i>Tho</i> to display a list of recipients containing "Tho" in the first three letters of their first name.
Search Method	Select one of the following search methods: <ul style="list-style-type: none"> ▪ Fastest: Last Name Equals, First Name Begins – Allows you to search by a recipient's complete last name and partial first name. The more information you can provide, the more specific your search results will be. ▪ Begins With – Allows you to search by the first few letters of the recipient's last and first names. ▪ Sounds Like – Allows you to search by a name, and the system will find names that sound similar to the one you entered. If you are unsure of the recipient's first and last name, or are unsure of the spelling, use the Begins With or Sounds Like option.
Date of Birth	(Required) Type the recipient's date of birth using the <i>mm/dd/yyyy</i> format, or click the calendar icon (☞) to select a date from the calendar.
Within	Used in conjunction with the Date of Birth field to specify a time range within which to match the date of birth.
Gender	Click the down arrow and select the gender of the recipients to include in your search, or leave this field blank to produce a wider range of results..
County	Click the down arrow to select a specific county name, or leave this field blank to produce a wider range of results.
ZIP Code	Narrow your search by typing a specific ZIP code, or leave this field blank to produce a wider range of results.
Dispensed Start Date	(Required) Use this field to enter a specific start date for the dispensing timeframe using the <i>mm/dd/yyyy</i> format; Or You may click the calendar icon (☞) and select a specific start date from the calendar.


Field Name	Usage
Dispensed End Date	<p>(Required) Use this field to enter a specific end date for the dispensing timeframe using the <i>mm/dd/yyyy</i> format;</p> <p>Or</p> <p>You may click the calendar icon () and select a specific end date from the calendar.</p> <p>Note: Dispensers are required to report every seven (7) days; query results contain the most current information available in the database.</p>

Table 1 – Recipient Query Window Field Descriptions

- Once all criteria have been entered or selected, click **Next**. A list of recipients matching the criteria you entered is displayed similar to the following:

Search Criteria

Last Name:
 First Name:
 Date of Birth:
 Gender: All

County:
 ZIP Code:
 Dispensed Start Date: 01/01/2012
 Dispensed End Date: 12/01/2014

Search Results
 To select a name, click on the desired name. To select multiple names, hold down [Ctrl] while clicking the desired names.

Last Name	First Name	DOB	County	Address	City	State	ZIP
...
...

Note. Information for recipients 16 years of age and younger is not available for viewing. Section 893.055(5)(e), Florida Statutes exempts the reporting by a health care practitioner when administering or dispensing a controlled substance to a person under the age of 16.

Sort: SORT by Recipient by Date

- From the **Search Results** section of this window, click the desired recipient's name.
- Note:** Information for recipients 16 years of age and younger is not available for viewing. Section 893.055(5)(e), Florida Statutes exempts reporting by a health care practitioner when administering or dispensing a controlled substance to a person under the age of 16.

To select specific recipients from the list:

- Select a single value by clicking the value.
 - Select multiple values, listed consecutively, by clicking the first value, holding down the **[Shift]** key, and then clicking the last value.
 - Select multiple values, not listed consecutively, by holding down the **[Ctrl]** key while clicking each value.
- Select one of the following sort options:
 - **By Recipient by Date** – sorts first by recipients (patient IDs, in numerical order) and then by prescription dispense date (newest to oldest)
 - **By Date Only** – sorts by prescription dispense date (newest to oldest)

8. Click **Submit**.

Your report results are displayed similar to the following:

Last Name: _____ County: _____
 First Name: _____ Zip Code: _____
 Date of Birth: _____ Dispensed Start Date: 01/01/2011
 Gender: All Dispensed End Date: 03/31/2011
 Recipients: 1 out of 21 Recipient(s) Selected - Click to View

Date Dispensed/ Date Prescribed	Drug Name/ NDC	Qty. Dispensed/ Days Supply	Refill #/ Authorized Refills	RX #	Prescriber	Dispenser	Recipient	Print Method	MED Daily
03/09/2011 12/29/2010	TEMAZEPAM 15 MG CAPSULE 00781220101	30 30	2 2	1712115				01	0
02/06/2011 12/29/2010	TEMAZEPAM 15 MG CAPSULE 00781220101	30 30	1 2	1712115				01	0
02/06/2011 12/29/2010	CLONAZEPAM 0.5 MG TABLET 00378191010	30 30	0 0	1716822				01	0
01/03/2011 12/29/2010	TEMAZEPAM 15 MG CAPSULE 00781220101	30 30	0 2	1712115				01	0
01/03/2011 12/29/2010	ALPRAZOLAM 2 MG TABLET 00228293510	30 30	0 0	1712117				01	0

*Print Method: 01=Private Pay, 02=Medicaid, 03=Medicare, 04=Commercial Insurance, 05=Military Installations and VA, 06=Worker's Compensation, 07=Indian Nations, 09=Other

MED Summary
This section displays cumulative MED values by unique recipient. The "MED Max" value is the maximum occurrence of cumulative MED sustained for any 3 consecutive days. This value is calculated based on prescriptions dispensed during the date range requested.

MED Max	Recipient
0	

Notes:

- Your search criteria and the recipient names you selected are located above your report. You may click the down arrow in the **Recipients** field to view a list of the patients you chose to include in your report.
- The **MED Daily** column identifies the morphine equivalent dosage for each opioid-containing prescription. The **MED Summary** section, located at the bottom of the report, displays the maximum occurrence of MED sustained for any three consecutive days for each recipient in the report. This value is calculated based on prescriptions dispensed during the date range requested.

9. From this window, you may perform the following functions:

- a) Click any column header that are hyperlinks to sort your results by the information in that column.
- b) Click **Generate PDF** to generate a PDF version of your report, or click **Generate CSV** to generate a comma separated values version of your report to display in a spreadsheet. Your report will begin to process, and a window similar to the following is displayed:

Query 803 has been created. Go to Report Queue in the navigation menu to retrieve report when query finishes running.

Click the **Report Queue** link to navigate to the Report Queue and view your report. Continue to the Report Queue topic in this document for more information.

- c) Click **Map Results** to view a graphical depiction of your results.

A window similar to the following is displayed:



If desired, click the direction arrows in the top left corner of this window to scroll to different sections of the map.

You may also expand or reduce the detail included in the map by clicking the plus (+) or minus (-) symbols. When the map is expanded, the following icons are visible:

- **Doctor bag** – Represents the physician’s address; clicking a doctor bag displays the physician’s name and number of prescriptions written for the recipient
- **Mortar and pestle** – Represents the pharmacy’s address; clicking a mortar and pestle displays the pharmacy’s name and phone number

Search History Query

This function allows you to view an audit trail of all queries performed using your user ID for a specified timeframe.

Perform the following steps to view this report:

1. Log in to the E-FORCSE database.

A window similar to the following is displayed:



2. Click **Search History Query**.

The Search History Query window is displayed similar to the following:

The screenshot shows a form for the 'Search History Query'. It features a 'User ID(s):' dropdown menu with the text 'robyn.weaver.test - Robyn Weaver Test'. Below this are two date selection fields: 'Audit Start Date' and 'Audit End Date', both set to '12/01/2014'. The date format is indicated as 'mm/dd/yyyy'. A 'Submit' button is located at the bottom right of the form.

3. The **Audit Start Date** and **Audit End Date** fields are automatically populated with the current date. If you are using the current date to generate your report, you may continue to the next step;

Or

You may change the **Audit Start Date** and **Audit End Date** by typing the desired dates, in the *mm/dd/yyyy* format, or by clicking the calendar icon (☞) and selecting a date from the calendar.

4. Click **Submit**.

Your report results are displayed similar to the following:

Search History Query									
User ID(s): [redacted]									
Audit Start Date: 12/08/14									
Audit End Date: 12/08/14									
Seq #	Date	ID	Source	Type	By	Detail	Network Addr		
28616477	12/08/14		Q	A	phphysasst - ME12345678	Audit Query 15392298 Online (details)			
28616432	12/08/14		Q	A	pdadhocrpt - ME12345678	Ad Hoc Query 15392253 Queued Practitioner/Pharmacist Query Approved Query Number 3673690 (details)			
28616379	12/08/14		Q	A	pdadhocrpt - ME12345678	Ad Hoc Query 15392200 Online (details)			
28612925	12/08/14		Q	A	pdadhocrpt - ME12345678	Ad Hoc Query 15389052 Online (details)			
28605133	12/08/14		Q	A	pdadhocrpt - ME12345678	Ad Hoc Query 15381383 Online (details)			
28601197	12/08/14		Q	A	pdadhocrpt - ME12345678	Ad Hoc Query 15377603 Queued Practitioner/Pharmacist Query Approved Query Number 3670148 (details)			
28600365	12/08/14		Q	A	pdadhocrpt - ME12345678	Ad Hoc Query 15377273 Online (details)			

5. From this window, you may click the **details** link next to a query to view the details of that query.

Prescriber DEA Query

This function allows you to use your prescriber DEA number to view your prescribing history for a specified timeframe. (NOTE: This function is NOT available for designees.)

Note: The Department of Health makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents of the information in the database, and expressly disclaims liability for errors and omissions in the contents of the database. The records in the database are based on information submitted by pharmacies and dispensing health care practitioners. Records should be verified before any clinical decisions are made or actions are taken.

Perform the following steps to view your prescribing history:

1. Log in to the E-FORCSE database.

A window similar to the following is displayed:



2. Click **Prescriber DEA Query**.

A window similar to the following is displayed:

Florida Liability statement for Practitioner/Pharmacist access

I certify that I have been approved by the State of Florida to access the information in the Florida Prescription Drug Monitoring Program (PDMP) FL RxSentry Database.

I certify that the person for whom I am requesting a Patient Advisory Report for is under my care.

I understand that inappropriate access or disclosure of PDMP data is a violation of section 893.0551, Florida Statutes, and a third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

I accept the above conditions and certify that I have met the requirements to be eligible to access the PDMP RxSentry database.

Disclaimer: The Department of Health makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of the contents of this report, and expressly disclaims liability for errors and omissions in the contents of this report. The records herein are based on information submitted by pharmacies and dispensing health care practitioners. Records on this report should be verified before any clinical decisions are made or actions are taken.
You MUST accept the above conditions before you can continue

You must authenticate the query by indicating that the query is for a valid reason and that you are authorized to submit the query.

Notes:

- Without selecting the check box indicating that you understand and agree to the terms and conditions, you will not be able to access the Prescriber DEA Query window.
- You will be required to accept the terms and conditions each time you start a new session in the E-FORCSE database; however, you will not be required to accept the terms and conditions each time you create a query in that session.

3. Select the check box indicating that you accept the terms and conditions.

A window similar to the following is displayed:

User ID(s) : Robyn Weaver Test - robyn.weaver_test

DEA(s) : [REDACTED]

Dispensed Start Date : 12/01/2014

Dispensed End Date : 12/01/2014

- The **Dispensed Start Date** and **Dispensed End Date** fields are automatically populated with the current date. If you are using the current date to generate your report, you may continue to the next step;

Or

You may change the **Dispensed Start Date** and **Dispensed End Date** by typing the desired dates, in the *mm/dd/yyyy* format, or by clicking the calendar icon () and selecting a date from the calendar.

- Click **Submit**.

A window similar to the following is displayed:

Prescriber DEA Query

User ID: Robyn_Test - Robyn_Test
 DEA: [REDACTED]

Dispensed Start Date: 01/01/2011
 Dispensed End Date: 07/10/2015

Date Dispensed/ Date Prescribed	Drug Name/ NDC	Qty. Dispensed/ Days Supply	Refill #/ Authorized Refills	RX #	Prescriber	Dispenser	Recipient	Pmt. Method	MED Daily
03-09-2011 12-28-2010	TEMAZEPAM 15 MG CAPSULE 00781220101	30 30	2 2	1712110	[REDACTED]	[REDACTED]	[REDACTED]	01	0
02-09-2011 12-29-2010	TEMAZEPAM 15 MG CAPSULE 00781220101	30 30	1 2	1712116	[REDACTED]	[REDACTED]	[REDACTED]	01	0
02-09-2011 12-29-2010	CLONAZEPAM 0.5 MG TABLET 00378191616	30 30	0 0	1716832	[REDACTED]	[REDACTED]	[REDACTED]	01	0
01-03-2011 12-28-2010	TEMAZEPAM 15 MG CAPSULE 00781220101	30 30	0 2	1712118	[REDACTED]	[REDACTED]	[REDACTED]	01	0
01-03-2011 12-29-2010	ALPRAZOLAM 2 MG TABLET 00228203910	90 30	0 0	1712117	[REDACTED]	[REDACTED]	[REDACTED]	01	0

*Pmt. Method: 01=Private Pay, 02=Medicaid, 03=Medicare, 04=Commercial Insurance, 05=Military Installations and VA, 06=Worker's Compensation, 07=Indian Nations, 99=Other

MED Summary
 This section displays cumulative MED values by unique recipient. The "MED Max" value is the maximum occurrence of cumulative MED sustained for any 3 consecutive days. This value is calculated based on prescriptions dispensed during the date range requested.

MED Max	Recipient
0	[REDACTED]

Note: The **MED Daily** column identifies the morphine equivalent dosage for each opioid-containing prescription. The **MED Summary** section, located at the bottom of the report,

displays the maximum occurrence of MED sustained for any three consecutive days for each recipient in the report. This value is calculated based on prescriptions dispensed during the date range requested.

6. From this window, you may perform the following tasks:
 - a) Click the column headers that are hyperlinks (**Date Dispensed/Date Prescribed**, **Prescriber**, and **Dispenser**) to sort your results.
 - b) Click **Generate PDF** to generate a PDF version of your report, or click **Generate CSV** to generate a comma separated values version of your report to display in a spreadsheet. Your report will begin to process, and a window similar to the following is displayed:

Query 807 has been created. Go to Report Queue in the navigation menu to retrieve report when query finishes running.

Click the **Report Queue** link to navigate to the Report Queue and view your report. Continue to the Report Queue topic in this document for more information.

- c) Click **Map Results** to view a graphical depiction of your results. A window similar to the following is displayed:



If desired, click the direction arrows in the top left corner of this window to scroll to different sections of the map.

You may also expand or reduce the detail included in the map by clicking the plus (+) or minus (–) symbols. When the map is expanded, the following elements are visible:

- **Doctor bag** –Represents the physician’s address; clicking a doctor bag displays the physician’s name and number of prescriptions written for the recipient
- **Mortar and pestle** – Represents the pharmacy’s address; clicking a mortar and pestle displays the pharmacy’s name and phone number

Report Queue

The Report Queue allows you to check the status of a submitted query and view your reports once they have generated. The **Query Status/Job Status** column displays one of the following query statuses:

- **Approved/Queued** – the parameters for the query have been correctly supplied, and the query is processing.
- **Approved/Done** – the parameters for the query have been correctly supplied, the query has processed, and it is available for viewing.

Perform the following steps to view the status of a query or several queries:

1. Log in to the E-FORCSE database.
2. Click **Report Queue**.

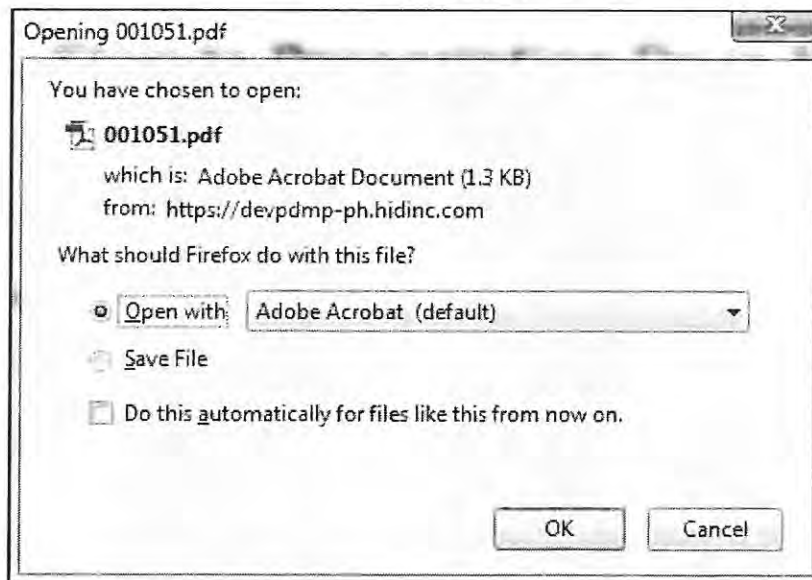
A window similar to the following is displayed:

Query Number Job Sequence ID	Request Date	Query Status Job Status	Query Request Status Report Description or Denial Reason	Output
494 1051	12/21/14	Approved Done	Prescription Receipt Dispensed Form 8131(2012) to 12/01/2014 R: mlyn_unaver_text CEA Receipt Report	PDF
496 1043	12/01/14	Approved Done	Dispensed Form 8131(2012) to 12/01/2014 2 out of 2 Statements Selected CEA Receipt Report	CSV
497 1047	12/01/14	Approved Done	Pickup New Receipt Dispensed Form 1241(2014) to 12/01/2014 R: mlyn_unaver_text CEA Receipt Report	PDF
498 1051	12/01/14	Approved Done	Dispensed Form 8131(2012) to 12/01/2014 2 out of 2 Statements Selected CEA Receipt Report	CSV

Job Sequence ID	Date Requested	Shared Query Status	Job Creation Status	Report Desc	Output	Status
NO MORE DATA AVAILABLE						

3. If the report is ready for viewing, the **Job Sequence ID** column contains a hyperlink to the report. Click the hyperlink for the desired report.

A window similar to the following is displayed:



4. Perform one of the following actions:
 - Select **Open with** and select the program you would like to use to open the report for viewing.
 - Select **Save File** to save the report to a specific location for viewing at a later time.
5. Click **OK**, or click **Cancel** to return to the previous window.

Note:

- By default, queries are available for viewing only by the user who submitted the query request.
- The **Payment Type** column identifies the method of payment used for the prescription. The classification codes are as follows:
 - 01 Private Pay
 - 02 Medicaid
 - 03 Medicare
 - 04 Commercial Insurance
 - 05 Military Installations and VA
 - 06 Workers' Compensation
 - 07 Indian Nations
 - 99 Other

If you print the query, protect patient confidentiality by filing or destroying the document after it has been reviewed. Be sure to follow your facility's protocols and policies regarding the destruction of confidential records.

5 User Management

About this Chapter

This chapter explains how to update your PDMP user profile and how to change your password. It also describes the steps prescribers and dispensers should follow to link and unlink designee accounts.

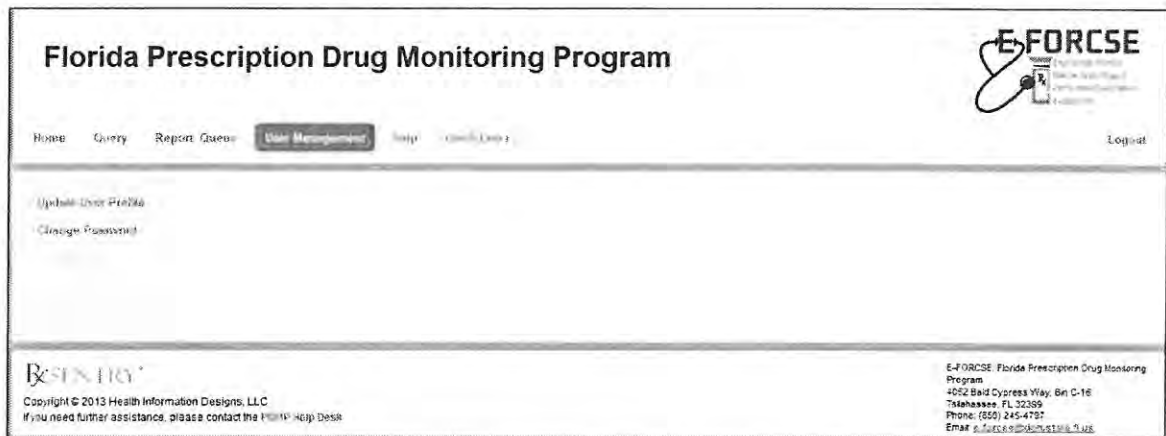
Update User Profile

This function allows you to update the information the FL PDMP has on file for you, as needed.

Perform the following steps to update your PDMP profile:

1. Log in to the E-FORCSE database.
2. Click **User Management**.

A window similar to the following is displayed:




3. Click **Update User Profile**.

The Update User Profile window is displayed as shown on the following page.

Update User Profile

Note: Fields marked with * are required.

* Name (First and Last) :

* Date of Birth : 

* Address :

:

* City :

* Zip :

* Email Address :

* Verify Email Address :

* Phone Number (ex. 123-123-1234
123-456-7890x0000) :

Fax Number (ex: 234-555-1234) :

Cell Number (ex: 2345551234) :

* Security Question : ▼

* Security Question Answer :

* State : ▼

4. Update your information, as necessary, noting that required fields are marked with an asterisk (*).
5. Click **Update**.

A message displays confirming that your record has been updated.

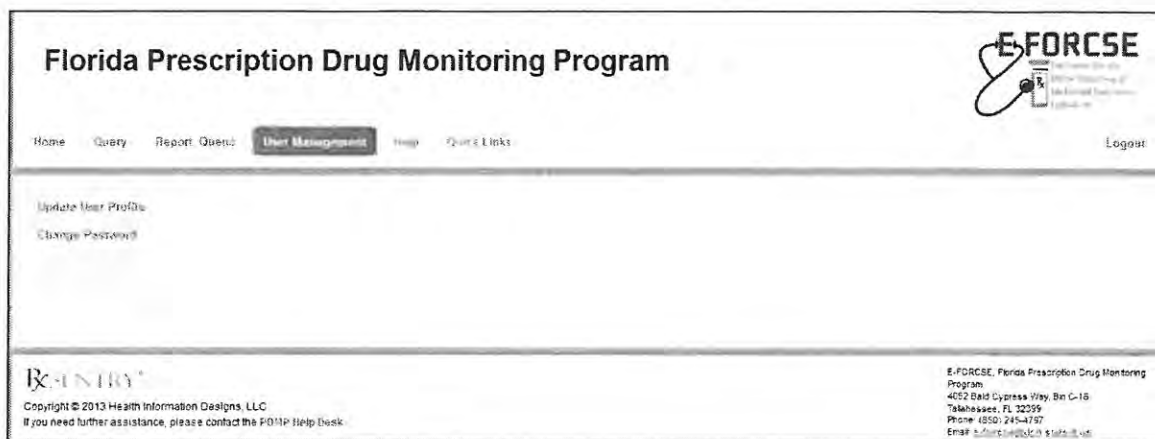
Change Password

This function allows you to change your E-FORCSE password, as needed.

Perform the following steps to change your password:

1. Log in to the E-FORCSE database.
2. Click **User Management**.

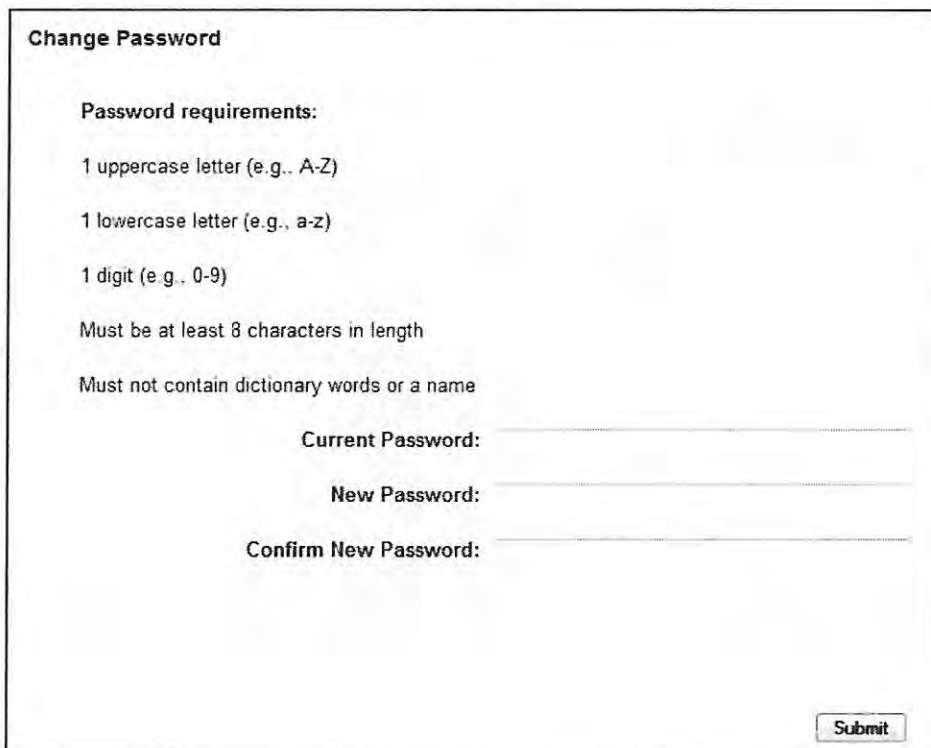
A window similar to the following is displayed:



The screenshot shows the 'Florida Prescription Drug Monitoring Program' user management interface. At the top right is the E-FORCSE logo. Below the title is a navigation menu with links for Home, Query, Report Query, User Management (highlighted), Help, and Query Links. A Logout link is in the top right corner. The main content area contains two links: 'Update User Profile' and 'Change Password'. The footer includes the 'Rx-ENTRY' logo, copyright information for Health Information Designs, LLC, and contact details for the E-FORCSE program.

3. Click **Change Password**.

A window similar to the following is displayed:



The 'Change Password' form lists the following requirements:

- 1 uppercase letter (e.g., A-Z)
- 1 lowercase letter (e.g., a-z)
- 1 digit (e.g., 0-9)
- Must be at least 8 characters in length
- Must not contain dictionary words or a name

Below the requirements are three input fields:

- Current Password: _____
- New Password: _____
- Confirm New Password: _____

A 'Submit' button is located at the bottom right of the form.

4. Type your current password in the **Current Password** field.
5. Type your new password in the **New Password** field, using the information displayed on this window as a password selection guideline.
6. Type your new password again in the **Confirm New Password** field.
7. Click **Submit**.

If the new password is accepted, a message is displayed indicating that your password was accepted and that you are required to log in using your new password.

If the new password is *not* accepted, the message indicates that another password must be selected.

8. Click any function, such as **Query**.
A login window is displayed.
9. Enter your user name and new password, and then click **OK**.
The E-FORCSE database home page is displayed.

Designee Accounts

This section describes how to activate a designee account by linking it to your prescriber or dispenser account and how to unlink designee accounts that should no longer be associated with your account.

Note: The **Designee Accounts** function is only available to prescribers and dispensers.

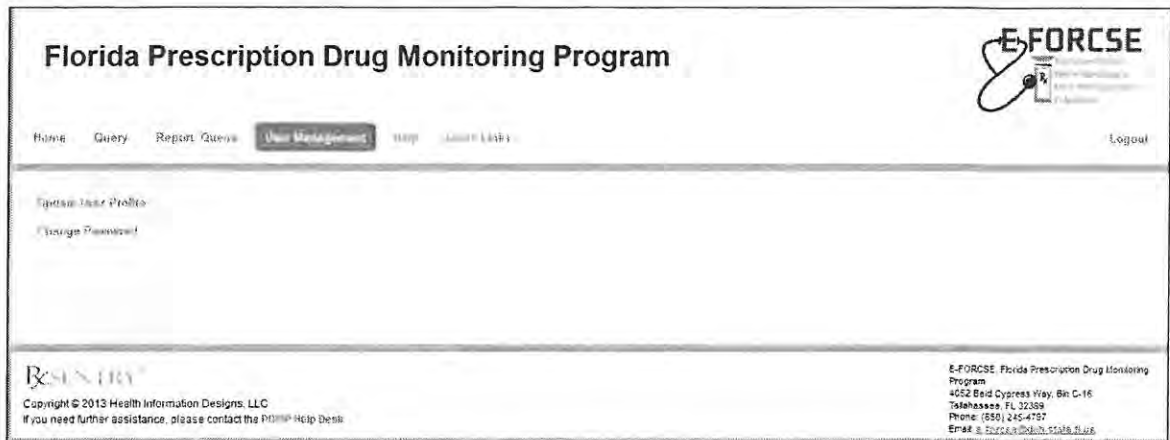
Linking Designee Accounts

A registered designee will not have access to E-FORCSE until the designating prescriber or dispenser affirmatively accepts responsibility for the designee and links the designee to a pharmacy, prescriber or dispenser E-FORCSE account. It is the responsibility of the prescriber or dispenser to activate designee accounts and associate them with the prescriber or dispenser account. These steps can only be completed by prescribers and dispensers.

Perform the following steps to link a designee account to your prescriber:

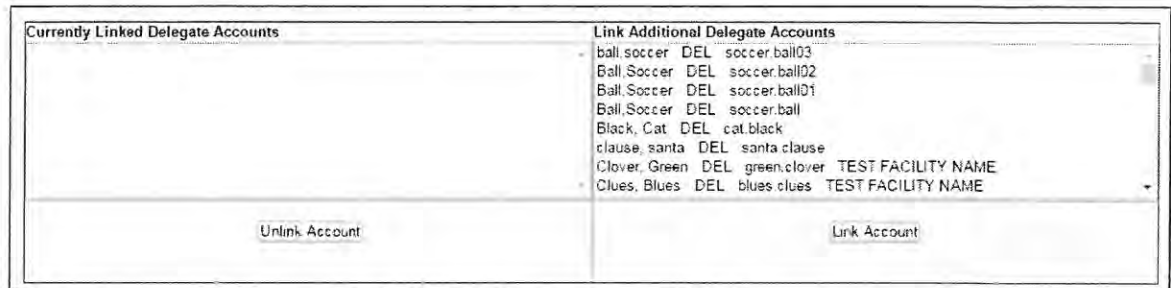
1. Log in to the E-FORCSE database.
2. Click **User Management**.

The User Management window is displayed as shown on the following page.



3. Click **Designee Accounts**.

A window similar to the following is displayed:



All designee accounts currently linked to your account are displayed in the **Currently Linked Designee Accounts** section of this window.

Designee accounts that have been approved and are awaiting prescriber or dispenser account holder association are displayed in the **Link Additional Designee Accounts** section of this window. For each designee account, the last/first name, user group, user ID, and facility name are displayed.

4. Click to select the name of the designee account holder you wish to link to your account.

Note: You may search for a specific user by typing the first letter of the user’s last name.

5. Check the boxes accepting responsibility for the designee account holder’s activity in the E-FORCSE database and certify that the designee has reviewed this training guide and completed the *Information Security and Privacy Training Course for Designees* (available at <http://www.hidesigns.com/flpdmp/practitionerpharmacist/training-materials.html>)

6. Click **Link Account**.

Note: By clicking “Link Account” you are accepting responsibility for the designee account holder’s activity in the E-FORCSE database and certify that the designee has reviewed the Training Guide for Practitioners and Pharmacists and completed the Information Security and Privacy Training Course for Designees.

A window similar to the following is displayed, illustrating that the designee account has been linked to your account:

Currently Linked Delegate Accounts	Link Additional Delegate Accounts
McTesterton, Testy DEL testy.mctesterton	ball.soccer DEL soccer.ball03
	Ball.Soccer DEL soccer.ball02
	Ball.Soccer DEL soccer.ball01
	Ball.Soccer DEL soccer.ball
	Black, Cat DEL cat.black
	clause, santa DEL santa.clause
	Clover, Green DEL green.clover TEST FACILITY NAME
	Clues, Blues DEL blues.clues TEST FACILITY NAME
Unlink Account	Link Account

Managing Designee Accounts

It is the responsibility of the prescriber or dispenser to manage designee accounts associated with his or her account, including activating designee accounts, which is described in the previous section; monitoring the designee account holder's use of the E-FORCSE database, which can be done using the Search History Query; and removing any designee accounts that should no longer be associated with the prescriber or dispenser account.

Perform the following steps to remove a designee account from your account:

1. Log in to the E-FORCSE database.
2. Click **User Management**.
3. A window similar to the following is displayed:

The screenshot shows the 'User Management' page of the Florida Prescription Drug Monitoring Program. The page has a navigation bar with links for Home, Query, Report, Query, User Management (highlighted), Help, and Query Links. There are also links for Update User Profile and Change Password. The footer contains copyright information for Health Information Designs, LLC and contact details for E-FORCSE.

4. Click **Designee Accounts**.

A window similar to the following is displayed:

Currently Linked Delegate Accounts	Link Additional Delegate Accounts
McTesterton, Testy DEL testy.mctesterton	ball.soccer DEL soccer.ball03
Black, Cat DEL cat.black	Ball.Soccer DEL soccer.ball02
	Ball.Soccer DEL soccer.ball01
	Ball.Soccer DEL soccer.ball
	clause, santa DEL santa.clause
	Clover, Green DEL green.clover TEST FACILITY NAME
	Clues, Blues DEL blues.clues TEST FACILITY NAME
	Coffee, Black DEL black.coffee TEST FACILITY NAME
Unlink Account	Link Account

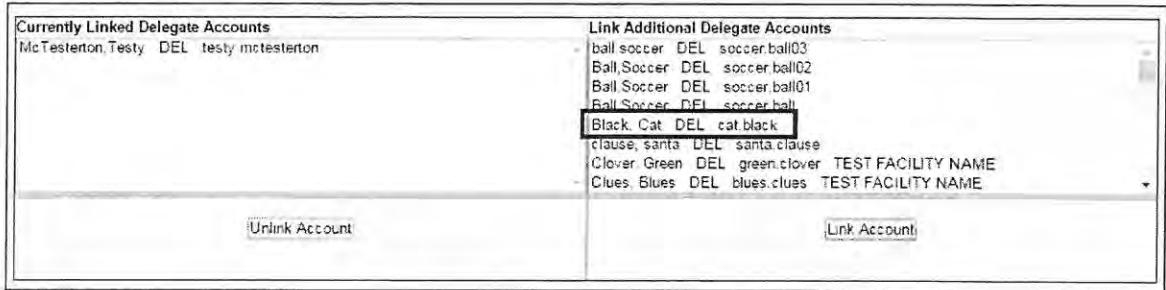
All designee accounts currently linked to your account are displayed in the **Currently Linked Designee Accounts** section of this window.

5. Click to select the name of the designee account you wish to remove from your account.

Note: Once you unlink a designee account, that user will no longer be able to query the PDMP database.

6. Click **Unlink Account**.

A window similar to the following is displayed, illustrating that the designee account has been removed from your account:



6 Assistance and Support

Technical Assistance

If you need additional help with any of the procedures outlined in this guide, you can:

Contact HID at flpdmp-info@hidesigns.com;

Or

Call the HID Help Desk at 877-719-3120.

Administrative Assistance

If you have any non-technical questions regarding E-FORCSE, please contact:

E-FORCSE, Florida's Prescription Drug Monitoring Program

4052 Bald Cypress Way, Bin C-16

Tallahassee, Florida 32399

Phone: 850-245-4797

E-mail: e-forcse@flhealth.gov

Website: www.e-forcse.com

7 Document Information

Version History

The Version History records the publication history of this document.

Publication Date	Version Number	Comments
10/05/2011	1.0	Initial publication
10/14/2011	1.1	Updated publication
11/22/2011	1.2	Updated publication
01/26/2012	1.3	Updated publication
09/18/2012	1.4	Updated publication
10/17/2012	1.5	Updated publication
11/14/2012	1.6	Updated publication
05/24/2013	1.7	Updated publication
03/05/2014	1.8	Updated publication
12/19/2014	2.0	Updated publication
01/09/2015	2.1	Updated publication
01/22/2015	2.2	Updated publication
02/23/2015	2.3	Updated publication
07/10/2015	2.4	Updated publication
12/09/2015	2.5	Updated publication
07/01/2016	2.6	Updated publication (DRAFT)

Table 2 – Version History

Change Log

The Change Log records the records the changes and enhancements included in each version.

Version Number	Chapter/Section	Change
1.0	N/A	N/A
1.1	Chapter 3/Request an Account	Added additional information about the content of the e-mails received upon access request approval.

Version Number	Chapter/Section	Change
	Chapter 3/Practitioner-Pharmacist Query	Added note the information for recipients age 16 years or younger is not available via E-FORCSE.
1.2	Cover Page	<ul style="list-style-type: none"> ▪ Updated note to state that the document may be periodically updated and to check the site for the most current version of the document. ▪ Updated the link to the FL PDMP website in the note.
1.3	Chapter 3/Request an Account	Added note about configuring practitioner/pharmacist e-mail systems to accept e-mails from <i>flpdmp-info@hidinc.com</i> .
1.4	Chapter 3 <ul style="list-style-type: none"> ▪ Request an Account ▪ Log In to the E-FORCSE database 	Updated screenshots and steps to reflect new link names on the public website
	Chapter 3/Practitioner/Pharmacist Query	Removed reference to delegate accounts
	Global	Updated screenshots
1.5	Chapter 3/View Query Status	Added payment method key
1.6	Chapter 3: <ul style="list-style-type: none"> ▪ Change Password ▪ Update User Profile 	Added new topics
1.7	Chapter 3/Log In to the E-FORCSE database	Added a note explaining that the user will be locked out of his/her account for 30 minutes after 3 unsuccessful login attempts
1.8	Chapter 3/Practitioner/Pharmacist Query	Added instructions for actions that may be performed from the Recipient Report window, including the "Map Results" function
	Chapter 3/Log Out of the E-FORCSE database	Added a note explaining that in Internet Explorer the user may log back in to the system by starting a new session rather than closing all open browser windows
	Global	Updated screenshots for clarity

Version Number	Chapter/Section	Change
2.0	Global	<ul style="list-style-type: none"> ▪ Reorganized topics and updated screenshots and language to match the new E-FORCSE interface ▪ Updated document to new HID template
	Chapter 2/E-FORCSE Update	Added new topic
	Chapter 3: <ul style="list-style-type: none"> ▪ Retrieve User Name ▪ Retrieve Password 	Added new topics
	Chapter 4: <ul style="list-style-type: none"> ▪ Search History Query ▪ Prescriber DEA Query 	Added new topics
2.1	Chapter 3/Password Expirations	Changed password expiration time from 60 days to 90 days
2.2	Chapter 4: <ul style="list-style-type: none"> ▪ Recipient Query ▪ Prescriber DEA Query 	Added MED information to the report results
2.3	Chapter 4: <ul style="list-style-type: none"> ▪ Recipient Query ▪ Prescriber DEA Query 	Updated report results to display the Refill #/Authorized Refills column
2.4	Global	Updated public site URL
	Chapter 4: <ul style="list-style-type: none"> ▪ Recipient Query ▪ Prescriber DEA Query 	<ul style="list-style-type: none"> ▪ Updated screenshot of report results to show updated MED information ▪ Updated MED Daily and MED Summary descriptions
	Chapter 6/Technical Assistance	Updated HID help desk e-mail address
2.5	Chapter 4/Search History Query	Removed the liability statement from this query
2.6	Chapter 5/Designee Accounts	Added new topic (DRAFT) and Certification form

Table 3 – Document Change Log

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Website: www.hidesigns.com

Appendix A: Certification



**Florida's Prescription Drug
 Monitoring Program**
 4052 Bald Cypress Way, Bin C-16
 Tallahassee, FL 32399
 Phone: (850) 245-4797
 Fax: (850) 617-6430
 e-forcse@flhealth.gov

CERTIFICATION

Rule 64K-1.003(a), Florida Administrative Code, Accessing the Database, requires the *Training Guide for Practitioners and Pharmacists, Form DH8009-PDMP, effective July 2016* to be reviewed by designees, prior to registering for access to the E-FORCSE database. It also requires Designees to complete the *Information Security and Privacy Training Course for Designees, DH8019-PDMP, effective July 2016*. This form is part of the required documentation that the Designee must complete in order to register for access to the E-FORCSE.

Please sign and return the completed form to the designating prescriber or dispenser. It is the responsibility of the designating prescriber or dispenser to maintain printed copies of the certification of these reviews and make them available to the PDMP program manager upon request.

Designee Name	
Telephone Number	Email Address
I certify that I have read and understand the information contained in the Training Guide for Practitioners and Pharmacists and have completed the Information Security and Privacy Training Course for Designees.	
Designee Signature:	Date:
I affirmatively accept responsibility for the designee and link the designee to a prescriber or dispenser account as described in the <i>Training Guide for Florida Practitioners and Pharmacists</i> . Designating Prescriber or Dispenser Signature:	Date: