



Alaska Delegate Reverification Workflow

February 2022

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 is conducted in Alaska annually between March 1 – March 31.

Notes:

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

Delegate Reverification Workflow

When configured by your State Administrator, upon logging in to the PMP AWARxE system, a message will be displayed on each page informing you that you have delegates to review. You may also receive email notifications alerting you that your delegate(s) must be reviewed.

The screenshot shows the AWARxE dashboard interface. At the top, there is a dark blue navigation bar with a 'Menu' icon. Below it, the breadcrumb 'Home > Dashboard' is visible. A prominent yellow warning banner at the top of the main content area contains a warning icon, the text 'Warning: You have delegates to review. Review Your Delegates', and a 'DISMISS' button. A red arrow points to this warning message. Below the warning, the 'My Dashboard' section is divided into three main areas: 'Recent Requests', 'My Favorites', and 'PMP Announcements'. The 'Recent Requests' section features a table with the following data:

Patient Name	DOB	Status	Request Date	Delegate
[Redacted]	01/01/1960	Complete	01/26/2022 2:25 PM	[Redacted]
[Redacted]	01/01/1980	Pending	01/23/2022 2:33 PM	[Redacted]
[Redacted]	01/01/1960	Pending	01/23/2022 2:31 PM	[Redacted]
[Redacted]	01/01/1960	Complete	01/23/2022 2:25 PM	[Redacted]

The 'My Favorites' section shows a link for 'RxSearch - Patient Request'. The 'PMP Announcements' section displays a notification for 'Really long' dated 07/29/2020, with a truncated text area.

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, reverifiy 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

DELEGATE RE-VERIFICATION: 03/01/2022 - 03/31/2022
Unverified Delegates will be changed to pending status on 04/01/2022

Delegate Management
Select a delegate to review details. Add +

First	Last	Role	Delegate Status	Date Requested	Date Verified
		Prescriber Delegate - Unlicensed	Unverified	12/23/2021	01/01/2022
		Prescriber Delegate - Unlicensed	Pending	12/23/2021	01/01/2022
		Prescriber Delegate - Unlicensed	Pending	12/23/2021	01/01/2022
		Prescriber Delegate - Unlicensed	Pending	12/23/2021	01/01/2022
		Prescriber Delegate - Unlicensed	Pending	12/23/2021	01/01/2022

Note: The annual reverification period is March 1 – March 31. Delegates that have not been reverified by March 31 will be changed to a "Pending" status as of April 1.

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

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

DELEGATE RE-VERIFICATION: 03/01/2022 - 03/31/2022
Unverified Delegates will be changed to pending status on 04/01/2022

Delegate Management

Select a delegate to review details. Add +

First	Last	Role	Delegate Status	Date Requested	Date Verified
		Prescriber Delegate - Unlicensed	Unverified	12/23/2021	02/22/2022
		Prescriber Delegate - Unlicensed	Pending	12/23/2021	01/01/2022
		Prescriber Delegate - Unlicensed	Pending	12/23/2021	01/01/2022
		Prescriber Delegate - Unlicensed	Pending	12/23/2021	01/01/2022
		Prescriber Delegate - Unlicensed	Pending	12/23/2021	01/01/2022

Tod Ian Personson Verify Status Remove

Registration Approval Date: 12/23/2021

Role: Prescriber Delegate - Unlicensed

Phone:

Email: [redacted]@gmail.com (Verified)

Address:

[redacted], KY

Date of Birth: [redacted]

Delegate (approved)

Personal DEA

National Provider ID

Badge (invalid)

Drivers license (invalid)

3 Supervisors

Tod Test (approved)

[redacted] +sup01@gmail.com

Tod Test (pending)

[redacted]

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 AWARe 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 AWARe 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.

Reject
Approve

Registration Approval Date: 12/23/2021

Role: Prescriber Delegate - Unlicensed

Phone:

Email: [redacted]del02@gmail.com (Verified)

Address:

[redacted], KY

Date of Birth: [redacted]

Delegate (pending)

Personal DEA

National Provider ID

Badge (invalid)

Drivers license (invalid)

Professional license (invalid)

2 Supervisors

Tod Test (pending)

[redacted] +sup01@gmail.com

Tod Test (pending)

[redacted]

0 Delegates

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Document Information

Disclaimer

Bamboo Health 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	03/07/2019	N/A	Initial publication
2.0	02/22/2022	Global	Updated document to reflect Bamboo Health branding and to reflect the state's reverification period