



OARRS Account Update and Confirm Workflow September 30th, 2020

Document Overview

This document describes the steps you should follow to Update and Confirm your AWARe account details. timeframe specified by your state.

- *This document only provides instructions for updating and confirming a users own account profile details. For complete instructions on using AWARe, including how to log in to the system, please refer to the AWARe User Support Manual.*
- *Profile update and confirm process will be presented to AWARe account users annually. This process begins 1 year from the date a registration is created for AWARe and is unique to each account*

Update and Confirm Profile Workflow

Beginning Sept 30th, 2020, AWARe account holders will be presented with, upon logging in to the PMP AWARe system, a message requesting that they update and/or confirm their current account information. The purpose of this exercise is to ensure all profile information is up-to-date and accurate and reduce the opportunity for incorrect information to cause hurdles when using the AWARe platform.

Users are able to select to confirm all information from the presented screen by clicking "Everything is Correct." By Clicking the "Everything is Correct" button users are confirming that the information displayed is accurate and current information. Users should never confirm information that is incorrect or outdated.

The Update and Confirm screen will no longer display upon login, once confirmed.

The "Skip for now" option will allow users to bypass this screen and continue onto the AWARxE Dashboard.

Users will be presented with the update screen (previous page) until they make changes or confirm that the information displayed is correct. Note: "Skip for now" will only show until the last day of verification deadline. The last day of an accounts deadline (day 44) the skip for now features will no longer display and the user will have to confirm information.

Updating Profile Details

The Profile includes eight (8) sections of information that an account holder can edit. To edit any section the user should click the "Edit" button next to the section header.

The screenshot shows a user profile update form with the following sections:

- CONTACT INFORMATION**: Mobile Phone: (502)789-0000, Primary Contact Phone: (502)789-0000, Email: email@example.com. Includes an "Edit" button.
- PROFESSIONAL DETAILS**: DEA Numbers(s): 2383838478, DEA Suffix: 134233, National Provider ID: 134233, Driver's License Number: 134233, Professional License Number: 3234234234, Controlled Substance Number: 234234234, Badge Number: 234234234, Position, Title, or Rank: Lorem, Board of Registration/Cert Number: 34545. Includes an "Edit" button.
- EMPLOYER INFORMATION**: Includes a note: "Only certain information can be updated on your profile. Contact your state administrator if you need to make changes to information not editable in this section." Fields include: Employer National Provider ID(s): 2383838478, Employer DEA Numbers(s): 2383838478, Employer NCPDP/NABP Number(s): 2383838478, Agency: Lorem Ipsum, Agency Head: Lorem Ipsum, Employer Name (Test Employer), Primary Work Location (Lorem Ipsum), Street Address (123 Fake Street), City (Louisville), State (Kentucky), Zip (40223), Phone Number ((123) 890-0000), and Fax Number ((123) 890-0000). Includes "Save Changes" and "Cancel" buttons.
- SPECIALTY**: (Section header only, no visible content).

Clicking the "Edit" button will open the fields to allow for the user to edit existing information. (Image above)

Once all edits have been made to the unlocked section, users should click "Save Changes" before moving to another section.

Completing Updates

When all sections are showing correct, up-to-date information, the user should click the "Everything is Correct" button at the top of the page.

Note: By clicking the "Everything is Correct" you are confirming that the information in your profile is the most accurate information available for your profile, licensing, contact and account information. Please ensure that the information displayed is completely accurate, or, make changes before confirming the data presented.

Support: 1-800-000-000

Confirm Profile Information

Please take a moment to review your information and make sure everything is correct. You can make changes as needed.

PERSONAL INFORMATION

Home Address: 123 Fake Street Louisville, KY 40223

CONTACT INFORMATION

Mobile Phone: (502)789-0000
Primary Contact Phone: (502)789-0000
Email: email@example.com

EMERGENCY INFORMATION

Profile edits are possible outside of the update and confirm process window. To learn how to update your profile within this application, please reference your OARRS AWARxE User Guide.

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	09/10/2020	N/A	Initial publication