



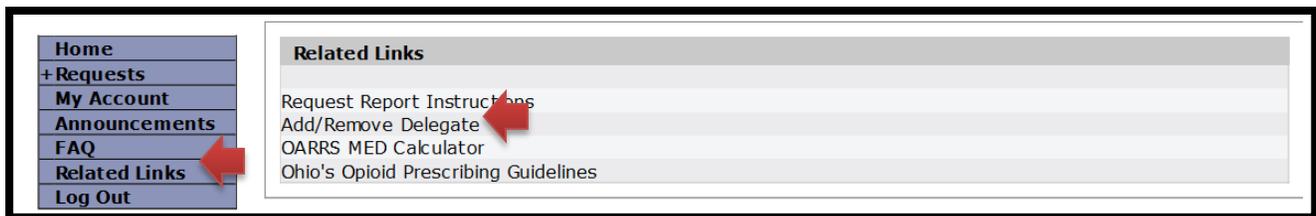
Adding or Removing a Delegate in OARRS

Updated 10-11-2015

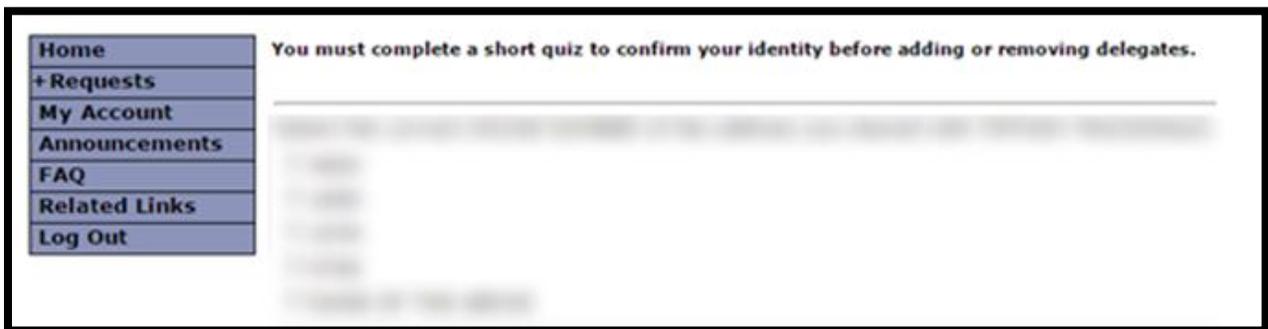
How do I add or remove delegates from my account?

For prescribers and pharmacists to add or remove delegates, complete the following steps:

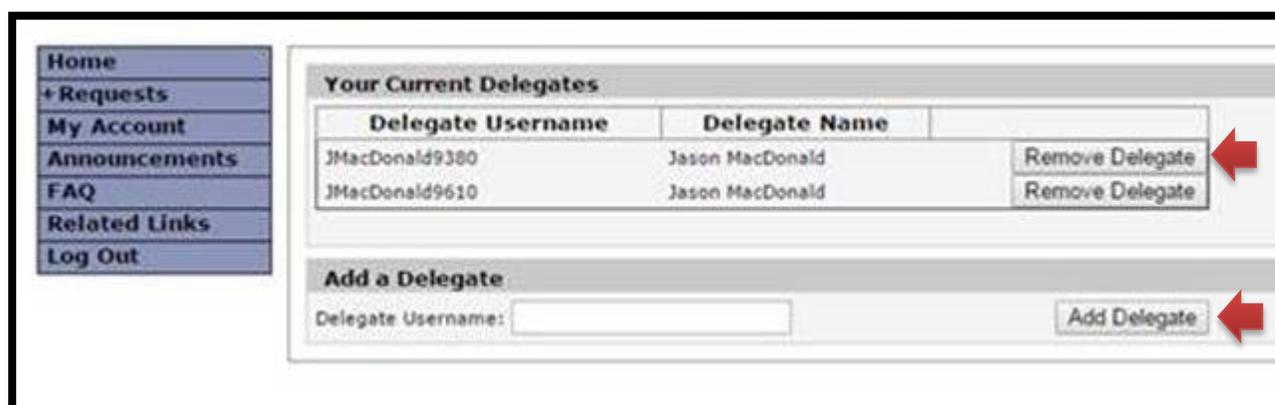
1. The prescriber or pharmacist logs into their account by visiting oarrs.pharmacy.ohio.gov.
2. Click on "Related Links" and select "Add/Remove Delegate."



3. You will then be required to complete authentication questions.



4. You can then click the "Remove Delegate" button next to the delegates you wish to remove or enter the user name of the delegates you wish to add and then click the "Add Delegate" button.



IMPORTANT: YOU CANNOT USE THIS FUNCTION TO ADD A DELEGATE WHO DOES NOT HAVE AN EXISTING OARRS ACCOUNT.

Who can serve as a prescriber or pharmacist delegate?

For the purposes of OARRS, any individual who is either supervised or employed by a prescriber or pharmacist can serve as their delegate. For more information on the roles and responsibilities of a delegate, please review the delegate acceptable use policies here: <https://www.ohiopmp.gov/portal/docs.aspx>.

How many delegates can I have?

The State of Ohio Board of Pharmacy has determined that a prescriber or pharmacist may have as many delegates as they believe they can adequately supervise. It is up to the supervising prescriber or pharmacist to decide how many delegates they designate.

I work in a group practice. Can I have my delegates run OARRS reports for other prescribers in the practice?

No. Only delegates added to a prescriber's account can run OARRS for that prescriber's patients. This ensures a delegate is not accessing unauthorized patient information. In this situation, it is recommended that delegates are added to all prescriber accounts in the existing practice setting. A delegate can be added to more than one prescriber or pharmacist account