



Government of the District of Columbia
Department of Health
Health Regulation and Licensing Administration
Pharmaceutical Control Division
Prescription Drug Monitoring Program



DELEGATE PDMP REGISTRATION FORM

INSTRUCTIONS

A prescriber or dispenser authorized to access prescription monitoring data may delegate his or her authority to access the data to up to two (2) health care professionals who are:

- Licensed, registered, or certified by a health occupations board; and
- Employed at the same location and under the direct supervision of the prescriber or dispenser.

Registration Steps:

- Complete the entire form. All fields are required unless marked “optional.”
- Include the individual’s health occupations board issued license, registration, or certification number,
- Include a copy of a non-expired government issued identification.

Registration as a delegate shall expire on June 30th of each even-numbered year or at any time the agent leaves, or otherwise becomes ineligible to receive information from the Program.

Submission type:	Steps...
Upload	<ul style="list-style-type: none">• Complete the form and sign• Electronically scan the signed form• Save the scanned file to your computer<ul style="list-style-type: none">○ Name file as follows: delegate’s “<i>lastname_First Initial_Date (mm.dd.yyyy)</i>”○ Example: Doe_J_10.12.2015• Upload the completed form to the DC PDMP database at DistrictofColumbia.pmpaware.net.• Registration request that do not conform to these steps will not be accepted for processing.

Registrations will generally be processed within 14 business days.

