Supervision and Prescriptive Delegation Registration System

Instructions

http://www.tmb.state.tx.us/page/renewal-supervisor-online-registration

<mark>**Note: Since a physician's attestation creates the final relationship, it is easier if the PA or APN starts the process to create the relationship and then the physician completes it.**</mark>

PORTAL screen

WELCOME screen

ACCOUNT INFORMATION screen

Supervision and Prescriptive Delegation screen – General

APNs:

    Delegation screen – APN adding prescriptive delegation

PAs:

    Supervision screen – PA adding supervision

    Supervision/Delegation screen – PA adding delegation and/or supervision

Physicians:

   **Supervision screen** – physician completing supervision for PA

    Supervision/Delegation screen – physician completing delegation and/or supervision for a PA/APN

PORTAL screen –

This screen will allow licensees access to any system at TMB that they have been authorized to access (for many this will be only Prescriptive Delegation). To access the Prescriptive Delegation system, click on the Prescriptive Delegation icon. This is also the screen that will allow you to access your TMB System account information.

WELCOME screen –
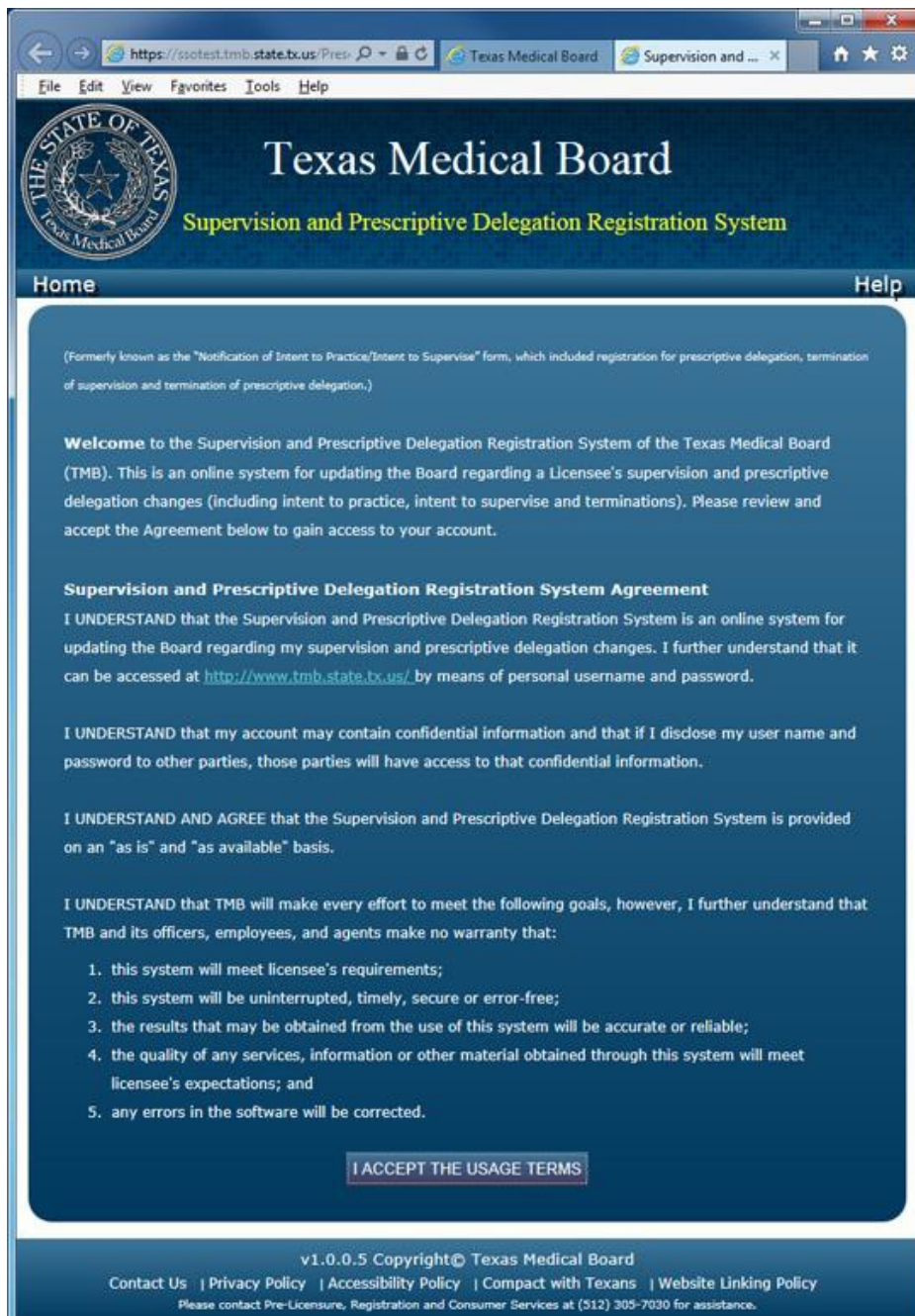
The Prescriptive Delegation system is to be used by physicians, physician assistants and advanced practice nurses. Licensees must agree to the terms each time you either create an account or login to the system.

ACCOUNT INFORMATION screen – You can use this screen to change your existing username, email address and password, and update your security questions. In order to make any modification, you must enter your current password in the Security box.

Supervision and Prescriptive Delegation screen –

Once you have logged into your account, you will see a listing of all supervision and/or delegation relationships. The screen will display any relationship that is active (or any terminated relationship(s) that has an end date in the future) as well as incomplete relationships. You can click on any relationship to view/modify it.

Each record will have an icon next to it showing the current status of the relationship:

Relationships are sorted in last name order.

New Supervision – allows a physician or a PA to create a new supervision relationship.

New Supervision/Delegation – allows an APN, PA or a physician to create a prescriptive delegation relationship. PAs or physicians can create a supervision and a prescriptive delegation record at the same time using this option.

Supervision screen – PA adding supervision by selecting the "New Supervision" button:

Since a physician's attestation creates the final relationship, it is easier if the PA starts the process to create the relationship and then the physician completes it.

Once a PA enters the physician license number, clicks the box to attest and saves the record, a partial record will be automatically created.

Note: the PA can enter the number of hours and an end date, but they are not required to in order to start the relationship.

A new incomplete relationship will be added to both the PA's and physician's listings.

Supervision screen – physician completing supervision for PA:

Once the physician selects an incomplete supervision record, he/she must make sure the number of hours and a begin date have been entered, click the box to attest and save the record.

Note: if the begin date field does not appear on the record, then the PA has not attested yet. **The PA must attest before the physician can complete the record.** An end date can be entered, but is not required.

A new complete relationship will be added to the physician and PA's listings.

10/5/2020

Supervision/Prescriptive Delegation – PA adding delegation and/or supervision by selecting the "New Supervision/Delegation" button:

Once a PA enters the physician license number, clicks the box to attest and saves the record, a partial record will be automatically created. Note: the PA can enter the number of hours (both supervision and PD), the location and an end date, but they are not required to in order to start the relationship.

A new incomplete relationship will be added to the PA and physician's listings.

Once a supervision and or delegation record has been attested to by both parties, the only information that can be modified is the number of hours, it can only be updated by the physician, and he/she must attest again. Any other changes will require a termination date to the existing record and the creation of a new record with the updated information. Note – the new delegation record will need to have a start date that is after the previous record's termination date. Delegations for the same individuals at the same location cannot overlap.

10/5/2020

Note: once a supervision record is created, you may also start delegation from within it by selecting the "Add Delegation" button.

Note: if an existing supervision record has prescriptive delegation added, the icon will change to either "Incomplete Supervision and/or Delegation" or "Complete Supervision and/or Delegation."

Supervision/Delegation screen – physician completing delegation and/or supervision for a PA/APN:

Once a physician selects an incomplete delegation record, he/she must make sure all required information is entered (fields are indicated with a *), click the box to attest and save the record.

==Required information includes the "Delegation Agreement Begin Date" the first time delegation is given to a PA or APN, or the first update to an existing delegation after the system update in January 2014.==

Note: if the begin date(s) field does not appear on the record, then the PA/APN has not attested yet. The PA/APN must attest before the physician can complete the record. An end date can be entered, but is not required.

Note: The physician's attestation is the same for delegating to a PA or an APN. At this time APNs are only required to register prescriptive delegation with the TMB, not general supervision. PAs however, are required to register for supervision whether or not prescriptive delegation is given. On the prescriptive delegation screen there is one check box that will cover attesting to both the prescriptive delegation (for either PA/APN), and the supervision (PA only).

A new complete relationship will be added to the physician and PA's listings, once the physician has completed the record, clicked the box to attest, and hit Save.

Once a supervision and or delegation record has been attested to by both parties, the only information that can be modified is the number of hours, it can only be updated by the physician, and he/she must attest again. Any other changes will require a termination date to the existing record and the creation of a new record with the updated information. Note – the new delegation record will need to have a start date that is after the previous record's termination date. Delegations for the same individuals at the same location cannot overlap.

At the bottom of the delegation screen is an option to add an additional location. This saves some time when creating several locations at once.

At the bottom of the delegation screen, once the mid-level has attested, is a definition of Controlled substances and Dangerous drugs, if additional explanation is needed.

Delegation screen – APN adding prescriptive delegation

APN adding delegation by selecting the "New Delegation" button:

==Since a physician's attestation creates the final relationship, it is easier if the APN starts the process to create the relationship and then the physician completes it.==

Once an APN enters the physician license number, clicks the box to attest and saves the record, a partial record will be automatically created. Note: the APN can enter the number of hours, the location and an end date, but they are not required to in order to start the relationship.

A new incomplete relationship will be added to the APN and physician's listings.

Once a supervision and or delegation record has been attested to by both parties, the only information that can be modified is the number of hours, it can only be updated by the physician, and he/she must attest again. Any other changes will require a termination date to the existing record and the creation of a new record with the updated information. Note – the new delegation record will need to have a start date that is after the previous record's termination date. Delegations for the same individuals at the same location cannot overlap.