This tutorial steps through the **PMP AWARxE User Profile** screen to explain each section and what can be edited from within this view.

Learn how to

- Access your User Profile

- Update your:

    – Healthcare Specialty

    – Your Email Address

    – Supervisors (for Delegates)

Based on your role and the permissions set by your PMP Administrator, your screen may look different or lack some of the sections covered in this tutorial.
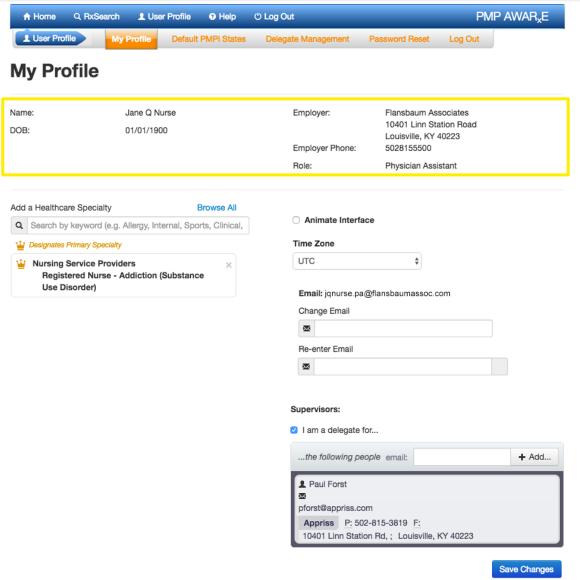
Access Your User Profile

From the main menu select:

User Profile > My Profile

General Profile Information

• The first section displayed in your User Profile is general profile information about you.

• This includes your name, DOB, and your system role (the role you chose during registration), as well as other role-related information.

• General profile information can not be edited by general users. If any of the information in this section is incorrect, contact your state PMP Administrator for assistance.
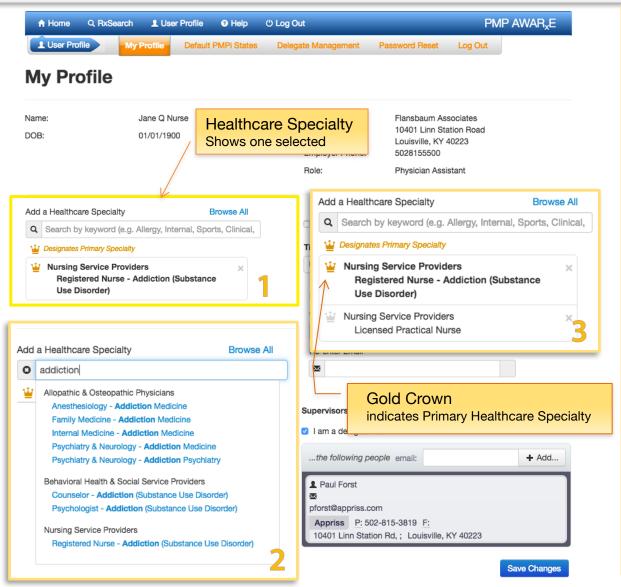
Healthcare Specialty

Healthcare specialty is the Taxonomy description that identifies your provider type and area of specialization.

Add a Specialty

- The Healthcare Specialty chosen during registration should display as seen in image 1.

- To add a secondary specialty, simply type a specialty-related keyword in the search bar provided. A filtered list appears categorized by service area. See *Image 2.* Click the specialty to add it to your list, as shown in *image 3.*

- If you have multiple specialties, indicate which is your primary specialty by clicking it. This will push that specialty to the top of the list and mark it with a gold crown.

- To switch the primary to a different specialty, simply click a different specialty.
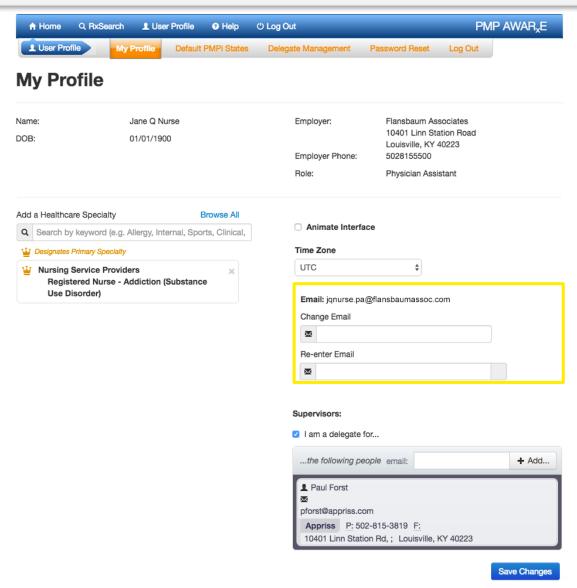
PMP AWARxE
PRESCRIPTION MONITORING PROGRAM

🏠 Home   🔍 RxSearch   👤 User Profile   ❓ Help   ⏻ Log Out   PMP AWARxE

👤 User Profile | **My Profile** | Default PMPi States | Delegate Management | Password Reset | Log Out

My Profile

Name: Jane Q Nurse   Employer: Flansbaum Associates
DOB: 01/01/1900   10401 Linn Station Road
                                                         Louisville, KY 40223
                                         Employer Phone: 5028155500
                                         Role: Physician Assistant

Add a Healthcare Specialty   Browse All

🔍 Search by keyword (e.g. Allergy, Internal, Sports, Clinical,

👑 *Designates Primary Specialty*

👑 Nursing Service Providers
   Registered Nurse - Addiction (Substance
   Use Disorder)   ✕

☐ Animate Interface

Time Zone
UTC ▢

Email: jqnurse.pa@flansbaumassoc.com

Change Email
✉ [   ]

Re-enter Email
✉ [   ]

Supervisors:

☑ I am a delegate for...

...*the following people* email: [   ] ➕ Add...

👤 Paul Forst
✉
pforst@appriss.com
Appriss P: 502-815-3819 F:
10401 Linn Station Rd, ; Louisville, KY 40223

Save Changes

Email Address

View your Email Address

The email address currently saved on your account will be displayed in the lower section of your User Profile.

To change your email address

1. In the **Change Email** field that appears directly below your current email address, enter the new email address.

2. Click **Re-enter Email** and type the email address again.

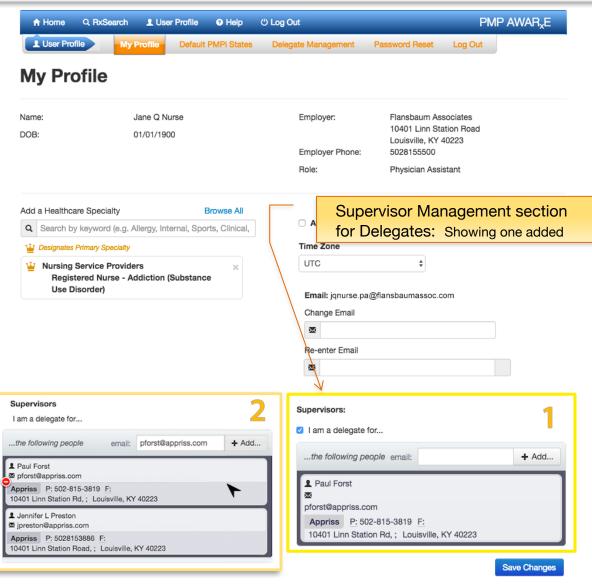3. To **Save** the new email, at the bottom of the page, click **Save Changes**.

Specify your Supervisors

For users who are delegates (those who make requests on behalf of others), you can modify your supervisor information from within your User Profile.

Add a Supervisor

1. In the email entry box, enter the supervisor's email address as it appears in PMP AWARxE, then click **Add**. *See Image 2.*

3. The supervisor's information will appear in a card that includes email, contact phone, and address. This supervisor must approve you before they can be selected as a person for whom you run reports. *See Image 2*

Modifying Supervisor List

1. To remove a supervisor, simply hover over the card of the individual you wish to remove. A red minus sign will appear *(see image 2)*. Click once anywhere on the card while the minus sign is visible to remove it.

If you have questions about the information in this tutorial, please contact your PMP Administrator for further assistance.