

## Supervisor Instructions to Approve a Supervisee (APN/PA) or Health Care Extender (Delegate)

The supervisor will be notified and will need to log into the CSMD and approve/agree of the supervisory relationship.

### SUPERVISOR SCREEN

Supervisor will log into CSMD. As soon as they enter correct username and password this screen appears directing them they have delegates waiting for approval. Click the box to go to “My Account” screen.

The screenshot displays the Tennessee CSMD supervisor interface. At the top, there is a navigation bar with "Request", "Notification", and "Help" links. Below this, a "Home" section contains three main panels: "Clinical Notifications", "Messages", and "Requests". The "Clinical Notifications" panel shows a yellow warning icon and the text "You have unread Clinical Notifications". Below this, a "Notification Summary" lists "Morphine Equivalent - 15" and three entries for "Seven, Patient - Morphine Equivalents - 8/3/2014", "Ten, Patient - Morphine Equivalents - 8/3/2014", and "Ten, Patient - Morphine Equivalents - 8/3/2014". The "Messages" panel shows a message titled "Password Changed Succes...-7/23/2014" with a link to "Click here to view all Messages". The "Requests" panel shows "No New Announcements" with a link to "Click here to view all Requests".

A modal dialog box is overlaid on the screen, titled "User profile needs update!". The text inside reads: "Your profile is missing some required details and actions to be taken by you. Could you please update your profile in 'My Account' screen." Below this, a bullet point states: "There are delegates waiting for your approval which will enable them to do the patient request. Could you please go to 'My Account' screen and approve them." At the bottom right of the dialog, there is an orange button that says "Click here to go to 'My Account' screen".

At the bottom of the page, there is a footer with the text: "Home | Related Links | Info Center | FAQ | Contact Us | Version 5.0.7.1045 © 2010, Optimum Technology Inc. All rights reserved".

Once the Supervisor clicks "My Account" this screen opens. The supervisor will see any approved delegates and any delegates awaiting approval. As you can see this one is awaiting approval.

- >> Messages (1)
- >> Info Center
- >> FAQ
- >> Related Links
- Latest News

PractitionerFour
Practitioner

DEA Number:  
BP1234567

Professional License #:  
4444

Issuing State:  
TN

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**Profile Information**

First Name:

Middle Name:

Last Name:

Date Of Birth:

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**Personal Information**

Home Phone:

Cell Phone:

Social Security Number - Last Four Digits:

Occupation:

ID Issuing State:  
TN

Driver License/ID Number:

Email Address:[Must be a private and confidential email address]

Region:

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**Practitioner Location Information - Location 1**

Organization:

Do you have DEA # for this location?  
Yes

DEA Number[Without Suffix]:

Specialty Care:

Address: (Care Of)

Street:

City:

State:  
TN

Zip:

Work Phone:

Extension:

Fax Number:

[Remove Location](#)

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**Practitioner Location Information - Location 2**

Organization:

Do you have DEA # for this location?  
No

DEA Number[Without Suffix]:

Specialty Care:

Address: (Care Of)

Street:

City:

State:  
TN

Zip:

Work Phone:

Extension:

Fax Number:

[Add Location](#)
[Remove Location](#)

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**Delegate Relationships**

Delegate Info	Work Location	License Type	Status/Action	Notification Preferences
APN, One (865) 111-1111 One.APN@demo.com	, 2 Nashville Street Nashville, TN - 37243		Supervisor Review Pending <a href="#" style="color: blue;">Approve</a>	

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**Clinical Notification Preferences**

Myself

Health Care Extender

Both

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**Do you dispense?**

No

Yes

[Save](#)

Once the Supervisor clicks "Approve" You can see the successful message at the top. Also when you look at the delegate area the Supervisor now has the ability to "Revoke" this user if the Supervisor no longer supervises this delegate.

TENNESSEE CSMD Welcome, Four Practitioner [My Account](#) [LOGOUT](#)

Request Notification Help DATA COLLECTION

Home > My Account

[Change Password](#)  
[Security Questions](#)  
**Other Links**  
[Messages \(1\)](#)  
[Info Center](#)  
[FAQ](#)  
[Related Links](#)  
**Latest News**

### My Account

• The delegate has been approved for the location successfully.

**Username:** PractitionerFour      **Job:** Practitioner  
**DEA Number:** BP1234567      **Professional License #:** 4444      **Issuing State:** TN

#### Profile Information

**First Name:** Four      **Middle Name:**      **Last Name:** Practitioner      **Date Of Birth:** 04/01/1984

#### Personal Information

**Home Phone:**      **Cell Phone:**      **Social Security Number - Last Four Digits:** 4444  
**ID Issuing State:** TN      **Driver License/ID Number:** 012345679  
**Occupation:** Medical Doctor      **Email Address:** FourPractitioner@Demo.com      **Region:**

#### Practitioner Location Information - Location 1

**Organization:** Four Practitioner Health Serv      **Do you have DEA # for this location?:** Yes      **DEA Number[Without Suffix]:** BP1234567      **Specialty Care:** Physician - General, Internal, or Family Medicine  
**Address: (Care Of)**      **Street:** 2 Nashville Street      **City:** Nashville      **State:** TN      **Zip:** 37243  
**Work Phone:** 6151111111      **Extension:**      **Fax Number:**

[Remove Location](#)

#### Practitioner Location Information - Location 2

**Organization:** Four Practitioner Pain Clinic      **Do you have DEA # for this location?:** No      **DEA Number[Without Suffix]:**      **Specialty Care:** Physician - Hospice and Palliative Medicine  
**Address: (Care Of)**      **Street:** Four Pain Avenue      **City:** Knoxville      **State:** TN      **Zip:** 38119  
**Work Phone:** 8655556666      **Extension:**      **Fax Number:**

[Add Location](#)      [Remove Location](#)

#### Delegate Relationships

Delegate Info	Work Location	License Type	Status/Action	Notification Preferences
APN, One (865) 111-1111 One.APN@demo.com	, 2 Nashville Street Nashville, TN - 37243		Active <a href="#">Revoke</a>	

#### Clinical Notification Preferences

Myself     Health Care Extender     Both

#### Do you dispense?

No     Yes

[Save](#)