



Physician Resident/Intern/Fellow PDMP Access in EHR ONLY

Only applicable at designated organizations that have residents

Overview

Starting June 1, 2025, HIE Administrators at organizations will use a bulk template to add Residents, Interns, and/or Fellows who need PDMP Portal access by selecting the User Type 'Portal' as part of the load.

A separate bulk template **MUST** be used to add any Residents, Interns, or Fellows who **ONLY need PDMP access within CRISP InContext**, the EHR integrated CRISP tool allowing providers to view patient information. **These users are referred to as non-Portal users of PDMP** and will not be visible within the HIE Admin tool. This eliminates the step of a 90-day user audit for non-Portal users.

Once the bulk template upload for non-portal users has completed loading, user contact records will be automatically created in CRISP User Index, thus automating the process of provisioning PDMP access for non-Portal users of PDMP.

Note: HIE Admins have preexisting functionality to create residents *with Portal access*; there is no change to that process. If a user selects the 'Portal' option for loading physician residents/interns/fellows, if their registration was completed properly ahead of time and the licensing is complete/correct, we will give them PDMP in Portal as well as PDMP in InContext.

If you have some residents who need Portal access and others who do not, please use two separate upload sheets—one for each group. Then, follow the corresponding steps outlined below for each process (Non-Portal vs Portal) to help prevent confusion or errors during user creation.

Registration and Upload Process for Non-Portal PDMP Users

STEP ONE: Residents register individually with personal email address and NPI link to PDMP reg: <https://crisphie.my.site.com/PDMP/s/>



Welcome to the CRISP Registration site!

Please select a title from the dropdown menu that best describes your job description.

Your selection is important because it helps to determine, based on CRISP policy and state law, the CRISP services for which you are eligible. If you are unsure which title fits you best, or believe that none of the titles is relevant to your job, please contact CRISP member services at 1-877-952-7477. In order to successfully register, you must complete all steps in a single session. Note: Access is only granted if all required licensure is provided and validated.

* Member Title

Physician, Resident


Note: Please use your personal email address in order to maintain access regardless of workplace



* Email

Next

STEP TWO: HIE Admins will upload Resident information in a Bulk Sheet via the HIE Admin Tool (Bulk User Creation). The HIE Admin Tool will have a second option for bulk uploads for EHR only users in the User Type picklist called, ‘Non Portal’.

1. Use the existing bulk sheet template. This is already available in the HIE Admin tool, under instructions where it says “Please Download Template Bulk User Template”
2. When filling out the template for upload, users must include:
 - i. Resident’s NPI
 - ii. Organizational DEA+ individual suffix
 - iii. Email address for user (organizational email address)



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HOME

ACCOUNTS

USERS

ADD USERS


USER GUIDE & HELP

Single User

Bulk User

Instructions:

- Please Download Template [Bulk User Template](#)
- Please Save the with .CSV Extension
- Choose a User Type.
- Please use Upload File button to upload users.
- Click Create Users button to create users.
- Check status column for success or error messages.

 Upload Files
 Or drop files

Create Users

User Type

Non-Portal

Portal

Non-Portal

Title	Organization	First Name	Last Name	Email	Phone	Department	NPI	Professional License	License type	License State	CDS	DEA	Status



STEP THREE: If an email address submitted in Bulk Sheet already exists, the contact for that Resident won't be created.

1. HIE Admin will get a notification that the email address they were trying to create a contact with already exists.
2. HIE Admin should contact TUS so that the user can be moved to the correct organization.

Note: Users will not be auditable. Access will only be limited to when the user has access to organizational email.