



CRISP

Chesapeake Regional Information
System for our Patients

Delegator Dashboard User Guide

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PDMP Delegators

Overview

Effective July 1, 2018, Maryland statute (§21-2A-04.2) requires CDS Prescribers and Pharmacists in Maryland to request and to assess data from the Maryland Prescription Drug Monitoring Program (PDMP) in certain prescribing and dispensing situations. More information about mandatory use can be found on our website: MarylandPDMP.org. The Maryland PDMP authorizes Prescribers and Pharmacists (also known as “Delegators”) registered with the Program to assign their PDMP search authority to one or more authorized “agents” who are known as “Delegates.”

What is a “Delegator”?

A Delegator is a health care provider who prescribes controlled dangerous substances (CDS), including physicians, physician assistants, nurse practitioners, dentists and podiatrists, in connection with the medical care of a patient. A Delegator is also a provider who dispenses CDS, including pharmacists. In addition, a Delegator is a person who has been credentialed to access the PDMP to review the controlled substance prescription history of a patient, and who determines that having a staff member (a “Delegate”) assist with PDMP patient searches will benefit their workflow.

Who can be a “Delegate”?

Delegates may include any staff member (licensed or unlicensed) who is delegated access by a PDMP-registered Prescriber or Pharmacist and who is employed by or under contract with the same practice as the Delegator. Each Delegate must obtain her/his own individual CRISP account for PDMP access; a delegate may not sign into CRISP using the Delegator’s account. The potential Delegate(s) must register for the PDMP through the CRISP registration process.

Delegates who are not yet registered for PDMP will receive a prepopulated PDMP Registration email at the address associated with their CRISP account when added by a delegator through ‘Delegator Dashboard’:

PDMP Delegate Registration Needed [Inbox](#)

donotreply <donotreply@crisphealth.org>
to: crispflizvilina+331suspended@gmail.com

Dear for user validation,

You were assigned to be a Delegate for Maryland PDMP. Before you gain access to this information you need to complete the Maryland Prescription Drug Monitoring Program registration process as a Delegate and sign a memorandum of understanding (MOU) to certify your compliance with the rule and regulations.

Please click here (<https://crisphe.my.site.com/PDMP/s/pdmpwizard?pdmpRecordId=a0BQr00000F6ctBMAR>) to finish registering for Maryland PDMP.

We will enable your access after your completion and our processing of your registration.

Sincerely,
CRISP PDMP Team

The designated staff member can serve as a Delegate for multiple Delegators, and each Delegator can have multiple Delegates. All of these relationships must be maintained in the Delegator Dashboard. Sharing of user credentials is strictly prohibited.

How does a Delegator establish a relationship with a Delegate?

The potential Delegate(s) must be part of the same organization with access to the portal provided by the HIE Administrator. If the HIE Administrator has not added the Delegate, they must do so.

This allows a Delegator to add the Delegate to their list of approved Delegates via the Delegator Dashboard, available in the CRISP Portal. Once added, the Delegate will receive an email, inviting them to register for the PDMP. Delegate must register through the CRISP Registration Process, selecting "I am a delegate."

If the Delegate has already registered for the PDMP and has been added by their HIE Administrator, the Delegator should be able to add them via the Delegator Dashboard, and access should be provided.

Note: Multiple Delegator-Delegate relationships can be added. Prescribers and Pharmacists accessing PDMP Search through the portal are able to add and remove Delegates through the Delegator Dashboard.

If I decide to add a Delegate, what are my responsibilities as the Supervising Delegator?

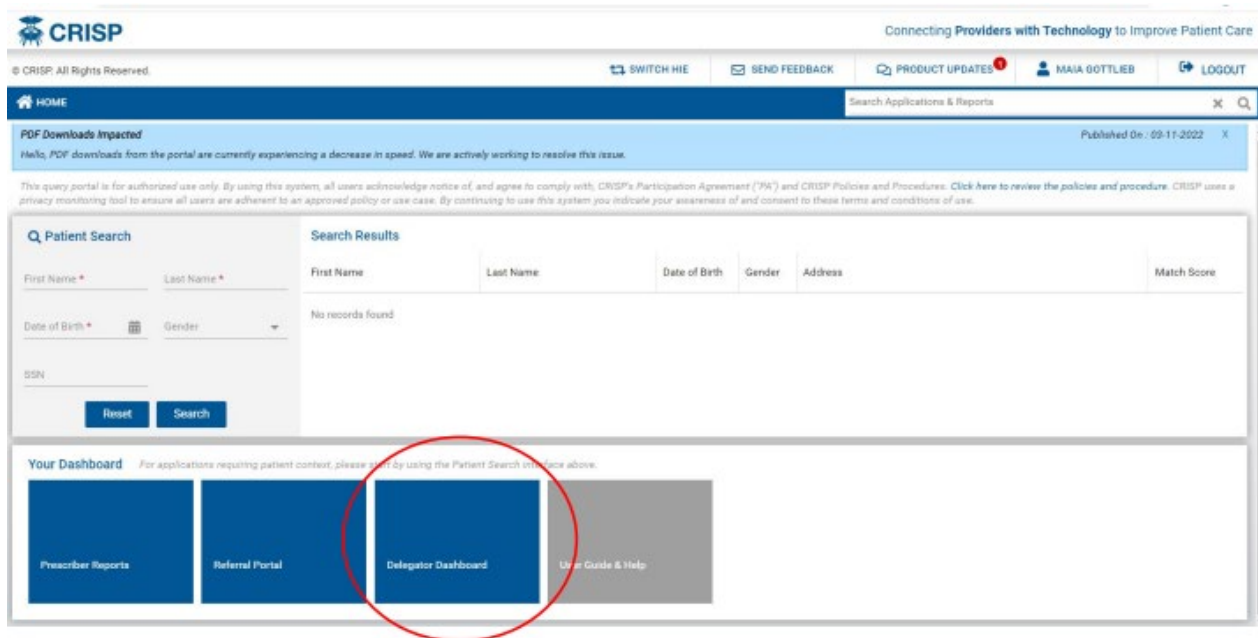
The Supervising Delegator remains responsible for the below actions:

- Protecting the confidentiality of the PDMP data
- Reviewing the PDMP data
- The decision whether to prescribe or dispense a CDS medication to a patient
- For prescribers, documenting in the patient's health record that the PDMP data was requested and assessed prior to prescribing the opioid or benzodiazepine

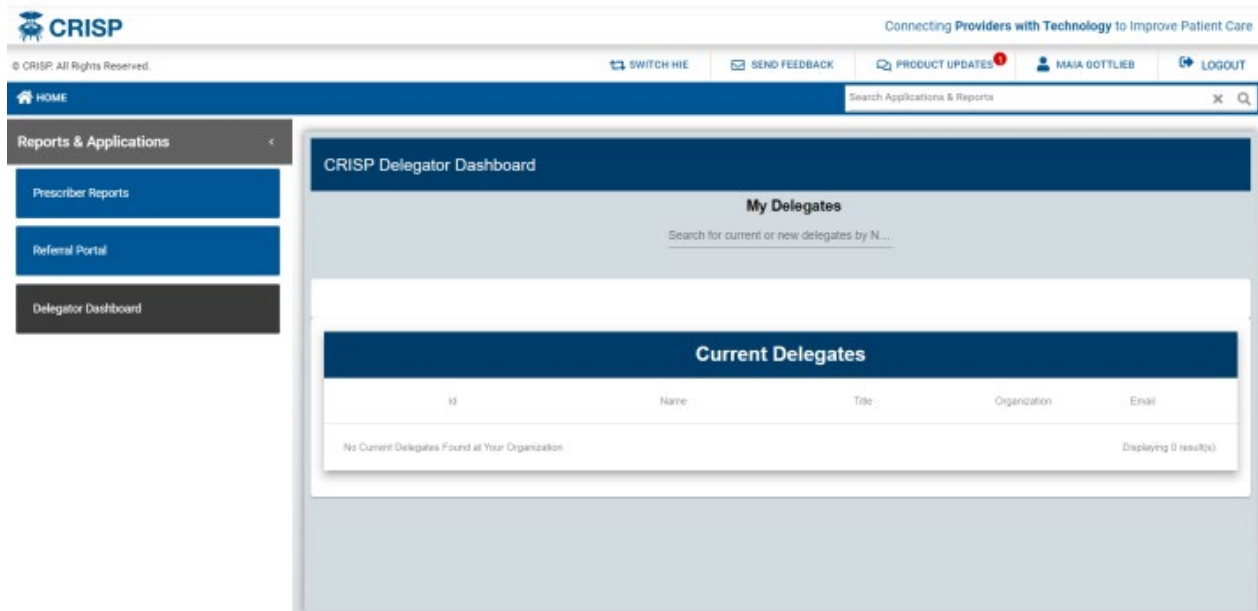
PDMP Delegators User Guide

Delegator Dashboard View

To view the Delegator Dashboard, log in to the PDMP Portal and select the “Delegator Dashboard” Tile.



The screenshot shows the CRISP Home page. At the top, there is a header with the CRISP logo, the tagline "Connecting Providers with Technology to Improve Patient Care", and user information (MAIA GOTTLEB) and a LOGOUT button. Below the header is a navigation bar with a HOME button and a search bar. A blue banner at the top of the main content area states "PDF Downloads Impacted" and provides a link to review policies and procedures. The main content area is divided into two sections. The left section is titled "Patient Search" and contains a form with fields for First Name, Last Name, Date of Birth, Gender, and SSN, along with a Search button. The right section is titled "Search Results" and displays a table with columns for First Name, Last Name, Date of Birth, Gender, Address, and Match Score. Below the search results is a "Your Dashboard" section with four tiles: "Prescriber Reports", "Referral Portal", "Delegator Dashboard" (circled in red), and "User Guide & Help".



The screenshot shows the CRISP Delegator Dashboard. The header is identical to the previous screenshot. The main content area is titled "CRISP Delegator Dashboard" and contains a section for "My Delegates" with a search bar. Below this is a table titled "Current Delegates" with columns for ID, Name, Title, Organization, and Email. The table is currently empty, displaying "No Current Delegates Found at Your Organization" and "Displaying 0 result(s)". On the left side of the dashboard, there is a sidebar with a "Reports & Applications" section containing three tiles: "Prescriber Reports", "Referral Portal", and "Delegator Dashboard".

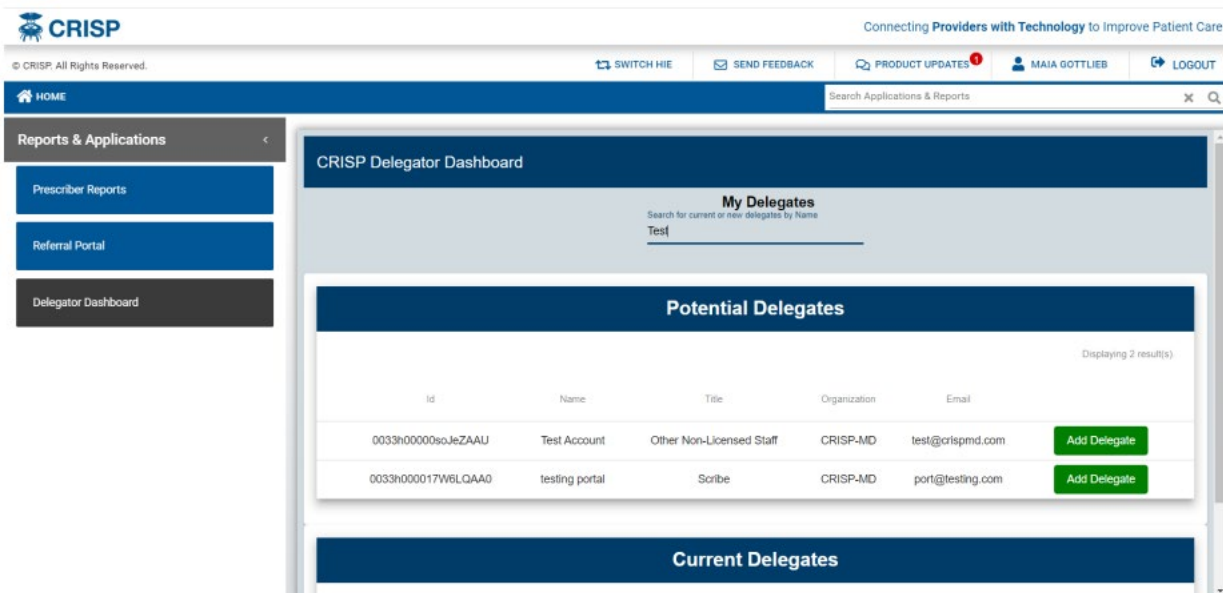
Adding a New Delegate

To search for the desired Delegate, begin typing the Delegate name into the Search for delegates bar. A list of potential Delegates is displayed who are within the Delegator's organization. In order to appear on this list, a user must be added by your organization's HIE Administrator via the HIE Admin Tool.

Click the green Add Delegate button to the right of the person's name to add them as a Delegate. Delegates who are not yet registered for PDMP will receive a prepopulated PDMP Registration email at the address associated with their CRISP account once added.

If the desired Delegate is not in the search results list, please confirm the individual has an active Portal account. A missing Delegate may indicate their account information needs to be updated or that they have not completed all steps required for PDMP access at their current organization. The Delegate should contact their HIE Administrator to confirm that they are added under the correct organization. For additional information, contact CRISP Support at support@crisphealth.org or 877-952-7477 for assistance

After choosing **Add Delegate**, a confirmation box displays asking the Delegator to attest having a professional relationship with the selected Delegate. Choose Continue for the Delegate to be added or Cancel to go back to the dashboard without adding the Delegate.

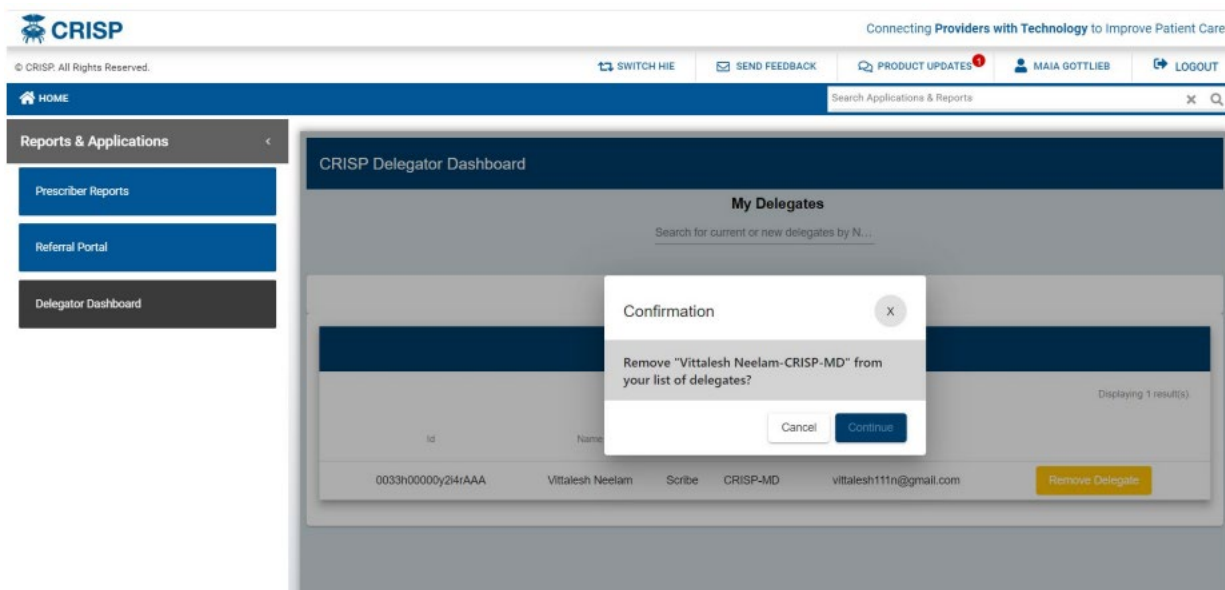
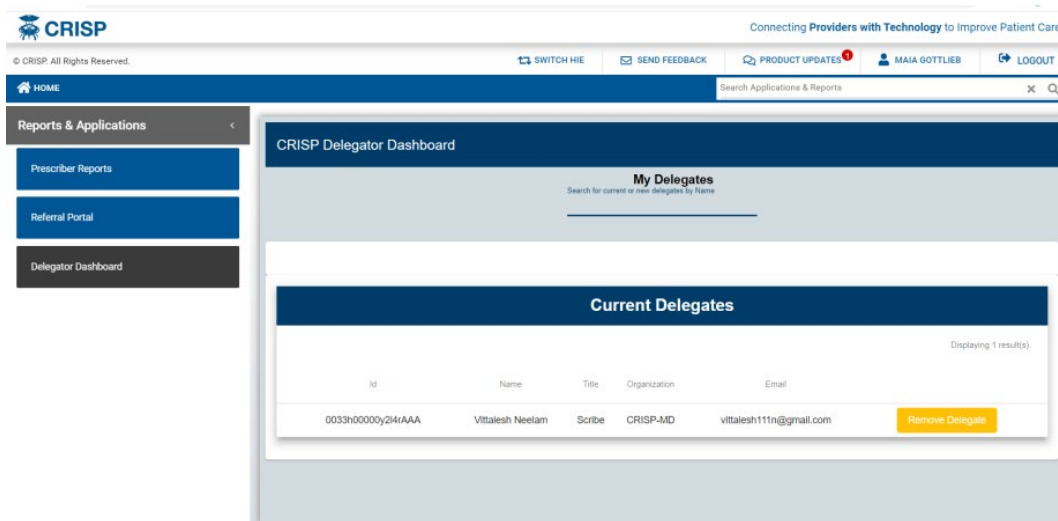


The screenshot shows the CRISP Delegator Dashboard. On the left is a sidebar with 'Reports & Applications' containing 'Prescriber Reports', 'Referral Portal', and 'Delegator Dashboard'. The main content area is titled 'CRISP Delegator Dashboard' and includes a 'My Delegates' search bar. Below this is a 'Potential Delegates' section displaying a table with 2 results. Each row has an 'Add Delegate' button. Below the table is a 'Current Delegates' section.

ID	Name	Title	Organization	Email	Action
0033h0000soJeZAAU	Test Account	Other Non-Licensed Staff	CRISP-MD	test@crisprmd.com	Add Delegate
0033h000017W6LQAA0	testing portal	Scribe	CRISP-MD	port@testing.com	Add Delegate

Removing a Delegate

The Delegator can remove someone as an authorized Delegate using the Delegator Dashboard. To delete a Delegate, click the yellow Remove button to the right of the Delegate's name. Confirmation is required to complete the action and remove the Delegate.



 **CRISP**

Connecting Providers with Technology to Improve Patient Care

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Reports & Applications

[Prescriber Reports](#)

[Referral Portal](#)

[Delegator Dashboard](#)

CRISP Delegator Dashboard

Delegate removed

My Delegates

Search for current or new delegates by ...

Potential Delegates

Id	Name	Title	Organization	Email
No Potential New Delegates Found at Your Organization				

Displaying 0 result(s)

Current Delegates

Id	Name	Title	Organization	Email
No Current Delegates Found at Your Organization				

Displaying 0 result(s)