

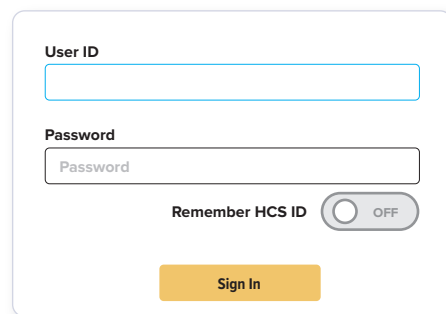
# Streamlining Workflow: How to Assign a Designee

## How to Assign a Designee

The staff member you designate must have their own Health Commerce System (HCS) account. In order to assign a designee, prescribers, pharmacists, and facility HCS coordinators will first need to log into their HCS account.

**Step 1:** Log into your HCS account.

[commerce.health.state.ny.us/public/hcs\\_login.html](https://commerce.health.state.ny.us/public/hcs_login.html)

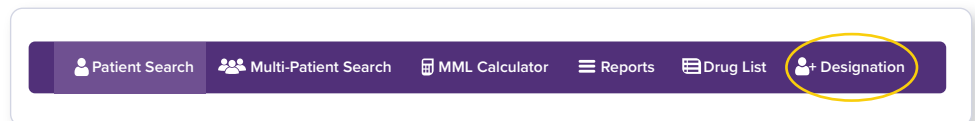


A screenshot of the HCS login form. It features two input fields: 'User ID' and 'Password'. Below the password field is a 'Remember HCS ID' toggle switch, currently set to 'OFF'. A yellow 'Sign In' button is located at the bottom of the form.

**Step 2:** Open the PMP Application.



**Step 3:** Click on the Designation Tab.



# New York State Prescription Monitoring Program (PMP Registry)

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**Step 4:** Enter Designee's HCS User ID and click "search."

**Step 5:** Verify the information is correct and click "designate."

**Designate User**

Enter the designee's HCS ID:

HCS User ID: TT123456  
User Name: Tom Test

**Step 6:** The confirmation message will appear as indicated below.

**i** The HCS User has been designated to perform patient searches on your behalf.

### About the PMP Registry

The New York State Prescription Monitoring Program (PMP Registry) is an online monitoring program, providing practitioners with secure access to search a patient's history of controlled substance prescriptions. It is available 24 hours a day, 7 days a week through the New York State Health Commerce System (HCS) at [commerce.health.state.ny.us](http://commerce.health.state.ny.us).

### Prescribers MUST Check the PMP Registry. Every Time! It's the Law!

In New York State, prescribers are legally required to consult the PMP Registry when writing prescriptions for Schedule II, III and IV controlled substances.<sup>1</sup>

<sup>1</sup> See 10 NYCRR § 80.63(c)(2) for more information.

#### Find Out More:

For PMP Registry instructional Continuing Medical Education (CME), visit [health.ny.gov/professionals/narcotic](http://health.ny.gov/professionals/narcotic)

**Phone:** (866) 811-7967

**Email:** [PMPCompliance@health.ny.gov](mailto:PMPCompliance@health.ny.gov)



**Department  
of Health**