QMP Proxy Guide

A Qualified Medical Provider (QMP) may now designate up to three staff members to have modified access to the EVS system for the purpose of entering patient certifications. The QMP proxy role does not have access to view or modify the QMP registration information. Adding a QMP proxy requires action from the QMP account and from the QMP proxy account.

A QMP proxy application costs $30.00 and is good for two years.

Contents of this Guide

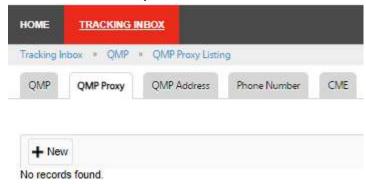## Instructions for QMP to add proxies to the QMP account:

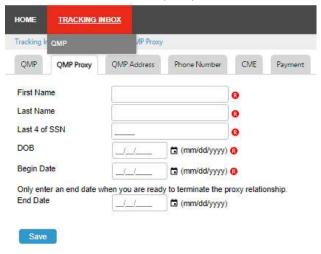1. Access the account in the EVS by hovering over the Tracking Inbox and selecting **QMP**.

2. Click your name in the QMP listing.

3. Click on the **QMP Proxy** tab.

4. Click **+ New** to add a QMP proxy record.

5. Enter the First name, Last name, Last 4 of SSN, DOB and a Begin Date for your desired QMP proxy. This must be entered correctly for the system to link the QMP proxy record. Do not enter an end date unless you no longer want this employee to serve as a QMP proxy. Click **Save.**
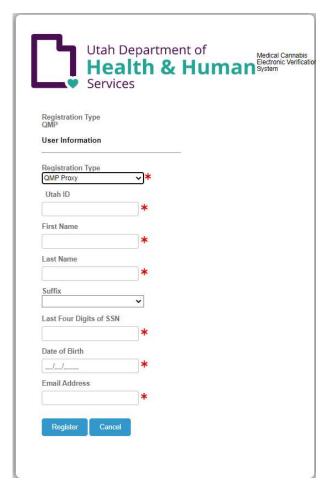
Instructions for QMP Proxy

If you are a brand-new user in the EVS, follow these steps to create a new registration.

(If you already have an EVS Account as a patient, caregiver, or other role, do not create a new account. Click here to proceed if you're an existing user.)

1. You will need a username and password with Utah-ID to access the EVS system. If you do not have one, you can create this at id.utah.gov

2. Access the EVS system at evs.utah.gov
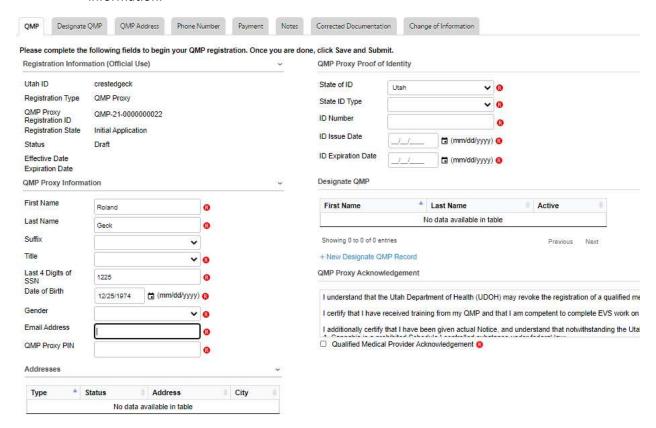
3. Click **QMP registration**:

4. Select Registration Type "QMP Proxy" and complete the remainder of the registration page. Click **Register.**
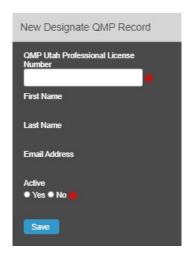

5. From the EVS home screen, hover over the Tracking Inbox and select **QMP.**

6. **Click your name** in the QMP listing. The QMP page with the New Application form appears.
   a. Some fields are pre-populated.
   b. Fill out the rest of the form.
   c. Do not enter information in the Registration Information (official use) section.
   d. For the address and phone number sections, click the blue links to add the required information.

7. The **Designate QMP** section is where you will indicate the provider with whom you wish to affiliate. Proxies can designate more than one provider in the Designate QMP section if they assist multiple providers. Click **+ New Designate QMP Record** to add the required information.

In this form you must enter the QMP's Utah Professional License number exactly as it is displayed in the QMP record, with the dash and the suffix. Example: XXXXXXX-4405. **If the license does not match exactly, or if the QMP has not added you as a proxy in their EVS record, you will get an error message:**

8. When the license is entered correctly the system will populate the QMP first name, last name, and email address. Please click "**active**" to enable this connection, and then click **save**.

9. When all application information is complete including the QMP Proxy acknowledgement, click "**Save and Submit Registration**."

10. Your status (displayed in the Registration Information section) will now read "**Awaiting Payment**."
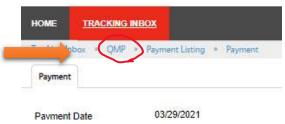
11. Click on the **Payment** tab and click **+ New** to begin your payment.

12. **Ensure that your browser's pop-up blockers are off before proceeding with payment.** Click the blue "Click Here to Pay" button.

13. Enter the credit card information on the Utah.gov GOVPAY window. Click the green **CONTINUE** button at the bottom. On the next page, verify the information and click the green **YES** if everything is correct.

14. Click **CONTINUE** to return to your payment details.

15. Using the blue link in the breadcrumb trail, click on **QMP** to navigate back to your registration page.

16. Your status in Registration Information (Official Use) will now read "**Awaiting State Review**." Your application has been submitted and is now awaiting state review. Please allow up to 15 business days for your application to be reviewed. You will be notified of the approval decision via email.

Existing EVS Users

If you already have access to the EVS in the role of patient, caregiver, or agent, you can add the QMP proxy role to your EVS account. Log into the EVS and from the home page, click the Blue "**Update Registration Roles**" link
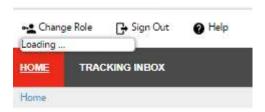
I Want To...

- Update Registration Roles

On the next page you'll select your new role **QMP Proxy** from the drop-down list

Proxy Patient Add Roles To Your Registration.

Your current roles are:

- Patient

ATTENTION: Only use this tool if you are adding a role (i.e., you are a patient and want to also be a caregiver). To complete your application, hover over Tracking Inbox and select the role you are currently assigned.

To add role, select a role in the drop down list.

QMP Proxy

Add Role

Sign out of your EVS account and sign back in. You now have a new option at the top of the screen which allows you to change roles.

Change Role   Sign Out   Help

Loading ...

HOME   TRACKING INBOX

Home

Click **Change Role** and select your QMP Proxy role, then click "**Set.**"

Your role has been changed.	
Role	Description
Patient	Medical cannabis patient.
QMP Proxy	QMP Proxy

Set

Your current role displays in parentheses next to your user ID on the top right of the screen.

UT Electronic Verification System 3.24.13 - Proxypat (QMP Proxy)

Now you can follow the instructions above starting with Step #5.

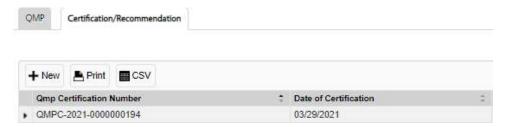# Entering a certification as an active QMP Proxy

1. Log into your EVS account. From your Enhanced inbox located on the home page, you'll be able to see all the QMPs who have granted you proxy access. **Click on the desired QMP's name** .

This will display an abbreviated listing of your QMP's registration information. If you have access to more than one provider, this will allow you to reconfirm that you have selected the correct provider.

2. Click on the **Certification/Recommendation** tab and click **+New** to enter a new patient certification.

The instructions for the certification process are the same as when the QMP enters the certification. Please refer to our recommendation user guides for Initial Recommendations and Renewals.