



Florida's Prescription Drug Monitoring Program

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Agency Administrator Appointment Form

In accordance with section 893.055, Florida Statutes (F.S.), local, state, and federal law enforcement agencies engaged in an active investigation regarding potential criminal activity, fraud, or theft regarding prescribed controlled substances, may request controlled substance prescription dispensing information (Information) made confidential and exempt pursuant to section 893.0551, F.S. Please complete the fields below to identify an Administrator to appoint authorized users to request and receive Information on behalf of the law enforcement agency. Please use this form to communicate any changes in E-FORCSE Administrator status.

FORM INSTRUCTIONS: This is an adobe fillable form. Once complete, click on the "Submit Form" button in the purple box at the top of the form. Type in your email address and full name and click send.

Please provide the information requested below. ALL fields are required. (Print or Type) Use full name not initials.			
Agency E-FORCSE Administrator Applicant Information		<input type="checkbox"/> New Appointment	<input type="checkbox"/> Remove Appointment
Agency Name		<input type="checkbox"/> Yes, I work in an undercover status at my agency and assert public record exemption in s. 119.071(4), F.S. <input type="checkbox"/> No, I do not work in an undercover status.	
Name	Title	Employee ID Number	
Telephone Number		Email Address	
____ (Initial) I confirm that all information on this form is true and that all appointments of authorized users will be made on behalf of this agency.			
____ (Initial) I understand all information disseminated from the database in any form by the PDMP to any entity is considered protected health information and the use of it is governed by any and all applicable federal and state laws, including the Health Insurance Portability and Accountability Act (HIPAA).			
____ (Initial) I understand it is my duty and responsibility to maintain the confidential and exempt status of any information I receive from the PDMP and that inappropriate access or disclosure of this information is a violation of section 893.0551, Florida Statutes, and a third degree felony, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.			
Signature:		Date:	
(Format for electronic signature: //John F. Doe//)			
Agency Head or Designee Information			
Name		Title	
Phone Number		Email Address	
I confirm all information on this form is correct and that the individual above represents this agency and is authorized to appoint other individuals as authorized users to request and receive Information from E-FORCSE on behalf of this agency. I understand all information disseminated from the database in any form by the PDMP to any entity is considered protected health information and the use of it is governed by any and all applicable federal and state laws, including the Health Insurance Portability and Accountability Act (HIPAA).			
Signature:		Date:	
(Format for electronic signature: //John F. Doe//)			
For Department Use Only			
Date Received	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	PDMP Staff Signature	Date of Action