

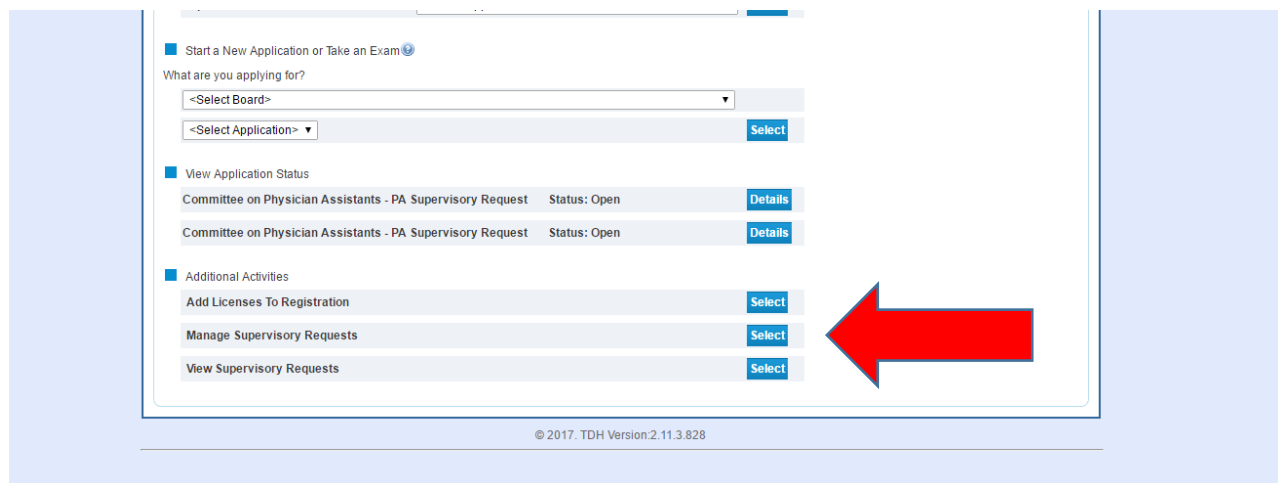
## INSTRUCTIONS TO SUPERVISING PHYSICIANS

1. REVIEWING SUPERVISORY REQUESTS (P.1)
2. MODIFYING AN EXISTING RELATIONSHIP (P. 3)
3. TERMINATING AN EXISTING RELATIONSHIP (P. 5)

### Reviewing Pending Supervisory Requests

To review a pending supervisory request from a PA or APRN, visit <https://lars.tn.gov/datamart/login.do?jsessionid=8tQuBlyxgs-gfD6VqTAESzT+> and create a login using your username and password.

From the “Quick Start Menu” select “Manage Supervisory Requests” from the drop-down menu under “Additional Activities”.

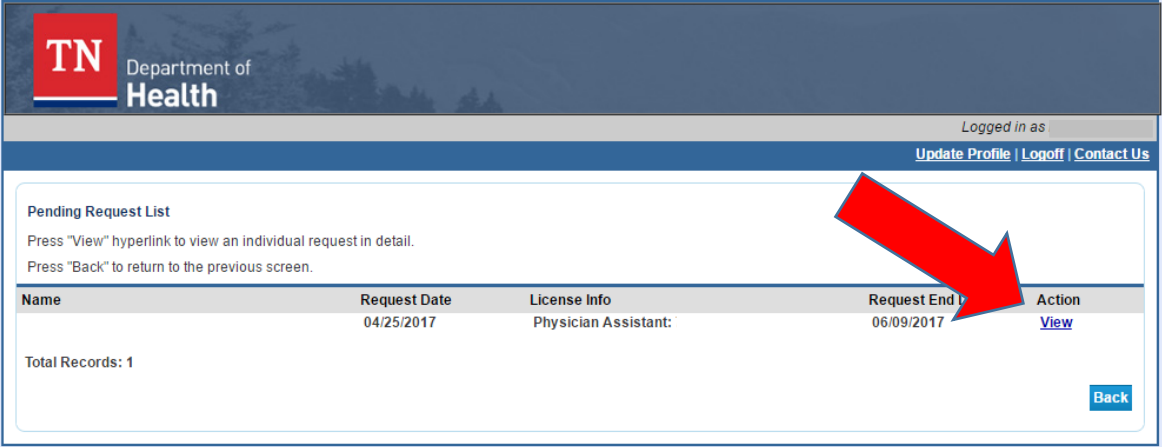


The screenshot displays a web application interface with a 'Quick Start Menu'. The menu is organized into sections:

- Start a New Application or Take an Exam**: Includes a dropdown for 'What are you applying for?' with options '<Select Board>' and '<Select Application>', and a 'Select' button.
- View Application Status**: Lists two 'Committee on Physician Assistants - PA Supervisory Request' items, both with 'Status: Open' and a 'Details' button.
- Additional Activities**: Lists three options: 'Add Licenses To Registration', 'Manage Supervisory Requests', and 'View Supervisory Requests', each with a 'Select' button.

A large red arrow points to the 'Manage Supervisory Requests' button in the 'Additional Activities' section. At the bottom of the page, the copyright notice reads: © 2017. TDH Version:2.11.3.828.

All pending supervisory requests will be listed for you on the screen below. Select "View" to review a particular request.



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**Pending Request List**  
Press "View" hyperlink to view an individual request in detail.  
Press "Back" to return to the previous screen.


Name	Request Date	License Info	Request End Date	Action
	04/25/2017	Physician Assistant:	06/09/2017	<a href="#">View</a>

Total Records: 1

[Back](#)

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The next screen will give you an overview of the supervisory request. To modify the drugs this supervisee will be authorized to prescribe pursuant to your delegation, select "Change". To approve the request as-is, select "Accept". To reject the request, select "Reject".



**Request Detail**  
Press "Change" to modify the drugs requested to prescribe.  
Press "Accept" to approve applicant's authorization to prescribe the drugs below.  
Press "Reject" to reject applicant's authorization to prescribe the drugs below.  
Press "Back" to return to the list.

Name:

Licensed - 10/31/2017

Requested Practice Addresses(es):

37690, Telford, TN

Drugs Requested to Prescribe:

Class: Analgesics

Controlled: Benzodiazepines Schedule II,III,IV,V

Date Requested: 04/25/2017

Request End Date: 06/09/2017

[Change](#) [Accept](#) [Reject](#) [Back](#)

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If you reject the request, you will be required to provide a reason for your rejection from the drop-down menu under "Reason for Rejection." The rejection will be viewable from the "Manage Supervisory Request" screen under "View Processed Requests."

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### Manage Supervisory Requests Menu

Select "View Pending Requests" to review supervisory requests that you have not yet approved. Supervisory requests are submitted by your supervisees and should accurately identify the scope of your relationship, including the prescribing authority you have delegated to that particular supervisee.

You may view supervisory requests you have already accepted or rejected by selecting "View Processed Requests".

Select "Back" to return to the Quick Start menu.

**Functions**

- [View Pending Requests](#)
- [View Processed Requests](#)

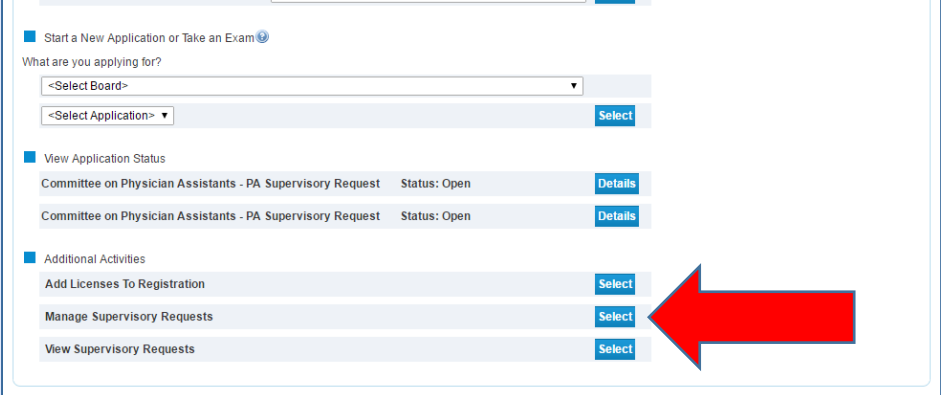
[Back](#)

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**IMPORTANT, PLEASE NOTE:** Supervisory relationships are not validated unless and until you, the supervising physician, validate the relationship. A notice of pending request will be sent to you and your supervisee fifteen days, thirty days and forty-five days after the initial request. Requests not validated within sixty days will expire.

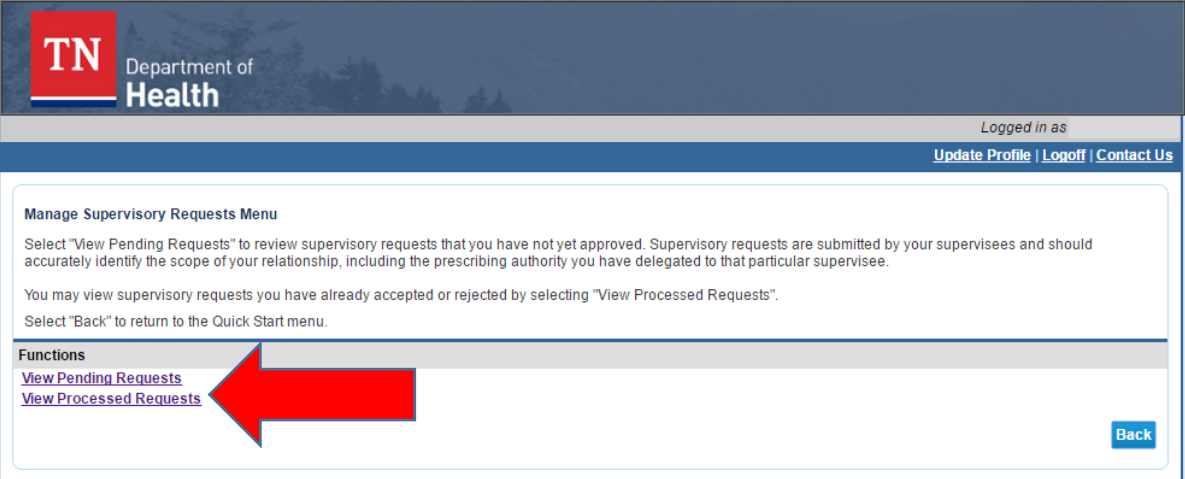
## Terminating an Existing Supervisory Relationship

1. To terminate an existing supervisory relationship, choose "Manage Supervisory Requests" from the "Additional Activities" menu.



The screenshot shows a web interface with a menu titled "Start a New Application or Take an Exam". Under the heading "What are you applying for?", there are two dropdown menus: "-Select Board-" and "-Select Application-", followed by a "Select" button. Below this is a section "View Application Status" with two rows of "Committee on Physician Assistants - PA Supervisory Request" entries, each with a "Status: Open" and a "Details" button. The "Additional Activities" section contains three items: "Add Licenses To Registration" (with a "Select" button), "Manage Supervisory Requests" (with a "Select" button), and "View Supervisory Requests" (with a "Select" button). A large red arrow points to the "Manage Supervisory Requests" button. At the bottom, there is a copyright notice: "© 2017. TDH Version:2.11.3.828".

2. Next, select "View Processed Requests".



The screenshot shows the "Manage Supervisory Requests Menu" in the TN Department of Health system. The header includes the TN logo and "Department of Health". On the right, it says "Logged in as" followed by "Update Profile | Logoff | Contact Us". The main content area contains instructions: "Select 'View Pending Requests' to review supervisory requests that you have not yet approved. Supervisory requests are submitted by your supervisees and should accurately identify the scope of your relationship, including the prescribing authority you have delegated to that particular supervisee. You may view supervisory requests you have already accepted or rejected by selecting 'View Processed Requests'. Select 'Back' to return to the Quick Start menu." Below this is a "Functions" section with two links: "View Pending Requests" and "View Processed Requests". A large red arrow points to the "View Processed Requests" link. A "Back" button is located in the bottom right corner. At the bottom, there is a copyright notice: "© 2017. TDH Version:2.11.3.828".

- The next screen (below) will provide a list of all supervisory requests have you previously considered. Select **"View"** next to the relationship you wish to terminate. You may only terminate relationships which were previously approved.

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**Processed Request List**

Below is a list of all supervisory requests you have previously considered. To review a summary of each request, select the request under the "Action" heading. You may filter your processed supervisory requests by "Expired", "Terminated", "Rejected" or "Approved" by checking the corresponding box.

Name	Request Date	License Info	Status	Status Date	Action
WILLIAM	04/25/2017	Physician Assistant:	Approved	04/25/2017	<a href="#">View</a>
WILLIAM	04/25/2017	Physician Assistant:	Rejected	04/25/2017	<a href="#">View</a>

Total Records: 2

Back

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- From the next screen, select "Terminate".

**Request Details**

Press "Terminate" to terminate an approved request.  
Press "Back" to return to the list.

Name: WILLIAM  
Physician Assistant - 787  
Licensed - 10/31/2017

Requested Practice Addresses(es):  
37690, Telford, TN

Drugs Requested to Prescribe:  
Class: Analgesics  
Controlled: Narcotics Schedule II,III,IV,V

Status: Approved  
Date Requested: 04/25/2017  
Approval Date: 04/25/2017

Terminate Back

- On the next screen you will be asked to specify your reason for termination.