



## Peer Review Committee Access to OARRS

**Updated 4/1/2019**

An Ohio-licensed prescriber or pharmacist who is a designated representative of a peer review committee, or the prescriber's or pharmacist's delegate, may now request the following information in OARRS relating to a prescriber who is subject to the committee's evaluation, supervision, or discipline:

- (1) A summary of the prescriber's prescribing record, as known as the [Prescriber Practice Report](#); or
- (2) A current or previous patient's OARRS report. (**NOTE:** Peer review committees **must** have documentation indicating a current or previous patient-prescriber relationship).

To assist peer review committee's in obtaining access to OARRS, the Board has developed the following frequently asked questions. Should you have any additional questions, please contact the Board by e-mail at [support@pharmacy.ohio.gov](mailto:support@pharmacy.ohio.gov).

To access a comprehensive Peer Review Guide, visit: [www.pharmacy.ohio.gov/PRGuide](http://www.pharmacy.ohio.gov/PRGuide)

### 1) How is a peer review committee defined?

For the purposes of accessing OARRS, a peer review committee includes either of the following:

- A peer review committee of an Ohio hospital; or
- A peer review committee of a nonprofit health care corporation that is a member of an Ohio hospital or of which an Ohio hospital or facility is a member.

## **2) How does a prescriber or pharmacist become a designated representative of a peer review committee?**

The prescriber or pharmacist must submit a request [form](#) that is signed by the physician who is responsible for the operation of the peer review committee. The form can be accessed [here](#). Once the form is received and processed, OARRS staff will add “peer reviewer” to the representative’s existing OARRS account. A designated representative will receive a confirmation email when the peer reviewer function is added to their account.

NOTE: All designated representatives and their delegates must have an existing OARRS account. If you do not have an account, you can register for one [here](#).

## **3) How many designated representatives can a peer review committee have at any one time?**

A peer review committee can have up to three prescribers or pharmacists, who are employed by the hospital, as designated representatives. If you need to change a designated representative, you must submit a new [request form](#) along with a letter signed by the physician who is responsible for the operation of the peer review committee authorizing the removal of the person who no longer serves as a designated representative. The letter and completed form must be submitted to the Board by email ([support@pharmacy.ohio.gov](mailto:support@pharmacy.ohio.gov)) or by fax (614-644-8556).

## **4) How does a designated representative add a delegate?**

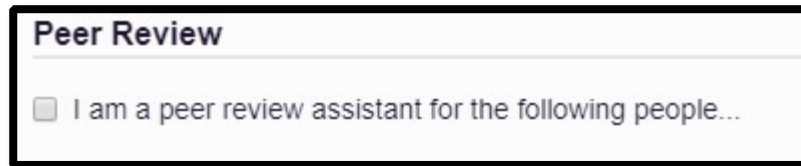
Adding delegates, known as “peer review assistants,” is done within the OARRS system. To add a peer review assistant, follow these steps:

1. To become a peer review assistant, you must have an active OARRS account with one of the following roles:
  - Prescriber Delegate – Licensed
  - Prescriber Delegate – Unlicensed
  - Pharmacist Delegate – Licensed
2. Login to your [OARRS account](#)

3. Navigate to “My Profile” in the User Profile menu



4. Check the box for: I am a peer review assistant for the following people...

A white rectangular box with a black border. At the top, it says "Peer Review". Below that is a checkbox followed by the text "I am a peer review assistant for the following people...".

5. Enter the e-mail address associated with your peer reviewer’s OARRS account and click “Add”

A white rectangular form with a black border. On the left, the word "Email" is above a text input field. On the right, there is a red button with the word "Add" in white.

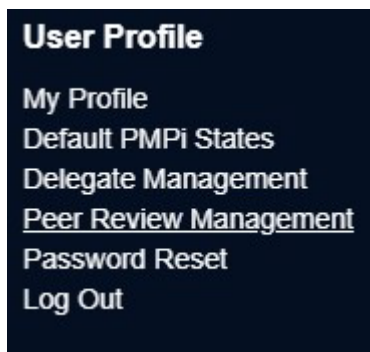
**NOTE: Your peer reviewer must already have an account and must already be designated as a peer reviewer.**

6. When a user registers as a peer review assistant, the peer reviewer will receive an email notification that an assistant account is pending approval. The peer reviewer must login to their OARRS account to approve a peer review assistant (see next FAQ). **A user will not be able to perform requests on behalf of a peer reviewer until that reviewer has approved the user as a peer review assistant in the system.**

## 5) How do I approve a delegate (peer review assistant)?

To approve a delegate also known as a “peer review assistant” in the system, follow these steps:

1. Log into your OARRS Account
2. Navigate to Peer Review Management in the User Profile menu



3. Find your “pending” peer review assistant and click on their name

4. Click the “Approve” button

A rectangular red button with the word 'Approve' in white text.

## 6) How many delegates may a designated representative have at any one time?

A designated representative of a peer review committee may have as many delegates as they are comfortable supervising in the appropriate use of OARRS. NOTE: As with OARRS delegates, peer reviewers in OARRS will have to approve all delegate (peer review assistant) requests. For more information, visit: [www.pharmacy.ohio.gov/PRGuide](http://www.pharmacy.ohio.gov/PRGuide)

## 7) How do I request information in OARRS for use by the peer review committee?

**For a current or previous patient’s OARRS report:** Information on requesting patient reports can be found in the Peer Review Guide, which can be [accessed here](#).

**For a summary of the prescriber's prescribing record:**

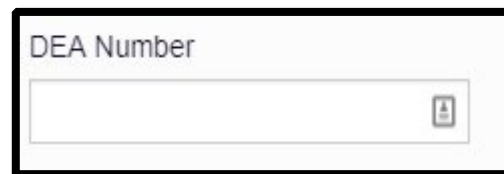
1. Login to your [OARRS account](#)



2. Select "New Reports" from the Insight Menu

A white rectangular box with a black border. Inside, the text "Report Name" is at the top. Below it, "Prescriber Activity Request" is displayed in a reddish-brown color, indicating it is the selected option.

3. Click Prescriber Activity Request

A white rectangular box with a black border. Inside, the text "DEA Number" is at the top. Below it is a white input field with a small icon of a document with a magnifying glass on the right side.

4. Enter the prescriber's DEA number

A dark red rectangular button with the text "Run Prescriber Activity" in white.

5. Click the "Run Prescriber Activity" button

**IMPORTANT:** Prescriber Activity Reports take several minutes to run. Please be patient.

6. See the status of your report by selecting Reports History from the Insight menu



7. A report that is not yet completed will have an “In\_progress” status

Status
In_progress

8. Once the report is ready, the status will show as “Ready”

Ready
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9. To view a report that is ready, click “Prescriber Activity Request” for the associated request

Report Type
Prescriber Activity Request