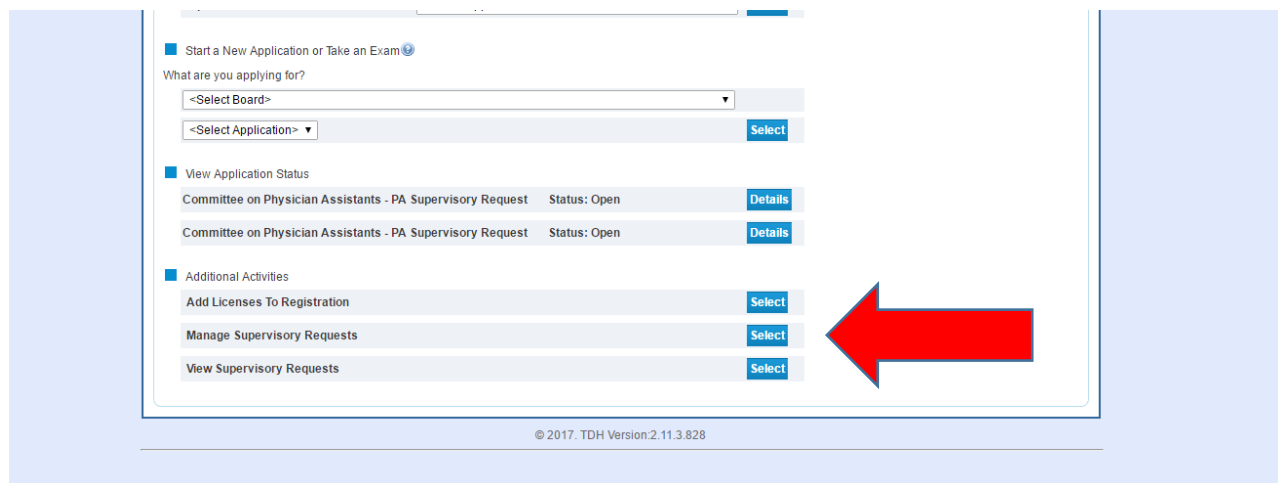## INSTRUCTIONS TO SUPERVISING PHYSICIANS

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-
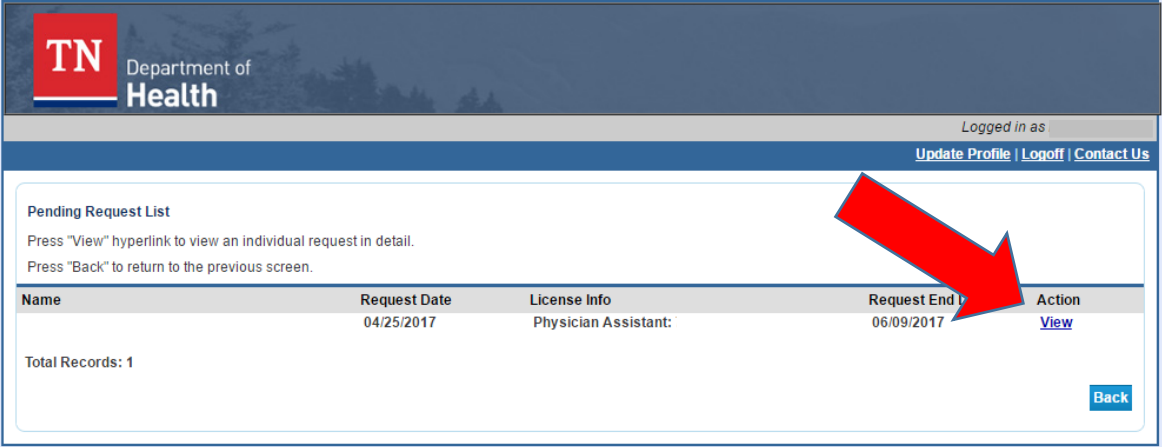down menu under "Additional Activities".

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

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".

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 viewable from the "Manage Supervisory Request" screen under "View Processed Requests."
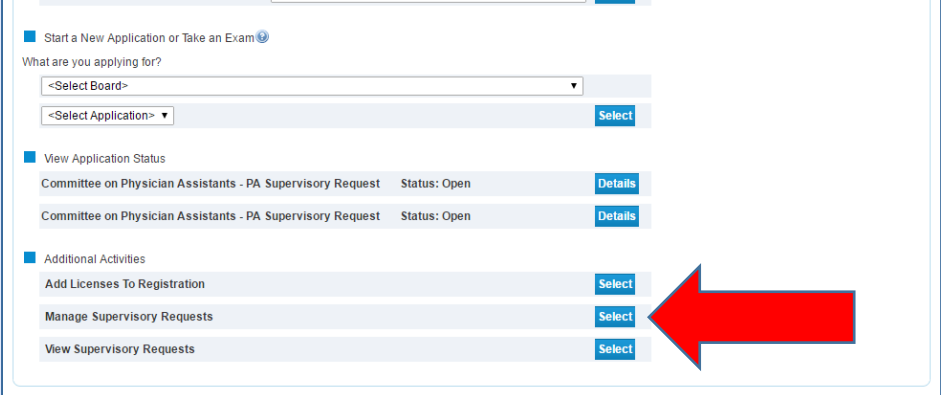

IMPORTANT, PLEASE NOTE: Supervisory relationship are not validated unless and until you, the supervising physician, validate the relationship. A notice of pending request will be sent to you and your supervisee fifteen days, thirty days and forty-five days after the initial request. Requests not validated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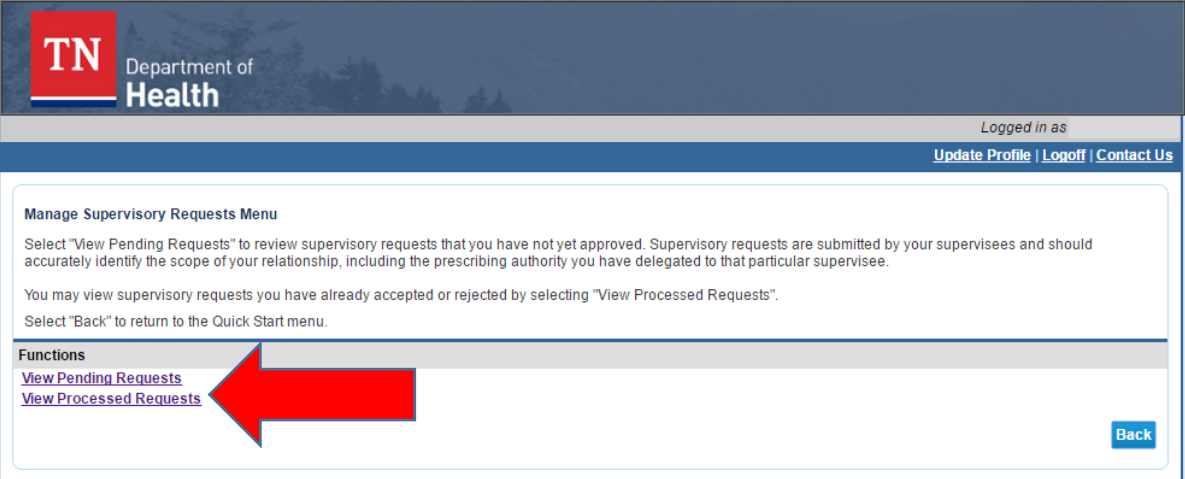
Terminating an Existing Supervisory Relationship

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

2. Next, select "View Processed Requests".

3. 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.

4. From the next screen, select "Terminate".

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