

Department Of Public Health
Drug Control Program-Medication Administration Program
Waiver Request Form
Use of an eMAR or EHR at a Registered MAP Site

The Service Provider for the DPH MAP Registered site must provide the DPH Drug Control Program with sufficient written documentation to support its request for a waiver. Attach additional documents if pertinent.

MAP Service Provider:		Date:	
DPH MAP Registered Site Address (number and street, town, zip code):		MAP MCSR #:	
		Agency Affiliation (check one)	DCF_____ DDS_____ DMH_____ MRC_____

MAP Policy/Policies for which waiver is requested:	Multiple policies throughout the MAP Policy Manual regarding record keeping.
A. Explain and document the undue burden experienced at the DPH MAP Registered site due to use of the forms required by the MAP Policy Manual in addition to keeping records in an eMAR or EHR System, and how use of only an eMAR or EHR System would alleviate that undue hardship.	
C. Explain and document the compensating features the DPH MAP Registered site will put into place if this waiver is granted:	DPH MAP Registered site will instead comply with the requirements set out in Attachment A to this Waiver Application, entitled <i>Alternative Requirements for Utilization of eMAR at a MAP Site.</i>

Service Provider Contact Information		
Name & Title	Email	Telephone:
Street Address, Rm, Suite, etc.	City, State	Zip Code
Signature		Date

Waiver requests, including copies of all supporting documentation, should be submitted via email to:

MAP.DCP@mass.gov

Attachment A

Alternative Requirements for Utilization of eMAR at a MAP Site

- The eMAR system which the MAP Service Provider intends to use must substantially meet the requirements set out in the DCP MAP Technical Specification provided with this waiver. For the purposes of this waiver, “substantially” means that the oversight information required by the MAP Policy Manual must be available upon request, even if it is not presented in the precise format required by the MAP Policy Manual.
- The MAP Service Provider must train their staff on how to use the substantially compliant eMAR software. Documentation regarding which staff have been trained must be kept at the MAP site, and must be made available to any government inspector/investigator upon request.
- If a representative of the Drug Control Program, or any agency participating in MAP which licenses, funds or operates the MAP site, requests access to records located in the eMAR system, the MAP service provider must provide such agency representative with a person knowledgeable regarding the system to assist them in accessing the required records.