ILLINOIS DEPARTMENT OF PUBLIC HEALTH
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Information Bulletin: Opioid Alternative Pilot Program
Creating a Physician Certification
https://icts.illinois.gov

Creating a Physician Certification

To Create a Physician Certification for a qualifying patient:

1. Sign In to ICTS.
2. In the Certification section, click the Physician's record.

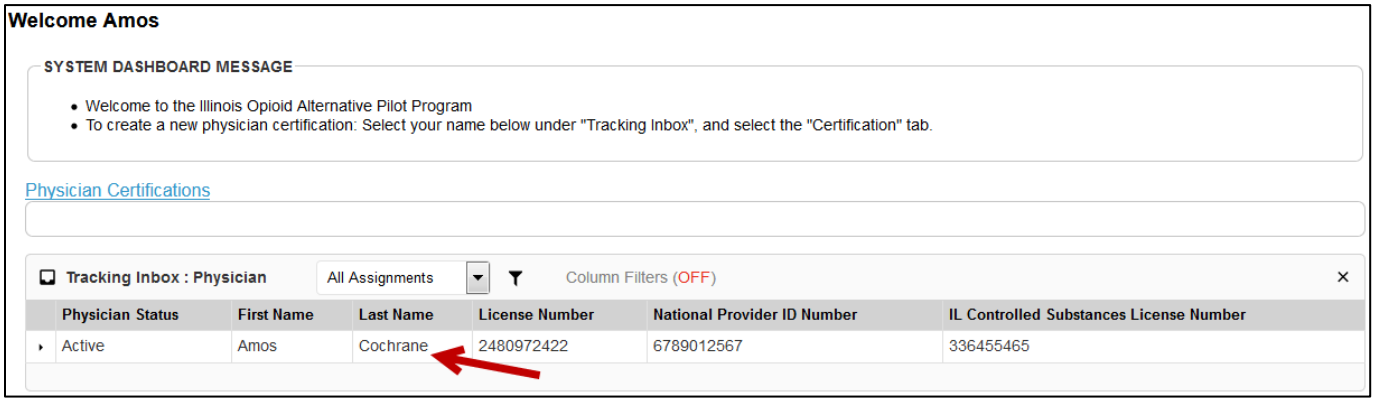


Figure 3-1 Physician's record

3. Hover *over the Certification tab and click New Certification.*

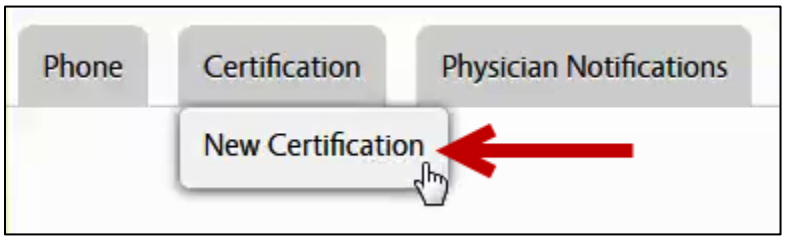


Figure 3-2 New Certification tab

4. The New Certification page appears.

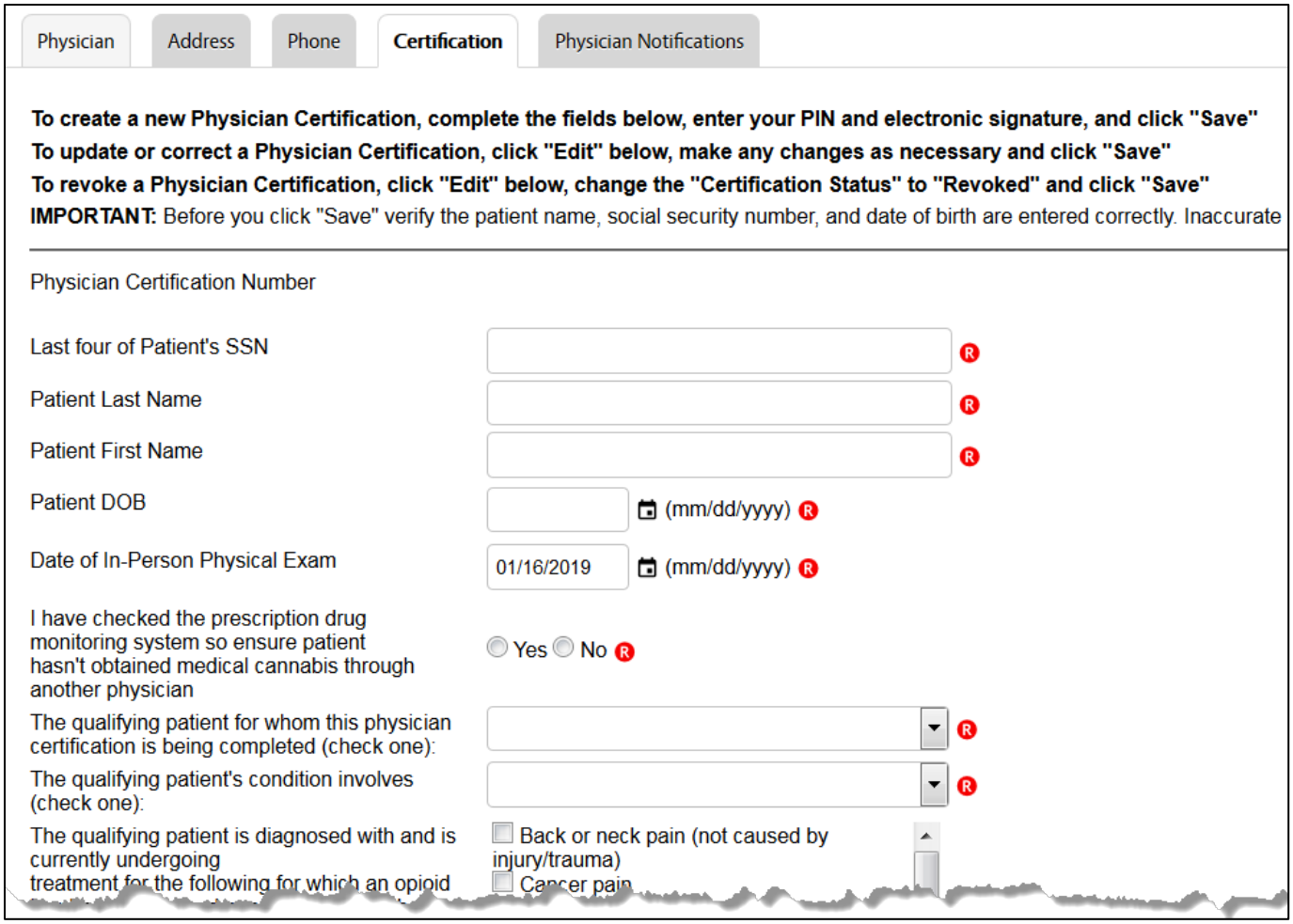


Figure 3-3 Certification page

5. Read the instructions at the top of the page.

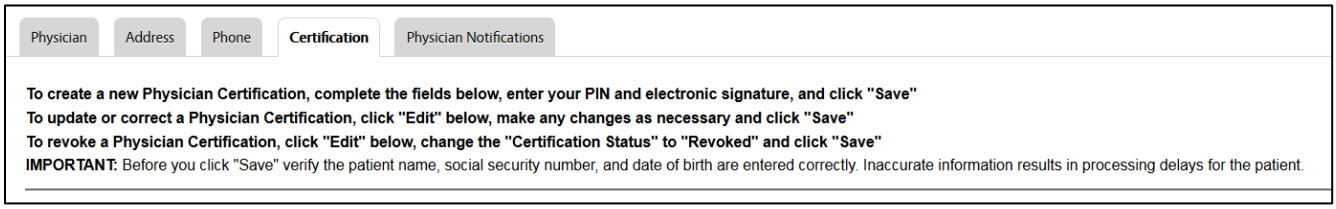


Figure 3-4 Instructions

6. Physicians should have the Patient SSN, Patient Last Name, Patient First Name, and the Date of Birth available so that they can enter the correct information.

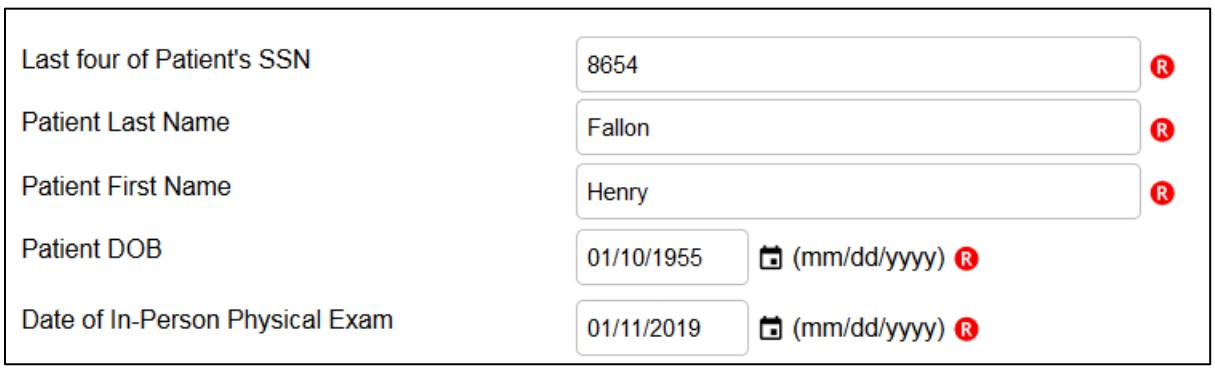


Figure 3-5 Physician fields

7. Be sure to complete the Monitoring System field.

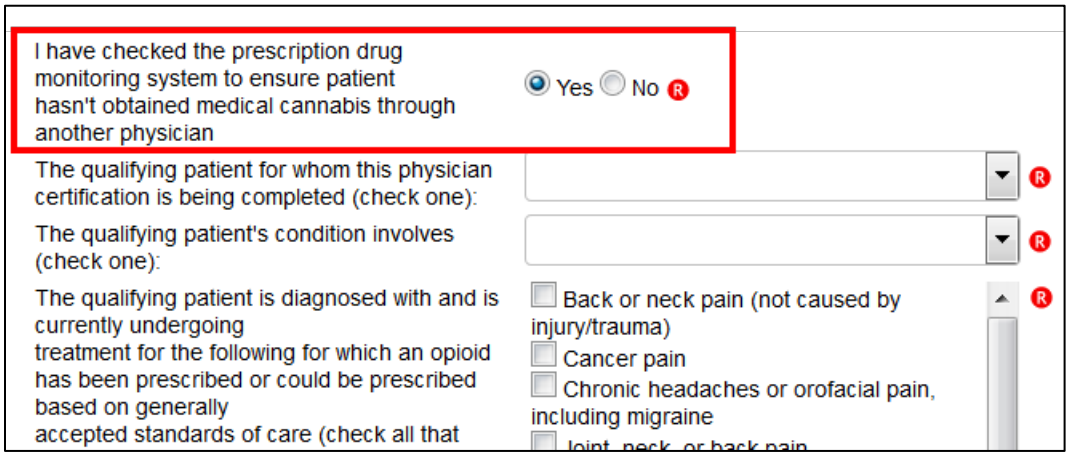


Figure 3-6 Monitoring System field

8. Complete the two Qualifying dropdown fields.

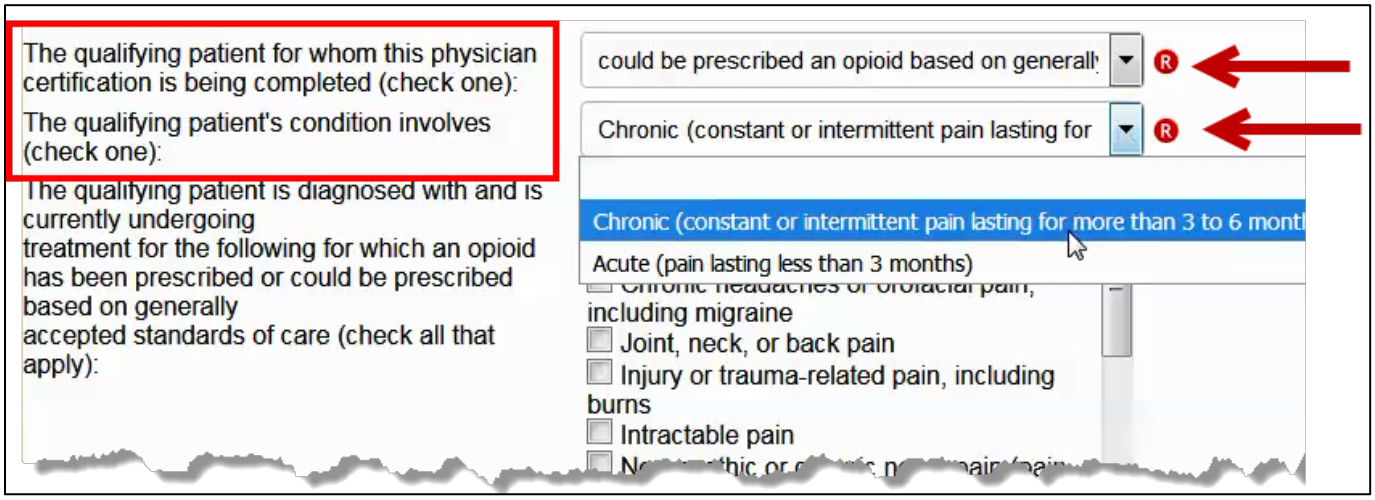


Figure 3-7 Qualifying dropdown fields

9. Physicians may select multiple “Diagnosis” values.

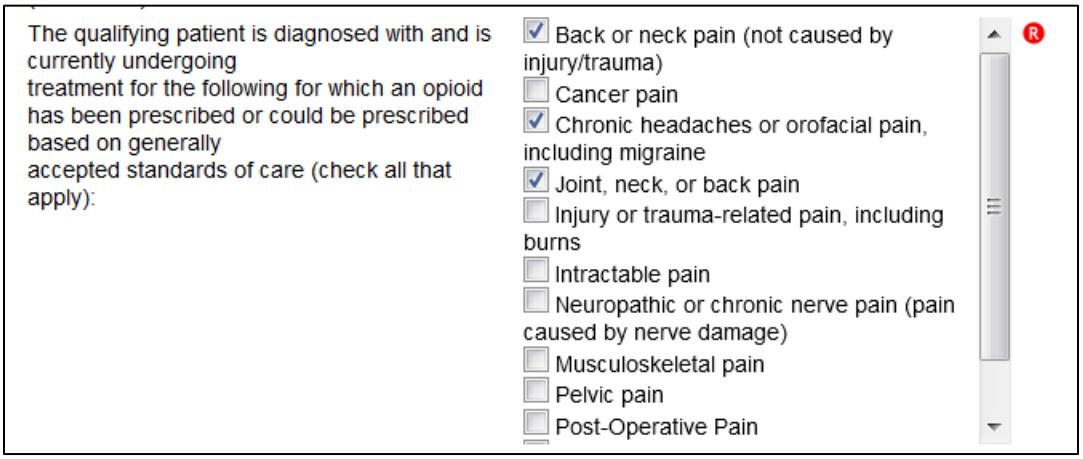
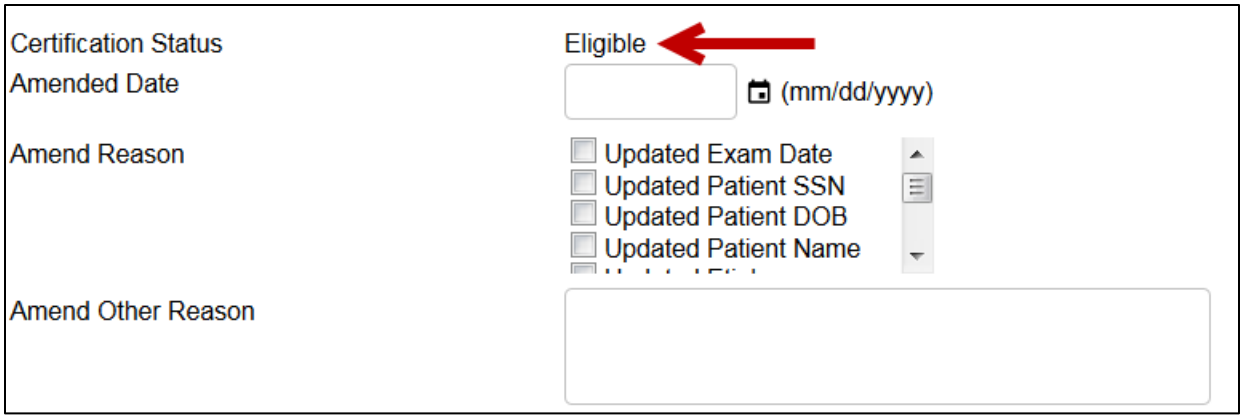


Figure 3-8 Medical Condition checkboxes

10. The Certification Status should be auto-populated with *Eligible*.



11. Enter the Physician PIN.

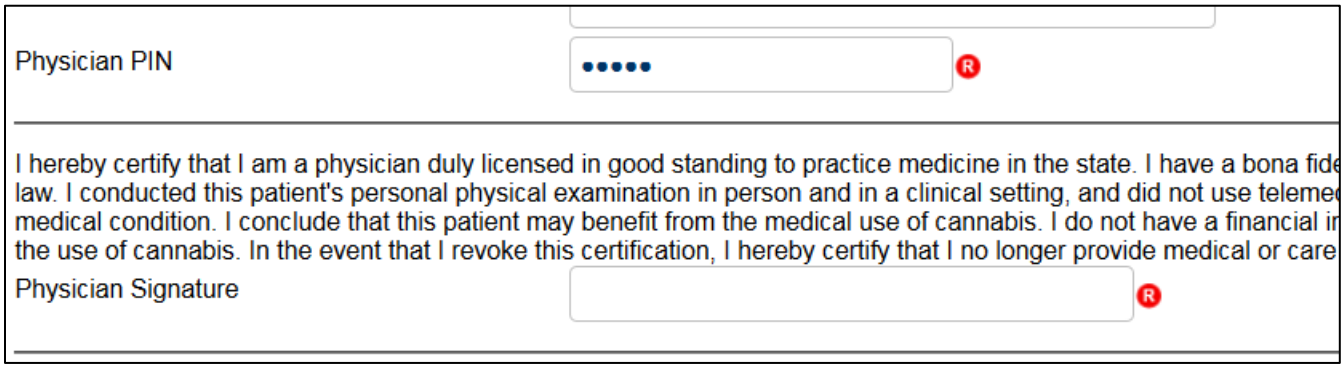


Figure 3-9 Physician PIN

12. Read the following text and enter your full name.

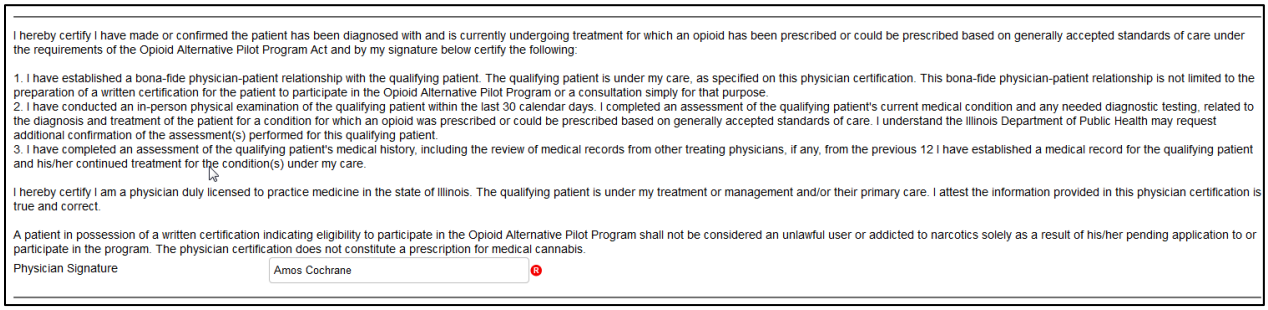


Figure 3-10 Signature field

13. Click Save. The Certification List appears where Physicians can gain access to Patient Certification records.

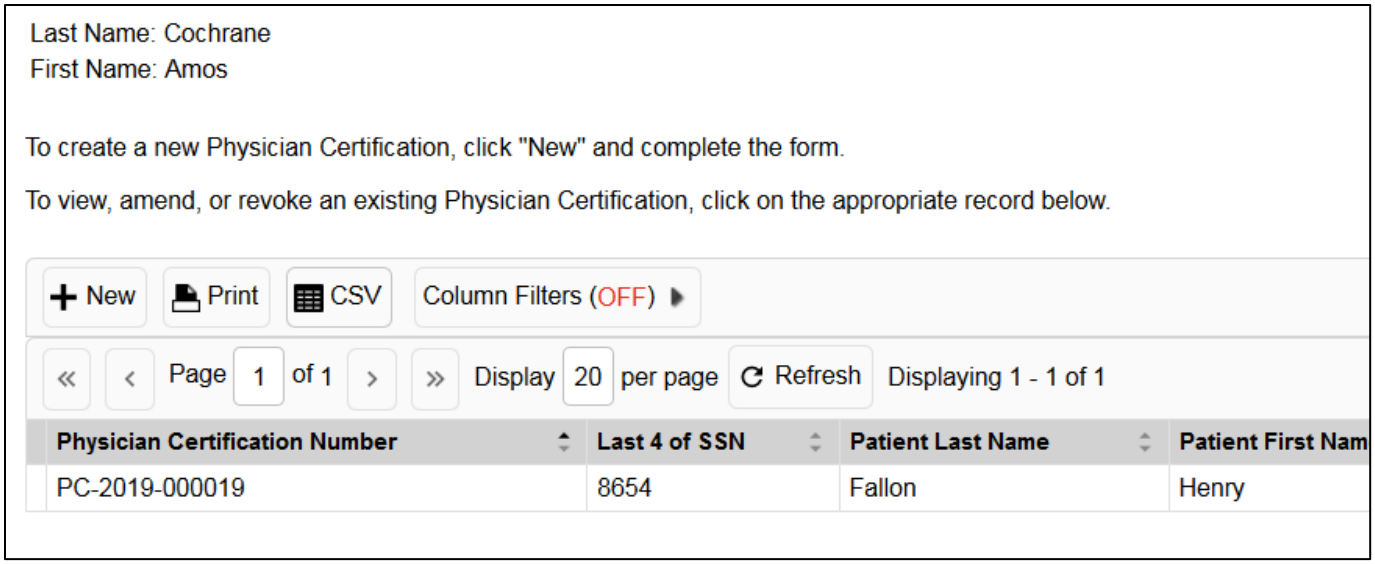


Figure 3-11 Physician Certification and Patient Listing

Note: Physician Certifications will be automatically set to Expired after 90 days if the Certification is not used for a Patient Registration application. In that situation, no manual action is required.