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](image)

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

![Figure 3-2 New Certification tab](image)

4. The New Certification page appears.
5. Read the instructions at the top of the page.

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.
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.

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

13. Click Save. The Certification List appears where Physicians can gain access to Patient Certification records.
To create a new Physician Certification, click "New" and complete the form.

To view, amend, or revoke an existing Physician Certification, click on the appropriate record below.

![Table of Physician Certifications]

**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.