



To: RN Trainers, Certified DD Personnel, and Providers

From: Janet Winterstein, RN *JRW*

Re: MA Certification and Personal e-mail addresses

Date: 01/14/2014

When creating the new MAIS enhanced system for registry of DODD issued Medication Administration Certifications, one of the improvements was the addition of e-mail capabilities for rapid, functional and automated communications with the certified DD Personnel and RNs. E-mail has become a commonly accepted and cost efficient way of communicating with people. By having personal e-mail addresses in MAIS, DODD is able to communicate directly with the certificate holders to provide certificates, updates, reminders for renewal and other important information. However, some providers have told us that they have employees who don't have their own email addresses and have little interest in getting one.

To address the issue of individual personnel who cannot personally access e-mail the RN Trainer may use an employment based e-mail address for the purposes of DD Personnel Medication Administration Certifications.

- This is only an option for personnel who are employed by an agency provider and who do not have a personal e-mail address; Independent Providers must provide a reliable personal e-dress.
- If an employment based e-mail is supplied it must be a monitored In-box and all messages received regarding certified personnel (including certificates and e-mail messages) must be delivered by the employer to the personnel certified for Medication Administration.
- DD Personnel may provide a non-work affiliated e-mail address to the RN Trainer for MAIS registry that is not exclusively their own e-dress, provided that the e-dress Inbox will be reliably monitored, and will result in the certificates and/or message being delivered to the MA Certified Personnel.

Anyone wishing to confirm certification status should access the most current information on the DODD Home Page MA Certification Verification in the Health and Safety menu.