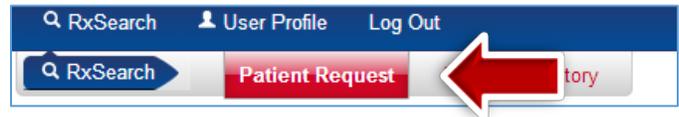


North Dakota Quick User Guide – Making a Request in PMP AWARxE

1. Go to the PMP AWARxE login page (<https://northdakota.pmpaware.net>) and enter your username (email address) and password, then click **Login**. (If a password reset is needed, use the **"I Forgot My Password"** link.)

2. Once you're logged in, select the **RxSearch** tab, then choose **Patient Request**.



3. Enter search criteria. At a minimum, you must provide:

- **Full first name**
- **Full last name**
- **Date of birth** (must be in MM/DD/YYYY format)
- *To improve the likelihood of finding a specific patient, provide as many details as possible, such as the address, city, state, and ZIP code. Also, try searching for aliases/alternate spellings ("John", "Jon", "J.R.", etc.)*

The time period for the search may be specified in the **Prescription Fill Dates** section.

A screenshot of the 'Patient Request' form in the PMP AWARxE system. The form is divided into three main sections: 'Patient Info', 'Patient Location', and 'PMP Interconnect Search'. The 'Patient Info' section includes fields for First Name (John), Last Name (Doe), DOB (01/01/1980), Phone Number, Social Security Number, and Drivers License Number. The 'Patient Location' section includes fields for City, State (a dropdown menu), and Zip Code. The 'PMP Interconnect Search' section includes a list of states with checkboxes: Arizona, Kansas, Michigan, New Mexico, and North Dakota. Below this is the 'Prescription Fill Dates' section with 'From' (11/13/2012) and 'To' (11/13/2013) fields. A large red arrow points down from the top of the form.

4. The **PMP Interconnect**

Search section allows you to search other participating state databases for the patient's records. Select all that apply. Your originating state won't show in the list and is automatically checked every time you perform a search.

- To improve the likelihood of finding a specific patient, limit your search criteria to only the required fields: **Full first name, Full last name, and Date of Birth** (must be in MM/DD/YYYY format). **Note:** *This approach is different than the in-state only search. As a best practice, include more criteria when searching in-state only and enter only the required fields when searching multiple states.*

5. When you are finished entering search criteria, click **Search** at the bottom of the screen to submit your request.

6. Matching patient history will now display. If **multiple patients** are identified, you will be presented with the option to **refine your search** by providing more detail or you can select a **single, multiple, or all returned patient groups** to include in your patient Rx request results.

7. After the patient groups have been selected, click on **"Run Report"**, the patient Rx results will be displayed.

8. You may print out the form by clicking on the PDF button or convert the form to a CSV (Microsoft Excel) file. You may retrieve your searches and the search results of any delegates by clicking on the Requests History located next to the Patient Request tab.