## Quick Reference Guide – Making a Request in PMP AWAR<sub>x</sub>E

- **1.** Go to the PMP AWAR<sub>x</sub>E login page (<u>https://northdakota.pmpaware.net/login</u>). *If a password reset is needed, use the "Reset 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:
- First name (full or partial\*)
- Last name (full or partial\*)
- Date of birth (must be in MM/DD/YYYY format)
- Prescription fill dates (must be in MM/DD/YYYY format)
- **4.** Click *Search* at the bottom of the screen to submit your request.
- 5. Matching patient history will now display. If *multiple patients* are identified, you will be presented with the option to *refine your search* by providing additional search information or you can select a *single, multiple, or all returned patient groups* to include in your patient prescription request results.
- **6.** Click on "**Run Report**", the patient prescription results will be displayed.
- 7. Print 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** tab.

## Search Tips:

 \*Partial Spelling: Using Partial Spelling can be helpful for hyphenated or commonly abbreviated names (Will vs. William). At a minimum, enter the first three characters of the patient's first and/or last name.

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Patient Request				Patient F Can't view the fille? Get Add	Rx Request Tutorial be Acrobat Reader
Patient Info				* Indicate	s Required Field
First Name*	Last Name*				
Partial Spelling	Partial Spelling				
Date of Birth*					
Phone Number					
Prescription Fill Dates Prescription dates have to within	the last 3 years.				
From* To*					
06/27/2016 0	6/27/2017				
City S	Select State	ζip			
PMP Interconnect Search To search in other states as well		nt information, select	the states you wis	h to include in vour search.	
Select All	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		,,	,,	
A Alabama Alas	ka Arizona				
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M Maine Man		Michigan	Minnesota	Mississippi	
N Nevraska Nevr		New Jersey	New Mexico	New York	
Search					

- *Prescription Fill Dates* The maximum time period for your search is 60 months.
- **PMP Interconnect Search** allows you to search other participating state databases for the patient's records.
  - To improve the likelihood of finding a specific patient:
- For out-of-state searches Limit your search criteria to only the required fields.
- For in-state searches In addition to the required fields, include additional details such as ZIP code.