State of North Dakota
Douglas J. Burgum, Governor

ND BOARD OF PHARMACY
PRESCRIPTION DRUG MONITORING PROGRAM
1838 Interstate Ave. Ste.D, Bismarck 58503
Telephone: (701) 877-2410
Fax: (701) 877-2405
pdmp@ndboard.pharmacy
www.nodakpharmacy.com

Mark Hardy, PharmD
Executive Director

Kathy R. Zahn
PDMP Program Administrator

Dear Pharmacist-In-Charge:

NDAC: Section 61-12-01-02
All dispensers of Schedule II-V controlled substance and designated drugs of concern, to outpatients (take-home medication) are required to collect and report their dispensation information **daily** (during regular business days).

If you **do not dispense** controlled substances to ND residents, follow the instructions on the waiver form at https://www.nodakpharmacy.com/pdfs/waiverPDMP.pdf. Your waiver from reporting or reporting daily, if approved, will remain valid until we change the controlled substances or drugs of concern monitored or your information submitted changes.

If you **do dispense** controlled substances or would like to get setup to report controlled substances in the future, you can follow the instructions from the Data Submission Specifications located at https://www.nodakpharmacy.com/pdfs/AWARxEmanual.pdf. This document will serve as a training guide and support manual for reporting to ND.

Reporting also consists of "zero reports" on days that you do not have a controlled substance to dispense and are also required daily.

We will need to know what days of the week you're operational and any closure dates due to holidays, example: M-F and exclude all state holidays or M-Sa exclude Christmas. This information is used to monitor the pharmacy's compliance with reporting. Please send an email to pdmp@ndboard.pharmacy with your permit number or DEA number and days of operation now.

Best Regards,

Kathy R. Zahn, RPhT, CPhT
Program Admin

Attached: Reporting Requirements Letter from Mark Hardy, Executive Director

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Dear Pharmacies and Software Vendors: Updated: 1/17/2024

We are conveying reporting recommendations approved either by the PDMP Committee at the National Association of State Controlled Substance Authority or by the North Dakota (ND) Board of Pharmacy, Prescription Drug Monitoring Program (PDMP). If changes occur, these changes will be communicated to all reporting parties and published on the ND PDMP website well in advance of the adoption of new reporting practices. These guidelines aim to ensure data accuracy and uniform reporting practices across state borders, enhancing the PDMP users' ability to locate a patient, regardless of their in-state or out-of-state status, during a search. Please share these recommendations with all parties involved in data entry and dissemination processes.

ND PDMP Data Entry Reporting Requirements:

1. Prescriptions containing required reporting field **errors must be corrected** in the PDMP as soon as possible or within 24 hours of receiving the error. This can be done by uploading a correction file to www.PMPClearinghouse.net or manually editing the prescription in PMP AWARxE at https://northdakota.pmpaware.net/login.

2. Pharmacies and their vendors must have an understanding and **process in place** for the following:
    - The Pharmacy must receive information regarding prescriptions which contain **invalid** or **missing** data fields that reject or load with **errors** on a regular reporting day.
    - How to **Revise** the erroneous record(s) in their computer system.
    - And report **revisions**, **voids**, and **new prescriptions** to the state PDMP, as indicated.

3. Pharmacies must **not insert comments** or middle names/initials in the patient's first name, last name, or address fields. This superfluous information may be carried over into the patient's profile in the PDMP impacting the end user's ability to locate the patient record as well as impact interstate sharing and data consolidation.

4. When reporting to PDMPs, the state address field should be populated following the **jurisdictions** listed in Appendix A in ASAP Version 4.2A, especially for international patients, unless otherwise defined by the state. For international patients, the zip code address field should be populated with zeros. If the state address is not listed in Appendix A, then 99-Other should be utilized, page 74 of the Data Submission Guide for Dispensers. https://www.nodakpharmacy.com/pdfs/AWARxEmanual.pdf

5. Report all **zip codes** in a 5 or 9 digit format and do not include a dash when reporting to state PDMPs. Following this format will prevent errors in the file. *Populate with zeros if the patient address is outside the U.S.* The state address field has been sized to handle international patients not residing in the U.S.

6. **Verify both the prescriber's DEA number and name** on the prescription when processing controlled substance prescriptions. This ensures correct prescriber information displays on the PDMP report. You can verify a ND providers DEA number with the ND PDMP by calling 701-877-2410.

7. Regarding **compounds**, only controlled substance and drugs of concern ingredients should be reported to the state PDMP unless further specified by the state. Only the quantity of the controlled substance ingredient utilized in the compound should be reported to the state PDMP. [DSP07]

8. When reporting the **quantity prescribed/dispensed** and drug dosage unit code, the unit of measure and quantity should be consistent with the formulation of the product. "Milliliters" should be utilized when the product is measured by volume. "Grams" should be utilized when the product is measured by weight. "Each" should be utilized for indivisible packages, solid dosage units, or when weight and volume measurement are not applicable. Dispensers are encouraged to review NCPDP's Billing Unit Standard or examples outlined in ASAP Standards. https://standards.ncpdp.org/Access-to-Standards.aspx [DSP11]

9. When providing a **partial fill** of a medication, the partial fill indicator must be utilized when reporting to the state PDMP. This should not be confused with the Refills Authorized or Refill Number fields. [DSP13]

10. For **veterinary prescriptions**, a separate patient account/profile is created within the pharmacy software containing pet owner's/handler's name in the First Name (PAT08), Last Name (PAT07), and Owner/Handler's Date of Birth (PAT18) fields. Under the Species Code (PAT20) enter/select "Veterinary Patient" and under Name of Animal (PAT23) you can enter the pet's name (ex. Fido or Fifi). Remember to use the owner's/handler's date of birth in the Date of Birth (PAT18) field, not the animals.

11. Dispensers are required to maintain **current contact information**, including email address, in the data submitter or uploader's account. https://pmpclearinghouse.net

12. Dispensers are reminded of the two-digit entry limit when **reporting the refill number** (DSP04) or number of refills authorized to the PDMP. The two-digit entry limit conforms with both ASAP and NCPDP's format. If there are refills, entering 00 (zero) is incorrect and will show -1 (negative one), -2 (negative two), and so on when submitting refills for the same prescription.

13. Unless further required or defined by the state, dispensers are **encouraged to utilize point of sale reporting** to state PDMPs. Software permitting, dispensers should report the date on which the prescription was sold or picked up/delivered to the patient. States should, at a minimum, make the "Date Sold" field (DSP17) a "situational" field and display it to end users of the data with a disclaimer that the field may or may not contain data pending the dispenser's ability to report at point of sale.

14. Controlled Substance **transfers of stock**, or sales to other DEA registrants, should not be reported to the PDMP database or assigned a prescription number. Instead, create an invoice for the sales of stock, adjust your inventory, and fill out the proper DEA forms (222), when applicable, documenting the transfer.

15. If you send a prescription **across state borders**, it's likely required by law that you report those prescriptions to that state's PDMP program. You will have to set up your system to comply with their reporting requirements

which could vary from North Dakota's. Any controlled substance reported to another state is likely to show up twice in the system if you also report it to North Dakota. Please only report it to the state you are dispensing that product into to reduce the chances of the patient not receiving substances that they need because it appeared twice on a provider's search.

Thank you for your adoption of these recommendations. For further questions, you can locate a list of the ASAP Specifications at https://www.nodakpharmacy.com/pdfs/AWARxEmanual.pdf on page 53 of the Data Submission Dispenser Guide. You may also refer staff to a copy of this available on the ND PDMP website at https://www.nodakpharmacy.com/PDMP-index.asp, labeled "Reporting Recommendations Letter".

If you, your staff, or vendors have questions on the reporting recommendations, please send an email with your contact information and question to Kathy Zahn at pdmp@ndboard.pharmacy.

Regards,

Mark Hardy, PharmD, Executive Director