Quick Reference Guide – Making a Request in PMP AWAR$_x$E

1. Go to the PMP AWAR$_x$E login page https://oklahoma.pmpaware.net and enter your username (email address) and password, then click **Login**. *(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*** (<u>must</u> be in MM/DD/YYYY format)
- **Partial Spelling: Using Partial Spelling can be helpful for names that are often abbreviated (Will vs. William) or on hyphenated last names. At minimum enter the first three characters of the patient's first and/or last name.*
- *To improve the likelihood of finding a specific patient, provide as many details as possible, such as the address, city, state, and ZIP code.*

The time period for the search may be specified in the ***Prescription Fill Dates*** section. The maximum time period for your search is 24 months.

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*** (<u>must</u> 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 additional search information 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.

THE PRESCRIPTION MONITORING PROGRAM SUPPORT LINE CAN BE REACHED AT 1-855-965-4767

IF YOU HAVE NON-TECHNICAL QUESTIONS REGARDING THE PMP, PLEASE CALL 1-877-627-2674