Instructions to Access & Use the Pennsylvania PDMP System for the PANC POSSE Program

Developed by and for the Pennsylvania NQSIP Consortium; July 31, 2019
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For SCR’s: How to Access the PDMP

Step 1:

To gain access to the Pennsylvania PDMP, go to website: https://pennsylvania.pmpaware.net/login
Step 2:

Click on “Create an Account”
Step 3:
Create an account by adding your email and creating a password, then click “continue”.
Step 4:

Select your User Roles – Click “Healthcare Professional”, select “Prescriber Delegate – Licensed” if you are a Licensed registered nurse or “Prescriber Delegate – Unlicensed” if you do not have a professional license. Click “Save and Continue”.

![Image of the registration process with options selected for Healthcare Professional and Prescriber Delegate roles.]
Step 5:

Fill in the required information with the red asterisks. If you are licensed, you will need your license number.
Step 6:

Scroll down the same page and fill out the required employer information with the red asterisks. At the bottom left under “Delegate”, type in your Surgeon Champion’s email as the “Selected Supervisor” and click “Add”. Then click “Submit your Registration”.

[Image of a form with circled sections for employer information and delegate selection.]
Step 7:

You will receive an email to “verify your email”.

Click on the “verify your email” link.

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**WARNING:** External Email - This email originated outside of Jefferson. **DO NOT CLICK** links or attachments unless you recognize the sender and are expecting the email.

Thank you for beginning your registration with Pennsylvania PDMP System. We have established your account with the following username and role:

Username: christine.schleider@jefferson.edu
Your Role(s): Prescriber Delegate - Licensed

Please verify your email

The link contained within the email is only valid for 20 minutes. In the event the time has expired, clicking the link will result in a new email verification notification being sent to the user. The user must click on the link in the new email to verify their email address.

The user is taken to a screen displaying a message that their email address has been validated.
For Surgeon Champion’s: How to Approve a Delegate Account

Step 1:
Sign in to the Pennsylvania PDMP, go to website: https://pennsylvania.pmpaware.net/login

To Provide Access to Your Delegates

1) Enter your username (email ID) and password.
2) Log in to PMP AWARxE.
Step 2:

**My Dashboard**

### Recent Requests

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>DOB</th>
<th>Request Date</th>
<th>Delegate</th>
</tr>
</thead>
<tbody>
<tr>
<td>albert Dante</td>
<td>03/27/1947</td>
<td>06/22/2016 11:37 PM</td>
<td>UATLicDelgate RUNKBA</td>
</tr>
</tbody>
</table>

### Delegates

<table>
<thead>
<tr>
<th>Delegate Name</th>
<th>Status</th>
<th>Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW Test Delegate</td>
<td>pending</td>
<td>08/04/2016</td>
</tr>
<tr>
<td>UATLicDelgate RUNKBA</td>
<td>approved</td>
<td>05/22/2016</td>
</tr>
</tbody>
</table>

---

**Important Tips!**

1) As a supervisor, you should always remember to ask your delegates to review terms and conditions before approving them as your delegates.

2) It is your responsibility as a supervisor to monitor and audit your delegates' patient search activities and check for any suspicious behavior.

3) Your delegates can ease your workflow by searching your patients' prescription dispensation histories in advance.
Step 3:

Approve your delegate’s account by clicking on “Approve.”
Creating a Patient Request

Step 1:

Sign in to the Pennsylvania PDMP, go to website: https://pennsylvania.pmpaware.net/login
Step 2:

Click on menu to show drop down choices.
Step 3:

Click on “patient request”.

![Website Screenshot]: A screenshot of a website interface showing a navigation menu with options like Home, RxSearch, User Profile, Training, and PDMP Links. The RxSearch section is highlighted, showing sub-options such as Patient Request, Bulk Patient Search, Requests History, and MyRx. Below the menu, there is a table titled "PMP Announcements" with columns for Supervisor Email, Status, and Request Date. An email address labeled Scott.cowas@jefferson.edu is listed with a status of "approved" and a request date of "07/30/2019".
Step 4:

Select supervisor from drop down. This will be your Surgeon Champion.
Step 5:

All fields marked with a red asterisk (*) are required. At a minimum, the user must enter a first and last name and date of birth for the patient. Start and end dates for prescriptions are also required.

Partial Spelling – By clicking the Partial Spelling boxes for either first or last name, users have the option to use only part of a patient’s name to perform a search. This can be very helpful when searching hyphenated names or names that are often abbreviated such as “Will” vs. “William”. At least three letters must be included in order to employ Partial Spelling.

If the user requires information from other states, the user can select the desired states from the list of available PMPi states. If a state is not available within the PMPi list, then data sharing is not currently available with that state.

**NOTE:** Only an exact name match will return results from interstate searches. There will not be a multiple patient list displayed for patients who do not have an exact name match.

Click the “Search” button to begin search.

(See screen shot on next page)
### Patient Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name*</td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td></td>
</tr>
<tr>
<td>Date of Birth*</td>
<td>MM/DD/YYYY</td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

### Prescription Fill Dates

Prescription dates have to within the last 3 years.

- From: 06/27/2016
- To: 06/27/2017

### Patient Location (Optional)

The search accuracy can be improved by including the address.

- Street Address: [Input Area]
- City: [Input Area]
- State: [Select State]
- Zip: [Input Area]

### PMP Interconnect Search (Optional)

To search in other states as well as your home state for patient information, select the states you wish to include in your search:

- [ ] Alabama
- [ ] Alaska
- [ ] Arizona
- [ ] California
- [ ] Colorado
- [ ] Connecticut
- [ ] Delaware
- [ ] Florida
- [ ] Georgia
- [ ] Hawaii
- [ ] Idaho
- [ ] Illinois
- [ ] Indiana
- [ ] Iowa
- [ ] Kansas
- [ ] Kentucky
- [ ] Louisiana
- [ ] Maine
- [ ] Maryland
- [ ] Massachusetts
- [ ] Michigan
- [ ] Minnesota
- [ ] Mississippi
- [ ] Missouri
- [ ] Montana
- [ ] Nebraska
- [ ] Nevada
- [ ] New Hampshire
- [ ] New Jersey
- [ ] New Mexico
- [ ] New York
- [ ] North Carolina
- [ ] North Dakota
- [ ] Ohio
- [ ] Oklahoma
- [ ] Oregon
- [ ] Pennsylvania
- [ ] Rhode Island
- [ ] South Carolina
- [ ] South Dakota
- [ ] Tennessee
- [ ] Texas
- [ ] Utah
- [ ] Vermont
- [ ] Virginia
- [ ] Washington
- [ ] West Virginia
- [ ] Wisconsin
- [ ] Wyoming

[Search]
Step 6:

When a single patient has been identified, results are returned to the screen.

---

**Patient Report**

Report Prepared: 08/25/2017  
Date Range: 08/25/2016 – 08/25/2017

### Prescriptions

<table>
<thead>
<tr>
<th>Date</th>
<th>ID</th>
<th>Written</th>
<th>Drug</th>
<th>QTY</th>
<th>Days</th>
<th>Prescriber</th>
<th>Rx #</th>
<th>Pharmacy</th>
<th>Refills</th>
<th>MME/D</th>
<th>Pyml Type</th>
<th>PMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/25/2017</td>
<td>1</td>
<td>06/26/2017</td>
<td>MEDICAL MARIJUANA CARD</td>
<td>1.0</td>
<td>360</td>
<td>AL TES</td>
<td>C00011</td>
<td>Allen (4657)</td>
<td>0</td>
<td>Private Pay</td>
<td>KS</td>
<td></td>
</tr>
<tr>
<td>06/25/2017</td>
<td>1</td>
<td>06/26/2017</td>
<td>METHYLPHENIDATE ER 20 MG TAB</td>
<td>60.0</td>
<td>60</td>
<td>AL TES</td>
<td>C00010</td>
<td>Allen (4657)</td>
<td>0</td>
<td>Private Pay</td>
<td>KS</td>
<td></td>
</tr>
<tr>
<td>04/25/2017</td>
<td>1</td>
<td>04/26/2017</td>
<td>METHYLPHENIDATE ER 20 MG TAB</td>
<td>60.0</td>
<td>60</td>
<td>AL TES</td>
<td>C00019</td>
<td>Allen (4657)</td>
<td>0</td>
<td>Private Pay</td>
<td>KS</td>
<td></td>
</tr>
<tr>
<td>02/25/2017</td>
<td>1</td>
<td>02/25/2017</td>
<td>METHYLPHENIDATE ER 20 MG TAB</td>
<td>60.0</td>
<td>60</td>
<td>AL TES</td>
<td>C00013</td>
<td>Allen (4657)</td>
<td>0</td>
<td>Private Pay</td>
<td>KS</td>
<td></td>
</tr>
<tr>
<td>12/25/2016</td>
<td>1</td>
<td>12/25/2016</td>
<td>METHYLPHENIDATE ER 20 MG TAB</td>
<td>60.0</td>
<td>60</td>
<td>AL TES</td>
<td>C00017</td>
<td>Allen (4657)</td>
<td>0</td>
<td>Private Pay</td>
<td>KS</td>
<td></td>
</tr>
<tr>
<td>10/25/2016</td>
<td>1</td>
<td>10/25/2016</td>
<td>METHYLPHENIDATE ER 20 MG TAB</td>
<td>60.0</td>
<td>60</td>
<td>AL TES</td>
<td>C00016</td>
<td>Allen (4657)</td>
<td>0</td>
<td>Private Pay</td>
<td>KS</td>
<td></td>
</tr>
<tr>
<td>08/25/2016</td>
<td>1</td>
<td>08/25/2016</td>
<td>METHYLPHENIDATE ER 20 MG TAB</td>
<td>60.0</td>
<td>60</td>
<td>AL TES</td>
<td>C00015</td>
<td>Allen (4657)</td>
<td>0</td>
<td>Private Pay</td>
<td>KS</td>
<td></td>
</tr>
</tbody>
</table>

*Pharmacy is created using a combination of pharmacy name and the last four digits of the pharmacy license number.

Per CDC guidance, the conversion factors and associated daily morphine milligram equivalents for drugs prescribed as part of medication-assisted treatment for opioid use disorder should not be used to benchmark against dosage thresholds meant for opioids prescribed for pain.

### Prescribers

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST PRESCRIBER, ALICE</td>
<td>1111 FAKE ST</td>
<td>WICHITA</td>
<td>KS</td>
<td>67203</td>
<td></td>
</tr>
</tbody>
</table>

### Dispensers

<table>
<thead>
<tr>
<th>Pharmacy</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alice’s PHARMACY (4657)</td>
<td>1111 FAKE ST</td>
<td>WICHITA</td>
<td>KS</td>
<td>67202</td>
<td>3165555555</td>
</tr>
</tbody>
</table>
The patient report will have expandable sections. **Patient Information, Summary, Prescriptions, Prescribers, Dispensers.** Each section has mouse over hints that provide explanations or further information.

Buttons may also be present that will allow the user to save the report as a PDF document or to save the report as a CSV data file.
Messages you may encounter

1. No Matching Patient Identified
   a. **Possible Solutions:** Check accuracy of the patient information entered or enter other criteria i.e., ZIP code to enhance search. The user can attempt a partial search if a partial search was not originally performed and is available for selection.

2. Patients found but no prescriptions found – indicates the patient was found, but had no prescription history within the date range.
   a. If applicable change the prescription Fill Date range.

3. Multiple Patients Found
   a. An interim window will display the patients found who match the criteria entered along with instructions.
   b. Select one or more patients. Then click Run Report.
   c. If you prefer to change your search criteria, simply select Refine Search Criteria.

**Multiple Patients Found**

We identified multiple patients who match the criteria you provided. You have the following options:

- **Refine your search** by providing additional search information.
- **Select any patient group to run a report.**
- If you believe more than one group identifies your patient, select them to run a report.

<table>
<thead>
<tr>
<th>Patient 930</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>DOB</td>
<td>Gender</td>
</tr>
<tr>
<td>BOB TESTPATIENT</td>
<td>1900-01-01</td>
<td>male</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patient 931</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>DOB</td>
<td>Gender</td>
</tr>
<tr>
<td>BOB TESTPATIENT</td>
<td>1900-01-01</td>
<td>male</td>
</tr>
</tbody>
</table>

[Checkboxes for making a suggestion and running the report are presented.]
Bulk Patient Search

The Bulk Patient Search is similar to the normal Patient Request (search). It however allows the entry of multiple patients at once rather than one at a time. *Patient names are either entered manually or via an uploaded CSV file.* To access Bulk Patient Search, navigate to **Menu > RxSearch > Bulk Patient Search.**

**Step 1: Choose either manual entry or file upload**

**Manual Entry (RECOMMENDED)**
1. Enter First Name, Last Name, DOB (and any other state required fields)
2. Click the **Add** button after each entry.
**File Upload (IF APPLICABLE BY ADVANCED USERS)**
1. Click the radio button for “File Upload”
2. Download the Sample CSV by clicking “View Sample File”
3. Fill out the required fields and upload the file.
4. Click Validate Format to download a validation report and ensure all records were entered correctly. Null values in the Errors columns indicate acceptable data. If a search is submitted with an invalid file, this will result in a validation error for the search. The file must be corrected and the search resubmitted with the corrected file.

**Bulk Patient Search**

**How do you want to enter patients?**

- Manual Entry
- File Upload

**File Upload**

Upload a CSV file that includes patients by first name, last name, and date of birth. View Sample File

- No File Chosen
- Choose File
- Clear

- Validate Format
Step 2:
Once the user has entered patients for their search either manually or via file upload, the user will then:
1. Create a Group Name for the search. Group name is required. If group name is not selected, the request will result in a validation error for the search. For example “POSSE CYCLE 20 2019”.
2. Select additional states for your search if necessary/available.
3. Click Search.
   a. An acknowledgment may be available, and users may be required to acknowledge they have read it if configured by the State Administrator.
A status message will appear.

![Success message]

4. To obtain the results of the search, click the Bulk Search History tab to the right of the Bulk Patient Search tab.

Bulk Search History
Select a group name to view reports run in that session.

<table>
<thead>
<tr>
<th>Bulk Search Name</th>
<th>Number of Patients</th>
<th>Date Requested</th>
<th>Processing</th>
<th>Incomplete</th>
<th>Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td>test group</td>
<td>2</td>
<td>10-14-2017</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>test group</td>
<td>2</td>
<td>10-14-2017</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

d. The Bulk Search History tab will display previous bulk searches. This screen will indicate whether your search results are still processing with a total number of searches still to be processed. It will provide a total count of patients in your search in the “Number of patients” column. It will indicate a count of patient records it could not find in the “Incomplete” column. It will indicate a count of patent search results available in the “Ready” column.
5. Click the Bulk Search Name (which is a hyperlink) to see the results of the search.

6. Click a patient name within the search results. Details of the patient search will appear at the bottom of the page.

7. Click View to see the actual Patient Report, or Click Refresh if you are reviewing a previous report and wish to run a current report.
Support Contacts

**PANC Support:**

Christine.schleider@jefferson.edu

pbraun@hcifonline.org

ksalazar@hcifonline.org

**PDMP Technical Support:**

Technical assistance is available 24 hours, 7 days a week, and 365 days a year.

1-855-572-4767