

## Quick Reference Guide – How to Run a Patient Request in PMP AWAR<sub>x</sub>E

1. Go to the PMP AWAR<sub>x</sub>E login page ( <https://alabama.pmpaware.net/login>). If a password reset is needed, use the “Reset Password” link.

2. Once you’re logged in, click **Menu**, 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)

Note that when you use partial search, your search must contain at least three characters in a field.

4. Click **Search** at the bottom of the screen to submit your request.

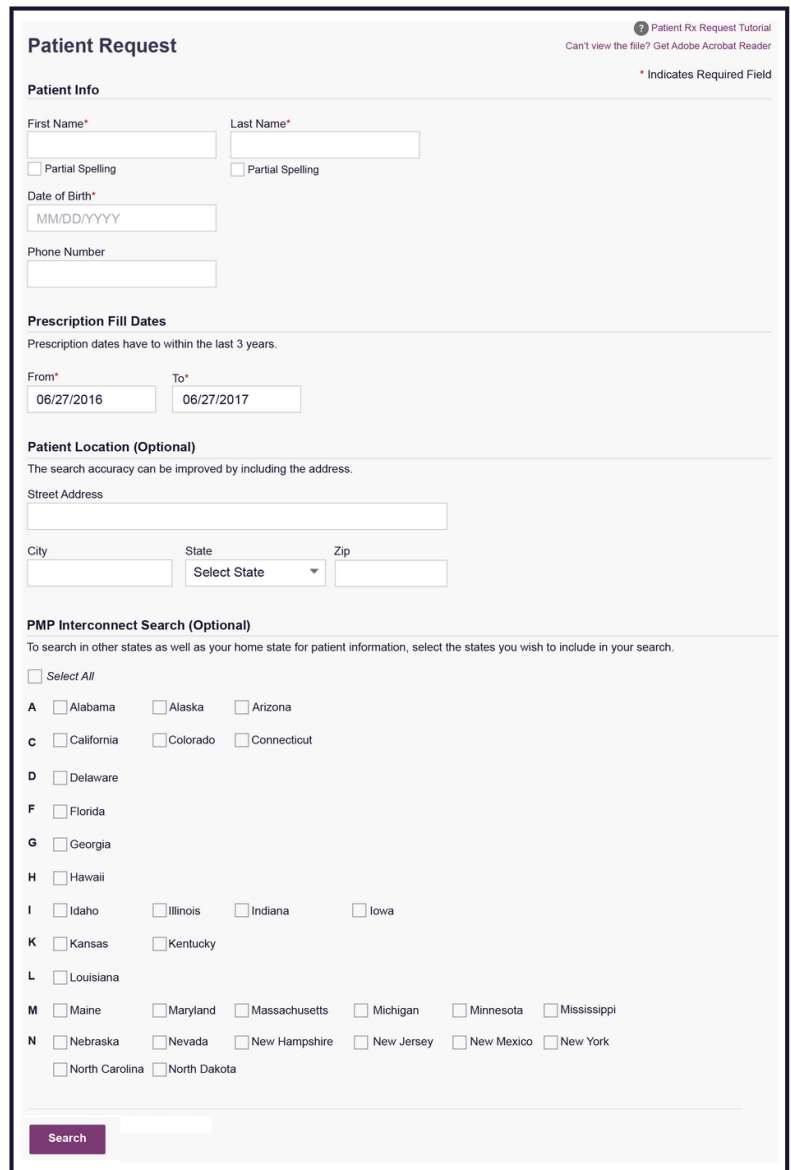
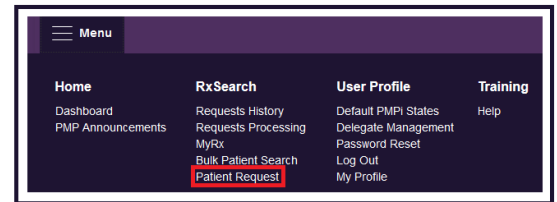
5. Matching patient history will now display. If **multiple patients** are identified, you will be presented with the option to **refine your search** by providing additional search information or you can select a **single, multiple, or all returned patient groups** to include in your patient prescription 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. Note that this feature is not available for all user roles.
- **Prescription Fill Dates** - The maximum time period for your search is 60 months.
- **PMP Interconnect Search** – PMP Interconnect allows data sharing with other states. This allows you to search other participating state databases for the patient’s records.
  - To improve the likelihood of finding a specific patient:



**Patient Request**

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\* Indicates Required Field

**Patient Info**

First Name\*  Last Name\*

Partial Spelling  Partial Spelling

Date of Birth\*  MM/DD/YYYY

Phone Number

**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

City  State  Zip

Select State

**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.

Select All

A  Alabama  Alaska  Arizona

c  California  Colorado  Connecticut

D  Delaware

F  Florida

G  Georgia

H  Hawaii

I  Idaho  Illinois  Indiana  Iowa

K  Kansas  Kentucky

L  Louisiana

M  Maine  Maryland  Massachusetts  Michigan  Minnesota  Mississippi

N  Nebraska  Nevada  New Hampshire  New Jersey  New Mexico  New York

North Carolina  North Dakota

- o For out-of-state searches – Limit your search criteria to only the required fields.
- o For in-state searches – In addition to the required fields, include additional details such as ZIP code.