



pennsylvania

DEPARTMENT OF HEALTH
PRESCRIPTION DRUG MONITORING PROGRAM



Pharmacist Guide

PDMP System

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1 Introduction

1.1 Document Overview

Pennsylvania's ABC-MAP program is an expansion of the pre-existing Prescription Drug Monitoring Program (PDMP). The Pennsylvania Department of Health has established the Office of Drug Surveillance and Misuse Prevention (ODSMP) which will collect and monitor the prescribing and dispensing of drugs containing Schedule II-V controlled substances.

1.2 Purpose and Contents

The Pennsylvania PDMP® *Pharmacist Guide* serves as a step-by-step manual for all pharmacists registered with the PA PDMP System. This document has information on how to use the application and the tasks a pharmacist can perform. This includes topics such as:

- Registration process for Pharmacists
- Logging into the PDMP System
- Resetting a forgotten password
- Data Uploading Methods
- Patient Searches
- Delegate Management
- Notifications, Messages, and Emails
- Logging out of the PDMP System

1.3 Revision History

Version	Date	Changes
1.0	5/2/2016	• Initial Version
2.0	6/9/2016	• PHA01 is now Required
		• PAT02 and PAT03 are now Situational
		• DSP14 is now Situational
		• DSP15 is now Required
3.0	6/16/2016	• DSP15 is now Situational
4.0	12/28/2017	• Dispensation data submission frequency change
5.0	2/28/2020	• PAT17 is now Required
		• PHA02 is now Required
		• DSP12 and DSP13 are now Required
		• PRE04 is now Situationally Required (must submit when available)
6.0	2/14/2022	• First Pharmacist Guide under LogiCoy vendor
7.0	2/14/2023	<ul style="list-style-type: none"> • Added Revision History section • Added Data Collection and Tracking section, including Data Collection Requirements and Reporting Requirements • Added Transition of PDMP Vendors section • Added Requirement for Registrants from Out of State section • Added Changing Your Password section • Added Changing the Email on Your Account section • Added Timeline and Requirements section • Added Upload Specifications section • Added Zero Report Submission subsection • Added Vendor Uploads section • Added Email Reports section and File Failed Report, File Status Report, and Zero Report Confirmation subsections • Added Data Compliance section, including File Upload History, View or Edit File Records, Error Correction, and Vendor Uploads (PIC Access Only) • Rearranged manual to fit new sections and subsections, including moving sFTP configuration from a section to an appendix

2 Document Information

2.1 Copyright and Trademarks

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LogiCoy PDMP Applications is the registered trademark and all other products referenced are the trademarks of their respective owners.

2.2 Disclaimer

LogiCoy has made every effort to ensure the accuracy of the information in this document at the time of printing; however, information may change without notice.

2.3 Technical Assistance

If you require technical support, please use the following contact information. Support is currently available 24/7:

Phone: 844-377-7367, select prompt “1”

Email: papdmp@logicoy.com

2.4 Administrative Assistance

If you have any non-technical questions regarding the Pennsylvania Prescription Drug Monitoring Program, or if you wish to contact the PDMP Administrator, please use the following contact information:

Office of Drug Surveillance and Misuse Prevention

625 Forster Street, 6th Floor

Harrisburg, PA 17120

Phone: 844-377-7367, select prompt “0”

Email: ra-dh-pdmp@pa.gov

3 Data Collection and Tracking

3.1 Data Collection Requirements

This guide provides information regarding Pennsylvania's Prescription Drug Monitoring Program (PA PDMP), including Pennsylvania's Achieving Better Care by Monitoring All Prescriptions Program (ABC-MAP). In accordance with legislation passed under (ABC-MAP) Act – ENACTMENT Act of Oct. 27, 2014, P.L.2911, No.191, the Pennsylvania Department of Health (PA DOH) has established an electronic prescription monitoring program for the purpose of compiling records of **Schedule II-V** controlled substances dispensed within the Commonwealth of Pennsylvania – including those dispensed through mail order and internet pharmacies.

The ABC-MAP legislation is intended to increase the quality of patient care by giving prescribers and dispensers access to a patient's prescription medication history through an electronic system that will alert medical professionals to potential dangers when making treatment determinations. This information may assist in the assessment and referral of treatment programs, thus allowing patients to make educated and thoughtful healthcare decisions. Additionally, the system will aid regulatory and law enforcement agencies in the detection and prevention of fraud, waste, drug abuse, and the criminal diversion of controlled substances.

Information about controlled substance dispensing activities must be reported on regular intervals to the PA DOH through the authorized data collection vendor, LogiCoy Inc. Pharmacies and other dispensers are required by law to provide such reporting to the data collection vendor in approved formats and frequencies. This includes mail order and internet pharmacies that dispense to the Commonwealth.

3.2 Reporting Requirements

Effective January 1, 2017, the Pennsylvania Department of Health began requiring pharmacies and dispensers to report controlled substance dispensations to the Prescription Drug Monitoring Program no later than the close of the subsequent business day. A business day is any day within the standard five-day business week beginning on Monday and ending on Friday. Dispensers are encouraged to submit every day, including on the weekend.

For example: If your pharmacy is open and dispensing controlled substances from Monday to Friday, 8:30 a.m. to 5:00 p.m., then the information from all dispensations that occurred on Monday must be submitted to the PDMP by 5:00 p.m. on Tuesday. Information from all dispensations that occurred on Friday must be submitted by 5:00 p.m. on the following Monday. If your pharmacy is closed on Thursday, the pharmacy must still submit Wednesday's data by 5:00 p.m. on Thursday.

The laws and data submission reporting requirements for reporting to the PA PDMP system are continuously

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subjected to amendments; it is the responsibility of dispensers to be aware of such updates as they are enacted and promulgated.

All dispensers of Schedule II-V controlled substance prescriptions are required to collect and report their dispensing information unless they are specifically exempted in the legislation. Such reporting without individual authorization by the patient is allowed under HIPAA, 45 CFR § 164.512, paragraphs (a) and (d). The Pennsylvania Department of Health is a health oversight agency, and LogiCoy Inc. will be acting as an agent of the Pennsylvania Department of Health in the collection of this information.

If you are a chain pharmacy, your data will likely be submitted from your home office. Please verify this with your home office. If you are an independent pharmacy or other entity, please forward the reporting requirements to your software vendor – they will need to create the data file, and they may be able to submit the data on your behalf. If not, follow the instructions provided in the File Submissions chapter to submit the data

4 Accessing the Pennsylvania PDMP System

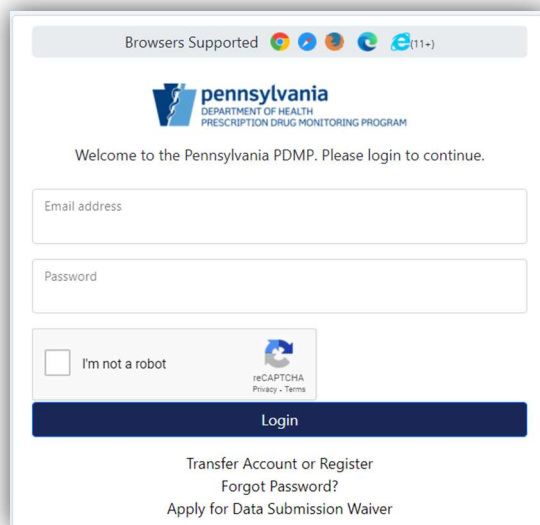
4.1 Transition of PDMP Vendors

The Pennsylvania Prescription Drug Monitoring Program (PA PDMP) transitioned PDMP system vendors on February 14, 2022. All data submitters must establish new login and sFTP credentials. To transfer their account, pharmacists will need a valid form of identification (e.g., driver's license, government ID, passport).

4.2 Registering a Pharmacist with the Pennsylvania PDMP System

Pennsylvania's PDMP System grants accounts to pharmacists to look up controlled substance information on patients by using the pharmacist's registered login credentials, such as Email address and Password.

- Open an Internet browser and navigate to the PDMP web portal: <https://pdmp.health.pa.gov/PDMPSystemApp/>
- The following window will be displayed:



- Click on the “**Transfer Account or Register**” link, located immediately below the Login button.

Pennsylvania Prescription Drug Monitoring Program

PDMP Registration

Please answer the below questions before registration

Registration Tracking Id: 001191

Do you have an active Pennsylvania professional license that permits you to prescribe or dispense medications? *

☒ Yes

☐ No

Next

- Next, select **“I am a pharmacist – I dispense (or will soon) controlled substances to patients in Pennsylvania”**. Click **“Next”**.

Pennsylvania Prescription Drug Monitoring Program

PDMP Registration

Please answer the below questions before registration

Registration Tracking Id: 001191

Which of the following best describes you? *

☐ I am a prescriber - I currently (or will soon) prescribe medications in Pennsylvania.

☒ I am a pharmacist - I dispense (or will soon) controlled substances to patients in Pennsylvania.

☐ I am a retired physician with an active-retired license.

☐ None of the above.

Previous Next

- Enter your valid Pennsylvania Pharmacist License Number

Pennsylvania Prescription Drug Monitoring Program

PDMP Registration

License validation

Registration Tracking Id: 001648

Please enter your Pennsylvania professional license. License numbers begin with 2-3 letters. Example: MD123456L

Professional License Number *

FKJUC105

The license you have entered is associated with Provider-105 SMITH.

Is this correct?

Yes No

Previous Next

- Confirm the name registered with the License Number provided in the previous step.
- Provide your Date of Birth (DOB) and the last 4 digits of your social security number (SSN). Click “Next”.

- Fill in all of the Required (*) fields on the PDMP Registration page.

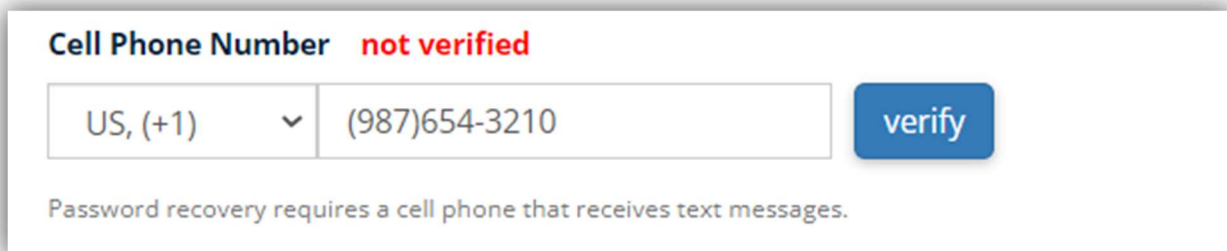
- Based on the License Number entered, the user Category and Role are pre-selected to Dispenser/Pharmacist.

- Most of the mandatory fields have been pre-filled (based on License Number, DOB, and SSN provided in previous steps).

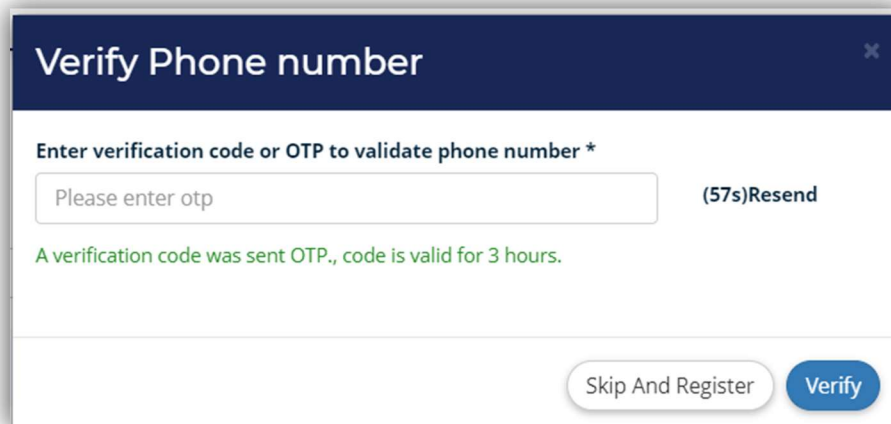
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- Be sure to enter your current and valid primary email address. The email address you provide will be your username for logging into the PDMP system.
- Password recovery requires a cell phone that receives text messages. Provide your cell phone number in the text field provided, then click the “**Verify**” button.

➤ **NOTE:** Be sure to have your cell phone with you when verifying the number on the PDMP.

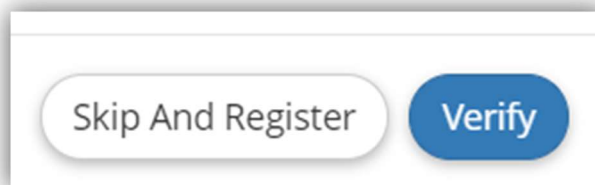


A screenshot of a web form section titled "Cell Phone Number" in blue text, followed by "not verified" in red text. Below the title is a text input field containing "US, (+1)" with a dropdown arrow and "(987)654-3210". To the right of the input field is a blue button with the text "verify". Below the input field, there is a line of text: "Password recovery requires a cell phone that receives text messages."



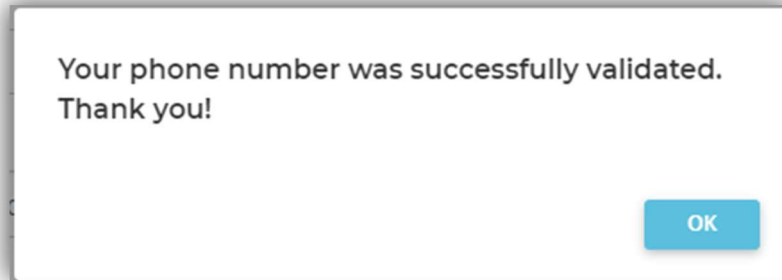
A screenshot of a "Verify Phone number" pop-up window. The title bar is dark blue with a close button (X). The main content area has a white background. It contains the text "Enter verification code or OTP to validate phone number *". Below this is a text input field with the placeholder text "Please enter otp". To the right of the input field is a link "(57s)Resend". Below the input field, there is a green message: "A verification code was sent OTP., code is valid for 3 hours." At the bottom right of the window are two buttons: "Skip And Register" (light blue) and "Verify" (dark blue).

- Verify the OTP (One-Time Password) received on the provided mobile number in the Basic Information section in the pop-up window. Once done, click the “**Verify**” button.



A screenshot showing two buttons side-by-side. The first button is light blue with rounded corners and contains the text "Skip And Register". The second button is dark blue with rounded corners and contains the text "Verify".

- If the verification is successful, you will be able to view the below screen:



- Once your number is verified successfully, click on the “**OK**” button.
- Enter your Professional Information in the fields provided. If you have an additional License Number or NPI, click “**Add**” next to the applicable field once the Professional Information is entered – this will allow the system to complete a verification process.

Professional Information

Additional license number (optional) ⓘ
Add

NPI ⓘ
Add

NCPDP

List of License numbers

Action	License Number	Expiry Date	Status
–	RP444760	09/30/2022	Valid license number

- The Employer Name assists pharmacists in identifying the same employer users of the system, which results in the employees being automatically assigned to the same organization if they have entered the organization’s exact spelling.

Pharmacy Information

☐ My employer address is the same address I entered above.

Pharmacy Name *

Pharmacy Phone Number

Pharmacy Address

Pharmacy State

Select a state

Pharmacy City

Select a city

Pharmacy ZIP Code

Pharmacy License Number *

Pharmacy DEA *

Pharmacy NPI (if applicable)

☐ * I attest that the information I provided is my own and is true and accurate to the best of my knowledge.

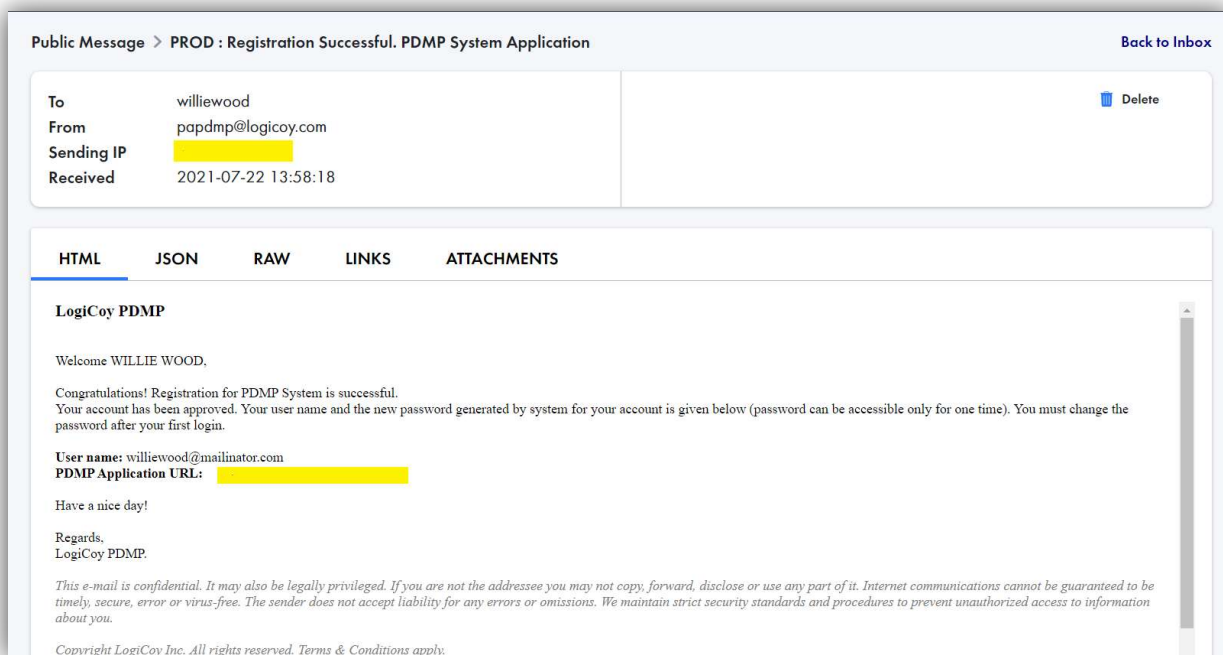
Previous

Submit

- Once the form is complete, click on the “**Submit**” button provided.



- You will receive an email with the login credentials and the URL to access the PDMP System.

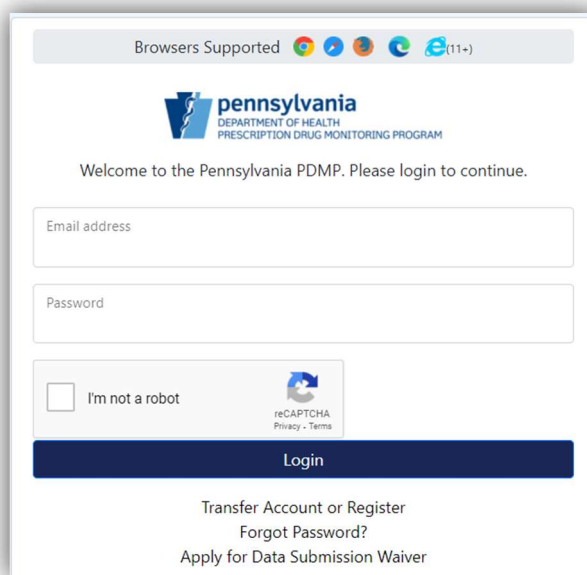


4.3 Requirement for Registrants from Out of State

If you are submitting dispensation data to the PDMP from a state other than Pennsylvania, **and you do not have an active license in the state of Pennsylvania**, you must register for the PDMP as a Data Submitter. If you are a pharmacist, you must include your Professional Information in the applicable fields; however, you must identify as a user submitting dispensation data on behalf of a pharmacy or dispensing practitioner. The registration option “I am a prescriber or dispenser licensed in another state” is a role specific to prescribers and dispensers in other states who also have active licensure in the state of Pennsylvania.

4.4 Logging into the PDMP System

- Open an Internet browser and navigate to the PDMP web portal: <https://pdmp.health.pa.gov/PDMPSystemApp/>
- The following window will be displayed:



- Enter the Email address with which you registered and your password, then click the “**Login**” button.

Note: If you have forgotten your PDMP System password, refer to the [Forgot Password](#) topic in this document. Please note that after five (5) unsuccessful login attempts, the user account will be locked. The user must contact the Administrator to unlock the account.

Note: For any **technical** support, please e-mail to papdmp@logicoy.com or call +1 844-939-0999. For any **non-technical** questions regarding the Pennsylvania Prescription Drug Monitoring Program or if you wish to contact the PDMP Administrator, please email to ra-dh-pdmp@pa.gov or call +1 844-377-7367.

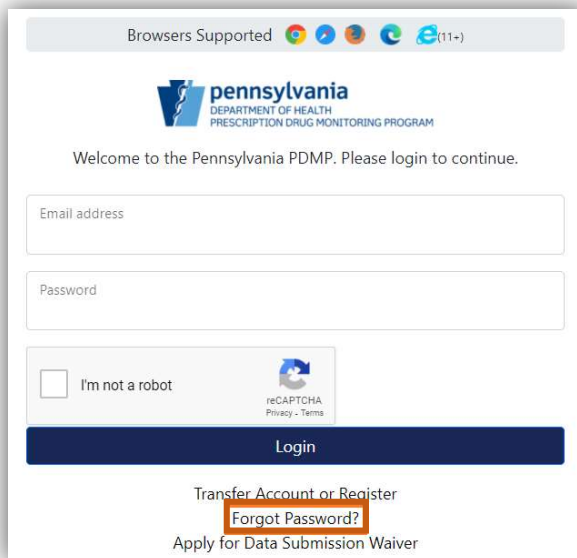
Disclaimer: Please do not **SHARE** your account password with **ANYONE**. You are obligated by your Data Use Agreement to keep your password private and secure.

4.5 Creating a Custom Password

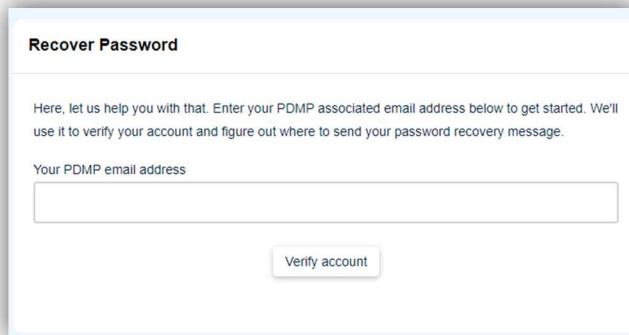
- Your password must contain:
 - At least 8 characters
 - 1 capital letter
 - 1 lowercase letter
 - 1 special character (such as !, A, #, \$)

4.6 Forgot Your Password

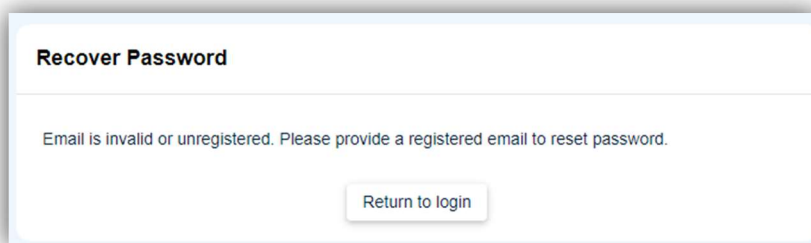
- If you have forgotten your password, first navigate to the PDMP web portal:
<https://pdmp.health.pa.gov/PDMPSystemApp/>
- Begin resetting your password by clicking on the “**Forgot Password?**” link as shown in the image below:



- You then need to provide your PDMP-registered email address.



- If an invalid address is entered, you will get the below pop-up window:

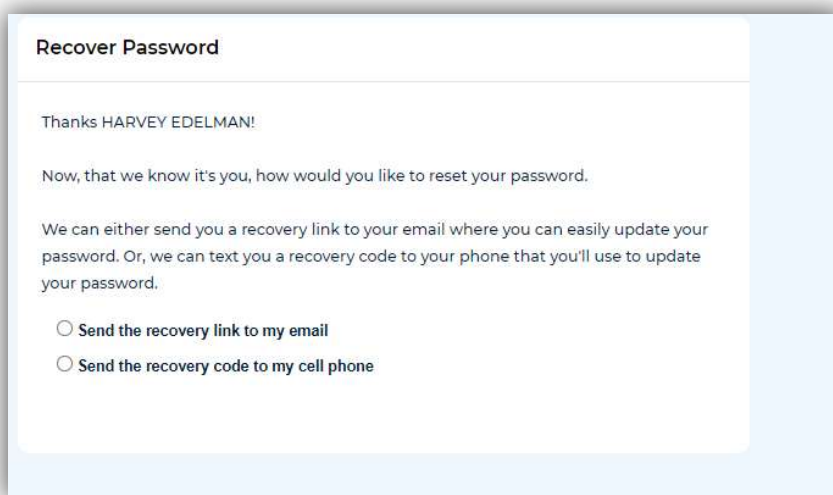


Recover Password

Email is invalid or unregistered. Please provide a registered email to reset password.

[Return to login](#)

- If you enter the registered email address and click on the “**Verify Account**” button, you will view the below pop-up window:



Recover Password

Thanks HARVEY EDELMAN!

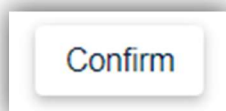
Now, that we know it's you, how would you like to reset your password.

We can either send you a recovery link to your email where you can easily update your password. Or, we can text you a recovery code to your phone that you'll use to update your password.

☐ Send the recovery link to my email
☐ Send the recovery code to my cell phone

Disclaimer: Password must be changed after every six months.

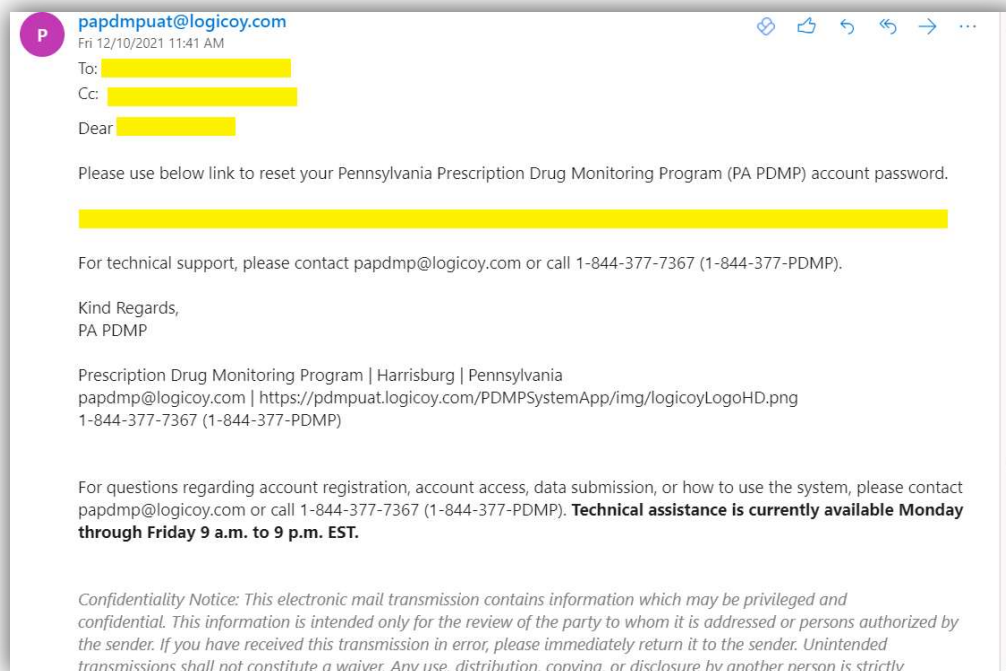
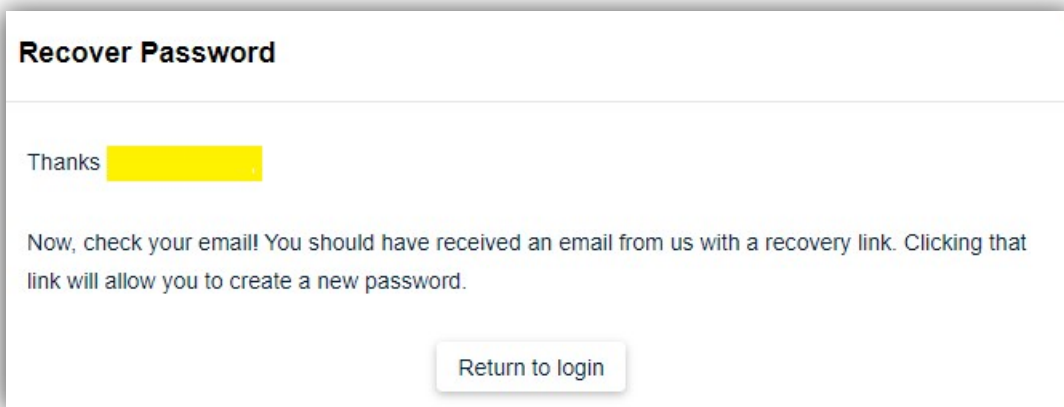
- You can choose to receive your system-generated password as a link sent to your PDMP-registered email address. For this to happen, select the option “**Send the recovery link to my email**”.
- You can choose to receive your system-generated password as an OTP (One-Time Password) delivered to your account’s cell phone number. For this to happen, select the option “**Send the recovery code to my cell phone**”.
- Whichever choice you select, click on the “**Confirm**” button to continue.



[Confirm](#)

- If you select the option to receive the link via email, your registered email address will receive a verification link.

When you click the link, you will be re-directed to a page on which the new password can be entered. A similar process will be followed if you selected the cell phone password recovery option.



Recover Password

Password reset link successfully validated.

New password

Confirm new password

Password must meet the following requirements:

- Minimum of 8 characters
- Contain one upper case letter
- Contain one lower case letter
- Contain at least one number
- Contain one special character (! @ # \$ etc.)
- Maximum of 72 characters

Update password

- After resetting the password, you will be able to log back into the PDMP with your new password. You will also receive an email indicating that you can log into the PDMP portal using your new password.

Dear LORI JOHNSON,

Your Pennsylvania Prescription Drug Monitoring Program (PA PDMP) account password was updated successfully.

For technical support, please contact pdmp@logicoy.com or call 1-844-377-7367 (1-844-377-PDMP).

Kind Regards,
PA PDMP

Prescription Drug Monitoring Program | Harrisburg | Pennsylvania
pdmp@logicoy.com | <https://pdmpuat.logicoy.com/PDMPSystemApp/>
1-844-377-7367 (1-844-377-PDMP)

For questions regarding account registration, account access, data submission, or how to use the system, please contact pdmp@logicoy.com or call 1-844-377-7367 (1-844-377-PDMP). **Technical assistance is currently available Monday through Friday 9 a.m. to 9 p.m. EST.**


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4.7 Changing Your Password

You can change your password at any time, not just when it has been forgotten; additionally, the system requires a password change every 6 months.


- Log into the PDMP web portal: <https://pdmp.health.pa.gov/PDMPSystemApp/>

Browsers Supported 



Welcome to the Pennsylvania PDMP. Please login to continue.

☐ I'm not a robot



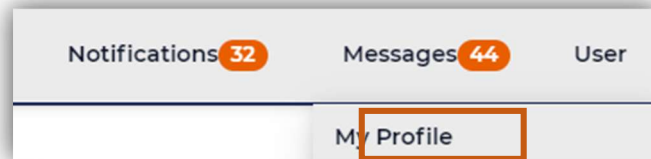
Login

[Transfer Account or Register](#)
[Forgot Password?](#)
[Apply for Data Submission Waiver](#)

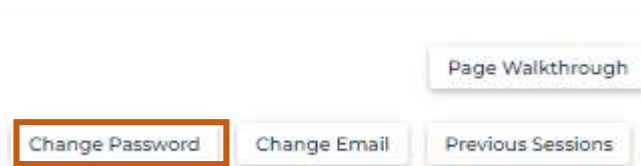
- Once you are logged in, hover over the “**User**” button in the top right-hand corner:



- This button has drop-down options; select “**My Profile**”.



- Towards the top of the next page, select the “**Change Password**” button.



- This will open a row of fields which will allow you to update your password. Enter the password you are currently using in the “**Current Password**” field. Enter your desired new password in the “**New Password**” field, and again in the “**Confirm Password**” field.

Current Password	New Password	Confirm Password	Update Password
<input type="password"/>	<input type="password"/>	<input type="password"/>	<input type="button" value="Update Password"/>

- Click **“Update Password”** to finish updating your password.


Update Password


- You will now be able to log into the PDMP system with your new password.

4.8 Changing the Email on Your Account

If your email address at work has changed, or if you need to use a different email address for your PDMP account, there is a way to update your email address on record.

- Log into the PDMP web portal: <https://pdmp.health.pa.gov/PDMPSystemApp/>


Browsers Supported  (11+)

 **pennsylvania**
DEPARTMENT OF HEALTH
PRESCRIPTION DRUG MONITORING PROGRAM

Welcome to the Pennsylvania PDMP. Please login to continue.

Email address

Password

☐ I'm not a robot  reCAPTCHA
Privacy - Terms

Login

Transfer Account or Register
Forgot Password?
Apply for Data Submission Waiver

- Once you are logged in, hover over the **“User”** button in the top right-hand corner:

Notifications  Messages  **User**

Page Walkthrough

- This button has drop-down options; select **“My Profile”**.



- Towards the top of the next page, select the “**Change Email**” button.



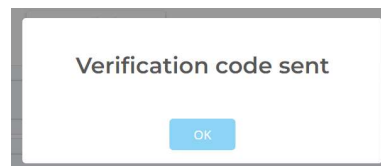
- A prompt on the same screen will appear, requesting your current password in order to proceed. Once you enter your password, click “**Confirm**”.

Current Password

- The same area of the page will now be populated with a field in which to enter your new email:

New Email

- Enter your new email address and then click “**Send Verification Code**”. You will receive a pop-up window letting you know that a verification code has been sent to your new email.

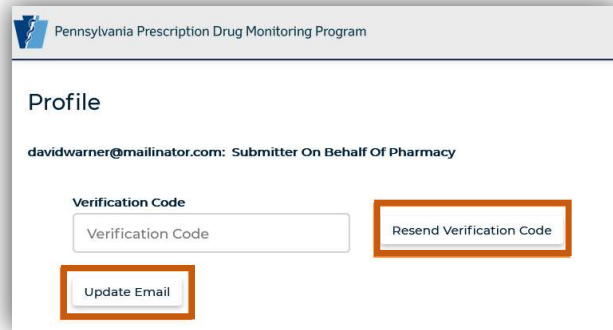


- Click “**OK**” and check your newly reset email account for receipt of the verification code.

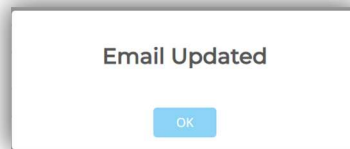


- Navigate back to the PDMP portal and enter the verification code. Click “**Update Email**”. If you have not

received the verification code, click “**Resend Verification Code**”.



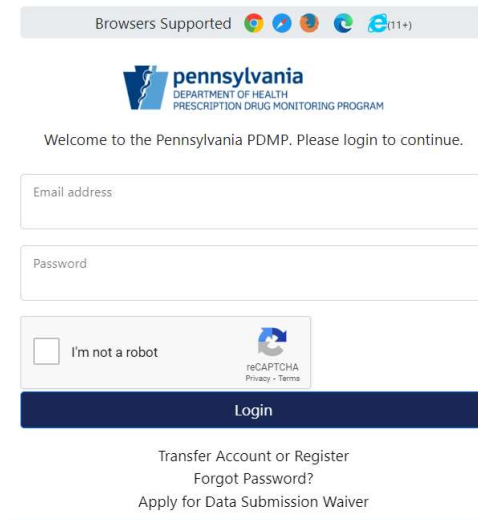
- Once you click “**Update Email**”, a pop-up window displays the following message:



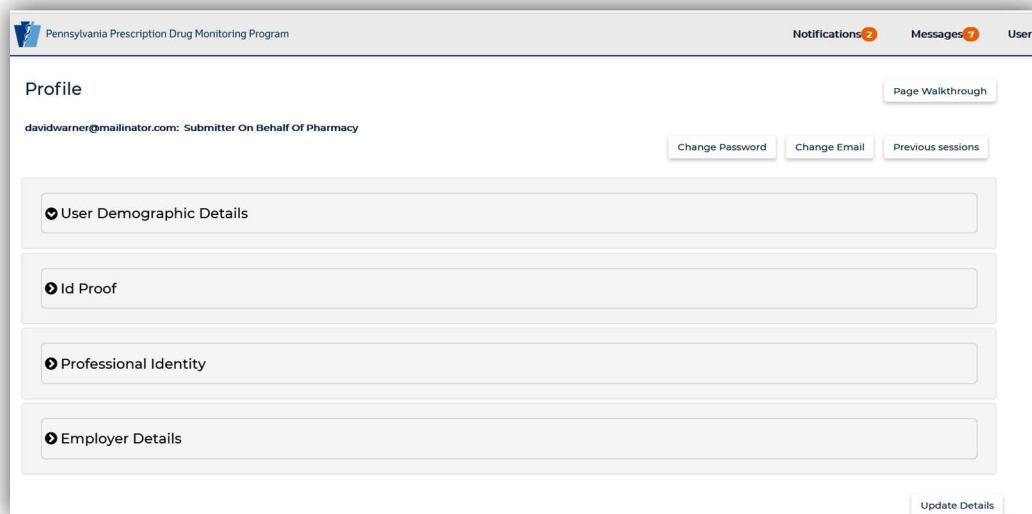
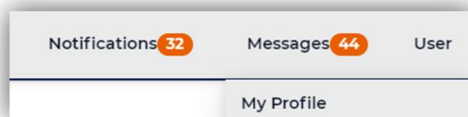
- You are logged out of the PDMP web portal and are required to sign in again with the new email address.

4.9 Profile Management

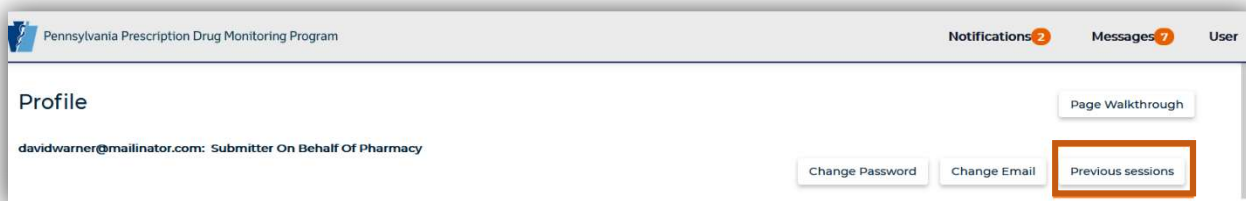
- Log into the PDMP web portal: <https://pdmp.health.pa.gov/PDMPSystemApp/>



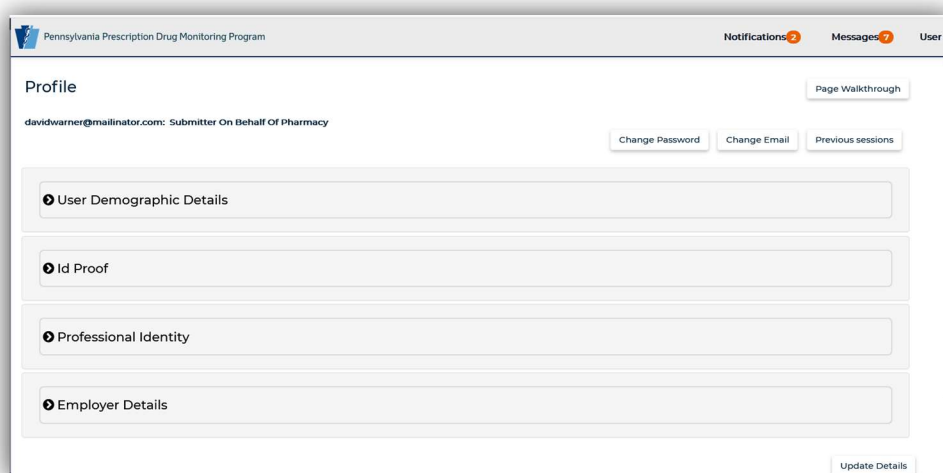
- Once you have logged on, hover over “**User**” in the top right-hand corner of the page. Select “**My Profile**” from the drop-down options.



- To learn how to change your password or email, see sections 4.7 – Changing Your Password and 4.8 – Changing the Email on Your Account.
- To view previous sessions, click on the “**Previous Sessions**” button.



- A pop-up window will display your previous session’s history.
- You may also change or update your basic information under the provided tabs.

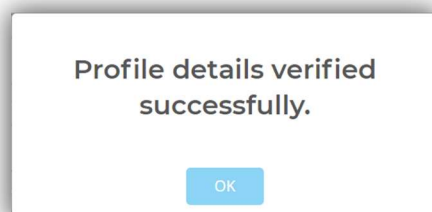


The screenshot shows the 'Profile' page of the Pennsylvania Prescription Drug Monitoring Program. At the top, there's a header with the program name and navigation links for 'Notifications', 'Messages', and 'User'. Below the header, the user's email 'davidwarner@mailinator.com' and role 'Submitter On Behalf Of Pharmacy' are displayed. To the right of this information are buttons for 'Change Password', 'Change Email', and 'Previous sessions'. The main content area contains four expandable sections: 'User Demographic Details', 'Id Proof', 'Professional Identity', and 'Employer Details'. Each section has a dropdown arrow on the left. At the bottom right of the profile area is an 'Update Details' button.

- Once your data has been updated, click the “**Update Details**” button. When you receive the below pop-up window, click “**Yes**” to update the information, then click “**OK**” to close out of the verification pop-up window.



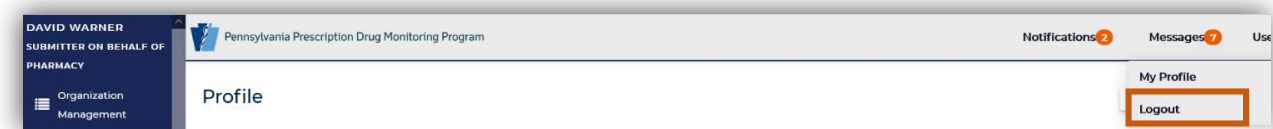
A white rectangular pop-up window with a light gray border. It contains the text 'Are you sure you want to update jason smith?' in a dark gray font. Below the text are two buttons: 'Yes' and 'No', both with a light gray background and dark gray text.



A white rectangular pop-up window with a light gray border. It contains the text 'Profile details verified successfully.' in a dark gray font. Below the text is a single button labeled 'OK' with a blue background and white text.

4.10 Logging Out of the PDMP System

- To ensure your login credentials (email address and password) are not used by an unauthorized individual, it is important that you log out of the application once your session is complete. To do so, hover over “**User Profile**” and click on “**Logout**” from the drop-down options.



5 Patient Search

This chapter explains how to search for a single patient, search for multiple patients by using the bulk search function, and how to review your search history.

5.1 New Search

- The “**New Search**” feature allows you to create a report that shows controlled substance (Schedule II-V) dispensation history for a certain patient over a specified date range.

The screenshot shows the 'New Patient Search' interface of the Pennsylvania Prescription Drug Monitoring Program. The header includes the program name and navigation links for Notifications, Messages (with a red badge), and User. The main section is titled 'New Patient Search' and includes a sub-header: 'Enter mandatory(*) patient details. Additional fields will provide better patient matches.' The form contains four input fields: 'Patient First Name *', 'Patient Last Name *', 'Patient DOB *' (with a calendar icon and 'MM/DD/YYYY' placeholder), and 'Rx Date Range *' (with a calendar icon and '12/06/2020 - 12/06/2021' placeholder). Below the first and last name fields are checkboxes for 'Partial Search'. There are also links for 'Refine search' and 'Search other states'. At the bottom right are buttons for 'Search Patients', 'Reset Search', and 'Save Search'. A 'Saved Searches' button and a 'Page Walkthrough' link are located in the top right corner. A shortcut note states: 'Shortcut to clear the patient search is: ctrl + Backspace'.

- To search for a specific patient, enter the date range for record retrieval, the patients correct First and Last Name, and the patient’s Date of Birth (DOB).
- Click the “**Partial Search**” checkbox if you are searching by a partial First and/or Last Name. This option can be helpful when searching hyphenated names or names that are often abbreviated, such as “**Josh**” versus “**Joshua**”.

New Patient Search

Enter mandatory(*) patient details. Additional fields will provide better patient matches.

Patient First Name *
 Patient Last Name *
 Patient DOB * (MM/DD/YYYY)
 Rx Date Range * (12/06/2020 - 12/06/2021)

☐ Partial Search
 ☐ Partial Search

☒ Refine search
 ☐ Search other states ?

- This functionality can only search one patient at a time.
- The “**Refine Search**” area provides several additional search options to narrow down the search as well as to run the search more efficiently.

Refine search

Phone
 Street Address
 State (All States)

City (Select)
 ZIP Code

- If you require information from other states, click the checkbox next to the abbreviations of the desired state(s).

Search other states ?


☐ AL
 ☐ AK
 ☐ AZ
 ☐ ID
 ☐ IL
 ☐ KY
 ☐ MD
 ☐ NE
 ☐ OH
 ☐ UT
 ☐ WV

☐ Military Health System
 [Select bordering states](#)

- Upon entering all of the mandatory fields, which are marked with a red asterisk (*), click on the “**Search Patients**” button to generate the results.

- The following screen displays showing the desired patient information:

Return to Search Results



Download

Map View

Patient Prescription Report

Based on patient address and proximity, we suggest searching these other states: [VA](#)

Patients

SELECT	PATIENT ID	NAME	D.O.B.	GENDER	STREET	CITY	STATE
<input checked="" type="checkbox"/>	1	DOLLY DIMPLES	10-25-1950	M	417 FAIRGROUND RD MILL-60304	LOCK HAVEN	PA
<input checked="" type="checkbox"/>	2	DOLLY DIMPLES	10-25-1950	M	417 FAIRGROUND RD-60304	MADISON	IL
<input checked="" type="checkbox"/>	3	Dolly Dimples	10-25-1950	M	417 Fairground Rd, Mill Hall, PA 17751-60304	Madison	IL
<input checked="" type="checkbox"/>	4	Dolly Dimples	10-25-1950	M	417 Fairground Rd, Mill Hall-60304	Lock Haven	PA

Search Criteria

NAME	DATE OF BIRTH	DATE RANGE	REQUESTER NAME	REQUESTED DATE
Dolly Dimples	10-25-1950	12-06-2020 To 12-06-2021	BRIAN ROLAND	Mon Dec 06 2021 13:48:22 GMT+0530 (India Standard Time)

Summary

Prescriptions	40
Prescribers	5
Pharmacies	5

View Map

Drug Classes

Benzodiazepines	0
Stimulants	0
Opioids	40
Muscle Relaxants	0

Opioid Dosage

Total MME for Active Prescriptions	0
Average MME	367.07

MME GraphMME Calculator

- You can download the patient report by clicking on the “Download” button in the PDMP Report.

Return to Search Results



Download

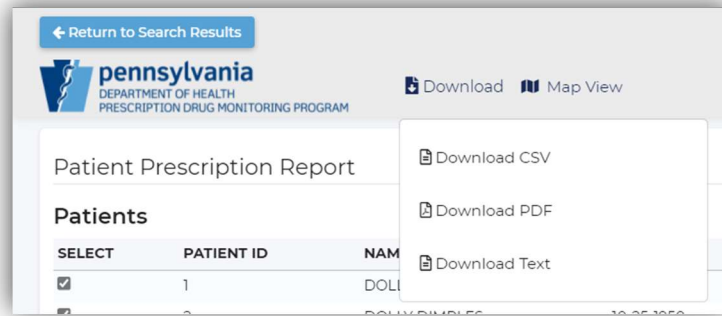
Map View

Patient Prescription Report

Patients

SELECT	PATIENT ID	NAME	D.O.B.
<input checked="" type="checkbox"/>	1	DOLLY DIMPLES	10-25-1950
<input checked="" type="checkbox"/>	2	DOLLY DIMPLES	10-25-1950
<input checked="" type="checkbox"/>	3	Dolly Dimples	10-25-1950
<input checked="" type="checkbox"/>	4	Dolly Dimples	10-25-1950

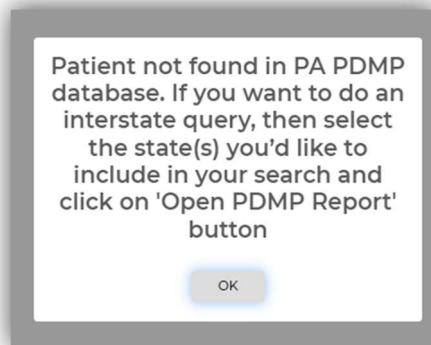
- The file can be downloaded in different formats, such as PDF, CSV, and Text.



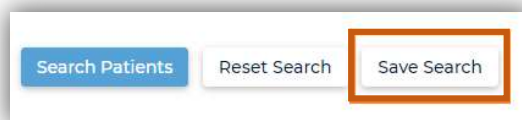
- To go back to the “**New Search**” page, either click on the “**X**” mark provided on the top-right of the page or click on the “**Return to Search Results**” button on the top-left of the page.



- If your search yields no results, a notification will display stating that no records match your search parameters:



- Click “**OK**”. If you were searching for patient results in a specific state, try running your search again but select “**All States**” for the system to broaden your search.
- There may be occasions when it is necessary to run the same search many times. You can save your search for later use by selecting the “**Save Search**” option.



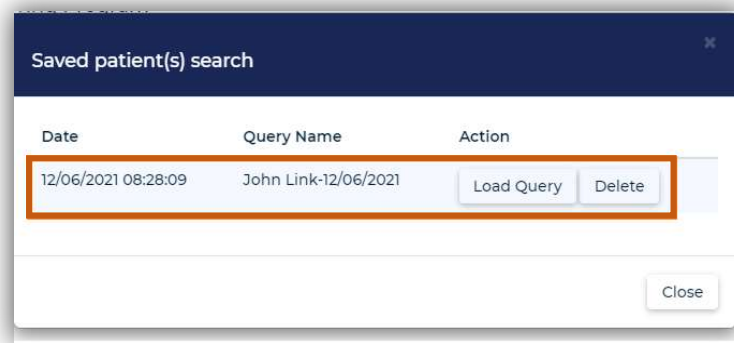
- Enter a custom “**Query Name**” in the pop-up window.

- Click the **“Save Search”** button.

- A pop-up window will appear with a confirmation message:

- By clicking the **“Saved Searches”** button, you can retrieve all of the queries you have saved.

- Click on the **“Load Query”** button to display the results of the previously submitted request.



Note: The results of previous requests are not updated with new data. The results shown are those that were available at the time the actual search was conducted.

5.2 Bulk Search

- The **“Bulk Search”** feature works similarly to the **“New Search”** feature, except that it allows you to enter numerous patient information simultaneously instead of searching for one patient at a time.
- You can manually enter patient names or upload a CSV file.
- The **“Bulk Search”** page has 3 tabs:
 - **“Build And Run Bulk Search”**
 - **“Upload Bulk Search”**
 - **“Bulk Search History”**

- To enter patient details manually, navigate to the **“Build And Run Bulk Search”** tab. All mandatory fields are

marked with a red asterisk (*).

- If you wish to access more search parameters, click on “**Refine Search**”, which will display more parameters that can be used to narrow down your search.

- If you require information from other states, click the checkbox next to the abbreviations of the desired state(s).

- Once your search parameters are entered, click on the “**Search Patients**” button. A list of patients who match the criteria will appear.
- You may indicate a correct match from the list by selecting the checkmark box beside their name and clicking on the “**Add Selected Patient(s) To Bulk Search List**” button. Once the button is clicked, the patient will be added to a list of patients to be included in your bulk search.

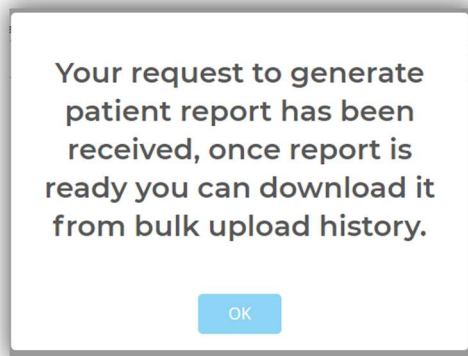
- This list may be comprised of a single patient or multiple patients. To add more patients, follow the same search process as above and click on “**Add Selected Patient(s) To Bulk Search List**”.

- Similarly, a patient may also be removed from the list by clicking the “**Remove**” button on the patient’s row.

- Once your list of patients is compiled, enter the reason for performing the bulk search in the “**Reason for Search**” field.

- “**File Name**” and “**Report Type**” are optional fields.

- For **“Report Type”**, you can select either PDF or CSV format.
- Once done, click on the **“Run Bulk Search and Open PDMP Report”** button. You will receive a pop-up window indicating that the report can be found under the **“Bulk Upload History”** section once it is ready.



- To enter patient details via CSV file, navigate to the **“Upload Bulk Search”** tab.

Bulk Patient Search Page Walkthrough

Build And Run Bulk Search **Upload Bulk Search** Bulk Search History

Please upload the CSV file following our patient bulk search template (at a time maximum 200 records are allowed to query). [Click here to download template](#)

Date Range

Search other states:
☐ AL ☐ AK ☐ AZ ☐ ID ☐ IL ☐ KY
☐ MD ☐ NE ☐ OH ☐ UT ☐ WV ☐ Select bordering states
☐ Military Health System

Must be a valid CSV file as per the template

Reason for Search

Report Type

- Click on the **“Click here to download template”** link to download the sample CSV file.

Please upload the CSV file following our patient bulk search template (at a time maximum 200 records are allowed to query). [Click here to download template](#)

Date Range

Search other states:
☐ AL ☐ MD

- Click on **“Choose File”** to select the file you created based on the sample CSV file.

Please upload the CSV file following our patient bulk search te

Date Range

10/20/2020 - 10/20/2021

Choose file

Must be a valid CSV file as per the template

- Select PDF or CSV format under “**Report Type**” and then click on the “**Upload File**” button.

Note: The patient’s complete first name, last name, and date of birth (using the MM/DD/YYYY format) are required.

Must be a valid CSV file as per the template

Reason for your search:

Report Type

PDF

PDF

CSV

Upload file

- A pop-up window will appear to confirm the status of the file upload.

File uploaded successfully.

OK

- To obtain the results of a “**Build and Run Bulk Search**” and/or “**Upload Bulk Search**”, or to view previous searches, click on the “**Bulk Search History**” tab.

Bulk Patient Search

[Build And Run Bulk Search](#) [Upload Bulk Search](#) [Bulk Search History](#)

01/15/2023 - 02/15/2023

- A search tab is available to sort through the records.

Bulk Patient Search

Page Walkthrough

[Build And Run Bulk Search](#) [Upload Bulk Search](#) [Bulk Search History](#)

09/20/2021 - 10/20/2021





Apply filter

Bulk Search History

Showing below records for the given date range : 09/20/2021 - 10/20/2021

Search table

- Under the “**Action**” column, you can download the Patient Prescription History Report (eRX) in CSV and Zip formats.
- By clicking on the “**arrow**” button, you can view the status of the uploaded file and the patient records contained within the file.

Search Status	Action
Completed	<div></div>

Notification Messages 3 User Profile

Bulk Patient Search

Page Walkthrough

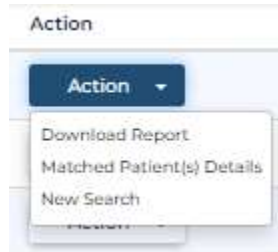
[Build And Run Bulk Search](#) [Upload Bulk Search](#) [Bulk Search History](#)

Refresh

Back

#	Report Generated At	Patient Name	Patient DOB	Gender	Address	#Matched Patient(s)	Generation Status	Action
1	07/23/2021 14:11:45	John Link	10/25/1950	NA	NA, NA, NA, NA	71	Success	Action

- The “**Action**” column lists three actions:
 - “**Download Report**”
 - “**Matched Patient(s) Details**”
 - “**New Search**”



- The “**Matched Patient(s) Details**” option opens a pop-up window, which shows the list of all possible matched patients.

A screenshot of the 'Matched Patient(s) Details' pop-up window. The window has a dark blue header with the title 'Matched Patient(s) Details' and a close button. Below the header is a table with the following columns: '#', 'First Name', 'Last Name', 'Gender', 'DOB', 'Address', and 'Action'. The table contains 14 rows of patient data. Each row has a 'New Search' button in the 'Action' column. The background shows a blurred view of the main application interface.

#	First Name	Last Name	Gender	DOB	Address	Action
1	John	Link	M	10/25/1950	134 elm street, Madison, Illinois, 60304	New Search
2	John	Link	M	10/25/1950	134 elm street, Madison, Wisconsin, 05376	New Search
3	John	Link	M	10/25/1950	Ghsghgshg, Arkadelphia, NA, 78933	New Search
4	John	Link	F	10/25/1950	Wall street, Apache junction, Arizona_3921, 32220	New Search
5	John	Link	M	10/25/1950	Ghsghgshg, Arkadelphia, Alabama_3919, 78933	New Search
6	John	Link	M	10/25/1950	134 elm street, Madison, Illinois, 5370605	New Search
7	John	Link	M	10/25/1950	Ghsghgshg, Arkadelphia, NA, 78933	New Search
8	John	Link	M	10/25/1950	134 elm street, Madison, Wisconsin, 05376	New Search
9	John	Link	M	10/25/1950	Abc street, Akron, NA, 12334	New Search
10	John	Link	M	10/25/1950	134 elm street, Madison, Wi, 05376	New Search
11	John	Link	M	10/25/1950	Abc street, Akron, NA, 12334	New Search
12	John	Link	M	10/25/1950	134 elm street, Madison, Illinois, 5370605	New Search
13	John	Link	M	10/25/1950	Ghsghgshg, Arkadelphia, Alabama_3919, 78933	New Search
14	John	Link	M	10/25/1950	134 elm street, Madison, Wi, 05376	New Search

- Selecting the “**New Search**” option opens a new web browser page, which navigates to the “**New Patient Search**” screen. For more information on the “**New Patient Search**” tab, go to section 5.1 – New Search.

New Patient Search

Enter mandatory(*) patient details. Additional fields will provide better patient matches.

Patient First Name * Patient Last Name * Patient DOB *

☐ Partial Search ☐ Partial Search

☒ Refine search

Matched Patient List

Showing below records for the given date range : 02/14/2022 - 02/15/2023

<input checked="" type="checkbox"/> All	First Name	Last Name	DOB	Gender	Address
<input type="checkbox"/>	JONAH	LINK	10/25/1950	F	TEST ALBA PENNSYLVANIA 3963
<input type="checkbox"/>	JOHN	LINK	10/25/1950	M	134 ELM ST MADISON WISCONSIN 53777

5.3 Search History

- You can view the history of your PDMP System patient searches by using the “**Search History**” tab.

Patient Search History
No. of search executed : 1 pharmacist DEA / NPI / LIC Page Walkthrough

Request Source

Patient first name Patient last name Patient DOB Date range

☒ Refine search

Reset Filter Apply Filter

Search History
Showing below records for the given date range : 02/01/2022 - 02/14/2023 ☐ Remove PHI From Export Export Table

Patient Detail	Requested By	Prescriptions	Requested For	Search time	Request Source	Status	Action
----------------	--------------	---------------	---------------	-------------	----------------	--------	--------

- There are extra search parameters available under the “**Refine Search**” button:
 - “**Select Delegate**”
 - “**Transaction Status**”

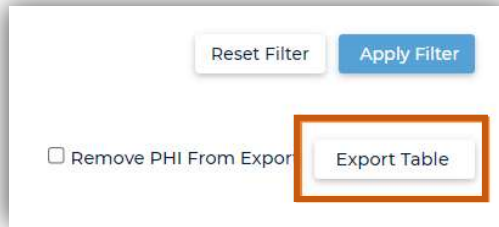
☒ Refine search

Select delegate Transaction Status

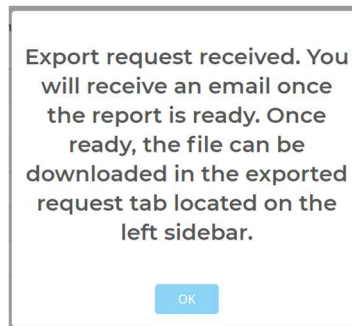
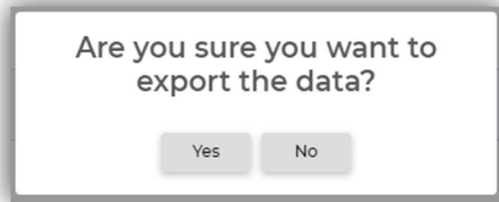
- Click on the “**Apply Filter**” button to search for records and the “**Reset Filter**” button to clear the search.

Reset Filter Apply Filter

- The data can be exported by clicking on the “**Export Table**” button.
- You can also choose whether to export the data with or without PHI (Protected Health Information) by selecting the appropriate checkbox:



- Once you click “**Export Table**”, a pop-up window will appear. Click “**Yes**” to confirm that you want to export the data.

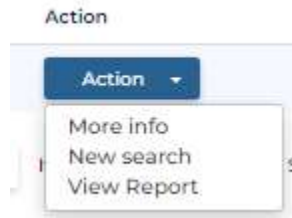


- The resulting table displays:
 - “**Patient Detail**” – includes Patient Name and DOB
 - “**Requested By**” – the PDMP user who requested the patient search
 - “**Prescriptions**” – number of prescriptions for that patient’s record from your requested Date Range
 - “**Search time**” – the time at which the PDMP who requested the patient search submitted their request
 - “**Request Source**” – use the source which you use to log into the PDMP:



- “**Status**” – whether or not the request succeeded

- **“Action”** – these are the actions you can take with the patient’s prescription information:



- Clicking on the **“More info”** button will initiate a pop-up window, which will display additional information about the transaction.

Transaction details for the request tracking id : 18daf741-a51f-4cd1-a39a-52dc5aa95a31

Patient city : Akron	Provider name : WILLIE WOOD	No of prescriptions : 63
Patient state : Pennsylvania_3963	Provider DEA : ---	Identical prescriptions : ---
Patient street : abc street	Provider NPI : ---	Facility Id : PDMPWEBAPP
Patient postal Code : 12334	Provider License : TESTLIC10	No of benzo drugs : ---
Patient alert : ---	No of unique pharmacies : 4	Opioid benzo overLaps : ---
	No of unique prescribers : 8	Stimulates : ---
	Active mme : 0	Mussle rel : ---
	Average mme : 447.85714285714283	User Email : williewood@mailinator.com
	No of opiod drugs : ---	

Close

- Clicking on the **“New search”** button will open a new web browser page, which will take you to the **“New Patient Search”** tab detailed in section 5.1 – **“New Search”**.

Pennsylvania Prescription Drug Monitoring Program

Notifications Messages 3 User

New Patient Search

Enter mandatory(*) patient details. Additional fields will provide better patient matches.

Patient First Name *
 Patient Last Name *
 Patient DOB *
 Rx Date Range *

☐ Partial Search
 ☐ Partial Search

☒ Refine search
 ☒ Search other states ?

- Clicking on the “View Report” button will navigate to the PDMP Report page for that patient.

Return to Search Results

PDMP Patient Report

pennsylvania

DEPARTMENT OF HEALTH

PRESCRIPTION DRUG MONITORING PROGRAM

Download

Map View

Patient Prescription Report

Based on patient address and proximity, we suggest searching these other states: [WI](#)

Patients

SELECT	PATIENT ID	NAME	D.O.B.	GENDER	STREET	CITY	STATE
<input checked="" type="checkbox"/>	1	STEVEN LINK	10-25-1950	M	134 ELM ST-53706	MADISON	WISCONSIN 53706

Search Criteria

NAME	DATE OF BIRTH	DATE RANGE	REQUESTER NAME	REQUESTED DATE
STEVEN LINK	10-25-1950	12-06-2020 To 12-06-2021	BRIAN ROLAND	Mon Dec 06 2021 16:45:59 GMT+0530 (India Standard Time)

Summary

Prescriptions	3
Prescribers	1
Pharmacies	1

View Map

Drug Classes

Benzodiazepines	0
Stimulants	0
Opioids	3
Muscle Relaxants	0

Opioid Dosage

Total MME for Active Prescriptions	0
Average MME	67.50

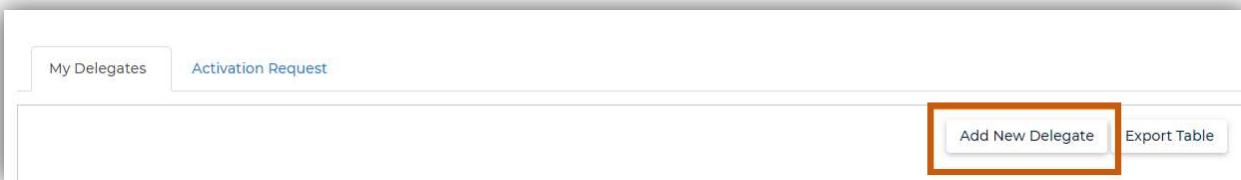
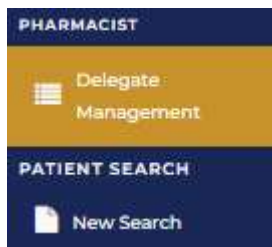
MME GraphMME Calculator

6 Delegate Management

The Delegate Management feature allows you, as a supervisor, to approve or reject new delegates, as well as remove existing delegates from your account. Every six months, supervisors will be expected to validate all delegate relationships. If a user registers as a delegate and selects you as their supervisor, you will receive an email notification that a delegate account is pending your approval.

6.1 Adding New Delegates

- You can add new delegates to your account by clicking the “**Add New Delegate**” button.



- This will display a text box in which you can enter the delegate’s email address.

A screenshot of a web form titled 'Delegate Management'. At the top, there is a header with a blue logo and the text 'Pennsylvania Prescription Drug Monitoring Program'. Below the header, the title 'Delegate Management' is displayed. Underneath the title, there is a paragraph of text: 'Delegate reverification allows the prescriber/pharmacist to confirm that their delegate(s) should still have access to search on their behalf. For more information on delegates, please see the PDMP delegate policy.' Below this text, there is a label 'Email' followed by a text input field. To the right of the input field are two buttons: 'Verify Delegate' and 'Clear'.

- Once the delegate’s email address is entered, click the “**Verify Delegate**” button.
- A pop-up window will display. Click on the “**Confirm Delegate**” button.

Verify and Add Delegate

HEATHER RICE

DOB: 01/11/1988

Email: nancy.reinhart@mailinator.com

Phone:

Close

Confirm Delegate

6.2 Approving or Rejecting Delegates

- You may receive requests from other PDMP users to link their account to yours as delegates. These records can be viewed under the “**Activation Request**” section.



- Click “**Activate**” to approve the delegate or click “**Delete**” to reject the delegate.

My Delegates

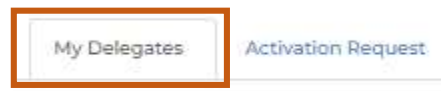
Activation Request 1

Add New Delegate

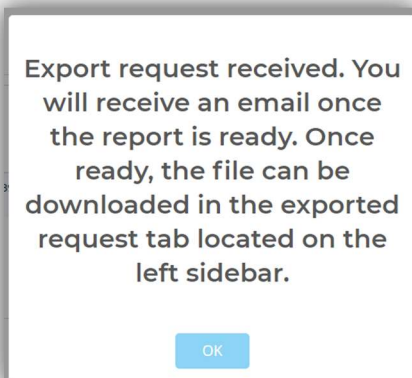
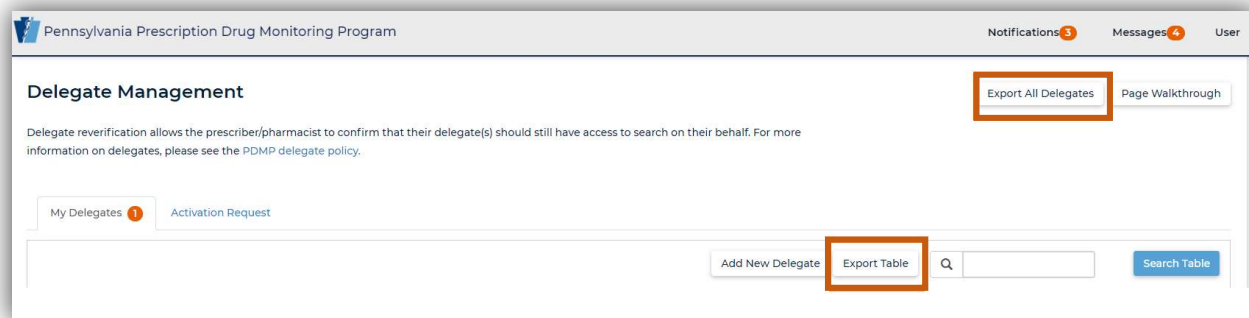
Export Table

Name	DOB	Phone	Created At	Email	Action
Susan Bates	12/02/1976	7483936689	11/09/2021	susanb@mailinator.com	<div>Delete</div> <div>Activate</div>

- The activated delegates can be viewed under the “**My Delegates**” section.

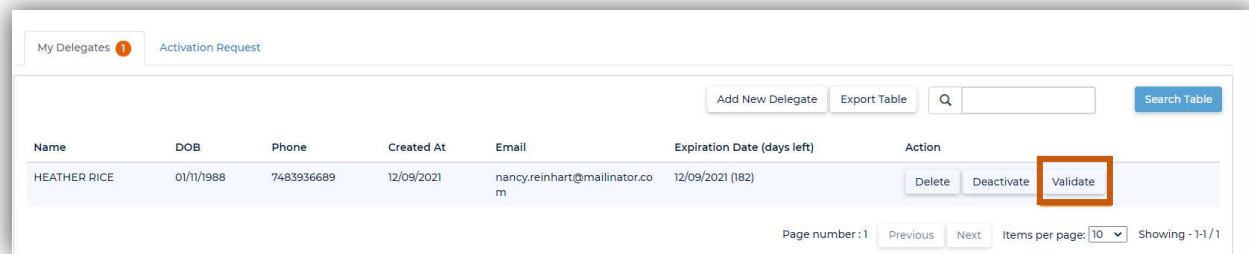


- The data can be exported by clicking on:
 - “**Export Table**” to export data on a specific section
 - “**Export All Delegates**” to export data for the whole page
- The report will be generated and available on the “**Exported Reports**” tab.



6.3 Validating or Deleting Delegates

- You can also validate delegates by clicking on the **“Validate”** button.



- Click the **“Delete”** button to delete or remove a delegate from your account. You can also deactivate the account of a specific delegate by clicking the **“Deactivate”** button.

7 File Submissions

7.1 Timeline Requirements

Pharmacies and software vendors can establish submission accounts upon receipt of this guide. Per the ABC-MAP Act of Oct. 27, 2014, P.L.2911, No.191, Section 5(5)(xvi), all licensed prescribers and dispensers in Pennsylvania are required to register with the Department of Health's Prescription Drug Monitoring Program (PDMP).

- As of 02/14/2022, dispensers are required to transmit their data to the PDMP using LogiCoy's PDMP web portal.
- As of 01/01/2017, pharmacies and dispensers are required to submit data within the subsequent business day of dispensing the controlled substance(s) to the patient.

If a pharmacy does not dispense any controlled substances for the preceding reporting period, the pharmacy must file a zero report for that reporting period or it will be considered non-compliant. See section 7.3.1 – Zero Report Submission for additional information.

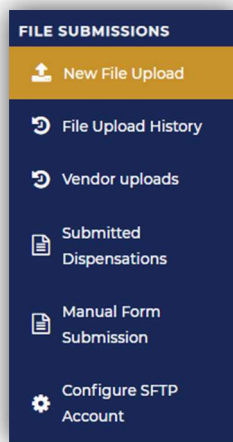
7.2 Upload Specifications

Files will be accepted in ASAP form and must be in standard 4.2 or more recent. All of your upload files will be kept separate from the files of other dispensers.

Reports for multiple pharmacies can be in the same upload file in any order.

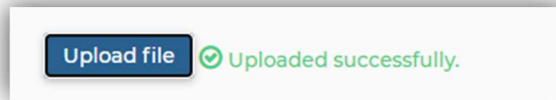
7.3 New File Upload

New File Upload allows you to upload patient data using the PDMP web portal.



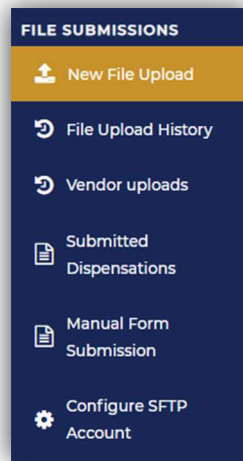
- The file description field is optional. It may contain any meaningful words used to describe the file that is to be uploaded by you.
- Choose the file from your computer system by clicking on the button “**Choose File**”.
 - **NOTE:** The file must follow **ASAP** standard and have a “.dat” extension.

- Click on the “**Upload File**” button to upload the file into the PDMP system.
- The status of the uploaded file can be viewed instantly. In the example below, the file was processed successfully:



7.3.1 Zero Report Submission

- If you have no dispensations to report, you must submit this information to the PA PDMP. Follow the steps below to manually submit a zero report.
 - **NOTE:** Zero reports can also be submitted via sFTP using the ASAP Standard for Zero Reports. For additional details on this method, see **Appendix B: ASAP Zero Report Specifications**.



- Zero reports can be submitted on the “Data Upload” page:

Data Upload

Dispenser's or Pharmacist's new data upload screen

[Submission Guide](#)
[Page Walkthrough](#)

File Upload

Optional : On behalf of registered user email (Editable Only for Admin) ⌵

Please note, This user email must be a valid pdmp portal user, otherwise file will fail to upload

File must follow the predefined ASAP format and should be .DAT file

[Choose File](#)

File description (Optional)

[Upload file](#)

Zero report submission

Purpose of zero report:

If a pharmacy does not dispense any controlled substances for a given reporting period, it must file a zero report for that reporting period or it will be considered noncompliant.

Optional : On behalf of registered user email (Editable Only for Admin) ⌵

Please note, This user email must be a valid PDMP portal user, otherwise file will fail to upload

Start Date

📅 MM/DD/YYYY

End Date

📅 MM/DD/YYYY

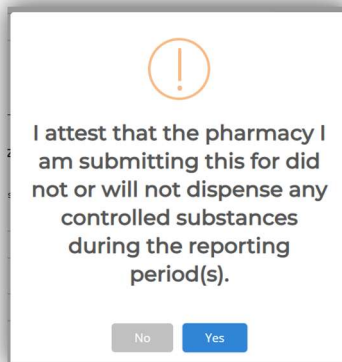
Pharmacy DEA Number

[Upload Zero Report](#)

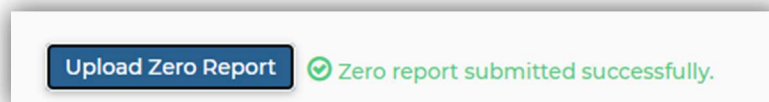
- For this submission, you must enter the Start and End Fill Dates along with the Pharmacy DEA Number on the

prescription.

- Once all details have been entered, click on the “**Upload Zero Report**” button.
- A pop-up will appear, which will require attestation from the submitter that the pharmacy is eligible for zero reporting during the submitted period:

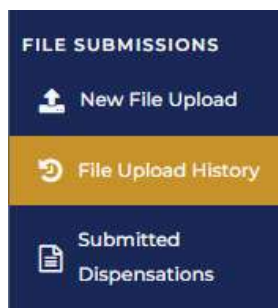


- Click “**Yes**”, and the zero report will be submitted. This will be visible instantly in the confirmation message:



7.4 File Upload History

The File Upload History section allows you to view the history of the data files processed within the PDMP system.



- On the “**File Upload History**” page, there are search parameters such as File Name, Status, and File Submission Date Range:

File Upload History

File name: Status: File Submission Date range: [Search](#) [Reset Search](#)

Upload insights

Total Files Received 0	Total Prescriptions 0	Processing Finished 0	Processing Failed 0
ZeroReport Received 0	Parsing Error 0	Processing Started 0	Parsing Started 0

File List

Showing below records for the given date range : 11/06/2021 - 12/06/2021

ID	File name	User name	IP-Address	Prescriptions	Success	Error	Status	Date	Actions
No records found for given date range.									

[Export Table](#)

- The “**File name**” field is for the name of the data file that contains prescription records. If you are searching for a specific prescription record, it is possible to find the File name under **Action, More Details** when viewing the prescription on the “**Submitted Dispensations**” page.
- “**Status**” is an optional search tool; this can be used if you are looking specifically for data files that contain failed prescription records or for data files with only successful uploads.
- “**File Submission Date Range**” can be used to search for a very specific data file –
 - You can search for a specific date (e.g., 02/08/2023 – 02/08/2023) if you know the date on which the data file was submitted.
 - You can use a broad date range if you are unsure when the data file for which you are searching was submitted.
- Once you have entered all applicable field search criteria, click on the “**Search**” button.
 - The search can be cleared by click on the “**Reset Search**” button.

File Upload History

File name: Status: File Submission Date range: [Search](#) [Reset Search](#)

Upload insights

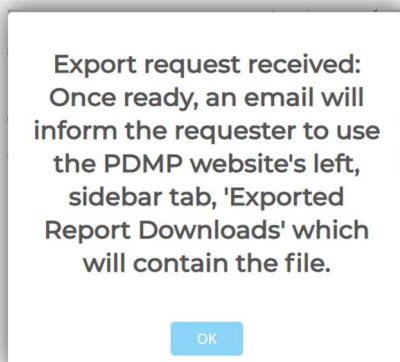
Total Files Received 0	Total Prescriptions 0	Processing Finished 0	Processing Failed 0
ZeroReport Received 0	Parsing Error 0	Processing Started 0	Parsing Started 0

File List

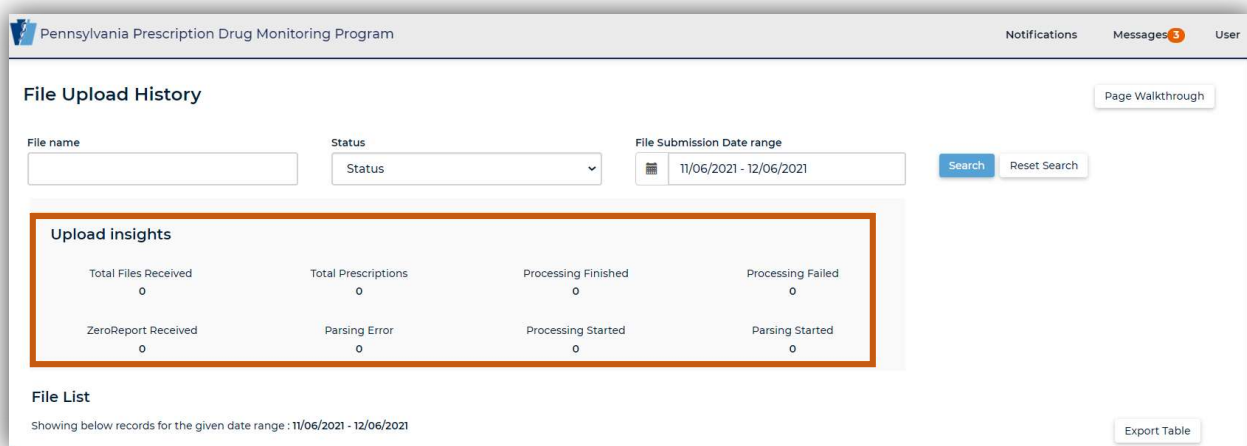
Showing below records for the given date range : 11/06/2021 - 12/06/2021

[Export Table](#)

- The data can be exported by clicking on the “**Export Table**” button.
 - The report will be generated and available in the “**Exported Reports**” section:



- The highlighted section “**Upload Insights**” on the File Upload History page shows:
 - The total count of received files
 - Total prescriptions
 - Total files processed successfully
 - Total files that failed to process because of errors
 - Total zero reports received
 - Total records with parsing error
 - Total count of records for which processing has started but not yet finished
 - Total count of records for which parsing has started but not yet finished



- Once you enter information into any of the searchable fields on File Upload History and click “**Search**”, the system will show all data files whose records match your search criteria.

- **NOTE:** at any time after clicking “Search”, you can click the “**Back**” button in the top-right of the page to go back a page without losing your entire search.

Back

Prescriber DEA

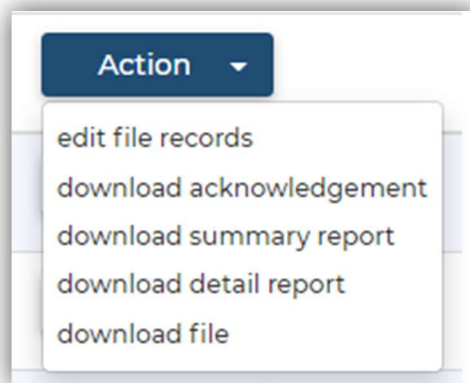
Rx Number

- Once you click “Search”, the displayed table below shows:
 - The file’s **ID** number
 - **File name**
 - The **User name** of the individual who submitted the data file
 - The **IP address** from which the file was submitted
 - The total number of **prescriptions** in the data file
 - The total number of prescriptions that were **successfully submitted**
 - The total number of prescriptions that errored and thus **failed to submit**
 - The **Status** (e.g., Accepted, Processed with Errors, Duplicate) of the data file
 - The **date and time** at which the file was submitted to the PDMP
 - The **Actions** that you can perform to those records

Ascending ▴ Descending ▾									
ID	File name	User name	IP-Address	Prescriptions	Success	Error	Status	Date ▾	Actions
2530	ZERO_RPT_MANUAL__1627296323701.dat	williewood@mailinator.com	60.243.243.156, 64.252.145.81	1	1	0	Zero-report-recieved	07/26/2021 10:45:23	Action ▾
2529	H-DEMO-DATA-T3.dat	williewood@mailinator.com	60.243.243.156, 64.252.145.81	14	10	4	Processed-with-error	07/26/2021 10:36:30	Action ▾

Page number : 1 Previous Next Items per page: 10 ▾ Showing - 1-2 / 2

- Under the “**Actions**” column, you can:



- **Edit File Records**, which shows you a list of all prescription records submitted with the data file. On this screen, you can search for a specific Rx Number. For more information on editing prescriptions, see Chapter 10 – Data Compliance.
- **Error Details**, which is only an option on data files that processed with errors. This page will display the reason for the failure of processing the file.
- **Download Acknowledgement**, which will show the pharmacy-identifying information in a CSV file.
- **Download Summary Report**, which is an Excel spreadsheet that shows: the total number of records received, accepted, and errored; the number of warnings, duplicates, and voided records. You cannot access specific prescription record information from this report.
- **Download Detailed Report**, which is an Excel spreadsheet that shows pharmacy-identifying information, prescription dispensation information, and the processing status for each prescription record.
- **Download File**, which will show all submitted values for each prescription record in a CSV file.

7.5 Submitted Dispensations

The “**Submitted Dispensations**” page uses pharmacy- and prescription-identifying data to search for specific prescription records. This page will show multiple records for a single prescription if multiple records have been submitted – including those that have errored and are not visible on the PDMP; accepted records; resubmissions; and duplicate records.

Submitted Dispensations

Pharmacy DEA: Pharmacy NPI Number: Pharmacy License Number: Prescriber DEA:

Prescriber NPI: Prescriber State License Number: Status: Rx Number:

Prescription Written Date Range: Prescription Filled Date Range:

Filter by drug schedule: ☐ II ☐ III ☐ IV ☐ V ☐ All

Showing below records for the given date range : 01/01/2021 - 12/06/2021

First Name	Last Name	DOB	Pharmacy	Prescriber	Rx #	Drug Name	MME	Written date	Fill Date	Status	Action
DOROTHY	DIMPLES	10/25/1960	THE MEDICINE SHOPPE	JOHN LEGERE	0700120	PREGABALIN	0	10/01/2021	05/01/2021	Resubmitted	Action
DOROTHY	DIMPLES	10/25/1960	THE MEDICINE SHOPPE	JOHN LEGERE	0700120	PREGABALIN	0	10/01/2021	05/01/2021	Resubmitted	Action
DOROTHY	DIMPLES	10/25/1960	THE MEDICINE SHOPPE	JOHN LEGERE	0700120	PREGABALIN	0	10/01/2021	05/01/2021	Duplicate	Action
DOROTHY	DIMPLES	10/25/1960	THE MEDICINE SHOPPE	JOHN LEGERE	0710120	PREGABALIN	0	10/01/2021	05/01/2021	Accepted	Action

- On the page, there are search parameters such as Pharmacy DEA, NPI, and License Number; Prescriber DEA, NPI, and License Number; Prescription (Rx) Number; Prescription Written and Filled Dates; Status (e.g., Accepted, Resubmitted, Processed with errors, Duplicate); and Drug Schedule (II-V).
- You can search using any combination of the above fields; click on the “**Search**” button when you are ready to search for prescription records.
 - The search can be cleared by clicking on the “**Reset Search**” button.

Search Reset Search Export Table

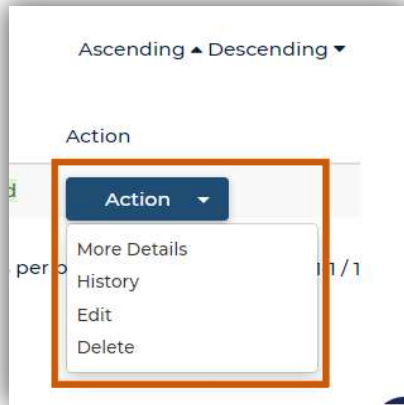
- Data can be exported by clicking on the “**Export Table**” button. The report will be created and sent to the “**Exported Reports**” page, on which you can use your email address User name to search for your available reports.
- The page containing your search results will display:
 - Patient’s First Name, Last Name, and DOB
 - Pharmacy Name
 - Prescriber Name
 - Prescription Number (Rx #)
 - Drug Name
 - Calculated Morphine Milligram Equivalents (MME)

- Written Date
- Fill Date
- Status (e.g., Accepted, Resubmitted, Processed with errors, Duplicate)
- **Action**, which allows you to perform various actions on individual prescription records.

The screenshot shows the 'Submitted Dispensations' search interface. It includes fields for Pharmacy DEA, Pharmacy NPI Number, Pharmacy License Number, Prescriber DEA, Prescriber NPI, Prescriber State License Number, Status (a dropdown menu), Rx Number, Prescription Written Date Range, and Prescription Filled Date Range. There are also filters for drug schedule (2, 3, 4, 5, All) and buttons for Search, Reset Search, and Export Table. Below the search fields, it says 'Showing below records for the given date range: 01/01/2021 - 12/06/2021'. The results table has columns: First Name, Last Name, DOB, Pharmacy, Prescriber, Rx #, Drug Name, MME, Written date, Fill Date, Status, and Action. The table contains four records for 'DOROTHY DIMPLES' from 'THE MEDICINE SHOPPE' by 'JOHN LEGERE', all for 'PREGABALIN'. The statuses are 'Resubmitted', 'Resubmitted', 'Duplicate', and 'Accepted' respectively. Each record has an 'Action' dropdown menu.

First Name	Last Name	DOB	Pharmacy	Prescriber	Rx #	Drug Name	MME	Written date	Fill Date	Status	Action
DOROTHY	DIMPLES	10/25/1960	THE MEDICINE SHOPPE	JOHN LEGERE	0700120	PREGABALIN	0	10/01/2021	05/01/2021	Resubmitted	Action
DOROTHY	DIMPLES	10/25/1960	THE MEDICINE SHOPPE	JOHN LEGERE	0700120	PREGABALIN	0	10/01/2021	05/01/2021	Resubmitted	Action
DOROTHY	DIMPLES	10/25/1960	THE MEDICINE SHOPPE	JOHN LEGERE	0700120	PREGABALIN	0	10/01/2021	05/01/2021	Duplicate	Action
DOROTHY	DIMPLES	10/25/1960	THE MEDICINE SHOPPE	JOHN LEGERE	0710120	PREGABALIN	0	10/01/2021	05/01/2021	Accepted	Action

- The “Actions” drop-down column has 4 options:



- **More Details**, which will result in a pop-up window that displays more prescription details such as Pharmacy DEA, Patient Address, and Schedule Drug (II-V).

Prescription Number : 202102186

Status : ACCEPTED	Pharmacy city : CHAMJHJKFHJFEFQ@#\$@#ERFDSBERSBURG	DSP Product Id : 68387094360
Creation date : 06/15/2021	Pharmacy zip : PA	DSP days supply : 30
Transaction Id : TC2	Patient name : DOLLY DIMPLES	DSP quantity dispensed : 180
Transaction type : 01	Patient city : LOCK HAVEN	DSP drug dosage unit code : 01
Release number : 4.2A	Patient state : PA	Payment type : Private Pay
Info source entity : HOGWARTS PHARMACY	Patient zip : 60304	Schedule Drug : 2
Pharmacy DEA : TESTDEA40	Patient address : 417 FAIRGROUND RD, MILL HALL	Reporting Status : 00
Pharmacy NPI : TESTNPI40	Patient DOB : 10/25/1950	Refill Number : 0
Pharmacy name : HOGWARTS PHARMACY-V2	Patient Species : 01	Refills Authorized : 05
Pharmacy phone no : (717) 267-3304	Patient gender : M	Prescriber name : PARAM SINGH
Pharmacy contact name : N/A	DSP Prescription number : 202102186	Prescriber DEA : BR5799401
Pharmacy chain id : ~AA2654	DSP Prescription written date : 06/19/2021	Prescriber NPI : 1023011181
	DSP Prescription date filled : 06/19/2021	Prescriber State License Number : N/A

Close

- **History** will show all of the activity on the prescription record, such as details for the last time someone made an edit to the record.

Prescription Number : 12111512

Show more data

Show entries

Search:

Patient name	Patient DOB	Patient address	Status	Creation date	Update At	Update By	User Role
PARAM SINGH	05/23/1987	417 FAIRGROUND RD, MILL HALL, PA 17751	ERRORED	04/28/2021	05/21/2021	walgreenpharmacy@mailinator.com	Pharmacist
PARAM SINGH	05/23/1987	417 FAIRGROUND RD, MILL HALL, PA 17751	ERRORED	04/28/2021	05/21/2021	walgreenpharmacy@mailinator.com	Pharmacist

Showing 1 to 2 of 2 entries

Previous Next

Close

- **Edit**, which allows you to edit the file details in the pop-up window that appears. You can edit the Pharmacy Details, Patient Details, DSP Description, Prescriber Details, and provide comments in the Comment section. After editing, click on the “**Update**” button to view the changes made. For more information on editing prescriptions, see Chapter 10 – Data Compliance.

Prescription Number : 12111512

Transaction id
TC2

Pharmacy details ▲

Pharmacy name HOGWARTS WTST PHARMACY	Pharmacy Dea number 12341231	Pharmacy NPI TESTNPI1	Pharmacy Ncpdp for pdp N/A
Address 1 925 NORLAND AVE	Address 2 N/A	City CHAMJHJKFHJFEFQ@#\$@#EF	State PA
Zip N/A	Phone number (717) 267-3304	Chain id ~^^2654	

Patient details ▲

Patient id N/A	Patient first name PARAM	Patient middle name N/A	Patient last name SINGH
Patient gender M	Patient date of birth 05/23/1987	Patient address 417 FAIRGROUND RD, MILL HAI	Patient city MADISON
Patient state IL	Patient zip 60304	Patient phone number N/A	Patient provider code N/A
Patient qualifier 03	Patient provider code N/A	Patient qualifier 2 N/A	Patient id 2 N/A
Patient name prefix N/A	Patient name suffix N/A	Patient species 02	Patient location code 10

Patient non uscn
N/A

Patient name of animal
N/A

DSP description ▲

DSP prescription number 12111512	DSP prescription date filled 05/16/2021	DSP Prescription written date 05/16/2021	DSP Product Id 00005334643
DSP days supply 90	DSP quantity dispensed 180	DSP drug dosage unit 01	DSP reporting status 00
DSP refills authorized 05	DSP refill number 0	DSP productid qualifier 01	DSP transmission form 01
DSP partial fill indicator 00	DSP pharmacist npi N/A	DSP Pharmacist license number N/A	DSP Payment type code Private Pay
DSP date sold N/A	DSP Rxnorm product qualifier N/A	DSP Rxnorm code N/A	DSP Electronic prescription reference number N/A
DSP Electronic prescription order number ICD10			

Prescriber details ▲

Prescriber dea DEA98765	Prescriber first name PHYSICIAN	Prescriber middle name N/A	Prescriber last name PARFP
Prescriber phone no N/A	Prescriber DEA suffix N/A	Prescriber NPI NPI8599	Prescriber State LIC N/A

☐ Contested Prescription

Reason for edit

Add comment

Comment history ▼

Update

Close

- **Delete** will delete the record from the PDMP Portal. This action is not recommended for dispensed prescriptions unless an Accepted version of the prescription is already submitted to the PDMP.

Are you sure?

Do you want to delete the record

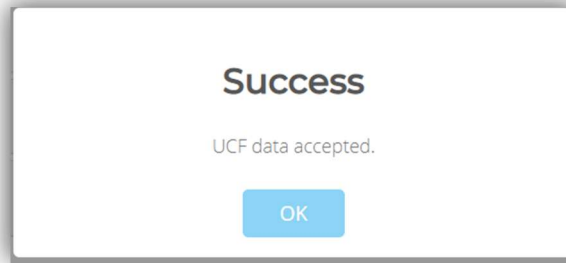
Yes Cancel

7.6 Manual Form Submission

The “**Manual Form Submission**” (also known as the Universal Claim Form or UCF) page allows you to manually submit prescription dispensation information.

- The form has several sections that require Patient, Dispensary, Pharmacist, and Prescriber information.
- You must enter all mandatory fields, which are marked by an asterisk (*).
- You may submit information for more than one patient at a time – click on the “**Add New Prescription**” button towards the bottom of the page to begin entering information for additional records.

- Once all of your data is entered, click on the “**Submit**” button to send the data to the PDMP system.
- A pop-up appears showing that the data has been processed successfully.



- Once you click the “OK” button, the page will automatically take you to the “File Upload History” page. You can view your data file there, as explained in section 7.4 – File Upload History.

7.7 Vendor Uploads

The “Vendor Uploads” page can only be viewed by the PIC (Pharmacist in Charge). This page provides an overview of the file records that a third-party vendor (such as a software vendor acting as a data submitter) has uploaded on behalf of the pharmacy.

The screenshot shows the "Vendor Uploads" page of the Pennsylvania Prescription Drug Monitoring Program. The page has a header with the program name, notifications, messages, and a user profile. Below the header, there are filters for file name, status, and date range. A table displays the upload records with columns for ID, File name, User name, IP-Address, Records, Status, Date, and Actions. The table shows three records: one with a "Processing-failed" status and two with "Processing-finished" status.

ID	File name	User name	IP-Address	Records	Status	Date	Actions
3180	QSL_202111160228.dat	robertsmith@mailinator.com	sftp://172.30.0.203	37	Processing-failed	12/02/2021 03:56:59	Action
3181	QSL_202111140145.dat	robertsmith@mailinator.com	sftp://172.30.0.203	5	Processing-finished	12/02/2021 03:58:14	Action
3145	23112021.dat	Christina.j@mailinator.com	sftp://172.30.0.203	1	Processing-finished	11/24/2021 11:59:41	Action

Pennsylvania Prescription Drug Monitoring Program

Vendor Uploads

File name ?

Status ?

Date range ?

Showing below records for the given date range : 11/07/2021 - 12/07/2021

ID	File name	User name	Records	Status	Date
3180	QSL_202111160228.dat	robertsmith@om	37	Processing-failed	12/02/
3181	QSL_202111160145.dat	robertsmith@om	5	Processing-finished	12/02/

- You can search for the **File name** of the data file, the **Status** (e.g., Processing finished, Processing failed), and the **Date range** for which the data file was submitted.
- The data can be exported by clicking on the “**Export Table**” button. The report will be generated and available in the “**Export Reports**” section.

Page Walkthrough

Apply Filter Reset Filter

Export Table

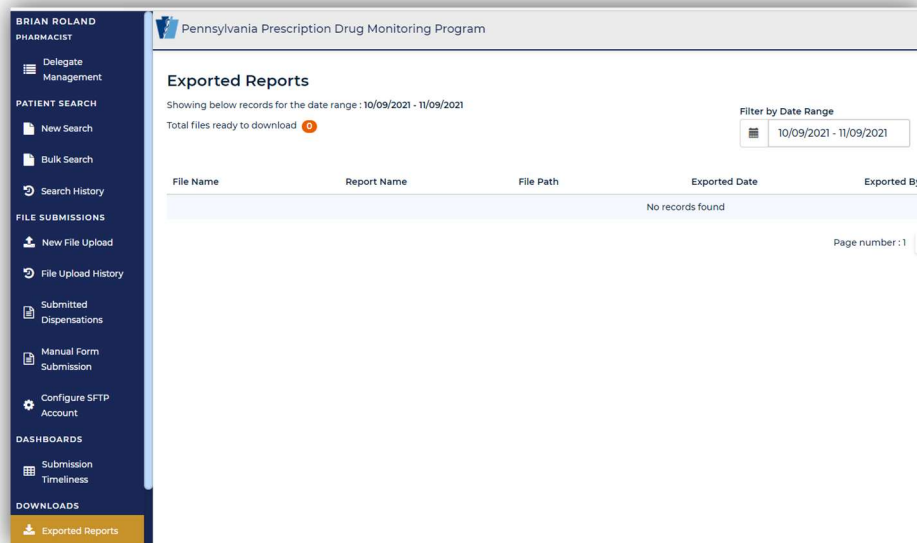
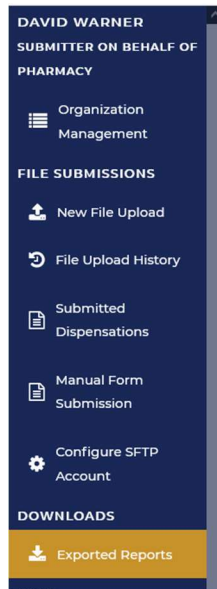
- More information on this page can be found in section 10.4 – Vendor Uploads (PIC Access Only).

8 Exported Reports

The “**Exported Reports**” module allows you to download the reports that have already been exported from a PDMP search.

8.1 Downloading Export Reports

- The reports can be downloaded by click on the “**Exported Report**” option, found on the below navigation panel:



- This page provides easy access to all of the reports that you have exported.
- You can filter searches using Date Range parameters. You can also use the search tab to sort through various

records to search for a specific name. Click on “**Search Table**” to look for a specific file name, Report Name type, or exporter email address.

Exported Reports

Showing below records for the date range : 11/09/2021 - 12/09/2021

Total files ready to download 5

Filter by Date Range: 11/09/2021 - 12/09/2021

File Name	Report Name	File Path	Exported Date	Exported By	Action
ZERO_RPT_MANUAL___163...	File Summary Report	/efs/fileProcessor/r...	12/06/2021 11:51:52	harry_pharmacy@mailinator.com	Download
ZERO_RPT_MANUAL___163...	File Detail Report	/efs/fileProcessor/r...	12/06/2021 11:51:52	harry_pharmacy@mailinator.com	Download
david0806_202120611...	File Summary Report	/efs/fileProcessor/r...	12/06/2021 11:41:16	harry_pharmacy@mailinator.com	Download
david0806_202120611...	File Detail Report	/efs/fileProcessor/r...	12/06/2021 11:41:16	harry_pharmacy@mailinator.com	Download
PDMP_Patient_Search_...	PDMP Transaction log report	/home/ec2-user/igy_p...	12/06/2021 11:08:41	harry_pharmacy@mailinator.com	Download

Page number: 1 Previous Next Items per page: 10 Showing 1-5 / 5

Exported Reports

Showing below records for the date range : 11/09/2021 - 12/09/2021

Total files ready to download 5

Filter by Date Range: 11/09/2021 - 12/09/2021

Search Table

- To download the report, click on the “**Download**” button to the right of the desired report. The report will be downloaded in “.xls” format and will be opened as an Excel file.
- The table displays all of the information related to the file export, such as the File Name, Report Name, File Path, Job Name, the date the file was exported, and Action to download the report.

9 PDMP Messages and Outreach

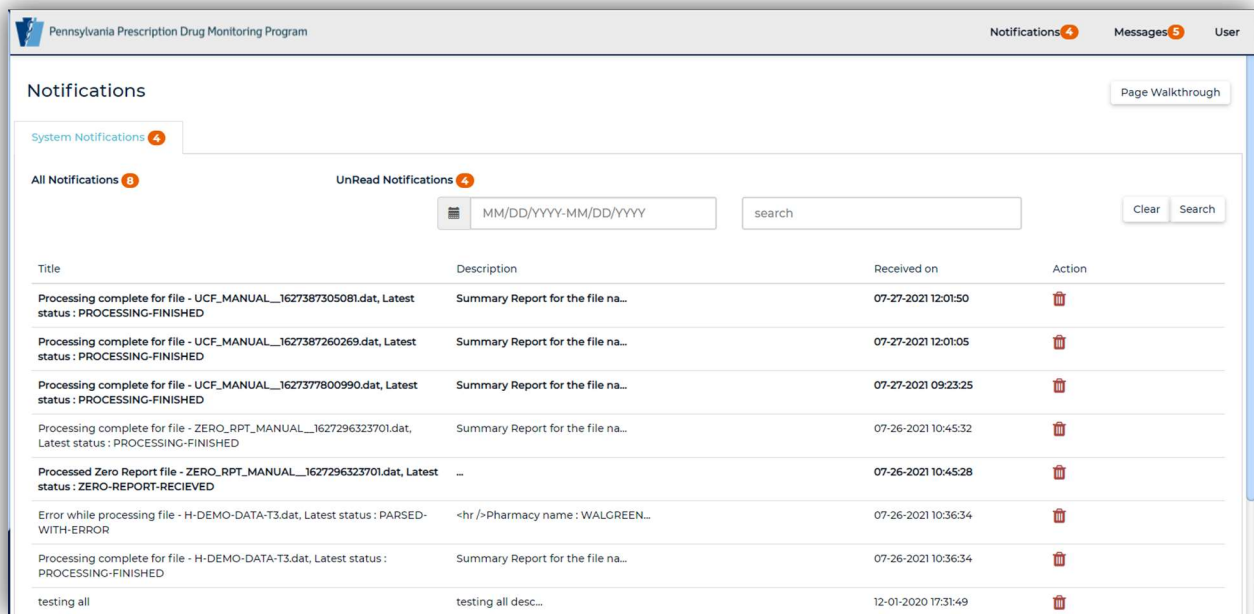
This section guides you through viewing and receiving messages and notifications received within the PDMP portal, as well as emailed notifications from the PDMP system.

9.1 Notifications

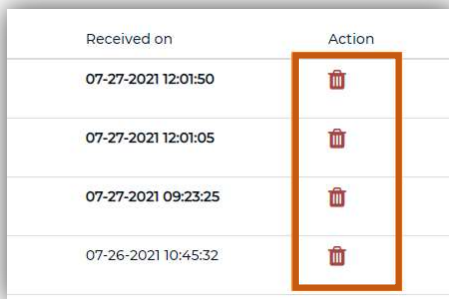
- As a PDMP user, you will be receiving system notifications specific to the pharmacy with which you are associated.



- You will receive updates about the processing status of files that have been submitted to the PDMP.

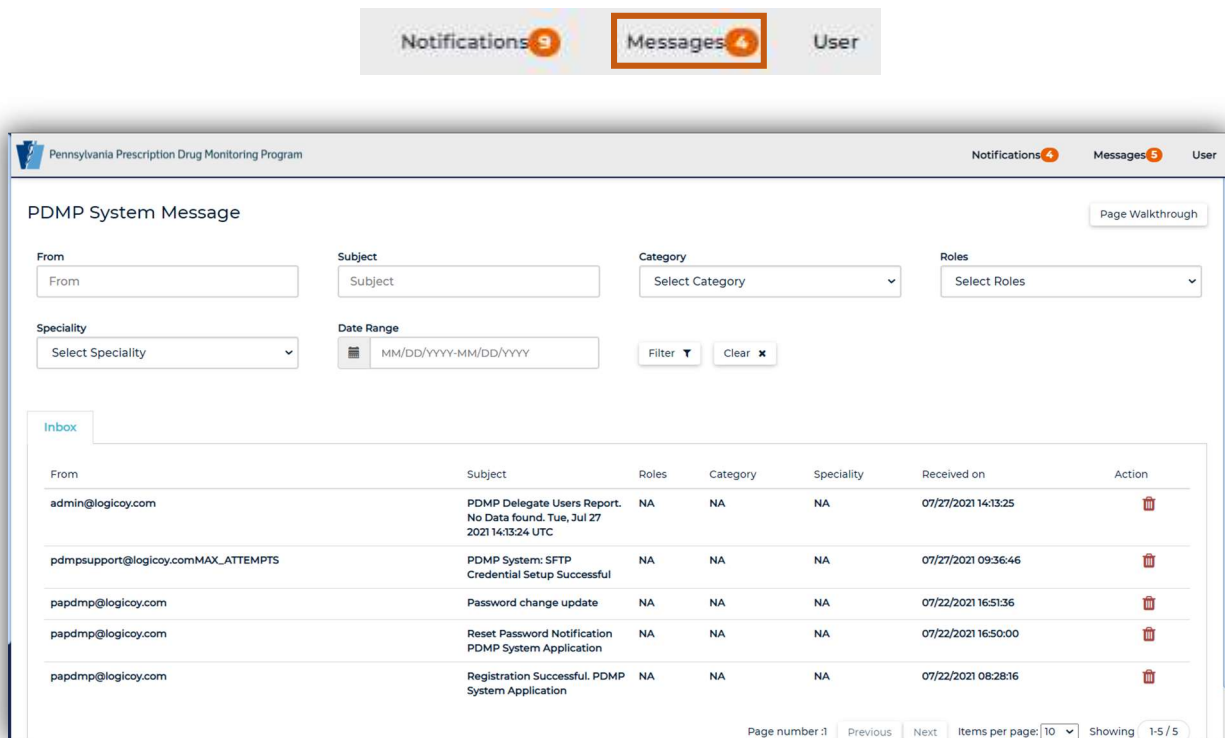


- You may delete messages by clicking on the “Bin” icon, found under the “Action” column:







9.2 Messages

- All updates regarding your PDMP account – such as new delegates requesting permission, generic updates, and sFTP credentials – are received as messages and can be viewed under “**Messages**”.



- You may delete messages by clicking on the “**Bin**” icon, found under the “**Action**” column:

Received on	Action
07-27-2021 12:01:50	
07-27-2021 12:01:05	
07-27-2021 09:23:25	
07-26-2021 10:45:32	

9.3 Email Reports

Email status reports will be automatically sent to the users associated with a pharmacist account. The emailed reports are used to both identify errors in files that have been submitted and confirm a zero report submission.

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9.3.1 File Failed Report

- The File Failed Report identifies if the submitted file was not able to be parsed and was thus not processed into the PDMP. The file contains a description of the error encountered within the file. In the event of a failed file, a new file should be submitted with the necessary corrections. Failed files are not parsed into the PDMP and do not require a Void ASAP file to remove them from the system. An example of a File Fail Report is:

An error has occurred while processing your ASAP file.

Reason:

Pharmacy name : Test Pharmacy, pharmacy DEA : TestDEA, prescription number : TestRx, Dispensing Record Number : 1

ERROR : PHA.1, Column name : pha01_npi_by_cms, Value given : 1235448654, A valid value expected for : PHA.1, field maximum length validation failed! Allowed maximum length : 10

Pharmacy name : Test Pharmacy, pharmacy DEA : TestDEA, prescription number : TestRx, Dispensing Record Number : 2

ERROR : PHA.1, Column name : pha01_npi_by_cms, Value given : 1235448654, A valid value expected for : PHA.1, field maximum length validation failed! Allowed maximum length : 10

For technical support, please contact papdmp@logicoy.com or call 1-844-377-7367 (1-844-377-PDMP).

9.3.2 File Status Report

- The File Status report is a report sent to notify the pharmacist that a data file is currently being parsed by the PDMP system. The report notifies users of the following scenarios:
 - **Records Received:** The total number of records contained in the submitted data file
 - **Records Accepted:** The total number of records that have successfully been imported into the PDMP system.
 - **Total Errors:** Shows how many records contain errors. These errors will need to be corrected for the record to be imported into the PDMP system. If a zero (0) is displayed, then there are no errors in the data.
 - **Total Warnings:** Shows how many records contain warnings. These warnings do not need to be corrected for the record to be imported into the PDMP system. If a zero (0) is displayed, then there are no warnings

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in the data.

- **Total Duplicates:** The number of records that were identified as already existing within the PDMP system. Duplicate records are not imported to prevent improper patient information.
- **Total Voided:** The total number of records that were sent as voids to remove existing records from the PDMP. If a zero (0) is displayed, then no void records have been submitted.
- The email containing the File Status Report will also contain two attachments:
 - **Summary Report:** This will be a CSV file that provides the total number of prescriptions uploaded with the creation date, total errors, duplicates, etc. – everything iterated in the body of the email.
 - **Detail Report:** This will be a CSV file that provides the individual prescription records uploaded in the data file, including but not limited to the prescription number, file status (accepted, failed with errors, etc.), and the pharmacy information.
- An example of a File Status Report email is:

Your file submission has been received by the Pennsylvania PDMP. Please review the status of your file submission below.

Summary Report

File Name : 4.2LogicoyTestFile.dat, submitted to Pennsylvania PDMP application is as below.

Transaction Header

4.2,61275,01,,20220919,101730,T,,

Summary

Records Received: 2

Records Accepted: 0

Total Errors: 2

Total Warnings: 0

Total Duplicates: 0

Total Voided: 0

For technical support, please contact papdmp@logicoy.com or call 1-844-377-7367 (1-844-377-PDMP).

9.3.3 Zero Report Confirmation

A Zero Report confirmation email is sent to the pharmacist who successfully submits a zero report to the PA PDMP. The report displays:

- **File Name:** The File Name submitted
- **Information Source:** The pharmacy or software vendor that submitted the zero report
- **Total Number Of Pharmacies Sent Zero Report Data**
- **Pharmacy Name**
- **Filled Date**
- **File Creation Date**
- An example of a Zero Report Confirmation email is:

Your Zero Report for the Pennsylvania PDMP has been received. Please review and save the following information for your records.

Zero report Transaction Header : 4.2,0000,01,,20230210,205847,P,,

Transaction id : 0000

Transaction date : 20230210 205847

Summary:

File name : ZERO_RPT_MANUAL__1676062727651.dat

Information Source : PHARMACY NAME

Total Number Of Pharmacies Sent Zero Report Data : 1

Pharmacy name : TEST PHARMACY

Filled Date : 2023-02-08

File creation date : Fri Feb 10 20:58:57 UTC 2023

For technical support, please contact papdmp@logicoy.com or call 1-844-377-7367 (1-844-377-PDMP).

10 Data Compliance

Data Compliance allows the PDMP user to view the status of data files that they have submitted and make appropriate edits.

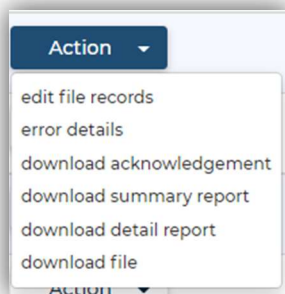
10.1 File Upload History

The “**File Upload History**” screen displays prescription record information extracted from the data files submitted to the PA PDMP portal.

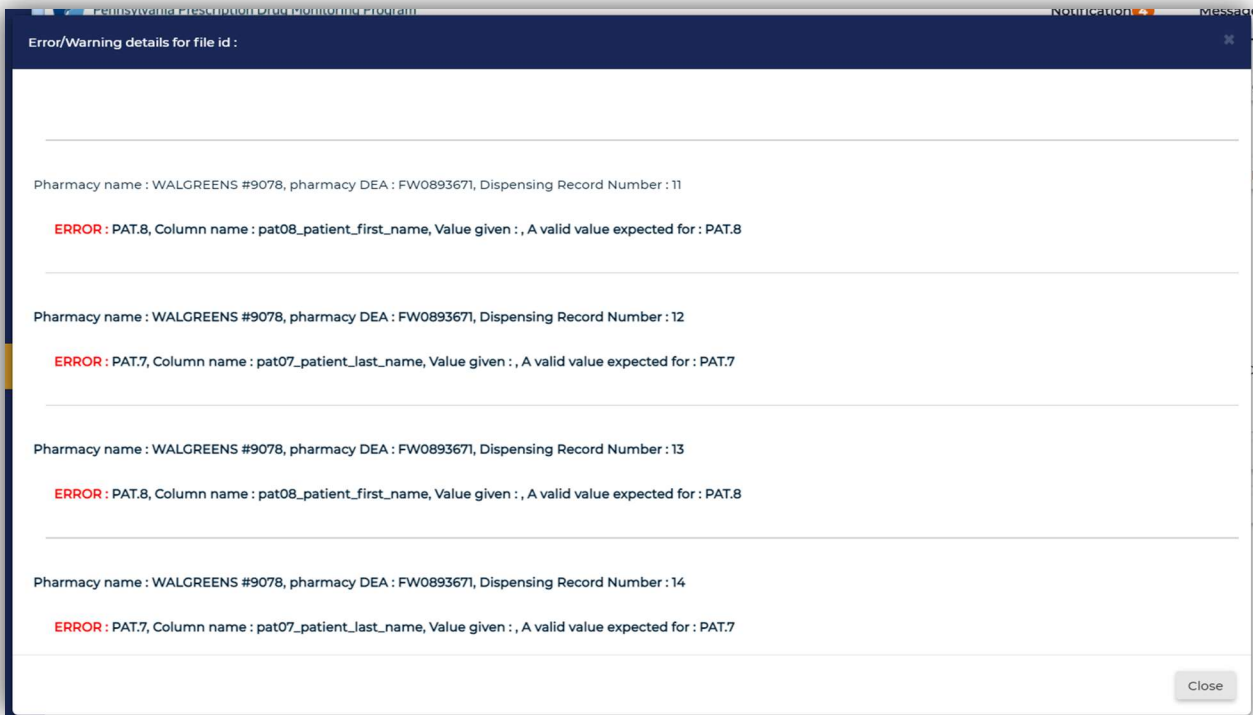
- For more information on using “**File Upload History**” to correct errors, go to section 10.2 – View or Edit File Records.
- For more information on using the “**File Upload History**” page to research data files, refer to section 7.4 – File Upload History.

10.2 View or Edit File Records

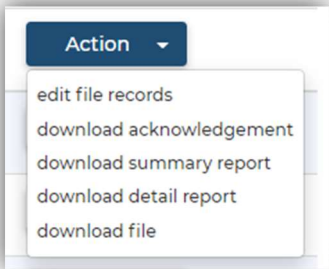
- On the “**File Upload History**” page, under the “**Action**” column, select “**Action**” and the drop-down option “**Edit File Records**”. This will not open a screen for editing records, but it will allow you to view the records within a selected data file – this includes Accepted records as well as those that failed with errors.
- For a file with parsing error, you will get the below drop-down options:



- Select “**edit file records**” to get a view-only screen of the individual prescription records. This page will also lead to error correction, which is covered in Section 10.3 – Error Correction.
- Select “**error details**” to view the reason(s) that the file failed. This page is informational only, but it does show you which fields on prescriptions contain the errors:



- For a successfully processed file, you will get the below drop-down options. Select “**edit file records**” to get a view-only screen of the individual prescription records. This page will also lead to error correction, which is covered in Section 10.3 – Error Correction.



- Once on the “**edit file records**” page, you will be faced with the individual prescription records submitted in the data file.

File Upload History

Page Walkthrough

File name

Status

File Submission Date range

Exclude Zero Report

Search

Reset Search

Upload insights

Total Files Received

5

Total Prescriptions

37

Processing Finished

0

Processing Failed

0

ZeroReport Received

3

Parsing Error

1

Processing Started

0

Parsing Started

0

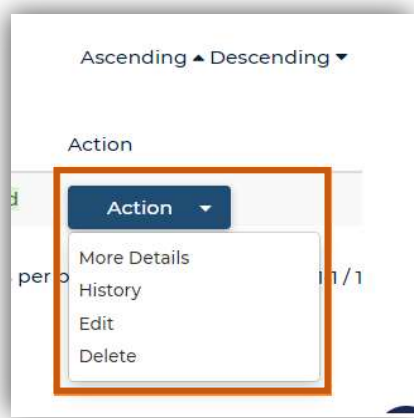
File List

Showing below records for the given date range : 01/13/2023 - 02/13/2023

Export Table

ID	File name	User name	IP-Address	Prescriptions	Success	Error	Status	Date	Actions
58768	ZERO_RPT_MANUAL__167 6301252228.dat	jinx@heist.com	8.20.65.4, 64.252.66.85	1	0	1	Zero-report-received	02/13/2023 03:14:12	Action
58769	ZERO_RPT_MANUAL__167 6301252252.dat	jinx@heist.com	8.20.65.4, 64.252.66.85	1	0	1	Zero-report-received	02/13/2023 03:14:12	Action
58770	ZERO_RPT_MANUAL__167 6301252279.dat	jinx@heist.com	8.20.65.4, 64.252.66.85	1	0	1	Zero-report-received	02/13/2023 03:14:12	Action

- The “Action” column next to each prescription record will have the following options:



- Under the “Action” column, when you select “More Details”, a window will pop up showing applicable fields on the prescription, including the fields that failed:

Drug Monitoring Program

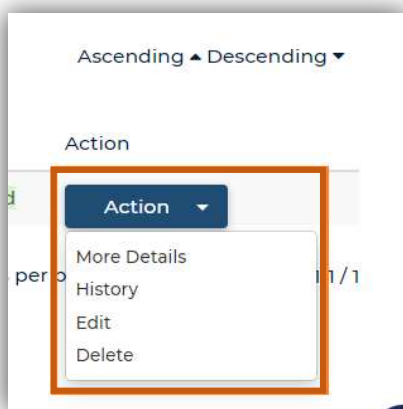
Prescription Number : 21112223223457

■ Error ■ Warning

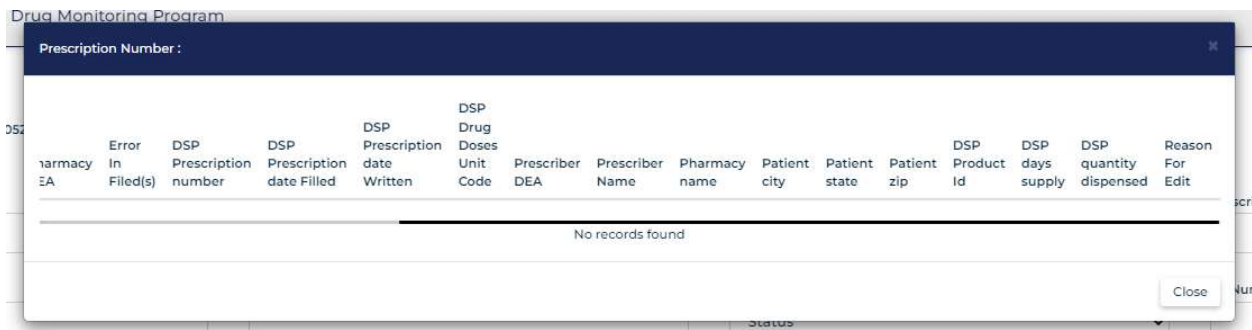
Status : ERRORED	Pharmacy city : PITTSBURGH	DSP Product Id : 12312314
Creation date : 12/12/2022	Pharmacy state : PA	DSP days supply : 30
Transaction Id : 36	Pharmacy zip : 15213	DSP quantity dispensed : 30
Transaction type : 01	Patient name : TONY STARK	DSP drug dosage unit code : 12
Release number : 4.2A	Patient city : CITY1	Reporting Status : 1
Info source entity : TEST123	Patient state : PA	Refill Number : 1
Pharmacy DEA : FP0523832	Patient zip : N/A	Refills Authorized : 2
Pharmacy NPI : 1225442890	Patient address : PAT ADD1	Prescriber name : NIAL PRENDERGAST
Pharmacy name : PRENDERGAST, NIAL	Patient DOB : 12/12/2022	Prescriber DEA : FP0523832
Pharmacy phone no : 2342343423	Patient Species : 01	Prescriber NPI : 1225442890
Pharmacy contact name : PARAM	Patient gender : M	Prescriber State License Number : ADFSD
Pharmacy chain id : CH123	DSP Prescription number : 21112223223457	
	DSP Prescription written date : 12/12/2022	
	DSP Prescription date filled : 01/26/2023	

Close

- The line on which there is a Red triangle with an exclamation point – in this case, the “**Patient zip**” field – needs a viable entry in order for the record to be Accepted.
- Once this error is fixed, the record will be Accepted and posted successfully to the PDMP.
- Please go to the next section of Data Compliance (section 10.3 – Error Correction) to learn how to submit corrections for Errored records.
- The next drop-down option under the “**Action**” column, “**History**”, will bring up any changes completed to this individual record.



- If the “**History**” window that prompts is blank, then no PDMP user has worked on the record.



- If there is information in the window, then another PDMP user has viewed the record and made some sort of change.

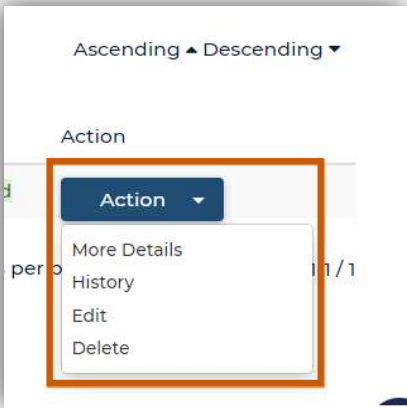
Prescription Number : 0634799														DSP Drug Doses Unit Code
Patient name	Patient DOB	Patient address	Status	Creation date	Update At	Update By	User Role	Pharmacy DEA	Error In Field(s)	DSP Prescription number	DSP Prescription date Filled	DSP Prescription date Written		
[REDACTED]	[REDACTED]	155 HORSESHOE DR	ERRORED	09/19/2022	02/13/2023	jinx@heist.com	Submitter On Behalf Of Pharmacy	[REDACTED]	Pharmacy NPI	0634799	09/18/2022	09/18/2022	01	

- If you scroll all the way to the right on the window, there is a column titled “**Reason for Edit**” – the PDMP user who submitted a change to the record can free-text the reason for submitting a change to the record, and that text will be present in this column.

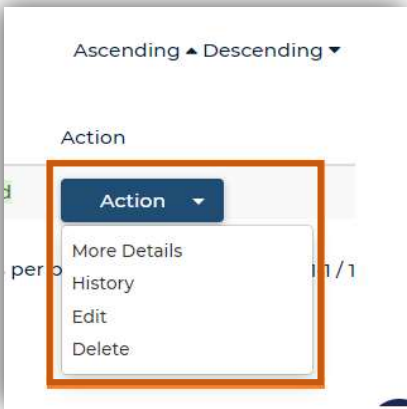
Prescription Number : 064704														Reason For Edit
Error In Filed(s)	DSP Prescription number	DSP Prescription date Filled	DSP Prescription date Written	DSP Drug Doses Unit Code	Prescriber DEA	Prescriber Name	Pharmacy name	Patient city	Patient state	Patient zip	DSP Product Id	DSP days supply	DSP quantity dispensed	
Pharmacy NPI	064704	09/18/2022	09/18/2022	01	[REDACTED]	[REDACTED]	[REDACTED]	EFFORT	PA	18330	00591085301	30	900	test file, correcting for History tab to have information.

- The “**Edit**” drop-down option is for submitting changes to the record; this can be used to submit Errored corrections (covered in section 10.3 – Error Correction) or to update information on the record, such as updating a patient’s

address.



- Finally, the “Delete” drop-down option is for removing a record from the data file.



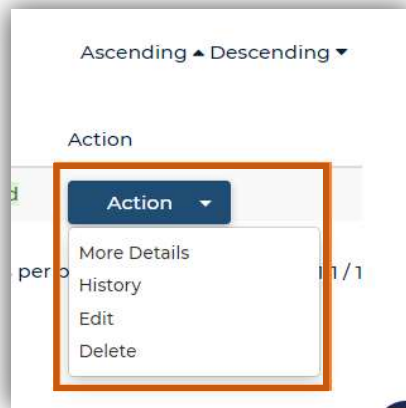
- This is an option if a record is Errored – meaning it has never displayed on the PDMP – and you are willing to submit a new record to replace it.
- When you select Delete, a window will display asking if you are sure that you want to delete the record.



- **The Delete option should rarely be used by PDMP users:** it does not replace voiding a record and could in fact cause errors in the system if the record is already Accepted.
- If you determine that you do not want to delete the record, select **“Cancel”**, and the record will remain a part of the file.

10.3 Error Correction

- The **“Edit”** drop-down option from **“File Upload History”** allows a PDMP user to make corrections to Errored records.



- When you select the **“Edit”** option, you open a window which allows you to make changes to the record. If there are Errored fields, they are highlighted in Red and will look similar to the below test file:

Patient details ▲			
Patient id 12312	Patient first name TONY	Patient middle name JEET	Patient last name STARK
Patient gender M	Patient date of birth 12/12/2022	Patient address PAT ADD1	Patient city CITY1
Patient state PA	Patient zip N/A	Patient phone number 3123113111	Patient provider code 1
Patient qualifier 12	Patient provider code 31231	Patient qualifier 2 3123	Patient id 2 432242
Patient name prefix MR.	Patient name suffix BAWA	Patient species 01	Patient location code 1
Patient non uscn US	Patient name of animal N/A		

- As you can see, the **“Patient zip”** field is bright Red and requires a valid entry before the record can be Accepted into the PDMP.

To correct an Errored record:

- Identify all of the displayed fields that require corrections – meaning all of the Red highlighted fields.
- Remove the value in the first Errored field and enter the correct information. Repeat this step for all Errored fields on the record.
- The bottom of the screen has two fields – “**Reason for edit**” and “**Add comment**”. These free-text boxes should be used prior to clicking Update.
 - “**Reason for edit**” – put a brief statement of why the update is being submitted. You will not be able to click “**Update**” without entering a value in this box.
 - “**Add comment**” – provide any relevant details around why the update is being submitted. Unlike “**Reason for edit**”, this free-text box is not required.

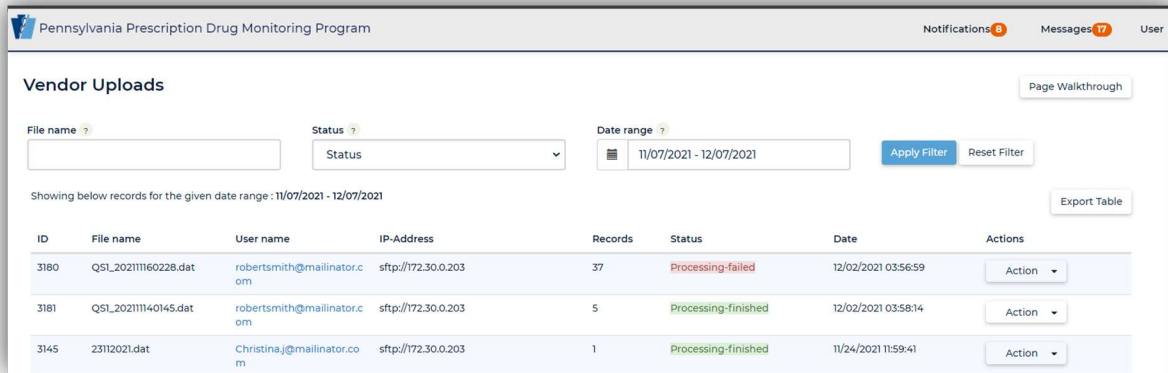
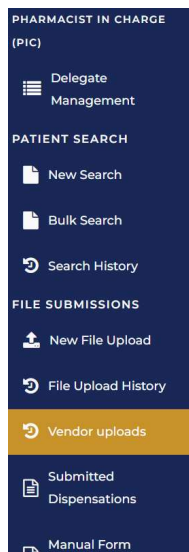
The screenshot shows a web form for updating a record. At the top left is a checkbox labeled "Contested Prescription". To its right are two text input fields: "Reason for edit" and "Add comment". Below these fields is a light blue box labeled "Comment history" with a dropdown arrow. At the bottom of the form are two buttons: "Cancel" and "Update".

- Click the “**Update**” button to submit corrections. The record will be processed through the validation rules.
 - If the changes **pass** validation, the file will be in Accepted status and be submitted to the PDMP. This is instantaneous.
 - If the changes **fail** to pass the validation rules, the record will continue to be identified as an Errored record and thus not visible on the PDMP.

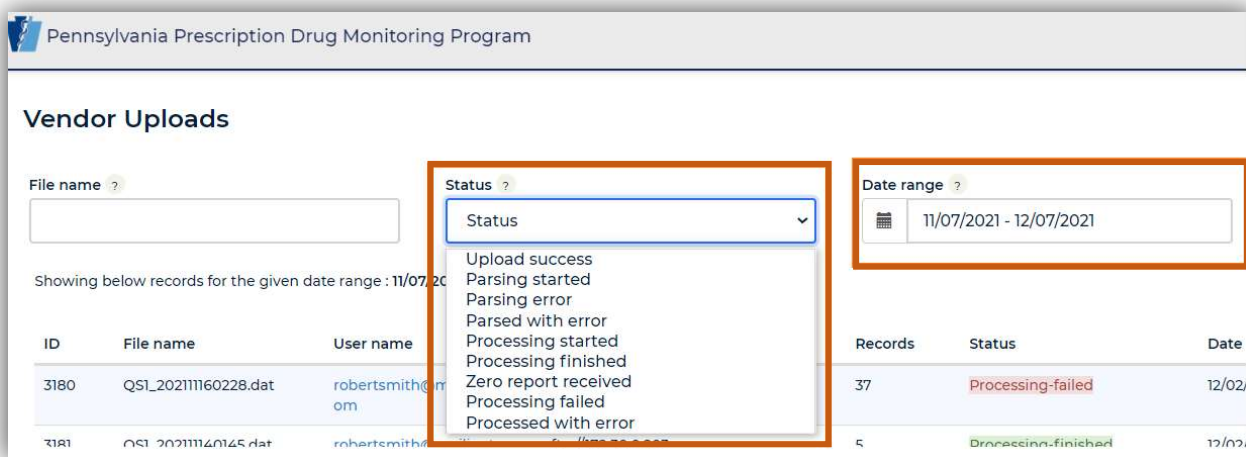
10.4 Vendor Uploads (PIC Access Only)

The “**Vendor Uploads**” section provides an overview of the data files that your software vendor has uploaded on behalf of your pharmacy. The search features are identical to those on the “**File Upload History**” page, but the files submitted by software vendors are not visible on “**File Upload History**”.

- This feature can be viewed only by the PIC (**Pharmacist In Charge**); therefore, software vendor-submitted data files can only be accessed by the software vendor and the PIC.

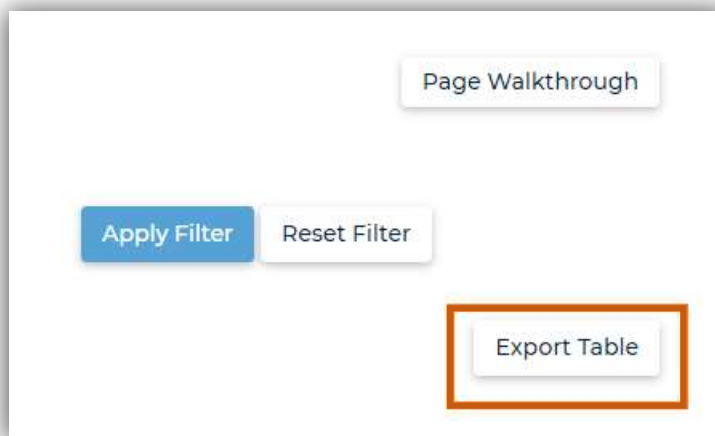


- You can search for submitted data files based on the “File name”, “Status”, and “Date range”.

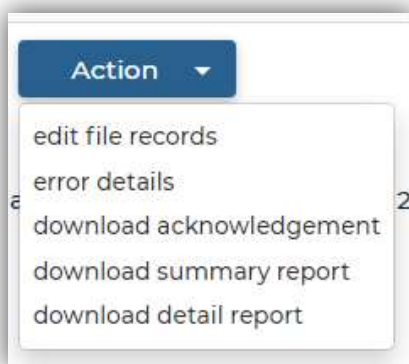


- The data can be exported by clicking on the “Export Table” button.

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- The report will be generated and available in the “**Exported Reports**” section.
- The page displaying your search results contains columns for:
 - “**ID**” – a way to identify the individual data files
 - “**File name**” – the name of the data file, which was submitted by your software vendor
 - “**User name**” – the email address on the PDMP account that submitted the data file
 - “**IP address**” – the IP address from which the data file was submitted
 - “**Records**” – the number of records in the file
 - “**Status**” – the processing status of the data file (whether it was accepted or rejected with errors)
 - “**Actions**” – a drop-down list of actions to perform on the data file and its individual prescription records



- For more information on “**edit file records**”, refer to section 10.3 – Error Correction.
- For more information on “**error details**”, refer to section 10.2 – View or Edit File Records.
- For more information on the descriptions for the downloadable reports, refer to section 7.4 – File Upload History.

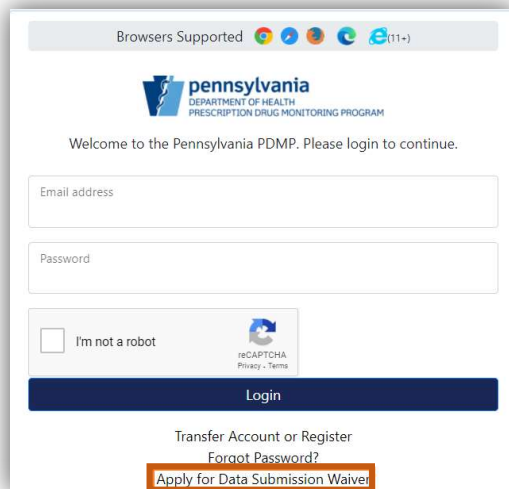
11 Apply for Data Waiver Submission

This chapter guides you through how to apply for data submission waiver. These waivers do not waive the requirement to submit applicable data, but they can be submitted for the following reasons:

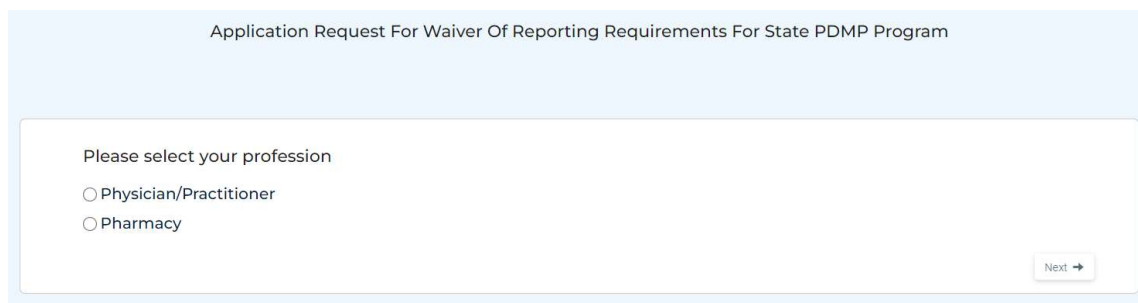
- A waiver from submitting zero reports
- A waiver from submitting data because the pharmacy does not dispense any Schedule II-V substances
- A waiver from submitting electronic data reports and acknowledgement to submit records via the Universal Claim Form (UCF).

11.1 Data Submission Waiver

- Open an Internet browser and navigate to the PDMP web portal: <https://pdmp.health.pa.gov/PDMPSystemApp/>
- Instead of logging in, click on “**Apply for Data Submission Waiver**” at the bottom of the screen:



- You can apply for a waiver for one of two categories:
 - Physician/Practitioner
 - Pharmacy

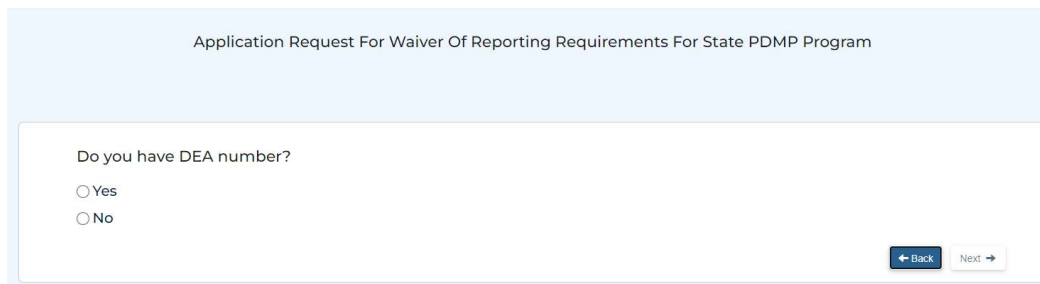


- Select “**Pharmacy**” and then click the “**Next**” button.

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11.2 Applying for a Waiver as a Pharmacist

- You will see the following screen:



Application Request For Waiver Of Reporting Requirements For State PDMP Program

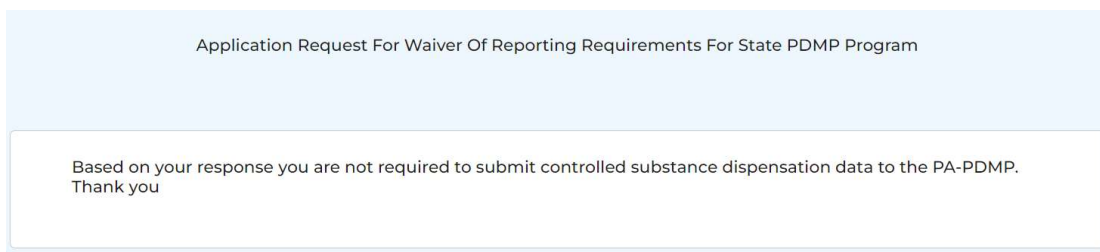
Do you have DEA number?

☐ Yes

☐ No

[← Back](#) [Next →](#)

- If you select “No”, then you will not be allowed to apply for a waiver. You will get the message on the following screen:



Application Request For Waiver Of Reporting Requirements For State PDMP Program

Based on your response you are not required to submit controlled substance dispensation data to the PA-PDMP.
Thank you

- However, if you selected “Yes”, that you do have a DEA number, continue through the remaining “Yes” or “No” questions – you will be guided to:
 - Not submit a waiver – you must register with the PA PDMP and submit daily dispensation data. This would occur if your pharmacy dispenses more than 5 Schedule II-V controlled substance prescriptions per month.
 - Fill out a Pharmacy Zero Report Form
 - The Pharmacy Zero Report Form looks like this:

APPLICATION REQUEST FOR WAIVER OF REPORTING REQUIREMENTS FOR PENNSYLVANIA PRESCRIPTION DRUG MONITORING PROGRAM (PA PDMP)

Renewal Policy:
The annual resubmission of the waiver form must be submitted to the PA PDMP office by June 1st of each calendar year. The annual waiver applies to dispensers and pharmacies and shall include evidence and justification that the dispenser or pharmacy does not dispense any controlled substances or dispenses less than five prescriptions for controlled substances per month.

Today's Date: 2/13/2023	<input type="radio"/> NEW	<input type="radio"/> RENEWAL *provide original request#: <input type="text"/> Verify
-------------------------	---------------------------	---

DISPENSER INFORMATION

*Required Fields

*Name of Pharmacy/Dispenser:

*PA Pharmacy/Professional License Number:

NPI Number:

*Street Address:

*Email Address:

*State: Select a state

*City: Select a city

*Zip Code:

*Phone Number:

*Pharmacy/Dispenser DEA Number:

Pharmacy NCPDP Number:

*Name of Pharmacist Manager/Pharmacist in Charge:

*Pharmacist Manager/Pharmacist in Charge License Number:

REASON FOR WAIVER REQUEST:

This application is for an exemption from submitting data as required by the PA PDMP.
The license holder identified above does not have any data to submit to the PA PDMP because the license holder does not dispense any controlled substances from schedules II, III, IV, and V to patients in the Commonwealth of Pennsylvania.
1. If the license holder identified above dispenses any scheduled II, III, IV, and V controlled substances to a patient in the Commonwealth of Pennsylvania, I will notify the PA PDMP and begin submitting data to the PDMP system as required by Act 191.
2. I understand that if this application is denied or a granted exemption expires, I am responsible for collecting and submitting data to the PA PDMP as required by Act 191.

On an average, how many controlled substances does your pharmacy dispense per month?

AFFIRMATION

By signing below, I certify that all statements contained in this waiver application and any accompanying documents are true and correct:

Signature: Title: Date: MM-DD-YYYY

Save Reset

➤ Fill out a Pharmacy Waiver and Affirmation Form.

- The Pharmacy Waiver and Affirmation Form looks like this:

APPLICATION REQUEST FOR WAIVER OF REPORTING REQUIREMENTS FOR PENNSYLVANIA PRESCRIPTION DRUG MONITORING PROGRAM (PA PDMP)

Renewal Policy:
The annual resubmission of the waiver form must be submitted to the PA PDMP office by June 1st of each calendar year. The annual waiver applies to dispensers and pharmacies and shall include evidence and justification that the dispenser or pharmacy does not dispense any controlled substances or dispenses less than five prescriptions for controlled substances per month.

Today's Date: 2/13/2023	<input type="radio"/> NEW	<input type="radio"/> RENEWAL *provide original request#: <input type="text"/> Verify
-------------------------	---------------------------	---

DISPENSER INFORMATION

*Required Fields

*Name of Pharmacy/Dispenser:

*PA Pharmacy/Professional License Number:

NPI Number:

*Street Address:

*Email Address:

*State: Select a state

*City: Select a city

*Zip Code:

*Phone Number:

*Pharmacy/Dispenser DEA Number:

Pharmacy NCPDP Number:

*Name of Pharmacist Manager/Pharmacist in Charge:

*Pharmacist Manager/Pharmacist in Charge License Number:

REASON FOR WAIVER REQUEST:

This application is for an exemption from submitting data as required by the PA PDMP.
The license holder identified above does not have any data to submit to the PA PDMP because the license holder does not dispense any controlled substances from schedules II, III, IV, and V to patients in the Commonwealth of Pennsylvania.
1. If the license holder identified above dispenses any scheduled II, III, IV, and V controlled substances to a patient in the Commonwealth of Pennsylvania, I will notify the PA PDMP and begin submitting data to the PDMP system as required by Act 191.
2. I understand that if this application is denied or a granted exemption expires, I am responsible for collecting and submitting data to the PA PDMP as required by Act 191.

On an average, how many controlled substances does your pharmacy dispense per month?

AFFIRMATION

By signing below, I certify that all statements contained in this waiver application and any accompanying documents are true and correct:

Signature: Title: Date: MM-DD-YYYY

Save Reset

- Fill out all fields, including whether the waiver is New or a Renewal (including the Original Request #). Be sure to click “Save” once all applicable fields are entered.
- Your request will be approved by the PDMP Administrator.

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12 Assistance and Support

12.1 Technical Assistance

If you require technical support, please use the following contact information. Support is currently available 24/7:

Phone: 844-377-7367, select prompt “1”

Email: papdmp@logicoy.com

12.2 Administrative Assistance

If you have any non-technical questions regarding the Pennsylvania Prescription Drug Monitoring Program, or if you wish to contact the PDMP Administrator, please use the following contact information:

Office of Drug Surveillance and Misuse Prevention

625 Forster Street, 6th Floor

Harrisburg, PA 17120

Phone: 844-377-7367, select prompt “0”

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Appendix A: ASAP 4.2 Specifications

The following information is the required definitions for submitting ASAP 4.2 records to PDMP.

The table will list the Segment, Element ID, Element Name, and Requirement. The Requirement column uses the following codes:

- R = Required
- N = Not Required but Accepted if Submitted
- S = Situational

Segment	Element ID	Element Name	Requirement
TH: Transaction Header (required) Used to indicate the start of a transaction. It also assigns the data element separator, segment terminator, and control number.			
	TH01	Version/Release Number Code uniquely identifying the transaction. Format = xx.x	R
	TH02	Transaction Control Number Sender assigned code uniquely identifying a transaction.	R
	TH03	Transaction Type Identifies the purpose of initiating the transaction. <ul style="list-style-type: none"> 01 Send/Request Transaction 02 Acknowledgement (used in Response only) 03 Error Receiving (used in Response only) 04 Void (used to void a specific Rx in a real-time transmission or an entire batch that has been transmitted) 	N
	TH04	Response ID Contains the Transaction Control Number of a transaction that initiated the transaction. Required in response transaction only.	N
	TH05	Creation Date Date the transaction was created. Format: CCYYMMDD.	R
	TH06	Creation Time Time the transaction was created. Format: HHMMSS or HHMM.	R
	TH07	File Type <ul style="list-style-type: none"> P = Production T = Test 	R
	TH08	Routing Number Reserved for real-time transmissions that go through a network switch to indicate, if necessary, the specific state PMP the transaction should be routed to.	N
	TH09	Segment Terminator Character This terminates the TH segment and sets the actual value of the data segment terminator for the entire transaction.	R

Segment	Element ID	Element Name	Requirement
IS: Information Source (required)			
Used to convey the name and identification numbers of the entity supplying the information.			
	IS01	Unique Information Source ID Reference number or identification number. (Example: phone number)	R
	IS02	Information Source Entity Name Entity name of the Information Source.	R
	IS03	Message Free-form text message.	N
PHA: Pharmacy Header (required)			
Used to identify the pharmacy.			
Note: It is required that information be provided in at least one of the following fields: PHA01, PHA02, or PHA03.			
	PHA01	National Provider Identifier (NPI) Identifier assigned to the pharmacy by CMS.	R
	PHA02	NCPDP/NABP Provider ID Identifier assigned to pharmacy by the National Council for Prescription Drug Programs.	R
	PHA03	DEA Number Identifier assigned to the pharmacy by the Drug Enforcement Administration.	R
	PHA04	Pharmacy Name Free-form name of the pharmacy or dispensing practitioner.	R
	PHA05	Address Information – 1 Free-form text for address information.	N
	PHA06	Address Information – 2 Free-form text for address information, if needed.	N
	PHA07	City Address Free-form text for city name.	N
	PHA08	State Address U.S. Postal Service state code.	N
	PHA09	ZIP Code Address U.S. Postal Service ZIP Code.	N
	PHA10	Phone Number Complete phone number including area code. Do not include hyphens.	N
	PHA11	Contact Name Free-form name.	N

Segment	Element ID	Element Name	Requirement
	PHA12	Chain Site ID Store number assigned by the chain to the pharmacy location. Used when the PMP needs to identify the specific pharmacy from which information is required.	S
PAT: Patient Information (required) Used to report the patient's name and basic information as contained in the pharmacy record.			
	PAT01	ID Qualifier of Patient Identifier Code identifying the jurisdiction that issues the ID in PAT03.	S
	PAT02	ID Qualifier Code to identify the type of ID in PAT03. If PAT02 is used, PAT03 is required. <ul style="list-style-type: none"> • 01 Military ID • 02 State Issued ID • 03 Unique System ID • 04 Permanent Resident Card (Green Card) • 05 Passport ID • 06 Driver's License ID • 07 Social Security Number • 08 Tribal ID 	S
	PAT03	ID of Patient Identification number for the patient as indicated in PAT02. An example would be the driver's license number.	S
	PAT04	ID Qualifier of Additional Patient Identifier Code identifying the jurisdiction that issues the ID in PAT06. Used if the PMP requires such identification.	N

Segment	Element ID	Element Name	Requirement
	PAT05	Additional Patient ID Qualifier Code to identify the type of ID in PAT06 if the PMP requires a second identifier. If PAT05 is used, PAT06 is required. <ul style="list-style-type: none"> 01 Military ID 02 State Issued ID 03 Unique System ID 04 Permanent Resident Card 05 Passport ID 06 Driver's License ID 07 Social Security Number 08 Tribal ID 99 Other (agreed upon ID) 	N
	PAT06	Additional ID Identification that might be required by the PMP to further identify the individual. An example might be that in PAT03 driver's license is required and in PAT06 Social Security number is also required.	N
	PAT07	Last Name Patient's last name.	R
	PAT08	First Name Patient's first name.	R
	PAT09	Middle Name Patient's middle name or initial, if available.	S
	PAT10	Name Prefix Patient's name prefix such as Mr. or Dr., if available.	N
	PAT11	Name Suffix Patient's name suffix such as <i>Jr.</i> or <i>the III</i> , if available.	S
	PAT12	Address Information – 1 Free-form text for street address information.	R
	PAT13	Address Information – 2 Free-form text for additional address information, if available.	S
	PAT14	City Address Free-form text for city name.	R
	PAT15	State Address U.S. Postal Service state code <i>Note: Field has been sized to handle international patients not residing in the U.S.</i>	R

Segment	Element ID	Element Name	Requirement
	PAT16	ZIP Code Address U.S. Postal Service ZIP code. Populate with zeros if patient address is outside the U.S.	R
	PAT17	Phone Number Complete phone number including area code. Do not include hyphens.	R
	PAT18	Date of Birth Date patient was born. Format: CCYYMMDD	R
	PAT19	Gender Code Code indicating the sex of the patient. <ul style="list-style-type: none"> • F Female • M Male • U Unknown 	R
	PAT20	Species Code Used if required by the PMP to differentiate a prescription for an individual from one prescribed for an animal. <ul style="list-style-type: none"> • 01 Human • 02 Veterinary Patient 	S
	PAT21	Patient Location Code Code indicating where patient is located when receiving pharmacy services. <ul style="list-style-type: none"> • 03 Nursing Home • 04 Long-Term/Extended Care • 05 Rest Home • 07 Skilled-Care Facility • 11 Hospice • 99 Other 	N
	PAT22	Country of Non-U.S. Resident Used when the patient's address is a foreign country and PAT12 through PAT16 are left blank.	N
	PAT23	Name of Animal Used if required by the PMP for prescriptions written by a veterinarian and the pharmacist has access to this information at the time of dispensing the prescription.	S

Segment	Element ID	Element Name	Requirement
DSP: Dispensing Record (required) Used to identify the basic components of a dispensing of a given prescription order including the date and quantity.			
	DSP01	Reporting Status DSP01 requires one of the following codes, and an empty or blank field no longer indicates a new prescription transaction: <ul style="list-style-type: none"> 00 New Record (indicates a new prescription dispensing transaction) 01 Revise (indicates that one or more data element values in a previously submitted transaction are being revised) 02 Void (message to the PMP to remove the original prescription transaction from its data, or to mark the record as invalid or to be ignored). <p><i>*Note: For prescriptions voided with code "02", a limited data set is being offered as an option PDMPs can elect to use rather than requiring the entire prescription to be voided. This option is offered in order to streamline the process in the pharmacy when voiding a prescription.</i></p>	R
	DSP02	Prescription Number Serial number assigned to the prescription by the pharmacy.	R
	DSP03	Date Written Date the prescription was written (authorized). Format: CCYYMMDD	R
	DSP04	Refills Authorized The number of refills authorized by the prescriber.	R
	DSP05	Date Filled Date prescription was prepared. Format: CCYYMMDD	R
	DSP06	Refill Number Number of the fill of the prescription. 0 indicates New Rx; 01-99 is the refill number.	R
	DSP07	Product ID Qualifier Used to identify the type of product ID contained in DSP08. <ul style="list-style-type: none"> 01 NDC 06 Compound 	R

Segment	Element ID	Element Name	Requirement
	DSP08	Product ID Full product identification as indicated in DSP07, including leading zeros without punctuation. If code “06” (indicating a compound) is indicated in DSP07, use “99999” as the first 5 characters; CDI then becomes required.	R
	DSP09	Quantity Dispensed Number of metric units dispensed in metric decimal format. Example: 2.5 <i>Note: For compounds show the first quantity in CDI04.</i>	R
	DSP10	Days Supply Estimated number of days the medication will last.	R
	DSP11	Drug Dosage Units Code Identifies the unit of measure for the quantity dispensed in DSP09. <ul style="list-style-type: none"> 01 Each 02 Milliliters (ml) 03 Grams (gm) 	R
	DSP12	Transmission Form of Rx Origin Code Code indicating how the pharmacy received the prescription. <ul style="list-style-type: none"> 01 Written Prescription 02 Telephone Prescription 03 Telephone Emergency Prescription 04 Fax Prescription 05 Electronic Prescription 06 Transfer/Forwarded 99 Other 	R
	DSP13	Partial Fill Indicator Used when the quantity in DSP 09 is less than the metric quantity per dispensing authorized by the prescriber. This dispensing activity is often referred to as a split filling. <ul style="list-style-type: none"> 00 Not a Partial Fill 01 First Partial Fill <i>Note: For additional fills per prescription, increment by 1. So, the second partial fill would be reported as 02, up to a maximum of 99.</i>	R
	DSP14	Pharmacist National Provider Identifier (NPI) Identifier assigned to the pharmacist by CMS. This number can be used to identify the pharmacist dispensing the medication.	S

Segment	Element ID	Element Name	Requirement
	DSP15	Pharmacist State License Number This data element can be used to identify the pharmacist dispensing the medication. Assigned to the pharmacist by the State Licensing Board.	S
	DSP16	Classification Code for Payment Type Code identifying the type of payment (i.e., how it was paid for). <ul style="list-style-type: none"> 01 Private Pay 02 Medicaid 03 Medicare 04 Commercial Insurance 05 Military Installations and VA 06 Workers' Compensation 07 Indian Nations 99 Other 	R
	DSP17	Date Sold Used to determine the date the prescription left the pharmacy, not the date it was filled, if the dates differ. Format: CCYYMMDD	S
	DSP18	RxNorm Code Qualifier RxNorm Code that is populated in the DRU-010-09 field in the SCRIPT transaction. <ul style="list-style-type: none"> 01 Semantic Clinical Drug (SCD) 02 Semantic Branded Drug (SBD) 03 Generic Package (GPCK) 04 Branded Package (BPCK) 	N
	DSP19	RxNorm Code Used for electronic prescriptions to capture the prescribed drug product identification.	N
	DSP20	Electronic Prescription Reference Number This field should be populated with the Initiator Reference Number from field UIB-030-01 in the SCRIPT transaction.	N
	DSP21	Electronic Prescription Order Number This field should be populated with the Initiator Control Reference from field UIH-030-01 in the SCRIPT standard.	N

Segment	Element ID	Element Name	Requirement
PRE: Prescriber Information (required)			
Used to identify the prescriber of the prescription.			
	PRE01	National Provider Identifier (NPI) Identifier assigned to the prescriber by CMS.	R
	PRE02	DEA Number Identifying number assigned to a prescriber or an institution by the Drug Enforcement Administration (DEA).	R
	PRE03	DEA Number Suffix Identifying number assigned to a prescriber by an institution when the institution's number is used as the DEA number.	S
	PRE04	Prescriber State License Number Identification assigned to the prescriber by the State Licensing Board.	S
	PRE05	Last Name Prescriber's last name.	R
	PRE06	First Name Prescriber's first name.	R
	PRE07	Middle Name Prescriber's middle name or initial.	S
	PRE08	Phone Number Complete phone number including area code. Do not include hyphens.	N

Segment	Element ID	Element Name	Requirement
CDI: Compound Drug Ingredient Detail (situational) Use of this segment is required when medication dispensed is a compound and one of the ingredients is a PMP reporting drug. If more than one ingredient is for a prescription monitoring program reporting drug, then this would be incremented by one for each compound ingredient being reported. If CDI is filled in, the NDC of DSP08 must be 9999999999.			
	CDI01	Compound Drug Ingredient Sequence Number First reportable ingredient is 1; each additional reportable ingredient is incremented by 1.	S
	CDI02	Product ID Qualifier Code to identify the type of product ID contained in CDI03. <ul style="list-style-type: none"> 01 NDC 	S
	CDI03	Product ID Full product identification as indicated in CDI02, including leading zeros without punctuation.	S
	CDI04	Compound Ingredient Quantity Metric decimal quantity of the ingredient identified in CDI03. Example: 2.5	S
AIR: Additional Information Reporting (situational) Used when state-issued serialized Rx pads are used, the state requires information on the person dropping off or picking up the prescription, or for data elements not included in other detail segments. Note: If this segment is used, at least one of the data elements (fields) will be required.			
	AIR01	State Issuing Rx Serial Number U.S.P.S. state code of state that issued serialized prescription blank. This is required if AIR02 is used.	N
	AIR02	State Issued Rx Serial Number Number assigned to state issued serialized prescription blank.	N
	AIR03	Issuing Jurisdiction Code identifying the jurisdiction that issues the ID in AIR04. Used if required by the PMP and AIR04 is equal to 02 or 06.	N

AIR04	ID Qualifier of Person Dropping Off or Picking Up Rx Used to identify the type of ID contained in AIR05 for person dropping off or picking up the prescription. <ul style="list-style-type: none"> 01 Military ID 02 State Issued ID 03 Unique System ID 04 Permanent Resident Card (Green Card) 05 Passport ID 06 Driver's License ID 07 Social Security Number 08 Tribal ID 99 Other (agreed upon ID) 	N
AIR05	ID of Person Dropping Off or Picking Up Rx ID number of patient or person picking up or dropping off the prescription.	N
AIR06	Relationship of Person Dropping Off or Picking Up Rx Code indicating the relationship of the person. <ul style="list-style-type: none"> 01 Patient 02 Parent/Legal Guardian 03 Spouse 04 Caregiver 99 Other 	N
AIR07	Last Name of Person Dropping Off or Picking Up Rx Last name of person picking up the prescription.	N
AIR08	First Name of Person Dropping Off or Picking Up Rx First name of person picking up the prescription.	N
AIR09	Last Name or Initials of Pharmacist Last name or initials of pharmacist dispensing the medication.	N
AIR10	First Name of Pharmacist First name of pharmacist dispensing the medication.	N
AIR11	Dropping Off/Picking Up Identifier Qualifier Additional qualifier for the ID contained in AIR05 <ul style="list-style-type: none"> 01 Person Dropping Off 02 Person Picking Up 03 Unknown/Not Applicable 	N

Segment	Element ID	Element Name	Requirement
TP: Pharmacy Trailer (required)			
Used to identify the end of data for a given pharmacy and provide the count of the total number of detail segments reported for the pharmacy, including the PHA and TP segment.			
	TP01	Detail Segment Count Number of detail segments included for the pharmacy including the pharmacy header (PHA) and the pharmacy trailer (TP) segments.	R
TT: Transaction Trailer (required)			
Used to indicate the end of the transaction and provide the count of the total number of segments included in the transaction.			
	TT01	Transaction Control Number Identifying control number that must be unique. Assigned by the originator of the transaction. Must match the number in TH02.	R
	TT02	Segment Count Total number of segments included in the transaction including the header and trailer segments.	R

Appendix B: ASAP Zero Report Specifications

The following information table contains the required definitions for submitting Zero Reports via sFTP or manual upload to the PDMP.

For more details regarding these Segment or Element IDs, or for the purposes of reporting actual dispensations, please refer to the previous section – **Appendix A: ASAP 4.2 Specifications**.

Element ID	Element Name	Requirement
TH – Transaction Header - Required		
TH01	4.2	R
TH02	123456	R
TH05	20200101	R
TH06	223000	R
TH07	P	R
TH09	\\	R
IS – Information Source – Required		
IS01	2015555555	R
IS02	PHARMACY NAME	R
IS03	Date Range of Report #CCYYMMDD#-#CCYYMMDD#	R
PHA – Pharmacy Header – Required		
PHA03	ZZ1213213	R
PAT – Patient Information – Required		
PAT07	REPORT	R
PAT08	ZERO	R
DSP – Dispensing Record – Required		
DSP05	20200101	R
PRE – Prescriber Information		
CDI – Compound Drug Ingredient Detail		
AIR – Additional Information Reporting		
TP – Pharmacy Trailer – Required		
TP01	7	R
TT – Transaction Trailer – Required		

TT01	123456	R
TT02	10	R

The following is an example of how a Zero Report would look.

```
TH*4.2*0000*01**20211010*170000*P**  
IS*7705555555*PHARMACY NAME*#20150101#-#20150107#  
PHA***DEATESTUA  
PAT*****REPORT*ZERO*****  
DSP*****2021-10-10*****  
PRE*  
CDI*  
AIR*  
TP*7  
TT*0000*10
```

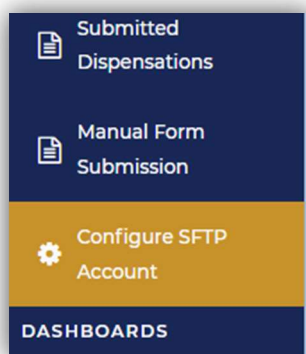
Appendix C: sFTP Configuration

You can set up the sFTP account and drop files at the dedicated sFTP location.

- There are 2 methods by which you can log into the SSH (sFTP) client:

Configure sFTP Account

- Log into the PA PDMP and scroll down the left navigation menu. Click on “**Configure SFTP Account**”.



- Fill in the fields on the “**Manage SFTP Account**” page to create an sFTP username and password:

- Be sure to click the “**Create your SFTP Account**” button when your username and password has been selected.

- A pop-up message displays the status of the SFTP account creation.

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Response: SFTP account
created successfully.

OK

- If you wish to change your credentials, click on the “**Create New SFTP Account**” button in the top right of the “**Manage SFTP Account**” page. This will overwrite the existing sFTP credentials.

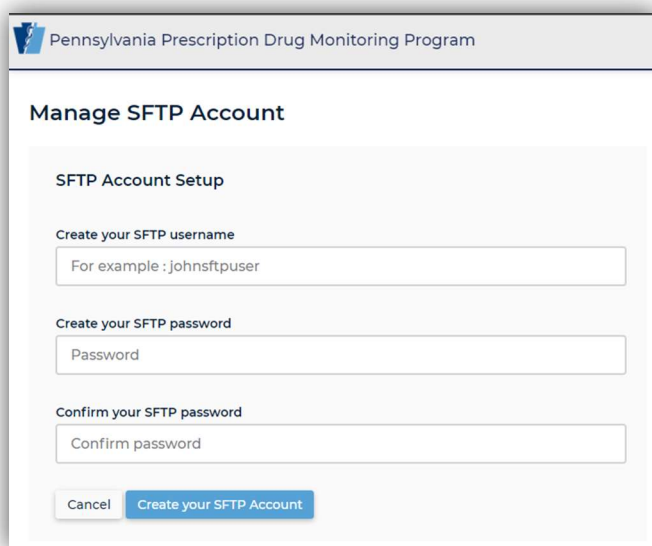


Creating a new SFTP
account involves
overwriting your current
SFTP account credentials.
Do you want to continue?

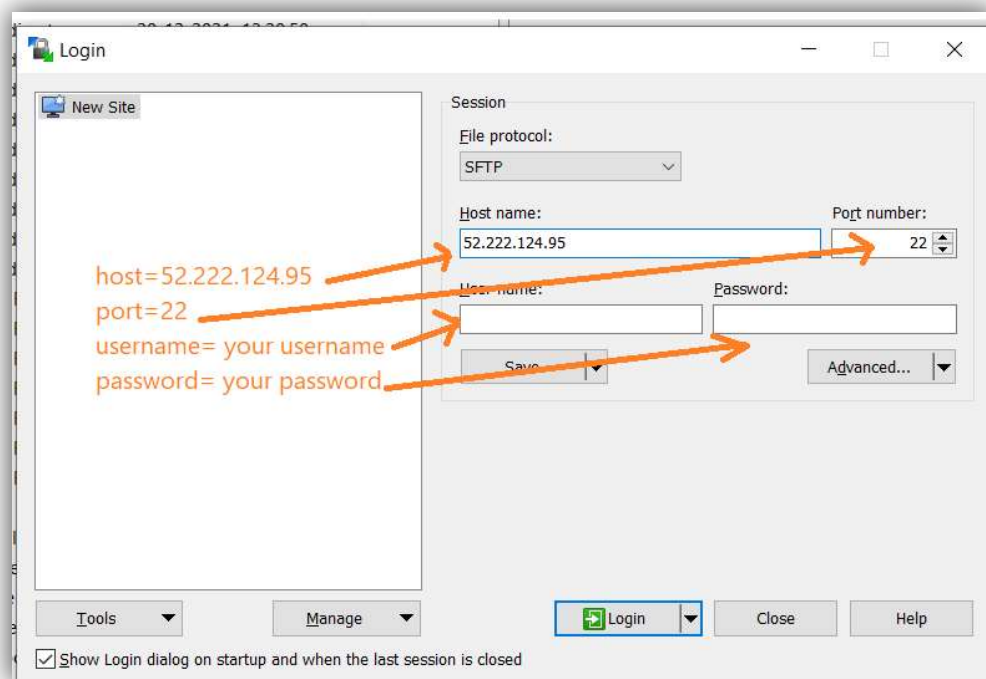
Cancel

Continue

- Click “**Continue**” to continue with creating a new SFTP account.
- Create new credentials in the text boxes provided on the next page.



- Make sure that the credentials used to set up the sFTP account in the PDMP system are the same as configured in any other sFTP tool, such as FileZilla or WinSCP:

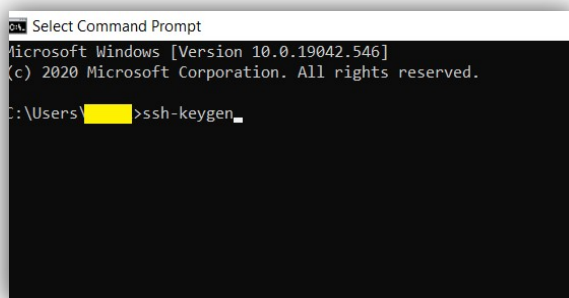


- The sFTP Host IP is: 52.222.124.95 and the sFTP Port number is 22.
- The sFTP credentials will be sent via secure mail to your PDMP registered email address.
- The sFTP account configured using new credentials will now be ready to use.

Note: If you have a firewall, whitelist IP 52.222.124.95. For more assistance, please contact your IT department.

Public Key Authentication Using SSH Key Commands

- SSH key authentication is supported by PA PDMP.
- **Supported Key Types:**
 - SSH-2 RSA 2048bit length
- **Unsupported Key Types:**
 - SSH-1 RSA and SSH-2 DSA keys are not supported.
- Use any sFTP client of your choice. For this guide, WinSCP is used.
- Open the command prompt from your system.
- Enter the command “**ssh-keygen**”.
 - This command helps in creating 2 sets of keys – Private and Public.
 - The Public Key is shared with the PA PDMP, while the user (you) retain the Private Key.
- Press “**Enter**” on the keyboard:



- Provide the Windows path to save the key pair.

```
C:\Users\[redacted]>ssh-keygen
Generating public/private rsa key pair.
Enter file in which to save the key (C:\Users\[redacted]/.ssh/id_rsa): C:/Users/[redacted]/PKI
```

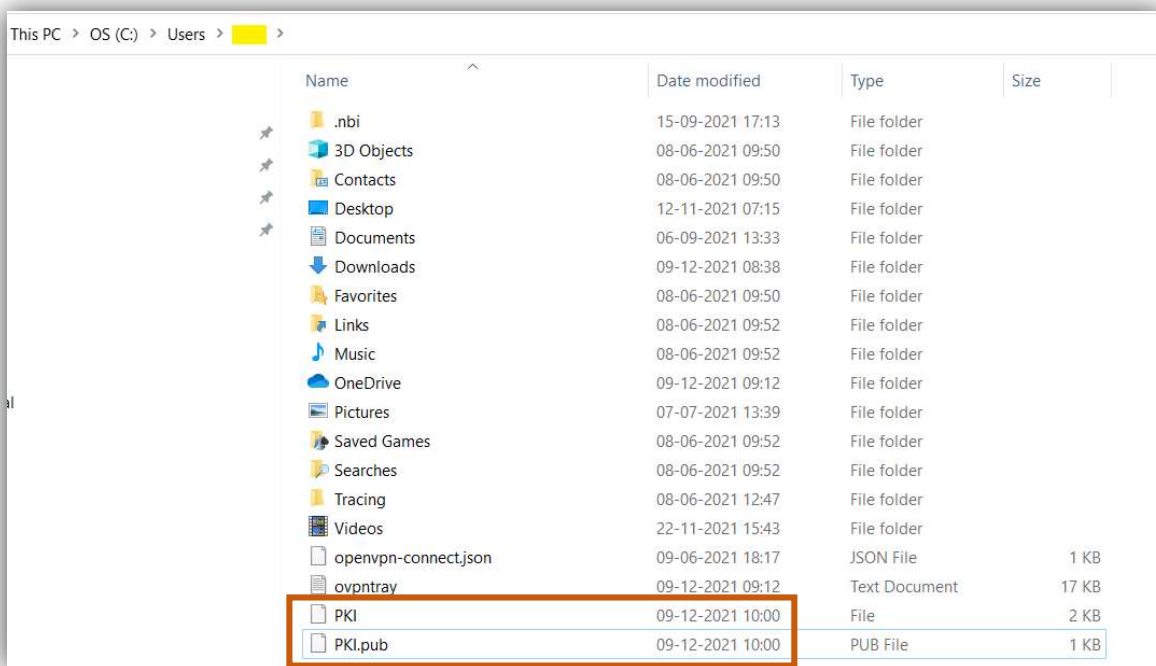
- Enter the passphrase. In this case, press “**Enter**”.

```
C:\Users\[redacted]>ssh-keygen
Generating public/private rsa key pair.
Enter file in which to save the key (C:\Users\[redacted]/.ssh/id_rsa): C:/Users/[redacted]/PKI
Enter passphrase (empty for no passphrase):
Enter same passphrase again: █
```

- Again, press “**Enter**” to confirm the passphrase.

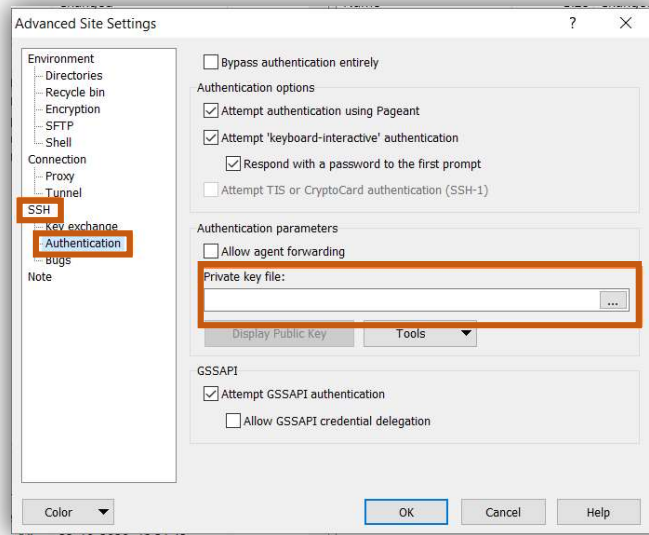
```
C:\Users\[redacted]>ssh-keygen
Generating public/private rsa key pair.
Enter file in which to save the key (C:\Users\[redacted]/.ssh/id_rsa): C:/Users/[redacted]/PKI
Enter passphrase (empty for no passphrase):
Enter same passphrase again: █
Your identification has been saved in C:/Users/[redacted]/PKI.
Your public key has been saved in C:/Users/[redacted]/PKI.pub.
The key fingerprint is:
SHA256:[redacted]
```

- Your Private and Public Key has been created successfully.
- Rename the Public Key “**pki.pub**” to “**authorized_keys**” and “**pki**” to “**sftp_privatekey.pem**”.

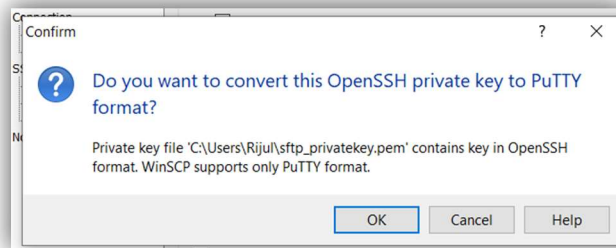


- Log into your sFTP client and click “**Advanced**”.

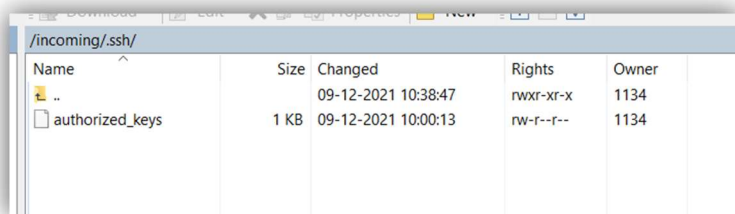
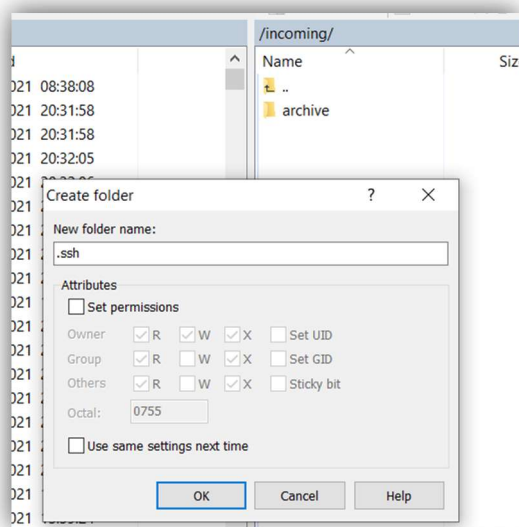
- Enter the path to the generated Private Key. Click “OK”.



- Click “OK” on the confirmation pop-up window.



- Enter your credentials – such as username and password – and click “Login” in your sFTP Client.
- Enter the “/incoming” folder.
- A “.ssh” subfolder needs to be created in the home directory of the sFTP account.
 - Create the “.ssh” subfolder and transfer the “authorized_keys” file into the new subfolder.



- The Public Key will be matched to the Private Key, which will then allow you to log in without entering the password.