

USING THE IOWA BOARD OF PHARMACY ON-LINE VERIFICATION PROCESS

Navigating the Website

The URL to the Iowa Board of Pharmacy Verifications page is <http://www.state.ia.us/ibpe/verification.html>.

Disclaimer: These instructions were created on a computer running Windows XP and Excel 2002. Your screen may look different than the screen shots in this document and you may need to modify steps. I will be using the shortcut keys for most of the steps as they are consistent throughout the various programs. These are general instructions and may need to be modified for your own system.

The information provided on the Website is the same information provided through other means of verification and is true and complete to the best of our knowledge. It is the decision of the individual program or organization to determine if the information meets standards for which it is responsible. The Board believes that this site is appropriate for verification information, but is not responsible for determining appropriateness of the information compared to standards of any given organization or program.

Downloading the Licensee/Registrant Excel File

From the verifications page, click on the file you need, i.e., Pharmacists, Pharmacist Interns, Pharmacy Technicians, Pharmacy, Controlled Substance, or Wholesaler. When asked if you want to Open or Save the file, I would suggest you choose **Open**.

Looking down in your taskbar, you should then see a zipped folder. Click on this folder. A box will appear on your screen with the file you selected. Depending on your operating system, you may have a column in the left with a section titled “Folder Tasks” in which you have an option to “Extract all files.” You can select this, but I would suggest that you just double click on the actual Excel file. If you do this, you will be asked if you want to open this file. Select **Open**.

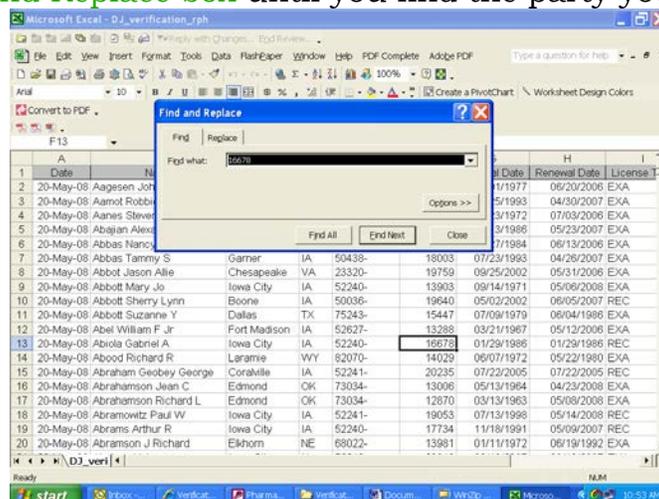
You will also need to download another file from the Website, the printing template, if you haven’t already done so. This file should be saved to your computer in a location where it can easily be retrieved, such as your Desktop. You only need to download this one time.

Working With the Excel Files.

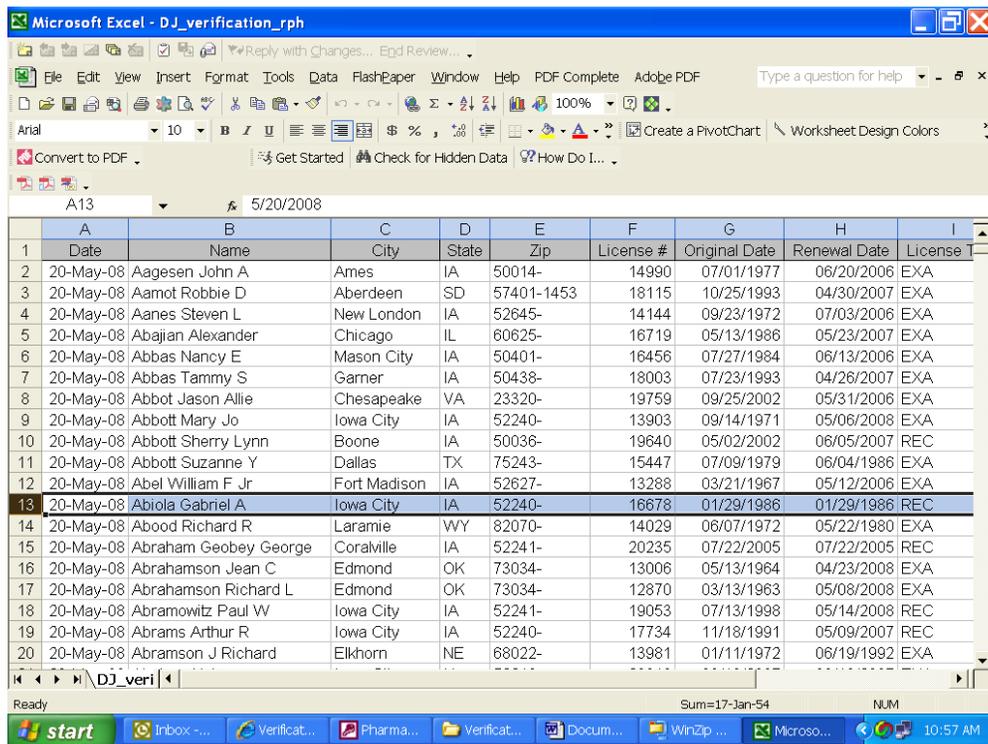
You should now have two files opened in Excel: the file **printing_form** and the appropriate licensing data, i.e. **DJ_verification_rph**. Have the licensing file visible on your desktop. **For the purpose of this tutorial, I am going to be using the pharmacist verification file, DJ_verification_rph.**

The first thing you are going to want to do is search this file for the individual you wish to verify. Using the shortcut keys, do **Ctrl + F** for Find. If you are not comfortable with using shortcut keys, they can select **Edit / Find** in the menu bar. I am unable to provide information on Office 2007.

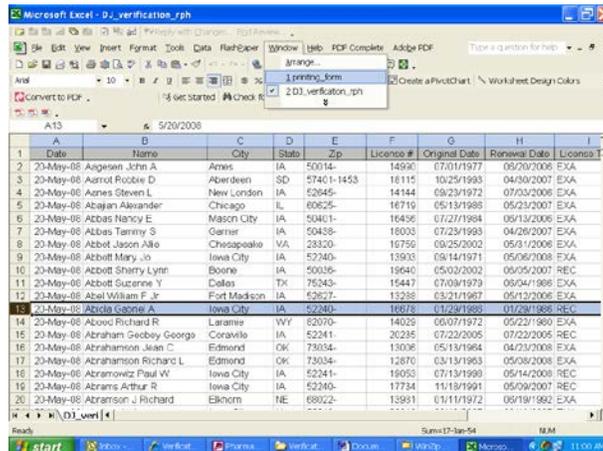
In the find box, type in either the individual’s Name, last name first name with no commas, or their license #. If searching for a pharmacy or wholesaler, you would type in the establishment’s name. Click **Find Next**. If searching for a name, and the result is not who they are looking for, continue clicking **Find Next** in the **Find and Replace** box until you find the party you are searching for.



After you find the licensee you are searching for, **click** on the line number in the very left column, thereby selecting the entire row.

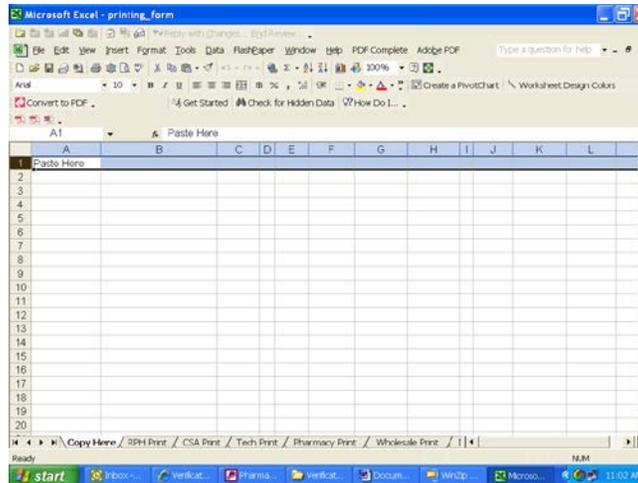


Using the shortcut keys for copy, **Ctrl + C** to copy this line. Alternatively, select **Edit / Copy** in the menu bar. After copying the line, it will look like marching ants around the row.

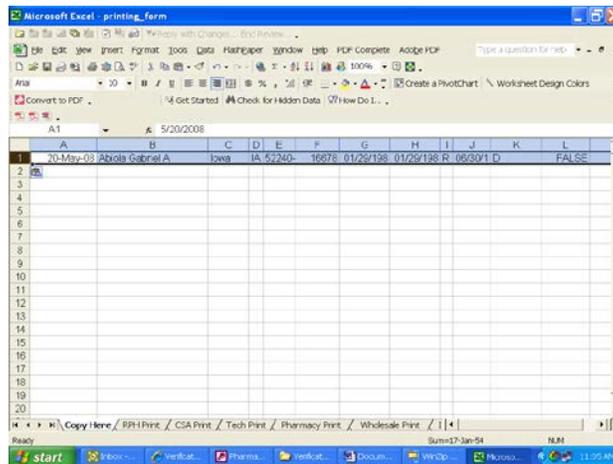


Now switch to the file **printing_form** in Excel. You can do this by selecting **Window** and then selecting **printing_form** from the menu bar (may be different in Office 2007).

The printing form should now be the active workbook. The **Copy Here** worksheet should be active with row 1 highlighted. With this line highlighted, paste your data by doing a **Ctrl + V** or **Edit / Paste** from the menu bar.

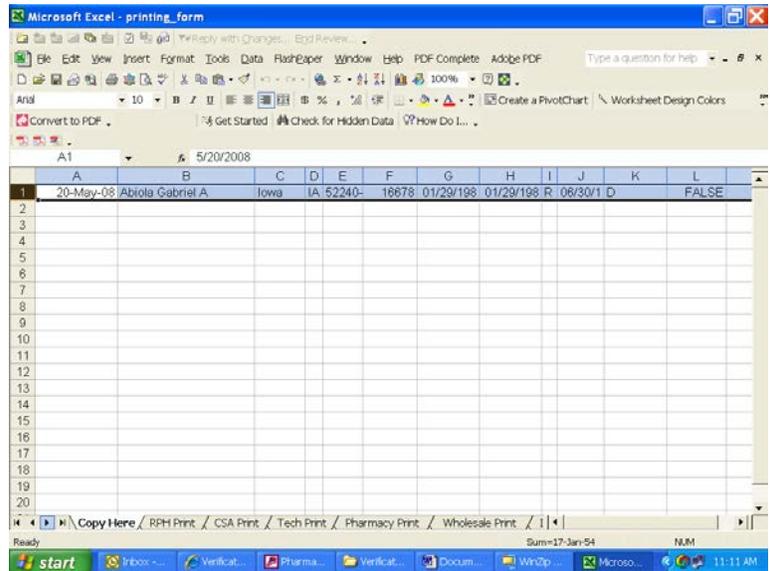


The result should look like this:

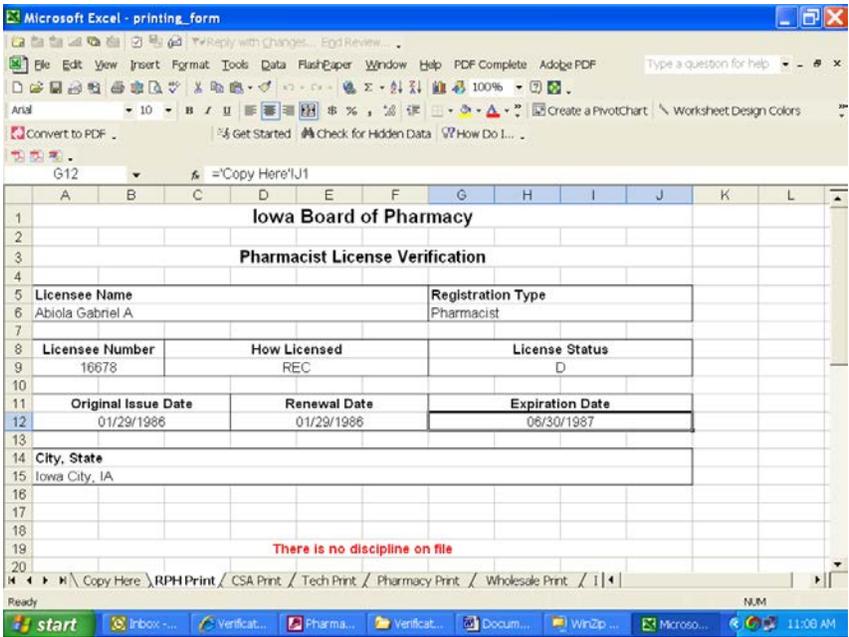


Once the data has pasted, click on the worksheet tab along the bottom for the licensing/registrant group you are verifying. In my examples, I have been using the pharmacist database.

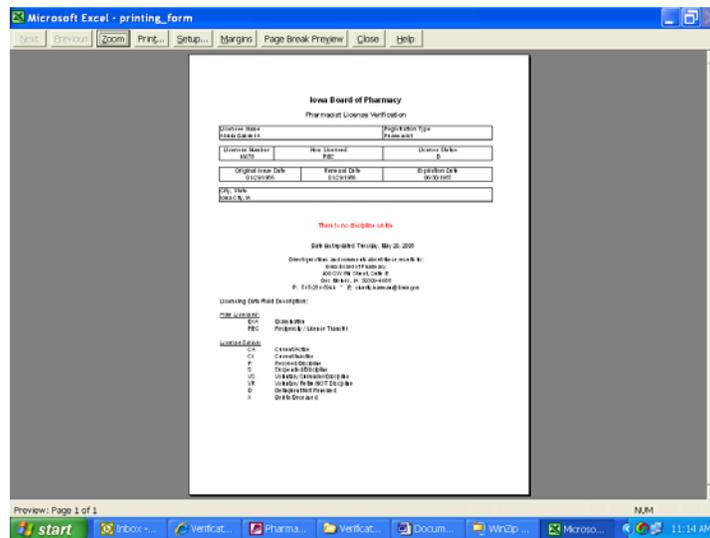
If you do not see a worksheet available that you need, such as Intern, click on the right-facing arrows along the bottom until you see the worksheet you need.



This is the result from my search:



Here is how it looks in print preview:



Close out of both files. When asked if you want to save, click **No**.

Hope this helps.