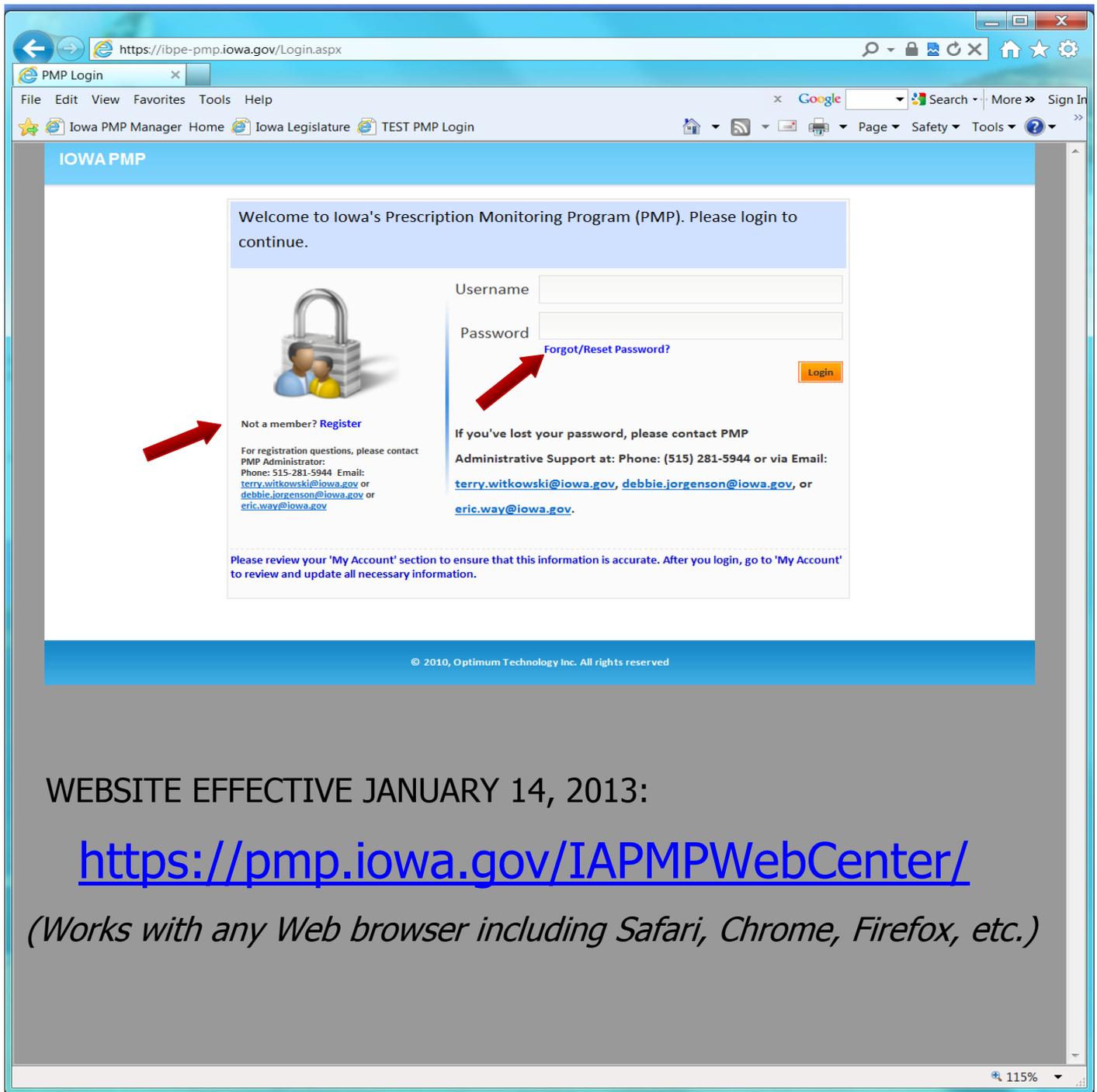


IOWA
PRESCRIPTION MONITORING PROGRAM
(PMP)

USER GUIDE

JANUARY 14, 2013



WEBSITE EFFECTIVE JANUARY 14, 2013:

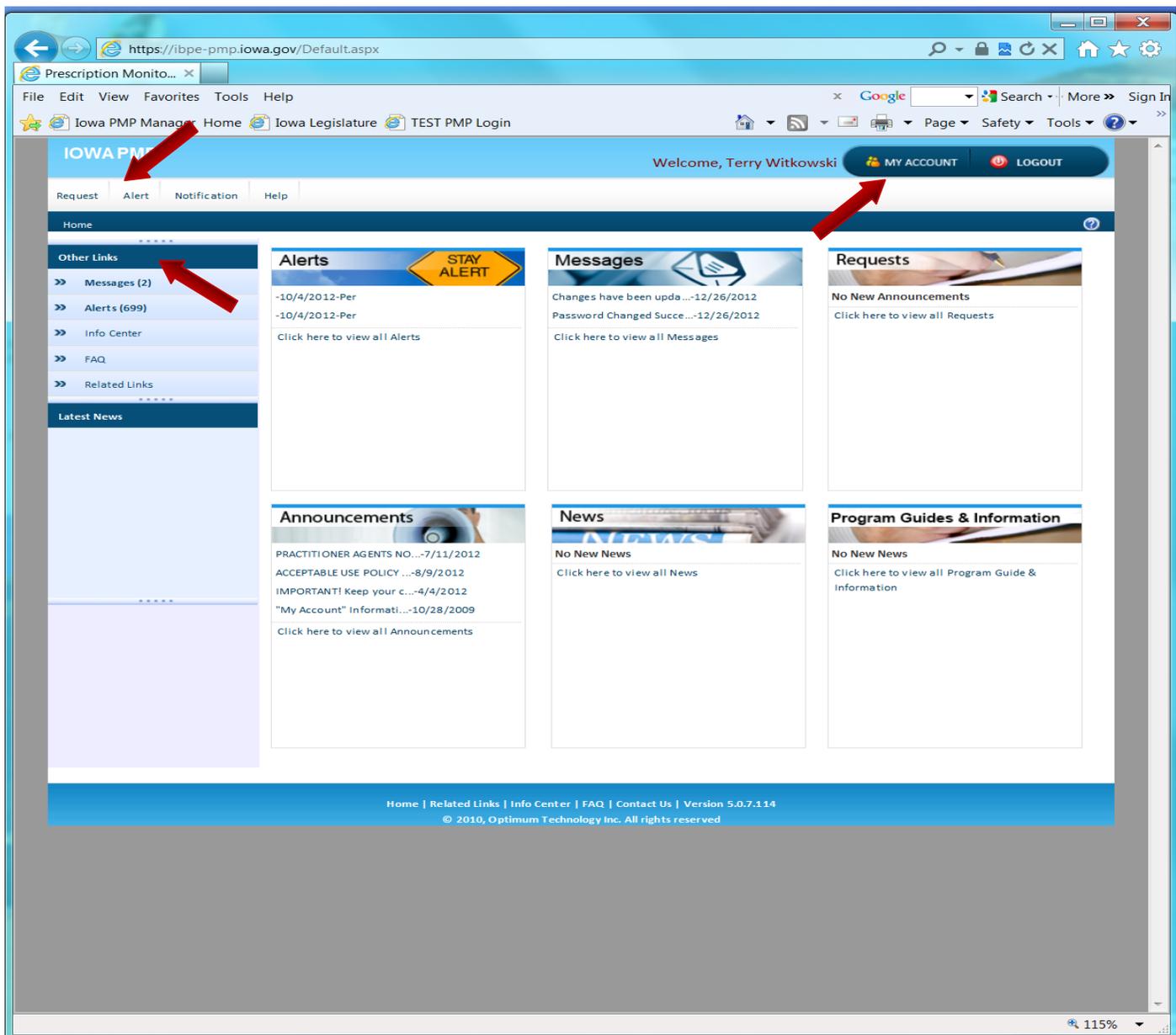
<https://pmp.iowa.gov/IAPMPWebCenter/>

(Works with any Web browser including Safari, Chrome, Firefox, etc.)

This is the login screen. If you are registered and know your username and password, enter them in the appropriate boxes and click Login. Your username is not case sensitive but your password is case sensitive and includes alpha, numeric, and special characters.

If you are registered but have lost or forgotten your password, you may be able to set a new password by clicking [Forgot/Reset Password](#) and following the screen prompts.

If you have not registered to use the Iowa PMP, click the link on [Register](#) just below the padlock on the left side. Complete and submit the user registration form.



This screen is your home screen. Note "My Account" in the upper right corner – this is where you make changes to your PMP profile including changing your password, address, email, and telephone numbers.

Also note the "Other Links" on the left. These sections include information regarding using the PMP website and valuable resources for PMP users.

The menu bar across the top includes "Request" and "Alert" where you will create patient information queries or alerts on patients of concern. You can view your Alerts, Messages, Requests, and other program information from the dashboard boxes in the center of the screen.

Also note the question mark in the upper right below the "Logout" button. By clicking the "?" you will be able to review content-specific help information for the open screen.

The screenshot shows a web browser window with the URL <https://ibpe-pmp.iowa.gov/Request/Entity.aspx>. The page title is "Request". The browser's address bar shows the URL. The page has a blue header with "IOWA PMP" and a welcome message "Welcome, Terry Witkowski". There are navigation links for "Request", "Alert", "Notification", and "Help". A sidebar on the left contains a "Request" menu with options like "View Request", "New Request", "Unsolicited - Received", "Unsolicited - Send", and "Practitioner Self-Lookup". The main content area is titled "Request" and has a dropdown menu labeled "Patient" with a red arrow pointing to it. Below this are sections for "Patient Details" (Last Name, First Name, Middle Name, Birth Date, Gender), "Contact Details" (Street, City, State, Zip), "Aliases" (with an "Add" button), and "Prescription Range" (with a checked checkbox "Set default to last 12 months date range" and date fields "Date Filled From: 01/02/2012" and "Date Filled To: 01/02/2013"). There is also an "Options" section with a "Format" dropdown set to "PDF" and a checkbox "I certify that the information I have entered above is accurate." with an asterisk. A "Create" button is at the bottom right. The footer contains "Home | Related Links | Info Center | FAQ | Contact Us | Version 5.0.7.114" and "© 2010, Optimum Technology Inc. All rights reserved".

This form is used to submit a Request for patient prescription history. Required fields are identified by *. Date range will default to the last 12 months but can be changed by unchecking the box and typing new beginning and ending dates. Click CREATE.

A prescriber may Request the prescriptions authorized by the prescriber and filled by the prescriber's patients. A "Practitioner Self-Lookup" will not process automatically; the Request must be reviewed and processed by a PMP Administrator. To submit a Request for your prescriptions, select "Practitioner Self-Lookup" from the request menu (left side of the screen) and complete the required fields. Click CREATE.

The screenshot displays the IOWA PMP Request View interface. At the top, the browser address bar shows the URL: <https://ibpe-pmp.iowa.gov/Request/RequestView.aspx?EntityID=245453>. The page header includes the IOWA PMP logo, a welcome message for Terry Witkowski, and links for MY ACCOUNT and LOGOUT. A navigation menu lists various system functions such as Registration, Request, Alert, Notification, Data Management, Data Collection, Prescription Analysis, System Management, Reports, and Help.

The main content area is titled "Request" and features a table with the following data:

User Name	Response	Sent On	Attachment	Delete
Root Account	Your request has been processed automatically	12/27/2012 1:18:00 PM	Patient Rx History Report.xls	

Below the table, the "Current Response" section displays the message: "Your request has been processed automatically" and a link to the attachment: "Attachment: Patient Rx History Report.xls". Two red arrows point to the message and the attachment link, respectively.

The "Patient Details" section includes fields for Last Name, First Name, Middle Name, Birth Date (03/24/1953), and Gender. The "Contact Details" section includes fields for Street, City, State (IA), and Zip. The "Aliases" section is a table with columns for Alias, Last Name, First Name, Middle Name, Date of Birth, and Remove. The "Prescription Range" section includes a checkbox for "Set default to last 12 months date range" and fields for "Date Filled From" (12/27/2011) and "Date Filled To" (12/27/2012). The "Options" section includes a "Format" dropdown menu set to "Excel".

At the bottom of the form, there is an "Authorization" section with the text: "Authorization: I certify that the information I have entered above is accurate. Authorization Date: 12/27/2012 1:18:00 PM IPAddress: [redacted]". A "Back To List Page" button is located at the bottom right of the form.

The footer of the page contains navigation links: Home | Related Links | Info Center | FAQ | Contact Us | Version 5.0.7.114.

Once your Request has processed (usually within a few seconds) you should see a screen similar to this one. Note that the "Current Response" includes 2 parts – the statement regarding processing your account and the "Attachment."

Click on the name of the Attachment, "Patient Rx History Report," to open the report. You may view, save, or print the report but **don't forget the PMP confidentiality provisions!** Do not give the report to the patient or to a law enforcement or regulatory agent.

The screenshot shows the IOWA PMP website interface. The main content area is titled "Request" and includes a table of request history. A red arrow points to the "Response" column header in the table. Below the table, the "Current Response" section shows a message from the Root Account on Fri 12/14/2012 11:44 AM, with an attachment link for "Patient Rx History Report.PDF". Another red arrow points to this attachment link. The "Patient Details" section is partially visible at the bottom.

User Name	Response	Sent On	Attachment	Delete
Root Account	Your request results exceed from the define threshold value. The request has been submitted for manual process	12/12/2012 4:38:00 PM		
Root Account	Your request have been processed by PMP Administrator	12/14/2012 11:44:00 AM	Patient Rx History Report.PDF	

If the response indicates that your Request could not be processed automatically for any reason, **please do not** submit a duplicate Request for that patient (the results will not change). A PMP Administrator will process your Request as soon as possible.

Once your Request has been processed, an email will be sent to your registered email address advising you that the requested report is ready. Log into the PMP website, select "View Request," click on the patient's name to open your Request. The top of the screen should look something like what is displayed here. Note there are multiple Responses at the top of this form but the newest response states that your Request has been processed.

Click on the "Patient Rx History Report" under Current Response to open the report. You may view, save, or print the report but **don't forget the PMP confidentiality provisions!** Do not give the report to the patient or to a law enforcement or regulatory agent.

Following is a sample Patient Rx History Report. Note the patient (red arrows), prescriber (blue arrows), and pharmacy (green arrows) identifications and keys within the report.



Automated Prescription Monitoring System

Iowa Board of Pharmacy, Des Moines, IA 50309

Phone:(515) 281-5944 Email:terry.witkowski@iowa.gov Fax:(515) 281-4609

Patient RX History Report

BETTY BOOP

Date: 12-10-2012

This report may contain another person's controlled substance information. Please review the "Patients that match search criteria" section located below to ensure all prescriptions belong to the requested individual.

Page: 1 of 1

Search Criteria: ((Last Name Begins 'boop' AND First Name Contains 'betty') AND (D.O.B = '01/01/1961' AND State = 'IA')) AND Request Period = '12/10/2011' To '12/10/2012'

Patients that match search criteria

Pt ID	Name	DOB	Address
4823	BOOP, BETTY	1/1/1961	9999 CENTER ST APT A, IA 55555
2884	BOOP, BETTY	1/1/1961	9999 CENTER ST IA 55555

Prescriptions

Fill Date	Product, Str, Form	Quantity	Days	Pt ID	Prescriber	Written	Rx #	N/R	Pharm	Pay
03/05/2012	HYDROCODONE BITARTRATE AND ACETAMIN, 325 MG-5 MG, TAB	10.00	3	2884	DR RO59	03/05/2012	0440137	N	AH9999999	
01/05/2012	CLONAZEPAM, 0.5 MG, TAB	90.00	30	2884	DR DO22	01/05/2012	0439460	N	AH9999999	
12/15/2011	APAP/HYDROCODONE BITARTRATE, 500 MG-5 MG, TAB	14.00	2	4823	DR LL87	12/04/2011	4127905	N	BR9999999	

N/R: N=New R=Refill

Pay:01=Private Pay 02=Medicaid 03=Medicare 04=Commercial Ins. 05=Military Inst. and VA 06=Workers Comp 07=Indian Nations 99=Other

Total Prescriptions: 3

Prescribers for prescriptions listed

DR DO22	BORIS BADINOV; 1 E 47TH ST, SOMEWHERE MO 66666
DR RO59	MOUSE MICKEY, MD; BASIC MEDICAL CENTER, 4 BASIC DR, ANTYTOWN IA 55555
DR LL87	BUZZ LIGHTYEAR, DR; 15 COSMIC STREET #100, ANYTOWN IA 55555

Pharmacies that dispensed prescriptions listed

AH9999999	HARRYS DRUG CO, INC.; 1 H ST, ANYTOWN IA 55555
BR9999999	GH FOOD AND PHARMACY; 9 W GRAND STREET, ANYTOWN IA 55555

Disclaimer: The State of Iowa does not warrant the above information to be accurate or complete. The Report is based on the search criteria entered and the data entered by the dispensing pharmacy. For more information about any prescription, please contact the dispensing pharmacy or the prescriber.

An Alert, whether the Alert concerns a "Patient" or a "Prescription," is submitted and viewed in essentially the same manner as a Request except when entering and submitting an Alert, provide as much detailed information as known regarding the patient and your concerns. For example, if you have the patient's address, please include that information. If you can describe the patient or the patient's vehicle, please include that information. If the patient requests or appears to be abusing specific drugs or types of drugs, please include that information. Include the information you have found that has caused your concerns regarding the patient.

If you are submitting a "Prescription" Alert (for example, you have discovered that someone has stolen your prescription pad or is using your DEA registration number), please include as much information as you can to describe the issue. The more information you can provide in an Alert, the better informed the prescribers and pharmacists receiving the information will be if the patient requests services from those practitioners.

Alerts are posted to other registered users in the same region of the state as the patient and/or the reporting PMP user. Alerts will NOT be distributed to law enforcement or regulatory agents unless the reporting PMP user checks the box in the Suspected Activity section that corresponds with "Please notify LAW ENFORCEMENT."

The purpose of the Iowa PMP is to make available to health care practitioners information that will assist those practitioners in making informed decisions regarding the health care treatment of their patients.

Questions or issues, please contact a PMP Administrator:

Phone: 515-281-5944

Fax: 515-281-4609

Email: terry.witkowski@iowa.gov
debbie.jorgenson@iowa.gov
eric.way@iowa.gov

www.iowa.gov/ibpe/pmp.html