Quick Reference Guide – Making a Request in PMP AWARₓE

1. Go to the PMP AWARₓE login page (https://iowa.pmpaware.net/login). *If a password reset is needed, use the **"Reset Password"** link.*

2. Click the Menu button, then under **RxSearch**, choose **Patient Request**.

3. Enter search criteria.

   At a minimum, you must provide:
   - ***First name*** (full or partial*****)
   - ***Last name*** (full or partial*****)
   - ***Date of birth*** (MM/DD/YYYY)
   - ***Prescription fill dates*** (MM/DD/YYYY)

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

5. Matching patient history will now display. If ***multiple patients*** are identified, you will be presented with the option to ***refine your search*** by providing additional search information or you can select a ***single, multiple, or all returned patient groups*** to include in your patient prescription request results.

6. Click on "**Run Report**", the patient prescription results will be displayed.

7. Print form by clicking on the PDF button or convert the form to a CSV (Microsoft Excel) file. You may retrieve your searches and the search results of any delegates by clicking on the **Requests History** tab.

Search Tips:
- ****Partial Spelling****: Using Partial Spelling can be helpful for hyphenated or commonly abbreviated names (Will vs. William). At a minimum, enter the first three characters of the patient's first and/or last name.
- ***Prescription Fill Dates*** - The maximum time period for your search is 48 months.
- ***PMP Interconnect Search*** - allows you to search other participating state databases for the patient's records. Your available states may not match the above image.
    - To improve the likelihood of finding a specific patient:
- For out-of-state searches – Limit your search criteria to only the required fields.
- For in-state searches – In addition to the required fields, include additional details such as ZIP code.