



Quick Reference Guide for Prescribers and Dispensers

District of Columbia
Prescription Drug Monitoring Program

DC PDMP QUICK REFERENCE GUIDE

CREATE A DC PDMP AWARETM ACCOUNT

- Go to <https://districtofcolumbia.pmpaware.net/login>
- Click Create an Account
- Enter your email address (user name) and a password, and continue
- Select your role and continue
- Enter in your personal information and your employer information
- Submit your registration
- You will receive an email to immediately verify your email address
 - User accounts that are not automatically approved upon submission will be reviewed manually by the DC PDMP administrator and either approved or rejected
 - Incomplete registrations expire after 7 days

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PERFORM A PATIENT REQUEST

- Click Menu → Under RxSearch select Patient Request
 - If you are a Delegate, select the supervisor on whose behalf you are a performing the request
- Enter in the patient's first name and last name
 - You may use partial spelling to broaden the search results
- Enter in the patient's date of birth
- Choose the desired time frame by prescription fill date
 - The maximum time frame is 36 months from the current date
- Select the PMPi states to search
 - You must enter a full patient name to search other states
 - You will only be able to select the states that allow access to your role
- Agree to the terms and click Search

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PERFORM A BULK PATIENT REQUEST

- Click Menu → Under RxSearch select Bulk Patient Search
- For Manual Entry, add in the full name and date of birth of each patient you want to search for
- For File Upload, upload the file in the exact format specified in the sample file
- Give the group you are searching for a name
- Choose the desired time frame by prescription fill date
 - The maximum time frame is 36 months from the current date
- Select the PMPi states to search
 - You must enter a full patient name to search other states
 - You will only be able to select the states that allow access to your role
- Agree to the terms and click Search

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SET DEFAULT PMPi STATES

- Click Menu → Under User Profile select Default PMPi States
- Check the box beside the states desired to be pre-selected for Patient Requests
 - Available states are restricted based on states' laws and your user role
 - You can unselect states at each request as needed

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VIEW REQUESTS HISTORY

- Click Menu → Under RxSearch select Requests History
- You will see patient requests that you or your delegate(s) have created
 - Previous requests are not updated with new information
- Select the patient request and click View to review the patient report as it was created on that day
 - NarxCare Report information will display
- Click Advanced Options to filter the list of requests
 - You can search by patient name or requestor name
- Click Download PDF or Download CSV to export the previous requests

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MANAGE YOUR DELEGATE(S)

- Click Menu → Under User Profile select Delegate Management
- New delegates are displayed with a status of Pending
 - You will receive an email to alert you of a new delegate request that is pending (after the delegate has submitted a profile request to the DC PDMP indicating you as their supervisor with your DC PDMP email address/user name)
- Select the delegate's name to display their information
- Click Approve to approve delegate's access to the DC PDMP
 - To de-activate a delegate's ability to access the DC PDMP under your supervision click Remove
- Click Reject to reject the delegate

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VIEW PATIENT ALERTS

- Click Menu → Under RxSearch select Patient Alerts
- Select a patient to view more information
- Alerts are currently set to display patients visiting 4 or more prescribers and 4 or more dispensers within the past 6 months

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FOR PRESCRIBERS:

VIEW YOUR PRESCRIBER REPORT

- Click Menu → Under RxSearch select Prescriber Report
- Prescriber Reports are posted quarterly
- To receive a Prescriber Report, you must have:
 - A verified DC PMDP profile
 - A unique DEA number in your DC PDMP profile
 - A specialty selected in your DC PDMP profile
 - Prescribed a controlled substance within the past 6 months

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FOR PRESCRIBERS:

SEARCH YOUR PRESCRIBER HISTORY (MY RX)

- Click Menu → Under Rx Search select MyRx
- Choose the desired time frame by prescription written date
 - The maximum date range is 36 months from the current date
- Select the check box next to the DEA number(s) for which you wish to run the search
 - Only DEA number(s) associated with your account will appear
- Click Search
- You have the option to download your prescriber history

VIEW MY RX HISTORICAL REPORTS

- Select Menu → Under Rx Search select MyRx → Select the MyRx History tab

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FOR DISPENSERS:

VIEW PRESCRIPTION ERRORS

- Click Menu → Under Data select Rx Management → You will be brought to the Error Correction tab
- Search using at least one Pharmacy Identifier (such as DEA number) or Rx Number, and prescription fill dates
- Select the Rx Number to open the record
- Errors will be displayed in red for your correction and re-submission

SEARCH FOR PRESCRIPTIONS

- Click Menu → Under Data select Rx Management → Select the Rx Maintenance tab
- Search using at least one Pharmacy Identifier (such as DEA number) and prescription fill dates
 - Additional filtering by Rx Number or Prescriber last name is available

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FOR DISPENSERS:

MANUALLY SUBMIT PRESCRIPTIONS

- Click Menu → Under Data select Rx Management → Select the New Rx tab
- Enter in at least the required fields marked with a red asterisk
- Click Submit

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FORGOT PASSWORD

- From the log-in page, select Reset Password
- Enter your email address and click Request Password Reset

RESET PASSWORD

- Click Menu → Under User Profile select Password Reset
- Enter in your current password
- Enter in your new password twice
- Click Change

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ANNOUNCEMENTS

- Click Menu → Under Home select PMP Announcements

CONTACT INFORMATION

- For assistance with technical issues (log-in, password, etc.) contact Appriss Health at 855-932-4767 or create a support request at <https://apprisspmp.zendesk.com/hc/en-us/requests/new>
- For program questions, email the DC PDMP at doh.pdmp@dc.gov or refer to the DC PDMP website at <https://dchealth.dc.gov/service/prescription-drug-monitoring-program>
- For concerns related to other pharmacies or prescribers, contact their office(s) directly