



Quick Reference Guide – How to Search Patient History in MPDR PMP AWAR_xE

- 1. Go to the PMP AWAR_xE login page (<u>https://montana.pmpaware.net</u>). *If a password reset is needed, use the "Reset Password" link.*
- Once logged in, you can access Patient Requests two different ways to search patient prescription histories. See images to the right.
 - a) From your Dashboard, click on "Patient Request" from the righthand side of the screen under Favorites.
 - **b)** Click **Menu**, select the **RxSearch** tab, then 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** (must be in MM/DD/YYYY format, you can also search with a range of 6, 12, or 24 months)
- Prescription Fill Dates (must be in MM/DD/YYYY format)
- Click Search at the bottom of the screen to submit your request.
- 5. Matching patient profiles will display if *multiple patients* are identified. You will have the option to *refine your search* by providing additional search information or you can select a *single, multiple,*

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My Favorites RxSearch - Patient

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 by clicking "Print Report" or convert the report to a CSV (Microsoft Excel) file by clicking "Download CSV." 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. Using partial name search will limit the search results to Montana only. Full name is required for Interstate Data searching. Prescription Fill Dates – Patient prescription histories are stored for 3 years.

PMP Interconnect Search – PMP Interconnect allows data sharing and patient searches with other states.