



MONTANA PRESCRIPTION DRUG REGISTRY

Check the history. It matters.

SEARCHING THE MONTANA PRESCRIPTION DRUG REGISTRY (MPDR) DATABASE

**Required training for:
Physicians, Other Prescribers, Pharmacists,
and Authorized Agents (Delegates)**



REQUIRED TRAINING: SEARCHING THE MPDR DATABASE

IMPORTANT: COMPLETION OF THIS MODULE IS REQUIRED TO OBTAIN ACCESS TO THE MONTANA PRESCRIPTION DRUG REGISTRY (MPDR).

HOW TO ACCESS MPDR ONLINE SERVICES:

Step 1: Complete all portions of this training program

Step 2: Complete the online registration process (see [page 4](#))

Step 3: Create an ePass Montana account (see [page 6](#))

Step 4: Log in to the MPDR (see [page 8](#)).

Step 1: In order to complete the registration process for online access to the MPDR, users will be asked to certify that they have reviewed the information in this training manual and that they are able to correctly answer the post-test questions at the end of this training manual.

At the conclusion of this training, the participant should be able to:

- State the goals of the MPDR
- List the users authorized for direct online access to the MPDR
- Identify appropriate and inappropriate use of the MPDR
- List the penalties for inappropriate access to and/or use of MPDR information
- List the information needed to register for online access to the MPDR
- Be familiar with the online screens and reports.

Individual pages or sections of this document may be used as reference sheets or checklists while completing tasks in the MPDR's online service. Each task is illustrated with screen shots, and screen functions are explained.

ADDITIONAL CONTENTS OF THIS DOCUMENT

Click on links below to view the related sections.

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Page 3	Components of the MPDR
Page 4	Step 2: Completing an Online Registration
Page 6	Step 3: Creating an ePass Montana Account
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REQUIRED TRAINING: SEARCHING THE MPDR DATABASE

(Revised November 2018)



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ABOUT THE MPDR

OVERVIEW

The MPDR collects a list of controlled substances prescribed to patients and permits authorized users access to the information for the purpose of improving patient safety, including the identification of possible misuse or diversion of controlled substances. [Mont. Code Ann. § 37-7-1502](#).

The 2011 Montana Legislature passed HB83 which authorized the Montana Board of Pharmacy to establish and maintain a Prescription Drug Registry program, which launched in 2012. The MPDR is voluntary to use, but pharmacies licensed in Montana are required to report controlled substance prescription dispensing data to the MPDR. The Board of Pharmacy is administratively attached to the Department of Labor and Industry.

FUTURE ENHANCEMENTS

The MPDR is continually making improvements to its online services, and the following items are scheduled for future development:

- Allow linking/unlinking of patient profiles for individuals with multiple entries in the MPDR (name changes, name variations, etc.).
- Create reports that review a patient's prescription history for possible prescription drug misuse or diversion using thresholds identified in rule ([ARM 24.174.1706](#)). These reports will trigger notifications to all prescribers and pharmacists who participate in the identified patients' care.
- Create administrative reports that include expanded utilization statistics and generation of de-identified data for use by researchers and other State agencies.

MPDR HOME PAGE (www.MPDR.MT.GOV)

The screenshot shows the MPDR home page with several annotations. A box highlights the 'Required steps to SEARCH PATIENT HISTORY (become a Registered User):' section, which includes: 1. Complete the required online training program, 2. Complete the online registration form, and 3. Click the 'Search Patient History' sign in button below and create your ePass Montana account. Another box highlights the 'SEARCH PATIENT HISTORY' button in the navigation bar. A third box highlights the 'SIGN IN' button on the 'SEARCH PATIENT HISTORY' button.

To be a Registered User, follow these instructions and links for searching patient history.

After completing this training program and the online registration, use the Search Patient History sign in button.



COMPONENTS OF THE MPDR

PRESCRIPTION DATA

The program requires licensed pharmacies to report controlled substance prescription data to the MPDR by close of the next business day after the date the controlled substance prescription was dispensed. Pharmacies receiving error messages during data submission must correct and resubmit those prescriptions by close of the next business day after the original date of submission.

Indian Health Services, some Tribal Health agencies, and the Veterans Administration are also reporting to the MPDR, although they are not required by law to submit their data. Some of these pharmacies may not report to the MPDR every day, so their prescription histories may be incomplete.

The MPDR maintains 3 years of prescription history in the database.

AUTHORIZED USERS

The following are authorized to have direct online access to the MPDR:

- Prescribers (Physician, Naturopathic Physician, Physician Assistant, Dentist, Optometrist, Podiatrist, and Advanced Practice Registered Nurse (APRN) with prescriptive authority)
- Pharmacists
- Designated representatives from Medicare, Medicaid, Tribal Health, Indian Health, and Veterans Affairs

Regulatory and law enforcement agencies are not authorized for online access, but may request MPDR information from the Board of Pharmacy provided they submit an investigative subpoena or a Board Investigative Request.

PRIVACY AND SECURITY

The MPDR contains privacy protected healthcare information; therefore, Registered Users and their authorized agents (Delegates) are required to protect the confidentiality of the MPDR's data. The misuse of MPDR privileges, or improper disclosure of MPDR information, may result in a license disciplinary action or civil proceedings, pursuant to 37-7-1513, MCA

AUTHORIZED USE OF MPDR INFORMATION

Use of the MPDR's online portal is limited to the following:

- Prescribers and pharmacists can search the history of a patient who is under their direct care or who has been referred to them for care.
- A patient's MPDR report can be added to the individual's medical record.
- Providers can give a patient a copy of the patient's own MPDR history.
- Prescribers can search their own prescribing history.
- Any other use of information found in the MPDR's online portal can result in revocation of MPDR access, disciplinary action by the user's licensing board, civil penalties up to \$10,000 for each violation, and other sanctions as provided by law (MCA §37-7-1513).

MPDR FEE

All Montana licensees who are authorized to prescribe or dispense controlled substances are required to pay an annual MPDR fee of \$30 to sustain the MPDR. The MPDR fee is collected at time of license renewal.

CORRECTING MPDR PRESCRIPTION DATA

All of the information in the MPDR is submitted by pharmacies. Users and patients who think the MPDR's information is incorrect should contact the pharmacy where the prescription was filled.

The pharmacy that dispensed the prescription is responsible for submitting corrected information to the MPDR.

REQUIRED TRAINING: SEARCHING THE MPDR DATABASE

(Revised November 2018)



MONTANA PRESCRIPTION
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COMPLETING AN ONLINE REGISTRATION (Page 1 of 2)

HOW TO ACCESS MPDR ONLINE SERVICES:

- Step 1: Complete all portions of this training program
- Step 2: Complete the online registration process (see page 4)
- Step 3: Create an ePass Montana account (see page 6)
- Step 4: Log in to the MPDR (see page 8).

Step 2 (does not apply to Delegate users): Go to the MPDR home page, www.MPDR.mt.gov, and click the online registration link:

Welcome to the Montana Prescription Drug Registry (MPDR)

Required steps to **SEARCH PATIENT HISTORY** (become a Registered User):

1. Complete the required [online training program](#).
2. Complete the [online registration form](#).
3. Click the "Search Patient History" sign in button below and create your ePass Montana account.

New: Required steps to **DELEGATE SEARCH AUTHORITY to Authorized Agents:**

Refer to [page 2](#) to view the entire MPDR home page.

The screen shown to the right will open.

IMPORTANT TIPS:

- Users will need the professional license issued by their Montana licensing board to complete this step.
- Users must enter registration information that is an exact match to information contained in Montana's licensing database.
- Users who receive error messages stating that the information they entered on the MPDR registration screen does not match their Montana license can contact the MPDR at 406-841-2240 for assistance.

Submitter Information

Enter your name and date of birth below.
IMPORTANT! Enter your name exactly as it appears on your Montana license.

First Name:
Middle Initial or Name:
Last Name:
Date of Birth:

The first, middle and last names must be an exact match to the Montana license record.

License Information

Please complete the fields below.
If the type of license you hold does not appear in the list then you are not authorized to access the Montana Prescription Drug Registry (MPDR) as a licensed individual. If you still wish to gain access as a non-licensed individual, you may contact MPDR staff to determine if you are eligible for access as a non-licensed individual.

Last 4 digits of SSN:
Last 4 digits of Foreign ID:
License Type:
Montana License Number: (numerical portion only)

Select the license type from the drop down; this should match the first part of the license number.

Email Correspondence

Please complete the fields below.
The email address you provide in this field is where you will receive all MPDR-related correspondence. Please enter an email address you check frequently and which is located on a secure network. For security reasons, we recommend that you do not use a personal email address which is home.
IMPORTANT: If you are a prescriber, entering your DEA number will allow you to see patient history. Although this field is optional, you are strongly encouraged to enter this information.

Email Address:
DEA Number:
DEA Expiration Date:

Enter the email address for MPDR correspondence.

Prescribers should enter their DEA information. Pharmacists can leave this section blank.

Registration information

First Name	MPDR
Middle Initial or Name	Test
Last Name	Physician
Date of Birth	1/1/1970
Email Address	test@test.tst
Last 4 digits of SSN	1234
License Number	MED-PHYS-LIC-1234567
DEA Number	MT9999999
DEA Expiration Date	12/31/2020

Users have the opportunity to review and edit their registration information before continuing.



COMPLETING AN ONLINE REGISTRATION (Page 2 of 2)

Users are required to review and accept all of the MPDR's Terms of Use in order to continue the registration process for access to the MPDR. This screen is where users attest that they completed this online training program. All responses are legally binding.

If the registration was not successful, an on-screen message will indicate why the registration was not completed. Users can either go back and correct errors or can contact the MPDR for assistance at 406-841-2240.

If the registration was approved, an on-screen message will indicate success and will direct the user to proceed to the MPDR's home page at www.MPDR.mt.gov to continue the process.

Successful registrants will also receive a confirmation email from do_not_reply@egovmt.com that directs the user to the MPDR's home page in order to finalize the registration process.

Terms of Use & Confidentiality Agreement for All Users (revised April 2016):

Yes No

I understand that information accessed and/or reviewed through the Montana Prescription Drug Registry (MPDR) program is confidential and constitutes protected health information (PHI). I am therefore responsible for the security and confidentiality of patient history reports available to me. I agree to use the reports only for the purpose of providing care to my patients and patients referred to me for care.

Yes No

I understand that information obtained from the MPDR can be part of the patient's medical record and should be treated with the same confidentiality protection as I would treat any other patient's record.

Yes No

I agree not to disclose any data or PHI to any unauthorized person or party.

Yes No

I have completed the MPDR's online training program which includes information on privacy and security.

Yes No

I agree that I will not share my user account information, login name or password with any person, regardless of whether that person is also an authorized user of the MPDR.

Yes No

I understand that I must report any potential and/or identified misuse of MPDR searching or data to the MPDR program and/or the registered user's licensing board (Mont. Code Ann. 37-7-1513(2)).

By clicking on the 'Continue' button, I hereby attest that I understand the terms of access and confidentiality of the MPDR and I will abide by these terms. Violation of any of the terms of this agreement may result in revocation of access to the MPDR, disciplinary action may be taken by my licensing board, and I may be liable for a civil penalty of up to \$10,000 for each violation (MCA 37-7-1513) in addition to other sanctions provided by law.

Don't agree

Continue

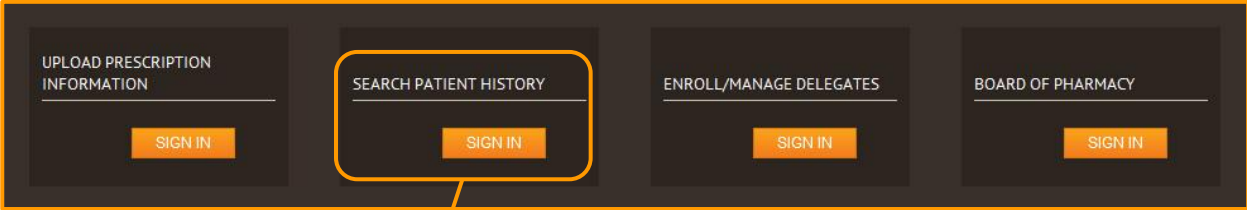
IMPORTANT: The registration process is not yet complete. Users must also create an ePass Montana account and successfully log in to the MPDR before they are fully registered. Please refer to [pages 6 through 8](#) for instructions on how to complete the registration process.



CREATING AN ePASS MONTANA ACCOUNT (Page 1 of 2)

HOW TO ACCESS MPDR ONLINE SERVICES:

- Step 1:** Complete all portions of this training program
- Step 2:** Complete the online registration process (see [page 4](#))
- Step 3:** Create an ePass Montana account (see [page 6](#))
- Step 4:** Log in to the MPDR (see [page 8](#)).



Step 3: Create an ePass Montana account.

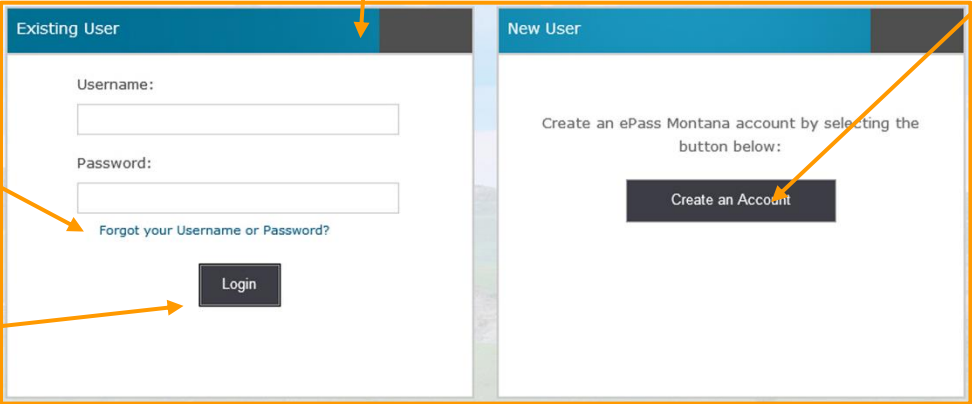
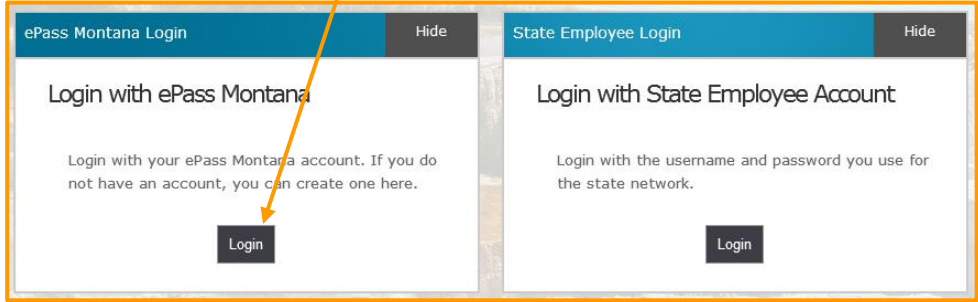
The MPDR utilizes ePass Montana’s added level of online security during the login process. This feature allows each user to create their own user name and password, and to use the same ePass Montana login credentials with other State-sponsored programs.

MPDR users must have an ePass Montana account to log in to the MPDR. **NOTE:** An ePass Montana account can be created prior to completion of Step 2 of the registration process.

Begin the login process on the MPDR’s home page, www.MPDR.mt.gov, by clicking the “Sign In” button under “Search Patient History.”

Users should click the “Forgot your Username or Password?” link if they cannot remember their ePass Montana credentials. An email will be sent from do_not_reply@egovmt.com that contains the appropriate information.

Click here if an ePass Montana account already exists, then skip to [page 8](#) of this document.



Users can create a new ePass Montana account from this link. Continue reading to [page 7](#) for instructions on creating a new ePass Montana account.

IMPORTANT NOTE: Users establish their own ePass Montana user name and password. MPDR staff do not have access to this information.



CREATING AN ePASS MONTANA ACCOUNT (Page 2 of 2)

Complete each of the required fields (marked with an asterisk) on this page.

Users must follow these rules when creating a user name and password. The user name must be unique, and cannot be re-used from an old ePass Montana account.

After clicking "Save Changes" on the page shown to the left, users may see one or more error messages. The errors will be clearly identified at the top of the page, and the fields requiring correction will be highlighted, as shown below.



FIRST LOGIN TO THE MPDR

HOW TO ACCESS MPDR ONLINE SERVICES:

- Step 1:** Complete all portions of this training program
- Step 2:** Complete the online registration process (see [page 4](#))
- Step 3:** Create an ePass Montana account (see [page 6](#))
- Step 4:** Log in to the MPDR (see [page 8](#)).

Step 4: Log in to the MPDR.

First-time MPDR users must identify themselves as Licensed Users or Delegates and are required to accept the MPDR's Terms of Use (the same terms viewed during the online registration process).

First time MPDR Registered Users are required to enter their full Montana license number, including all of the letters, dashes, and numbers, and must also enter their Record ID. This step confirms the user's identity and permanently links their ePass Montana account with the MPDR's registration information.

ABOUT THE RECORD ID

The Record ID is a 15-digit security code assigned to each Montana licensee. All eligible Montana licensees were mailed a registration letter containing their Record ID and instructions for registering with the MPDR.

Licensees who cannot locate their registration letter may contact the MPDR at 406-841-2240 to receive their Record ID by phone or postal mail. MPDR staff cannot email or fax this security information.

Select Login Type

Licensed User Delegate

Previous Continue

Important! Enter your license number exactly as it appears on your license.

License Number (required) e.g. MED-MED-LIC-1234

Record ID (required)

Previous Next

Both the license number and the Record ID fields require entry of all letters, dashes and numbers contained in these codes.

If, after clicking "Next," the system states that the user is not eligible or is not licensed in Montana, users should proofread the information entered for license number and Record ID on the above screen. The error message may simply mean the user made a typographical error and the MPDR system cannot identify the user.

Users who are still unable to resolve error messages may contact MPDR staff for assistance at 406-841-2240.

Once Step 4 is completed, users will be directed to the MPDR's Search Patient History screen, as illustrated on [pages 9 to 12](#).

The MPDR registration process is now complete.

SUBSEQUENT LOGINS

- Go to the MPDR home page at www.MPDR.mt.gov.
- Click the "Sign In" button under "Search Patient History."
- Sign in with ePass Montana.

There is no need to re-enter the license number or Record ID unless the user creates another new ePass Montana account.



SEARCHING PATIENT HISTORY: MONTANA ONLY

As soon as users log in to the MPDR, they are directed to the Search screen shown below.

IMPORTANT: Search requirements vary depending upon which states the user wishes to query. This section discusses Montana-only searches. Refer to [page 10](#) for instructions on how to search in other states.

The only required field for searching in Montana is a partial last name, but any combination of information can be entered into the search fields.

Search Tip: For best results, consider using only a partial last name, the date of birth, and 3 years of history.

Note that users will be automatically logged out of the system after 15 minutes of inactivity.

This screen allows users to enter search parameters to identify their patient.

Prescribers can also see what prescriptions have been dispensed under their DEA#.

To search for prescription information, enter the following search criteria.

NOTE: You will be logged out of the MPDR after 15 minutes of inactivity.

SEARCH TIPS: If you can't find your patient, try entering fewer search parameters. For example, try entering just the last name and first initial or the last name and birth date or simply last name. Note that your patient may appear under multiple entries; for example *John Doe*, *Johnny Doe* and *John Q Doe*. You will need to review all entries for your patient in order to see their full prescribing history. Click [How Do I](#) above for more tips on using this registry.

Patient Search

Patient's Last Name

Patient's First Name

Date of Birth

Gender

City

Select the timeframe for which you would like to view this patient's information:

My Prescribing History

Beginning Date (required)

Ending Date (required)

g patients match the search criteria entered:

Show entries per page:

Patient Name	Date of Birth	City	Action
John Doe	1/1/1980	X	View Prescription Details View All Prescriptions
John Doe	9/1/1911	Helena	View Prescription Details View All Prescriptions
Johnny Doe	1/1/1980	X	View Prescription Details View All Prescriptions
█ Doe	2/4/█	Helena	View Prescription Details View All Prescriptions

Showing 1 to 4 of 4 entries

[First](#) [Previous](#) **1** of 1 [Next](#) [Last](#)

Use the drop down box to identify the time frame to be included in search results. The default time frame is 6 months of prescription history, but users can specify longer time frames up to 3 years.

After users click "Search," the system displays a PIC list of possible matches for the search criteria the user entered. It is very common to see multiple listings for one patient, as shown above. **Users should review all possible matches in order to obtain their patients' prescription history, based on information submitted by pharmacies.**



SEARCHING PATIENT HISTORY: MULTIPLE STATES

IMPORTANT: Interstate searches have different requirements than Montana-only searches. Refer to [page 9](#) for information on how to search in Montana only.

- Users must enter the patient's full first and last names. Partial name searches are not allowed.
- Users must also enter the patient's date of birth.
- Users must identify the other states in which they wish to conduct a search. All states with whom Montana currently shares data are listed on the user's search screen, as shown to the right. As Montana connects with additional states over time, each new state will automatically be added to this list.
- All Interstate searches will automatically retrieve corresponding data from Montana, and all states' data will be combined on one page of search results. The results screen identifies the state that provided data about each prescription.

Please pay close attention to the on-screen user instructions when conducting Interstate searches.

Interstate error messages and how to resolve them:

The following error messages may appear at the top of your PIC list of possible patient matches:

This state denied your search authority. Based upon the user's role (i.e., Pharmacist, Physician, unlicensed Delegate, etc.), the state identified in the error message has denied access to this user. The most common example of this error message is related to Delegate users, who are prohibited from accessing drug registry data by some states. Another common example is APRN's, who are not allowed to access drug registries in a few states. The identified state must modify their statutory requirements before access can be granted via an MPDR Interstate search.

The screenshot shows the 'Patient Search' form with fields for Patient's Last Name, Patient's First Name, Date of Birth, Gender (dropdown), and City. Below these is a 'Select the timeframe' dropdown set to 'Last Six Months'. A section titled 'All Interstate Searches Will Include the Patient's Montana Prescription Data' contains 'Select All' and 'Deselect All' buttons, followed by checkboxes for Alaska, Idaho, Illinois, Iowa, Kansas, Minnesota, Nevada, New Mexico, North Dakota, Oklahoma, South Dakota, and Texas. 'Previous' and 'Search' buttons are at the bottom. An information popup on the right, titled 'IMPORTANT INSTRUCTIONS FOR SEARCHING OTHER STATES', lists required search fields: 1. Patient's First Name, 2. Patient's Last Name, 3. Patient's Date of Birth, 4. Timeline to be searched (6 months, 1 year, etc.). It also notes that search parameters must be exact and provides additional information about interstate searches, including a search tip to run a partial name search in Montana only.

No data found. The state identified in the error message could not locate any data matching the search parameters submitted. **Search Tip: Try running a partial name search in Montana only** – this may identify name variations for the patient in question – then enter each of the identified name variations as new Interstate search criteria.

Error, state not responding.

Error during communication. These messages indicate that one or more of the systems involved in the Interstate search are not “talking nicely” with each other at the moment. Please wait a few minutes and try your search again.

REQUIRED TRAINING: SEARCHING THE MPDR DATABASE

(Revised November 2018)



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SEARCHING PATIENT HISTORY: RESULTS SCREENS (Page 1 of 2)

Two options exist for viewing a patient's history in the MPDR:

patients match the search criteria entered:

Patient Name	Date of Birth	City	Action
John Doe	9/1/1911	Helena	View Prescription Details View All Prescriptions

Showing 1 to 1 of 1 entries

View all prescriptions for patient Alice Testpatient for the last two years from Montana, Kansas, Ohio PMP, Test State:

Patient Information				
Patient Name	Address	City, State	Date of Birth	Gender
Alice Testpatient	123 Easy St	Post Falls, ID	1/1/1900	

Show entries per page: 25

Drug Name	Prescriber	Date Filled	Quantity Dispensed	Pharmacy Name	Payment Type	Requested State
Quinidine Gluconate (10)	Jessica [REDACTED]	9/16/2016	1 gm	Testab8626385, Testville, MT	Workers' Compensation	Test State
Quinidine Gluconate (10)	Kiera [REDACTED]	9/9/2016	1 ml	Pharm1 - New Vegas	Indian Nations	Test State
MetFORMIN HCl (850MG)	[REDACTED]			[REDACTED]	y & VA	Montana
Seromycin (10)	[REDACTED]			[REDACTED]	h Nations	Test State
ACETAMINOPHEN-COD #3 TABLET	[REDACTED]			[REDACTED]	e Pay	Kansas
Darvon (10)	[REDACTED]			[REDACTED]	e Pay	Test State

Showing 1 to 6 of 6 entries

First Previous 1 of 1 Next Last

Search Again Download Reports Previous

The "View All Prescriptions" option shows all the current prescription information by date filled. Control the number of prescriptions on the screen with the "entries per page" drop down box.

NOTE: Use the navigation buttons at the bottom of each screen to return to the previous page or to begin a new search. Log out when the search is completed to protect patient privacy.

View prescription details for patient John Doe for the last three years from Montana:

Patient Information				
Patient Name	Address	City, State	Date of Birth	Gender
John Doe	123 Main St	Helena, MT	2/29/2000	Male

Address History			
Address Information	Address Information (continued)	City	State
123 Main St		Helena	MT
123 Main		Helena	MT

Pharmacy Information	
Pharmacy Name	City, State
Dp Test Phr 2018	Helena, MT
Medical Arts Pharmacy	Helena, MT

Prescriber Information	
Prescriber Name	
Sheila Maher	
Test Aprn	
Test Physician	

Drug Name	Prescriber	Date Filled	Refill #
Hydrocodone-Acetaminophen (10-325MG)	Sheila Maher	4/30/2018	0
Zolpidem Tartrate (10MG)	Sheila Maher	4/30/2018	0
Hydrocodone-Acetaminophen (10-325MG)	Test Physician	4/22/2018	0
Zolpidem Tartrate (10MG)	Test Physician	4/22/2018	0
Hydrocodone-Acetaminophen (7.5-325MG)	Test Aprn	10/10/2017	0

The "View Prescription Details" option allows users to select prescription information by prescriber or pharmacy. For example, when the pharmacy name is clicked, only the prescriptions filled for that patient, by that pharmacy will be shown, as illustrated below.

Prescription History for pharmacy Dp Test Phr 2018 for the last three years from Montana:

Patient Information				
Patient Name	Address	City, State	Date of Birth	Gender
John Doe	123 Main St	Helena, MT	2/29/2000	Male

Pharmacy Information	
Pharmacy Name	City, State
Dp Test Phr 2018	Helena, MT

Prescriber Information	
Prescriber Name	
Sheila Maher	
Test Physician	

Drug Name	Prescriber	Date Filled	Quantity	Requested State
Hydrocodone-Acetaminophen (10-325MG)	Sheila Maher	4/30/2018	30 Each	Montana
Zolpidem Tartrate (10MG)	Sheila Maher	4/30/2018	10 Each	Montana
Hydrocodone-Acetaminophen (10-325MG)	Test Physician	4/22/2018	60 Each	Montana
Zolpidem Tartrate (10MG)	Test Physician	4/22/2018	10 Each	Montana

Search Again Previous

In this example, four prescriptions were filled at DP Test Phr 2018 pharmacy for John Doe during the selected time period.

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MONTANA PRESCRIPTION DRUG REGISTRY
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SEARCHING PATIENT HISTORY: RESULTS SCREENS (Page 2 of 2)

VIEWING ADDITIONAL PRESCRIPTION INFORMATION

From any results screen, click the drug name and view all information reported to the MPDR for that prescription.

Prescription Information	
Dispensing Record	
Prescription Number	75612315
Date Written	7/1/2014
Refills Authorized	1
Date Filled	9/15/2014
Refill Number	1
Drug Name	Hydrocodone-Acetaminophen (7.5-325MG)
Days Supply	30
Drug Dosage Units	Each
Quantity	160
Payment Type	Private Pay
Date Sold	9/15/2014
Patient Information	
First Name	John
Last Name	Doe
Suffix	
Middle Name or Initial	
Address	x
Address 2	
City	X
Zip Code	12345
State	MT
Country	Usa
Telephone	
Date of Birth	1/1/1980
Gender	Male

Prescriber Information	
License Number	Med-Phys-Lic-26047
First Name	Test
Middle Name	
Last Name	Physician
Pharmacy Information	
Pharmacy Name	Mpdr Phr Test
Address	X
Address 2	
City	X
State	Mt
Zip Code	12345
Telephone	1234567890
Contact Name	Donna Peterson
Chain Site ID	

View prescription details for patient John Doe for the last three years from Montana:

Patient Information									
Patient Name	Address	City, State	Date of Birth	Gender					
John Doe	123 Main St	Helena, MT	2/29/2000	Male					
Address History									
Address Information	Address Information (continued)	City	State	Zip Code					
123 Main St		Helena	MT	59601					
123 Main		Helena	MT	59601					
Pharmacy Information									
Pharmacy Name	City, State								
Dp Test Phr 2018	Helena, MT								
Medical Arts Pharmacy	Helena, MT								
Prescriber Information									
Prescriber Name									
Sheila Maher									
Test Aprn									
Test Physician									
Prescription Information									
Drug Name	Prescriber	Date Filled	Refill #	Refills Auth.	Quantity Dispensed	Date Written	Pharmacy Name	Payment Source	Requested State
Hydrocodone-Acetaminophen (10-325MG)	Sheila Maher	4/30/2018	0	0	90 Each	4/30/2018	Dp Test Phr 2018, Helena, MT	Private Pay	Montana
Zolpidem Tartrate (10MG)	Sheila Maher	4/30/2018	0	0	30 Each	4/30/2018	Dp Test Phr 2018, Helena, MT	Commercial Insurance	Montana
Hydrocodone-Acetaminophen (10-325MG)	Test Physician	4/22/2018	0	0	60 Each	4/22/2018	Dp Test Phr 2018, Helena, MT	Indian Nations	Montana
Zolpidem Tartrate (10MG)	Test Physician	4/22/2018	0	0	10 Each	4/22/2018	Dp Test Phr 2018, Helena, MT	Private Pay	Montana
Hydrocodone-Acetaminophen (7.5-325MG)	Test Aprn	10/10/2017	0	0	120 Each	10/10/2017	Medical Arts Pharmacy, Helena, MT	Commercial Insurance	Montana

View all prescriptions for patient John Doe for the last three years from Montana:

Patient Information						
Patient Name	Address	City, State	Date of Birth	Gender		
John Doe	123 Main St	Helena, MT	2/29/2000	Male		
Prescription Information						
Show entries per page: 25						
Drug Name	Prescriber	Date Filled	Quantity Dispensed	Pharmacy Name	Payment Type	Requested State
Hydrocodone-Acetaminophen (10-325MG)	Sheila Maher	4/30/2018	90 Each	Dp Test Phr 2018, Helena, MT	Private Pay	Montana
Zolpidem Tartrate (10MG)	Sheila Maher	4/30/2018	30 Each	Dp Test Phr 2018, Helena, MT	Commercial Insurance	Montana
Zolpidem Tartrate (10MG)	Test Physician	4/22/2018	10 Each	Dp Test Phr 2018, Helena, MT	Private Pay	Montana
Hydrocodone-Acetaminophen (10-325MG)	Test Physician	4/22/2018	60 Each	Dp Test Phr 2018, Helena, MT	Indian Nations	Montana
Hydrocodone-Acetaminophen (7.5-325MG)	Test Aprn	10/10/2017	120 Each	Medical Arts Pharmacy, Helena, MT	Commercial Insurance	Montana
Showing 1 to 5 of 5 entries						
First Previous 1 of 1 Next Last						
Search Again Download Reports Previous						



SEARCHING PRESCRIBING HISTORY

Prescribers who entered their DEA# during MPDR registration can view a list of all prescriptions dispensed under that DEA#, and which have been reported to the MPDR. Prescribing history reports do not include data from other states.

It is recommended that prescribers check their prescribing history periodically. Some MPDR users have identified prescription forgeries by reviewing the list of prescriptions dispensed under their DEA#.

My Prescribing History ?

Beginning Date (required)

Ending Date (required)

Prescription History for prescriber

Show entries per page: 25

Patient Name	Drug Name	Quantity Dispensed	Date Filled	Pharmacy Name
Doe John	Morphine Sulfate (Concentrate) (100MG/5ML)	90 Each	10/1/2014	Donnas Test Phi
Doe John	FentaNYL (25MCG/HR)	120 Each	9/30/2014	Mpdr Phr Test
Doe John	Hydrocodone-Acetaminophen (7.5-325MG)	160 Each	9/15/2014	Mpdr Phr Test
Doe John	Morphine Sulfate (Concentrate) (100MG/5ML)	90 Each	9/5/2014	Test Mpdr Mop
Doe John	FentaNYL (25MCG/HR)	120 Each	8/15/2014	Mpdr Phr Test
Doe John	Alendronate Sodium (70MG)	30 Each	7/3/2014	Donnas Test Phi
Test Test	LORazepam (1MG)	90 Each	6/2/2014	Debbie'S Pretend Pharmacy
Testing Test	Baby Lotion	90 Each	5/7/2014	Debbie'S Pretend Pharmacy
Test Test	LORazepam (1MG)	90 Each	5/2/2014	Debbie'S Pretend Pharmacy
Doe Karen	LORazepam (1MG)	90 Each	5/2/2014	Debbie'S Pretend Pharmacy
Johnson Joe	LORazepam (1MG)	90 Each	5/1/2014	Debbie'S Pretend Pharmacy
Doe John	LORazepam (1MG)	90 Each	4/22/2014	Test Pha
Doe John	Acetaminophen-Codeine (120-12MG/5ML)	40 Each	4/22/2014	Test Pha
Doe John	LORazepam (1MG)	90 Each	4/22/2014	Debbie'S Pretend Pharmacy
Doe John	LORazepam (1MG)	90 Each	4/22/2014	Debbie'S Pretend Pharmacy
██████████	Acetaminophen-Codeine (120-12MG/5ML)	40 Each	4/22/2014	██████████
Doe John	ZyPREXA Zydys (15MG)	120 Each	11/19/2013	Test Pharmacy Too

Showing 1 to 17 of 17 entries

First Previous **1** of 1 Next Last

IMPORTANT NOTE:

The MPDR displays prescription data as it was reported by the dispensing pharmacy. Users who identify possible errors in the MPDR should contact the dispensing pharmacy to verify the data's accuracy. If an error exists in the MPDR, the dispensing pharmacy must submit a correction to the MPDR.



REPORT FORMATS AND OPTIONS

DOWNLOADING REPORTS

Reports can be downloaded from the “View Prescription Details” page or the “View All Prescriptions” page.

View all prescriptions for patient John Doe for the last three years from Montana:

Patient Information				
Patient Name	Address	City, State	Date of Birth	Gender
John Doe	123 Main St	Helena, MT	2/29/2000	Male

Prescription Information						
Drug Name	Prescriber	Date Filled	Quantity Dispensed	Pharmacy Name	Payment Type	Requested State
Hydrocodone-Acetaminophen (10-325MG)	Sheila Maher	4/30/2018	90 Each	Dp Test Phr 2018, Helena, MT	Private Pay	Montana
Zolpidem Tartrate (10MG)	Sheila Maher	4/30/2018	30 Each	Dp Test Phr 2018, Helena, MT	Commercial Insurance	Montana
Zolpidem Tartrate (10MG)	Test Physician	4/22/2018	10 Each	Dp Test Phr 2018, Helena, MT	Private Pay	Montana
Hydrocodone-Acetaminophen (10-325MG)	Test Physician	4/22/2018	60 Each	Dp Test Phr 2018, Helena, MT	Indian Nations	Montana
Hydrocodone-Acetaminophen (7.5-325MG)	Test Aprn	10/10/2017	120 Each	Medical Arts Pharmacy, Helena, MT	Commercial Insurance	Montana

Showing 1 to 5 of 5 entries
[First](#) [Previous](#) **1** of 1 [Next](#) [Last](#)

[Search Again](#) [Download Reports](#) [Previous](#)

View prescription details for patient John Doe for the last three years from Montana:

Patient Information				
Patient Name	Address	City, State	Date of Birth	Gender
John Doe	123 Main St	Helena, MT	2/29/2000	Male

Address History				
Address Information	Address Information (continued)	City	State	Zip Code
123 Main St		Helena	MT	59601
123 Main		Helena	MT	59601

Pharmacy Information	
Pharmacy Name	City, State
Dp Test Phr 2018	Helena, MT
Medical Arts Pharmacy	Helena, MT




Prescriber Information	
Prescriber Name	Test Physician
Sheila Maher	Test Aprn

Prescription Information									
Drug Name	Prescriber	Date Filled	Refill #	Refills Auth.	Quantity Dispensed	Date Written	Pharmacy Name	Payment Source	Requested State
Hydrocodone-Acetaminophen (10-325MG)	Sheila Maher	4/30/2018	0	0	90 Each	4/30/2018	Dp Test Phr 2018, Helena, MT	Private Pay	Montana
Zolpidem Tartrate (10MG)	Sheila Maher	4/30/2018	0	0	30 Each	4/30/2018	Dp Test Phr 2018, Helena, MT	Commercial Insurance	Montana
Hydrocodone-Acetaminophen (10-325MG)	Test Physician	4/22/2018	0	0	60 Each	4/22/2018	Dp Test Phr 2018, Helena, MT	Indian Nations	Montana
Zolpidem Tartrate (10MG)	Test Physician	4/22/2018	0	0	10 Each	4/22/2018	Dp Test Phr 2018, Helena, MT	Private Pay	Montana
Hydrocodone-Acetaminophen (7.5-325MG)	Test Aprn	10/10/2017	0	0	120 Each	10/10/2017	Medical Arts Pharmacy, Helena, MT	Commercial Insurance	Montana

[Search Again](#) [Download Reports](#) [Previous](#)

Click on the desired report format to export a file which can then be printed, saved to your computer, or added to the patient’s electronic medical record. The resulting Prescription History Report looks just like the “View Prescription Details” screen shown above.

REPORTING MENU

Prescription History   

[Close reporting menu](#)

[Search Again](#) [Download Reports](#) [Previous](#)

REQUIRED TRAINING: SEARCHING THE MPDR DATABASE

(Revised November 2018)



MONTANA PRESCRIPTION DRUG REGISTRY
Check the history. It matters.

DELEGATING SEARCH AUTHORITY

MPDR Registered Users can assign their MPDR search authority to authorized agents, or Delegates.

- **Registered Users who wish to delegate their MPDR search authority must complete additional online training, as shown to the right.**
- Supervising Providers are responsible for creating an online Delegate Relationship with their authorized agents.
- Supervising providers are responsible for terminating an online Delegate Relationship when a staff member leaves employment, takes an extended leave of absence, or transfers to a position that does not require access to the MPDR.
- Supervising providers are responsible for monitoring their Delegates' use of the MPDR on a regular basis to ensure proper use of the MPDR database.
- One Supervising Provider can have multiple Delegates, and one Delegate can have multiple Supervising Providers.
- A pharmacist may only delegate his or her search authority to a licensed Pharmacy Technician or a licensed Pharmacy Intern.
- A prescriber (physician, dentist, physician assistant, etc.) may delegate his or her search authority to any HIPAA-trained staff member.

To delegate MPDR search authority:

1. Go to the MPDR Home Page at www.MPDR.mt.gov.
2. Click the on-screen link to locate the required training documents.
3. Review all required training documents.
4. Follow the instructions given in the training documents.

- Delegate relationships can be managed by the individual Supervising Provider or at a facility level through a function called Facility Management.
- The Facility Management feature allows large facilities to designate one or two Supervising Providers who are responsible for all of the data entry pertaining to Delegate relationships within their Facility. Note that additional training is required for Facility Managers, as shown to the right.
- Delegates must identify the Supervising Provider who authorizes each of the MPDR searches they conduct.

The screenshot shows the Montana Prescription Drug Registry website. A callout box highlights the 'New: Required steps to DELEGATE SEARCH AUTHORITY to Authorized Agents:' section, which includes: 1. Complete the required online training program. 2. Click the "Enroll/Manage Delegates" sign in button below; use your existing ePass Montana account.

Below this, there is a section for 'Steps for Prescribers and Pharmacists to Become Registered Users' and 'On This Page' with links to training documents and resources.

The 'Training Documents' section includes a table titled 'Required Training for Registered Users to Delegate Their Search Authority'.

Name of Training Document	Who must complete this training?			
	Supervising Providers	Authorized Agents (Delegates)	Facility Managers	Department Managers
Introduction to MPDR Delegate Access	X	X	X	X
MPDR Delegate Access for Supervising Providers	X		X	X
MPDR Delegate Access for Delegates		X		
MPDR Delegate Access for Department Managers			X	X
MPDR Delegate Access for Facility Managers			X	

REQUIRED TRAINING: SEARCHING THE MPDR DATABASE

(Revised November 2018)

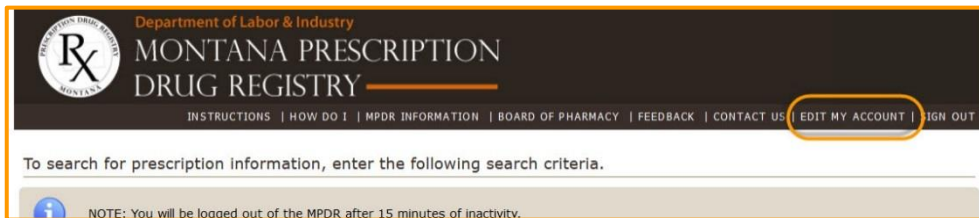


**MONTANA PRESCRIPTION
DRUG REGISTRY**
Check the history. It matters.

UPDATING USER EMAIL ADDRESS

MPDR Registered Users and Delegates have the ability to edit the email address associated with their MPDR registration. This email address is where all MPDR-related correspondence will be delivered.

1. Log in to search patient history.
2. Click the “Edit My Account” link at the top of the web page.



3. The following screen will open.

The screenshot shows the "Edit Account Information" form. The form has a title "Edit Account" and several input fields: Month/Day of Birth (01/01), Last Name (PHYSICIAN2), First Name (TEST), Middle Name (empty), and Email (testemail@test.com). At the bottom of the form, there are two buttons: "Previous" and "Update".

4. Enter the new email address and click “Update” to save the change. Users will be returned to the “Search Patient History” screen when the update is complete.

CONTACT THE MPDR

ONLINE INFORMATION

MPDR Home Page: www.MPDR.mt.gov

MPDR Information Page: www.MPDRInfo.mt.gov

Montana Board of Pharmacy: www.Pharmacy.mt.gov

[Register to Search Patient History](#)

EMAIL

pdassistance@egovmt.com OR dlibsdpdr@mt.gov

PHONE

406-449-3468, Option 0 (MPDR Technical Team)

406-841-2240 (MPDR Staff)

406-444-6880 (License Renewal & MPDR Fee)

FAX

406-841-2344

MONTANA PRESCRIPTION DRUG REGISTRY

PO Box 200513

Helena, MT 59620-0513

PROGRAM MANAGER

Donna M. Peterson, dlibsdpdr@mt.gov, 406-841-2240



TROUBLESHOOTING & FREQUENTLY ASKED QUESTIONS (Page 1 of 2)

What is my Record ID?

Your Record ID is a 15-digit security code associated with your Montana license. This code must be entered the first time you log in to the MPDR during the registration process, or the first time you log in using a new ePass Montana account. You will not be required to enter the Record ID during subsequent MPDR logins.

Your Record ID has been mailed to the address on your Montana license, but if you cannot locate that letter, you can call the MPDR office at 406-841-2240 to obtain your Record ID by phone.

What is my user name and password?

As described on [page 6](#) of this document, each user must create their own ePass Montana user name and password for an additional layer of system security. MPDR staff do not have access to your login credentials. Please contact the MPDR's technical team at 406-449-3468, Option 0, for assistance with your ePass Montana account.

I tried to log in to the MPDR, but the system said my account has been deactivated. What's wrong?

Please contact the MPDR's technical team at 406-449-3468, Option 0, for assistance with reactivating your ePass Montana account.

I tried to register for online access to the MPDR, but the system said I'm not eligible. What's wrong?

The following Montana licensees are eligible for online access to the MPDR: Dentists, Physicians (MD, DO), Naturopathic Physicians, Optometrists, Pharmacists, Physician Assistants, Podiatrists, Resident Physicians, and Advanced Practice Registered Nurses with Prescriptive Authority endorsement.

If your Montana license type is listed above, you may receive an error if the information you enter on the MPDR registration screen does not match the

corresponding information on your Montana license; double check your data entry. Please contact MPDR staff at 406-841-2240 for further assistance.

I tried to log in to the MPDR, but the system said I am not licensed in Montana. I know my license is active; why can't I log in?

This error message typically means that a data entry error was made when typing in your Montana License Number or your Record ID. Confirm that both fields include all of the required letters, dashes and numbers.

NOTE: You must enter your full Montana license number, which is typically formatted as follows:

- For physicians, MED-PHYS-LIC-#####
- For pharmacists, PHA-PHA-LIC-#####
- For dentists, DEN-DEN-LIC-#####
- For APRNs, NUR-APRN-LIC-#####
- Etc.

If you cannot resolve this error message, please contact the MPDR office at 406-841-2240 for assistance.

I can't log in to the MPDR. Do I need to pay the fee first?

No, you do not need to pay your MPDR fee before registering or logging in. Your fee will be collected the next time you renew your Montana license.

I found an error in the MPDR. Can you fix this erroneous prescription data?

No, MPDR staff cannot modify MPDR prescription data. Our online service displays prescription data exactly as it was reported to us by the dispensing pharmacies, and we do not have the authority or the ability to modify that data.

If you find questionable prescription data in the MPDR, please contact the dispensing pharmacy to verify the accuracy of the information they reported. If the prescription data is incorrect, the dispensing pharmacy is responsible for submitting a correction to the MPDR.



TROUBLESHOOTING & FREQUENTLY ASKED QUESTIONS (Page 2 of 2)

Why can't I find my patient in the MPDR?

1. Simplify your search parameters:
 - a. Enter Last Name = first letter of patient's last name.
 - b. Enter the date of birth.
 - c. Select the desired date range.
 - d. Leave the remaining search parameters blank.
2. Search for a longer date range using the parameters given above.

If you still cannot locate your patient, it is possible that the dispensing pharmacy has not yet reported those prescriptions to the MPDR, or that the reporting pharmacy mis-identified the patient. The MPDR service displays information exactly as it was reported by the dispensing pharmacy, and any corrections to the MPDR's data must be submitted by the pharmacy.

I'm trying to log in, but the system keeps asking for my Unique ID. What is this?

A Unique ID is a security code used by pharmacies when they submit prescription data to the MPDR, and is different from the Record ID security code used by Registered Users.

If the system is prompting you for a Unique ID, then you clicked the "Sign In" button for pharmacy users. Please go back to the MPDR's home page, www.MPDR.mt.gov, and click the "Sign In" button under "Search Patient History."

Can I delegate a member of my staff to search the MPDR on my behalf?

You may NOT share your login credentials with anyone. However, any MPDR Registered User can establish online relationship(s) with one or more staff members to identify staff as authorized agents (Delegates). After the necessary online relationships have been created, your Delegates must complete required training and the initial Delegate login process. Your Delegates will be able to access the MPDR using their own login credentials, and can search the MPDR for information about patients you are treating or who have been referred to you for

care. Note that a Delegate must identify the Supervising Provider who authorizes each of his or her MPDR searches.

To delegate your MPDR search authority, follow the steps given on [page 14](#) of this document.

How do I become an MPDR Registered User?

HOW TO ACCESS MPDR ONLINE SERVICES:

- Step 1:** Complete all portions of this training program
- Step 2:** Complete the online registration process (see [page 4](#))
- Step 3:** Create an ePass Montana account (see [page 6](#))
- Step 4:** Log in to the MPDR (see [page 8](#)).

Who do I contact for further assistance?

For assistance with:	Contact:
<ul style="list-style-type: none">Your login credentials (user name/password) or other ePass Montana issuesUsing the MPDR's online services	MPDR Technical Team 406-449-3468, Option 0 pdrassistance@egovmt.com
<ul style="list-style-type: none">Obtaining your Record IDRegistration errors related to information on your Montana license	MPDR Staff 406-841-2240 dlibsdpdr@mt.gov
<ul style="list-style-type: none">Your MPDR annual fee	Department of Labor & Industry, License Renewal 406-444-6880 dlibsdrenewal@mt.gov



QUIZ (Page 1 of 2)

Please complete the following quiz to demonstrate that you understand the important information presented about the MPDR. Answers are given at the end of this section of the document. **You do not need to submit your quiz answers to the MPDR**, but you will be required to attest that you completed all portions of this training, including the quiz.

QUESTION 1

Which of the following is a goal of the MPDR?

- A. Confirm a patient's compliance with a prescribed drug regimen
- B. Early intervention for a person who may be abusing controlled substances
- C. Tool to prevent prescription drug abuse and diversion
- D. Provide aggregated information on trends in prescribing and abuse of controlled substances
- E. All of the above are goals of the MPDR.

QUESTION 2

The following are authorized for online access to the MPDR except:

- A. Law enforcement personnel with an investigative subpoena
- B. Health care providers with prescriptive authority (prescribers)
- C. Pharmacists (dispensers)

QUESTION 3

It will take approximately 7 days from the date a prescription is dispensed until it appears in the MPDR.

- A. True
- B. False

QUESTION 4

All of the following are examples of appropriate access to, or use of, the MPDR except:

- A. Obtain information about a current patient
- B. Obtain information about a new patient that has been referred for care
- C. Obtain information about a colleague suspected of abusing prescription drugs
- D. Provide an MPDR report to a known patient who requests a copy of their own information

QUESTION 5

It is appropriate to share your MPDR login credentials with staff members so that they can obtain information from the MPDR on your behalf.

- A. True
- B. False

QUESTION 6

Inappropriate access or disclosure of MPDR information by an authorized user may result in:

- A. Criminal prosecution
- B. Disciplinary action by your licensing board
- C. Revocation of database access privileges
- D. All of the above



QUIZ (Page 2 of 2)

QUESTION 7

All prescribers and dispensers of controlled substances are required to pay a \$30 controlled substance fee which is used to fund the MPDR. Which statement about the controlled substance fee is correct?

- A. You only have to pay the fee if you use the MPDR
- B. You will pay the fee when you register for online access to the MPDR
- C. You are required to pay the fee if you hold an active Montana license as a pharmacist or prescriber, regardless of where you practice.

QUESTION 8

All of the following are required for Registered Users to obtain access to the MPDR except:

- A. Your active Montana State-issued professional license number
- B. Payment of the controlled substance fee
- C. The Montana State-issued Record ID number that you received by postal mail or by phone
- D. Completion of the online training program.

QUESTION 9

You discover an error on your patient's prescription as it is listed in the MPDR. What do you do to resolve the issue?

- A. Confirm the correct prescription information with the dispensing pharmacy
- B. Notify MPDR staff that the database contains an error and ask them to correct the problem
- C. Ask the dispensing pharmacy to submit corrected prescription information to the MPDR
- D. Both A and C are correct actions.

QUIZ ANSWERS

1. E. Patient safety and deterring prescription drug abuse are the primary goals of the MPDR.
2. A. Law enforcement must obtain MPDR reports from the Board of Pharmacy.
3. B. Prescription data is submitted daily to the MPDR.
4. C. HIPAA privacy rules apply to the information in the MPDR.
5. B. You should not share your MPDR login credentials with anyone, including members of your staff.
6. D. There are criminal and administrative penalties for misuse of the MPDR.
7. C. The controlled substance fee will be paid annually by all licensed prescribers and dispensers.
8. B. Payment of the controlled substance fee is not required during the MPDR registration process. You will pay the controlled substance fee next time you renew your professional license.
9. D. The MPDR displays prescription data as reported to us by pharmacies, and the dispensing pharmacy is the only one who can make corrections.



GET STARTED NOW

[Click here to register to search patient history](#)

(Prescribers and Pharmacists only)

[Click here to sign in to search patient history](#)

(Registered Users and Delegates only)

Obtain your Record ID: call 406-841-2240

(Prescribers and Pharmacists only)