



MPDR Checklist For New Pharmacies

- ☐ Download the MPDR Reporting Guide for Pharmacies at www.mpdr.mt.gov.
- ☐ Download MPDR Technical Specifications at www.mpdr.mt.gov. See **page 4** of the MPDR Reporting Guide for Pharmacies.
- ☐ Identify the reporting method that works best for the pharmacy. See the MPDR Technical Specifications and **page 20** of the MPDR Reporting Guide for Pharmacies.
- ☐ Identify the type of MPDR Registration that works best for the pharmacy. See **page 10** of the MPDR Reporting Guide for Pharmacies.
- ☐ Register the pharmacy at www.mpdr.mt.gov. See **pages 10 through 14** of the MPDR Reporting Guide for Pharmacies.
- ☐ Retain the Unique ID contained in the pharmacy's registration confirmation email from do_not_reply@mt.gov; this Unique ID will be used during login and for data submission. See **page 10** of the MPDR Reporting Guide for Pharmacies.
- ☐ If the pharmacy will report via sFTP connection, contact the MPDR's technical team at pdassistance@egovmt.com to establish the connection; otherwise, skip this step. See **page 20** of the MPDR Reporting Guide for Pharmacies.
- ☐ Identify pharmacy staff members responsible for submitting MPDR Reports; each individual must set up an ePass Montana account during their initial login to the MPDR. See **pages 15 and 16** of the MPDR Reporting Guide for Pharmacies.
- ☐ Individual staff members log in at www.mpdr.mt.gov to update registration information, submit data or zero reports, and monitor previous submissions. Each staff member must enter their personal ePass Montana credentials. See **page 15 through 17** of the MPDR Reporting Guide for Pharmacies.
 - NOTE: During their first log-in to the MPDR, pharmacy staff will also enter the pharmacy's Unique ID. See **page 17** of the MPDR Reporting Guide for Pharmacies.
- ☐ Report prescription data to the MPDR by close of the next business day after dispensing a controlled substance prescription (daily reporting). Submissions can be made either via sFTP connection or at www.mpdr.mt.gov. See **pages 20 through 24** of the MPDR Reporting Guide for Pharmacies.
- ☐ Review reporting confirmation email from pdassistance@egovmt.com; **correct and resubmit identified warnings and errors by close of the next business day after the original MPDR submission was made.** See **pages 25, 26, 29 and 30** of the MPDR Reporting Guide for Pharmacies.
- ☐ Monitor previous MPDR Reports or MPDR Reports submitted by third parties at www.mpdr.mt.gov. See **pages 27 through 29** of the MPDR Reporting Guide for Pharmacies.