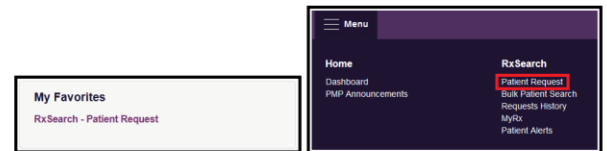


Quick Reference Guide – How to Search Patient History in MPDR PMP AWAR_xE

1. Go to the PMP AWAR_xE login page (<https://montana.pmpaware.net>). If a password reset is needed, use the **“Reset Password”** link.

2. 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 right-hand side of the screen under Favorites.

b) Click **Menu**, select the **RxSearch** tab, then choose **Patient Request**.

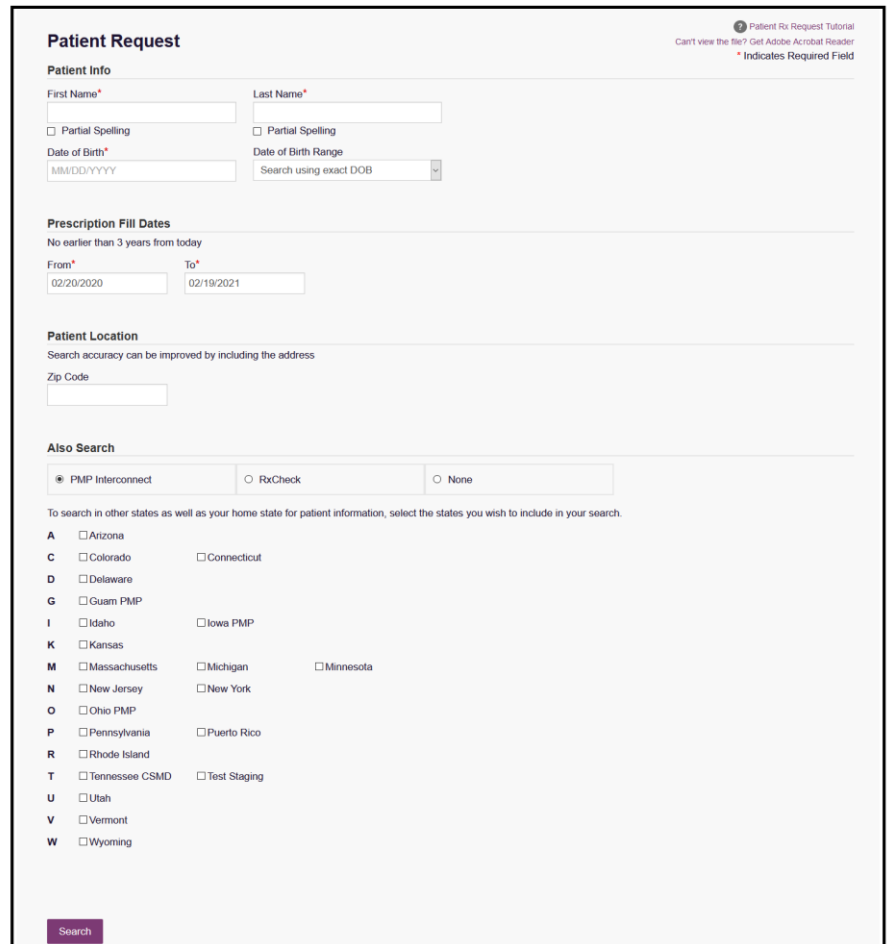
3. Enter search criteria.

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)

4. 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, or all returned patient groups** to include in your patient prescription request results.



The states reflected in the image may not exactly match the states available on your user account.

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.