Quick Reference Guide – Making a Request in PMP AWARxE

1. Visit www.ohiopmp.gov and follow the instructions for accessing the new system.
   - If a password reset is needed, use the “Reset Password” link on the OH PMP AWARxE login page.
2. Once you’re logged in, 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)
   - 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 history will now display.
   If multiple patients are identified, your request will be sent to the System Administrator for review.

6. Click on “Run Report”, the patient prescription results will be displayed.

7. Print form by clicking on the “Print report” or convert the form to a CSV (Microsoft Excel) file. 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.

- Prescription Fill Dates - The maximum time period for your search is 60 months (5 years).

- PMP Interconnect Search - allows you to search other participating state databases for the patient’s records.
  - To improve the likelihood of finding a specific patient:
    - For out-of-state searches – Limit your search criteria to only the required fields.
    - For in-state searches – In addition to the required fields, include additional details such as ZIP code.