

**APPRISS<sup>®</sup>**  
HEALTH

**AWARxE Peer Review Module**  
User Support Manual

March 2019



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# 1 Document Overview

This *Peer Review Module User Support Manual* provides instructions for using the AWARxE Peer Review module. It is intended for licensed pharmacists and prescribers, and their approved delegates, who have been assigned to a peer review committee. Peer reviewers and their approved delegates (referred to as “assistants”) may perform the following functions:

- Review and approve or deny requests for Patient Reports and Prescriber Reports from prescribers who are subject to evaluation, supervision, or discipline by the peer review committee
- Request Patient Reports for individuals who have been treated by a prescriber who is subject to evaluation, supervision, or discipline by the peer review committee

**Note:** For instructions on using AWARxE for purposes other than peer review, please refer to the *AWARxE User Support Manual*.

## 2 Accessing the Peer Review Module

This chapter provides instructions for registering as a peer reviewer or assistant, if necessary (i.e., if you do not have an existing AWARxE account), and adding “peer reviewer” or “peer review assistant” to an existing account.

**Note:** *If you do not have an account, you may follow these instructions to register; however, the “peer reviewer” role must be added by your state administrator.*

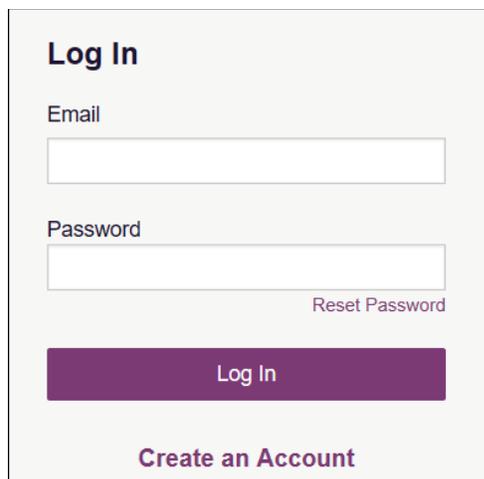
### 2.1 New Accounts

If you have been assigned to a peer review committee and do not have an account in PMP AWARxE, follow the instructions below. If you already have an AWARxE account, please refer to the [Existing Accounts](#) section of this document.

To request a new account in PMP AWARxE:

1. Navigate to the URL provided to you when you were assigned to the peer review committee.

The Log In page is displayed.



2. Click **Create an Account**.

The Register for an Account page is displayed as shown on the following page.

[Registration Process Tutorial](#)  
[Get Adobe Acrobat Reader](#)

### Register for an Account

Please create your own account and do not create an account on behalf of someone else.

Email

Password

Password Confirmation

Password Must:

- Minimum of 8 characters
- Contain one upper case letter
- Contain one lower case letter
- Contain one special character (! @ # \$ etc.)
- Maximum of 72 characters

Continue

[Already have an account? Log In](#)

[Need Help?](#)

**Note:** A tutorial describing the complete registration process is available by clicking the **Registration Process Tutorial** link located in the top right corner of the page.

3. Enter your current, valid email address in the **Email** field. The email address you provide will be your username for logging in to the system.
4. Enter a password in the **Password** field, using the password requirements provided below, then re-enter it in the **Password Confirmation** field.

*Passwords must contain:*

- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) special character such as !, @, #, \$, etc.*

*Note that a checkmark appears next to each requirement as it is met.*

Password

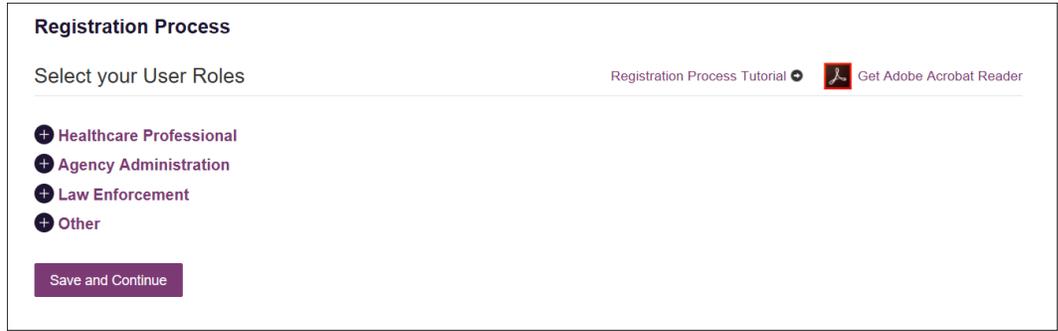
Password Confirmation

Password Must:

- Minimum of 8 characters
- Contain one upper case letter
- Contain one lower case letter
- Contain one special character (! @ # \$ etc.)
- Maximum of 72 characters

5. Click **Continue**.

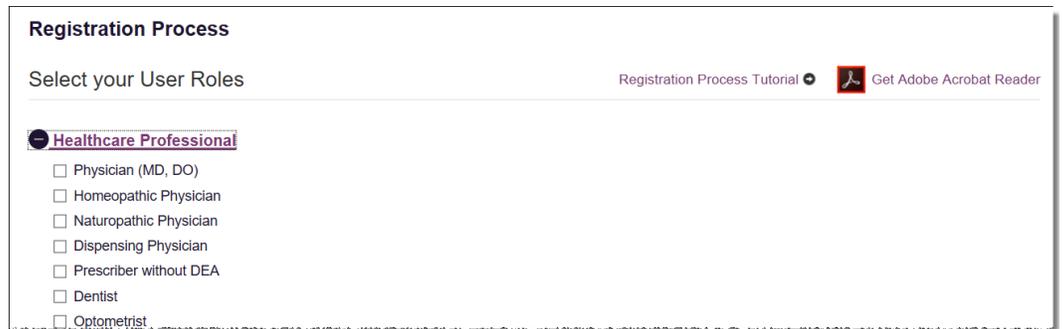
The Select Your User Roles page is displayed.



6. To select your user role:

a. Click the plus sign (+) next to **Healthcare Professional**.

The category expands to display the available user roles.



b. Click to select the checkbox next to your user role.

7. Click **Save and Continue**.

The Demographics page is displayed as shown on the following page.

### Registration Process

#### Create an Account

[Registration Process Tutorial](#)  
Can't View This File? Get Adobe Acrobat Reader

All fields with an asterisk (\*) are required.

#### Personal

DEA Number(s) * <input type="text"/> DEA Suffix <input type="text"/> <b>+ Add</b> DEA Numbers Added	First Name * <input type="text"/>
National Provider ID <input type="text"/> <b>/ AutoFill Form</b>	Middle Name <input type="text"/>
Professional License Number * <input type="text"/>	Last Name * <input type="text"/>
License Type * <input type="text"/>	Date of Birth * <input type="text"/>
	Last 4 digits of SSN * <input type="text"/>
	Add a Healthcare Specialty * <a href="#">Browse All</a> <input type="text"/> Search by keyword (e.g. Allergy, Internal, Sports, Clinical)
	<b>★ Designates Primary Specialty</b>
	Primary Contact Phone <input type="text"/>
	Mobile Phone Number * <input type="text"/>

#### Employer

DEA Number(s) <input type="text"/> <b>+ Add</b> DEA Numbers Added	Name <input type="text"/>
National Provider ID <input type="text"/> <b>+ Add</b> National Provider IDs Added	Address <input type="text"/>
	Address Line 2 <input type="text"/>
	City <input type="text"/>
	State <input type="text"/>
	Zip Code <input type="text"/>
	Phone <input type="text"/>
	Fax <input type="text"/>

#### Peer Review

I am a peer review assistant for the following people...

Email  
 **Add**

Selected Reviewers

---

I am responsible for correcting/maintaining prescription information of the Employers selected below for submission to the PMP.

**Submit Your Registration**

8. Complete the required fields in the Personal and Employer sections of the page.

**Notes:**

- *The information you are required to enter on this page may vary by state. Required fields for your state are marked with a red asterisk (\*).*
- *Please enter all active DEA numbers, if applicable.*
- *If you have an NPI number, you can enter it in the **National Provider ID** field, then click **Autofill Form** to auto-populate the form with the demographic information associated with your NPI number.*

9. In the Peer Review section of the page, click the checkbox to indicate that you are a peer review assistant (delegate for a peer reviewer).

**Notes:**

- *You will be prompted to enter the email address for your peer reviewer. Enter the peer reviewer's email address, then click **Add**. You may add more than one peer reviewer, if necessary. Your peer reviewer must already have an account and must already be designated as a peer reviewer.*
- *You will not be able to perform requests on behalf of the peer reviewer until that reviewer has approved you as an assistant.*
- *If you need peer reviewer access, please contact your state administrator.*

10. Click **Submit Your Registration**.

Once you have submitted your registration, you will be notified that your account has been approved or is pending approval.

- a. **Access Granted:** Certain user roles will be immediately granted access to the application, provided their personal DEA numbers and professional license numbers as entered are valid and found within the registry. If you are approved, you will be presented with the End User License Agreement that you must review and accept.

After accepting, you will be routed to your dashboard and can begin using the application. Please refer to the [My Dashboard](#) section for more information.

**Note:** *If you are a peer review assistant, you must be approved by the peer reviewer you selected before can request any data.*

- b. **Pending Approval:** If your account requires no further action but could not be verified by the process above, or if your user role is not one that is immediately approved, your account will be pended for review and approval by your State Administrator.

### 2.1.1 Email Verification

1. Once you have submitted your registration, PMP AWARxE sends an email to the supplied email address for verification of an active email address.
2. When you receive the email, it will contain a link to verify your email address. Click the **verify your email** link.

**Notes:**

- *The link contained within the email is only valid for 20 minutes. In the event that time has expired, clicking the link will result in a new email*

verification notification being sent to you. Click the link in the new email to verify your email address.

- If you are not able to receive HTML-formatted emails or emails with hyperlinks, please create a support request using the following URL: <https://apprisspmp.zendesk.com/hc/en-us/requests/new>.
3. Once you click the link, you are directed to PMP AWARxE and a message is displayed indicating that your email address has been validated.

### 2.1.2 Account Approval

Once the State Administrator has determined that all you have met all account requirements, your account can be approved. Once your account has been approved, you will receive an email stating that your account has been approved and is now active.

Once your account has been approved, you can log in to PMP AWARxE using the email address and password supplied during the account creation process.

**Note:** If you no longer have the password, you can reset it by navigating to the URL provided to you when you were assigned to the peer review committee and clicking **Reset Password**.

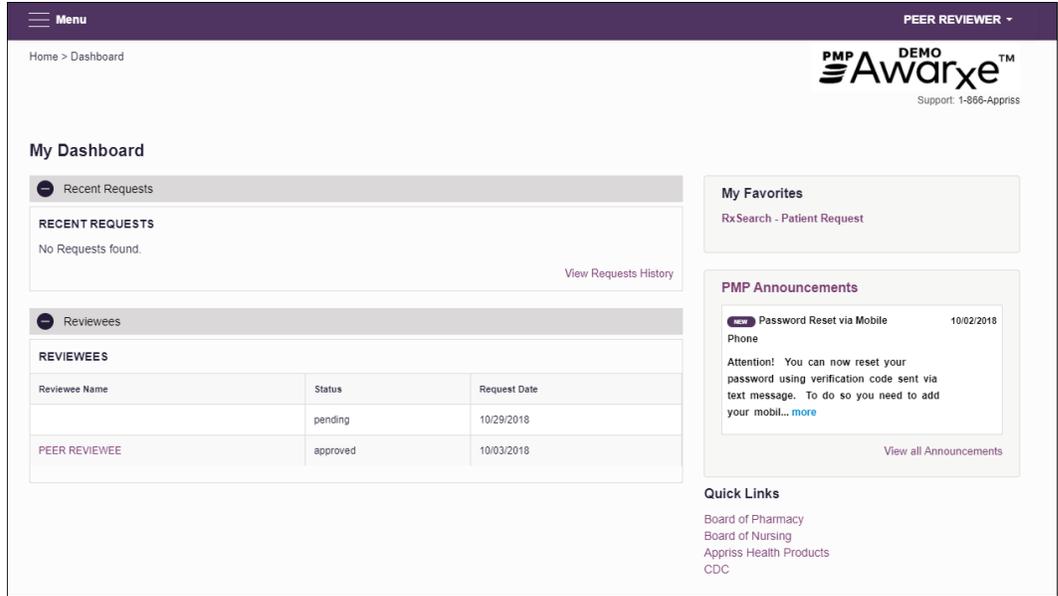
## 2.2 Existing Accounts

If you have been designated a peer review assistant and already have an account in PMP AWARxE, follow the instructions below to add “peer review assistant” to your profile. Recall that “peer reviewer” can only be added by state administrators. If you need to add “peer reviewer” to your account, please contact your state administrator.

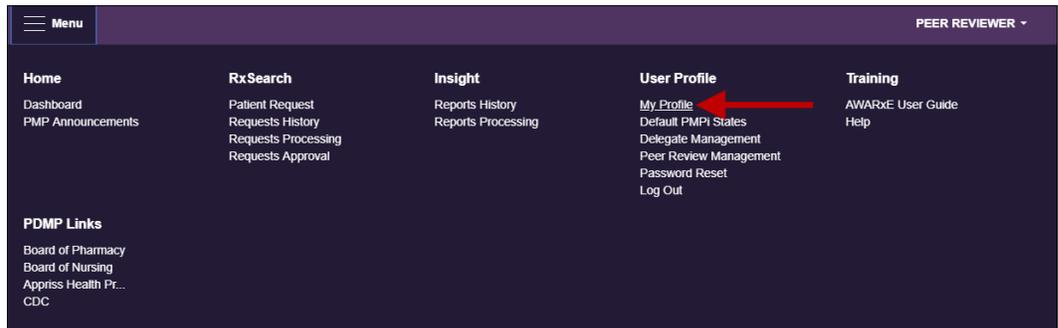
If you do not have an account in AWARxE, please refer to the [New Accounts](#) section of this document.

1. Log in to PMP AWARxE.

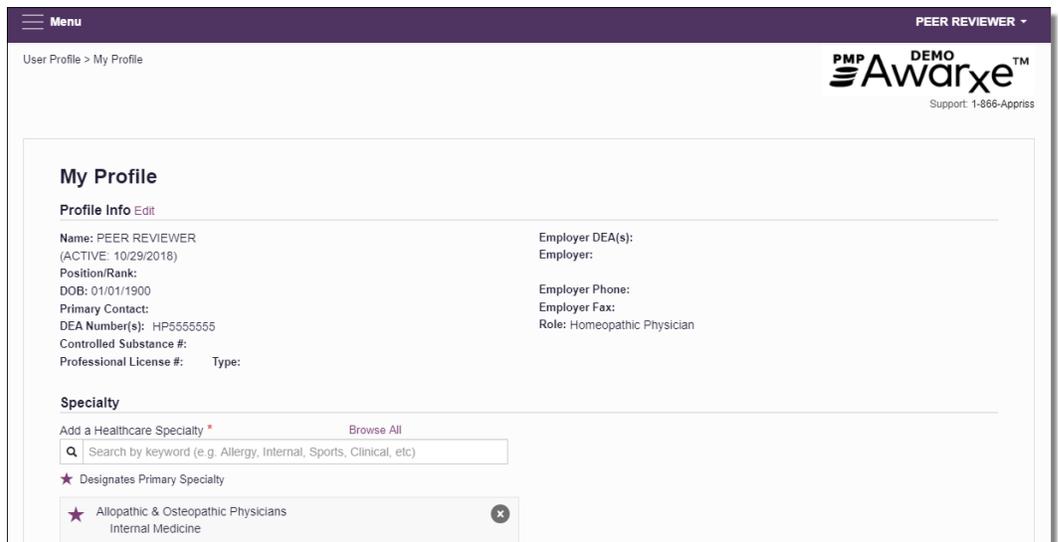
The My Dashboard page is displayed as shown on the following page.



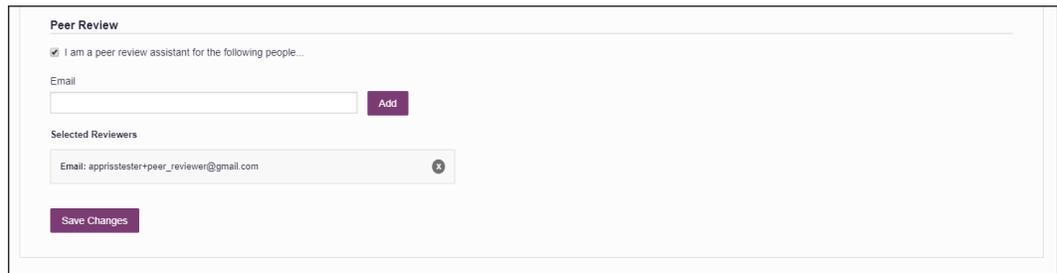
2. Click Menu > My Profile.



The My Profile page is displayed.



3. Locate the Peer Review section of the page, then select the **I am a peer review assistant for the following people...** checkbox.



**Peer Review**

I am a peer review assistant for the following people...

Email

**Add**

Selected Reviewers

Email: apprisster+peer\_reviewer@gmail.com **+**

**Save Changes**

**Notes:**

- *You will be prompted to enter the email address for your peer review supervisor. Enter the peer reviewer's email address, then click **Add**. Your peer reviewer must already have an account and must already be designated as a peer reviewer.*
  - *You will not be able to perform requests on behalf of the peer reviewer until that reviewer has approved you as an assistant.*
4. Click **Save Changes**.

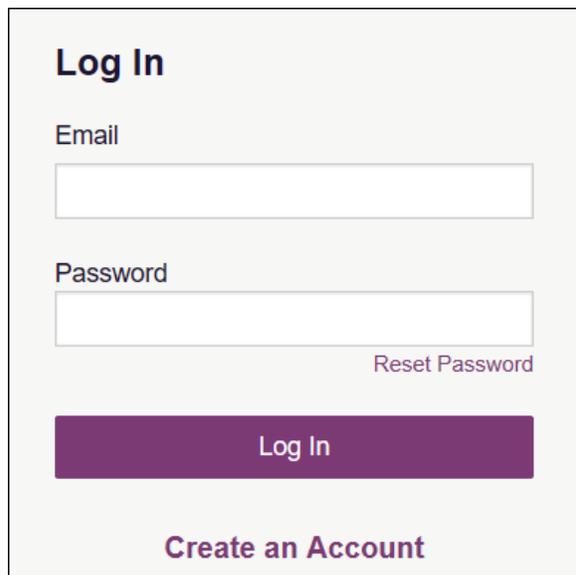
## 3 Basic System Functions

This chapter describes how to log in to PMP AWARxE, the Requestor Dashboard that is displayed upon logging in, and how to log out.

### 3.1 Log In to PMP AWARxE

1. Navigate to the URL provided to you when you were assigned to the peer review committee.

The Log In page is displayed.



2. Enter the email address you provided when you registered in the **Email** field.
3. Enter your password in the **Password** field.

**Note:** If you have forgotten your password, click **Reset Password**. You will be prompted to enter the email address registered to your account. Once you have entered a valid, registered email address, you will receive an email with a link to reset your password.

4. Click **Log In**.

The My Dashboard page is displayed. Please refer to the [My Dashboard](#) section for a complete description of the dashboard.

### 3.2 My Dashboard

Upon logging in to PMP AWARxE with an approved account, the requestor dashboard (My Dashboard) is displayed. This dashboard provides a quick summary of pertinent items within PMP AWARxE, including State Administrator announcements, your recent patient searches, and, if applicable, your peer review assistant's or reviewer's status. My Dashboard can be accessed at any time by clicking **Menu > Dashboard** (located under **Home**).

Home > Dashboard

**PMP Awarxe™**  
DEMO  
Support: 1-866-Appriss

### My Dashboard

#### Recent Requests

RECENT REQUESTS View Requests History

Patient Name	DOB	Status	Request Date
John Doe	01/01/1900	Complete	11/30/2018 3:17 PM
john doe	01/01/1900	Complete	11/30/2018 3:07 PM
Test Patient	01/01/1900	Complete	10/30/2018 8:36 PM
Test Patient	01/01/1900	Rejected	10/30/2018 8:16 PM
Test Patient	01/01/1900	Complete	10/30/2018 8:02 PM

#### Peer Review Assistants

PEER REVIEW ASSISTANTS

Peer Review Assistants Name	Status	Request Date
PEER ASSISTANT	pending	11/05/2018

#### My Favorites

Rx Search - Patient Request

#### PMP Announcements

**Password Reset via Mobile** 10/02/2018

Phone

Attention! You can now reset your password using verification code sent via text message. To do so you need to add your mobil... [more](#)

[View all Announcements](#)

#### Quick Links

Board of Pharmacy  
Board of Nursing  
Appriss Health Products  
CDC

### 3.2.1 Recent Requests

This section displays your most recent patient searches, including those performed by one of your delegates.

- You can view the Patient Report by clicking the patient's name.
- You can view a list of all past requests by clicking **View Requests History**. You can also access your request history at any time by clicking **Menu > Requests History** (located under **Rx Search**).

**Note:** The report that is displayed when you click the patient's name is a historical report, meaning that it contains the data that was viewed when the report was initially run. For instructions on performing new patient Rx history searches, please refer to the [Creating a Patient Request](#) section.

### 3.2.2 Peer Review Assistants/Reviewers

This section displays your peer review assistants or reviewers, depending on your user role.

- If you are a peer reviewer, you can quickly change an assistant's status from the dashboard by clicking the assistant's name. Once you click the assistant's name, the Peer Review Management page is displayed, and you can approve, reject, or remove an assistant from your profile.
- You can also access the Peer Review Management page at any time by clicking **Menu > Peer Review Management** (located under **My Profile**). For additional information regarding delegate management, please refer to the [Peer Review Management](#) section.

### 3.2.3 Announcements and Quick Links

This section displays announcements from your State Administrator as well as links to webpages outside of AWARxE that may be of use to you.

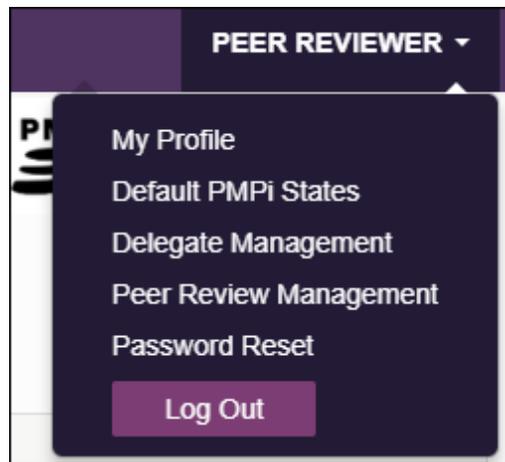
- The quick view only displays the first few lines of text; however, you can click **PMP Announcements**, located at the top of the section, to display the

full announcement text. You can access the Announcements page at any time by clicking **Menu > Announcements** (located under **Home**).

- The announcements displayed in this section are configured by your State Administrator. Announcements can be configured as role-specific, meaning that a user whose role is “peer reviewer” may see an announcement, whereas a user whose role is “peer review assistant” may not.
- Quick links are also configured by your State Administrator. Any links configured will be visible toward the bottom right of the dashboard in the Quick Links section.

### 3.3 Log Out of PMP AWARxE

To log out of the system, click the arrow next to your user name (located in the top right corner of the page), and then click **Log Out**.



## 4 RxSearch

The RxSearch section of the PMP AWARxE menu contains the query functions available to you. These functions may include:

- [Creating a patient request for an individual who has been treated by a physician you have been assigned to review](#)
- [Viewing a patient request](#)
- [Viewing historical requests](#)
- [Reviewing a patient request submitted by a physician you have been assigned to review](#)

**Note:** You may not have access to all of the functions listed above. The functions available under **RxSearch** may vary depending on your user role and the settings enabled by your State Administrator. If you do not have access to a function and you think you should, please contact your State Administrator.

### 4.1 Creating a Patient Request

The Patient Request allows you to create a report that displays the prescription drug activity for a patient who has been treated by a physician you have been assigned to review.

1. [Log in to PMP AWARxE.](#)
2. Click **Menu > Patient Request.**

The Patient Request page is displayed.

RxSearch > Patient Request

PMP AWARxE™ DEMO  
Support: 1-855-Appriss

**Patient Request**

**Patient Info**

First Name\*  Last Name\*

Partial Spelling  Partial Spelling

Date of Birth\*  Date of Birth Range

MM/DD/YYYY

Phone Number

Social Security Number

Drivers License Number  State

Case Number

[Patient Rx Request Tutorial](#)  
Can't view the file? Get Adobe Acrobat Reader  
\* Indicates Required Field

**Note:** A tutorial describing the complete patient request creation process is available by clicking the **Patient Rx Request Tutorial** link located in the top right corner of the page.

- Enter the required information, noting that required fields are marked with a red asterisk (\*). At a minimum, you must complete the following fields:

Field Name	Notes
<b>Patient Info</b>	
First Name	Enter the patient’s complete first and last name; Or Click the <b>Partial Spelling</b> checkbox to search by a partial first and/or last name. This option can be helpful when searching hyphenated names or names that are often abbreviated, such as “Will” vs. “William.”  <b>Notes:</b> <ul style="list-style-type: none"> <li>The Partial Spelling function requires at least three letters. If the patient’s name contains only one or two letters, please do not attempt a partial search.</li> <li>If you use the partial spelling option and your search returns multiple patients, it will be routed for review by the State Administrator.</li> </ul>
Last Name	
Date of Birth	Use the MM/DD/YYYY format, or select a date from the calendar that is displayed when you click in this field. You may use the <b>Date of Birth Range</b> field to search using the exact date of birth (DOB) or within six months, one year, or two years from the DOB you entered.
<b>Prescription Fill Dates</b>	
From	Use the MM/DD/YYYY format, or select a date from the calendar that is displayed when you click in these fields.  <b>Note:</b> The search timeframe is limited to one year from the current date.
To	

**Note:** If you are a peer review assistant, you must select a reviewer from the **Reviewer** field, located above the Patient Info section of the page.

**Patient Request**

A Supervisor or Peer Reviewer must be selected

Supervisor

**Reviewer**

**Patient Info**

If no reviewers are available, please contact your reviewer to approve your account or add the reviewer under My Profile. Current reviewers and their statuses are displayed on your dashboard. Refer to the [Peer Review Assistants/Reviewers](#) section of My Dashboard or the [My Profile](#) section for further instructions.

4. If desired, you may enter additional patient information in the Patient Location section of the page, including the patient’s state and ZIP code; however, it is recommended that you do not use the ZIP code to search.
5. If you require information from other states, click the checkbox next to the desired states in the PMP InterConnect Search section of the page.

**PMP InterConnect Search**  
 To search in other states as well as your home state for patient information, select the states you wish to include in your search

I  Idaho  
 K  Kansas  
 M  Michigan  
 R  Rhode Island  
 T  Tennessee CSMD

**Notes:**

- *Partial search is not available when searching other states. If you have selected **Partial Search**, the PMP InterConnect Search section will be removed from the bottom of the page.*
- *If a state is not included on the list, data sharing with that state is not currently in place, or your user role does not allow for data sharing. Please contact your State Administrator for more information.*

6. Once you have entered all the required search criteria, click **Search**.
  - a. If your search results return a single patient, the Patient Report is displayed. Refer to the [Viewing a Patient Report](#) section for more details regarding the patient report.

**Patient Report** Refine Search

Report Prepared: 05/24/2018  
 Date Range: 05/24/2017 – 05/24/2018

 Download PDF  
 Download CSV

**+** Test Patient

**-** Summary

Summary	Opioids* (excluding buprenorphine)	Buprenorphine*		
Total Prescriptions:	1 Current Qty:	17.89	Current Qty:	0.0
Total Prescribers:	1 Current MME/day:	2.77	Current mg/day:	0.0
Total Pharmacies:	1 30 Day Avg MME/day:	1.38	30 Day Avg mg/day:	0.0

**-** Prescriptions

Filed	ID	Written	Drug	QTY	Days	Prescriber	Rx #	Pharmacy *	Refills	Daily Dose	Pymt Type	PMP
03/20/2018	3	03/20/2018	TRAMADOL HCL 50 MG TABLET	3.0	3	LA HAM	12345	HAMMA (4086)	0	5.0 MME	Private Pay	DO

\*Pharmacy is created using a combination of pharmacy name and the last four digits of the pharmacy license number.

**Note:** *If you need a PDF or CSV version of the report, you can click **Download PDF** or **Download CSV**, located in the top right corner of the report.*

- b. If the search could not determine a single patient match, a message is displayed indicating that multiple patients were found, and your request is routed to the State Administrator for review.
- c. If your search does not return any results, a message is displayed indicating that either no patient matching your search criteria could be identified or the patient

was identified but no prescriptions were found. Refer to the [No Results Found](#) section for more information.

- d. If you are a peer review assistant, your request will be forwarded to your reviewer for review. Your request must be approved by your reviewer before you can view the results.



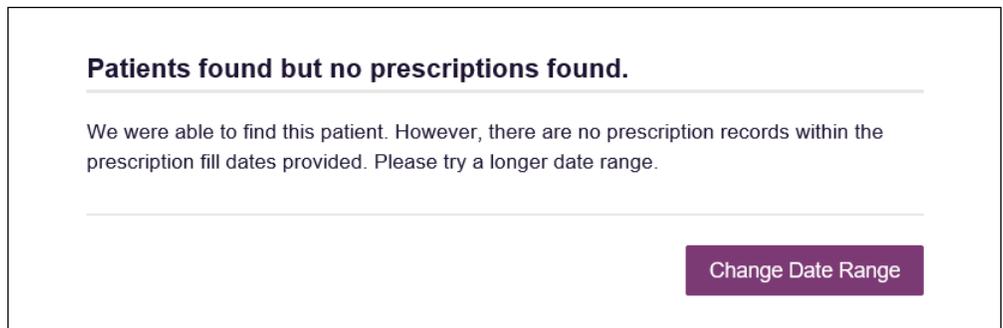
#### 4.1.1 No Results Found

1. If your search criteria could not be matched to any patient records, a message is displayed indicating that no matching patient could be identified.



Or

2. If your search criteria matches a patient record but the patient has no prescriptions within the specified timeframe, a message is displayed indicating that the patient was found but no prescriptions were found.



3. Click **Change Date Range** to return to the Patient Request page, enter a different date range, and re-run the report.

**Notes:**

- *Be sure to verify that all information entered on the request was entered correctly (e.g., verify that the first and last names were entered in the correct fields, verify the patient's birthdate, etc.).*
- *If **Partial Search** was not originally selected, you can click the **Partial Search** checkbox to expand your search results.*

## 4.2 Viewing a Patient Report

If your search results return a single patient, the Patient Report is automatically displayed. You may also access your previously requested patient reports at any time by clicking **Menu > Requests History**. Refer to the [Requests History](#) section for more information.

The Patient Report page consists of the following sections:

- [Patient Information](#)
- [Summary](#)
- [Prescriptions](#)
- [Prescribers](#)
- [Dispensers](#)

### 4.2.1 Basic Report Functions

- The top of the report displays the date the request was run and the date range used to create the request. Depending on your user role type, the **Download PDF** and **Download CSV** buttons may be available, allowing you to save the report as a PDF document or as a CSV data file.



- You can expand or collapse each section of the report. Click the plus sign (  ) next to a section to expand it, or click the minus sign (  ) to collapse it.
- You can resize the tables in each section of the report to show more or fewer records. To resize a table, click and drag the bottom of the table with your mouse.

**Note:** A minimum of two rows are required to be displayed.

- You can sort the columns in each section of the report. Clicking on a column header will allow the results to be sorted in ascending or descending order based on the column selected.

**Note:** If you choose to export the report, your column sorting will be saved.

### 4.2.2 Patient Information

The Patient Information section displays the search criteria used to search for the patient as well as all known patient names, birthdates, and addresses that have been linked to the patient for whom you searched.

Bob TestPatient				
Linked Records				
Name	DOB	ID	Gender	Address
Testpatient Bob	01/01/1900	10	male	606 OPIODPATIENT DR OPIODPATIENT ND 43677
BOB TESTPATIENT	01/01/1900	3	male	1023 NOT REAL ST WITCHITA KS 67203
BOB TESTPATIENT	01/01/1900	7	male	1023 NOT REAL STREET WITCHITA KS 67203
ROBERT TESTPATIENT	01/01/1900	9	male	1023 NOT REAL ST WITCHITA KS 67203
BOB TESTPATIENT	01/01/1900	4	male	1023 NOT REAL STREET WITCHITA KS 67203
Bob Testpatient	01/01/1900	2	unknown	1023 NOT REAL STREET WITCHITA KS 67203
BOB TESTPATIENT	01/01/1900	5	female	1023 NOT REAL ST WITCHITA KS 67203
BOB TESTPATIENT	01/01/1900	6	male	1023 NOT REAL ST WITCHITA KS 67203
BOBBY TESTPATIENT	01/01/1900	8	male	1023 NOT REAL ST WITCHITA KS 67203
Bob Testpatient	01/01/1900	1	male	101 Main St City OH 30897

Report Criteria		
First Name	Last Name	DOB
Bob	TestPatient	01/01/1900

- The Linked Records table can represent instances of a patient with multiple addresses, misspellings of names, etc.
- The **ID** column of the Linked Records table provides an ID number that corresponds to the **ID** column in the Prescriptions section of the report, allowing you to match the patient in the Linked Records table with the appropriate prescription.

### 4.2.3 Summary

The Summary section provides an overview of the total number of prescriptions, prescribers, and pharmacies for the patient for the specified timeframe, including opioid and buprenorphine intake.

Summary					
Summary	Opioids* (excluding buprenorphine)		Buprenorphine*		
Total Prescriptions:	18	Current Qty:	86.8	Current Qty:	132.0
Total Prescribers:	7	Current MME/day:	9.33	Current mg/day:	5.89
Total Pharmacies	7	30 Day Avg MME/day:	19.0	30 Day Avg mg/day:	0.0

### 4.2.4 Prescriptions

The Prescriptions section displays information related to each prescription issued to the patient within the specified timeframe.

Filled	ID	Written	Drug	QTY	Days	Prescriber	Rx #	Pharmacy	Refills	Daily Dose	Pymt Type	PMP
05/27/2018	5	05/27/2018	ENDOCET 10-325 MG TABLET	8.0	30	BO TES	B00003	Alice (4567)	1	5.33 MME	Private Pay	DO
05/22/2018	1	05/21/2001	BUPRENORPHINE-NALOXONE	250.0	14	Ca TES	M457896321	KANSA (9159)	1		Private Pay	DO
04/29/2018	5	04/29/2018	ZOLPIDEM TART ER 12.5 MG TAB	30.0	30	AL TES	B00001	Alice (4567)	1		Private Pay	DO
04/26/2018	5	04/26/2018	ACETAMINOPHEN-COD #3 TABLET	120.0	30	AL TES	B00002	Alice (4567)	0	12.0 MME	Private Pay	DO
04/23/2018	7	04/21/2018	HYDROCODON-ACETAMINOPHN 10-325	30.0	10	Pa Doc	152847	Appri (1119)	0	18.0 MME	Indian Nat	DO
04/20/2018	6	04/20/2018	ACETAMINOPHEN-COD #3 TABLET	3.0	3	MU PHA	AT1152500	HOMECA (4642)	0	4.5 MME	Private Pay	DO
04/13/2018	6	04/13/2018	ACETAMINOPHEN-COD #3 TABLET	3.0	3	WA CO.	AT1152500	RANDA (0426)	0	4.5 MME	Private Pay	DO
04/09/2018	10	04/09/2018	HYDROCODONE-ACETAMIN 10-325 MG	100.0	250	SE PHA	5571544411	DIPLO (6244)	1	4.0 MME	Private Pay	DO
04/09/2018	10	04/09/2018	BUTRANS 5 MCG/HR PATCH	100.0	150	SE PHA	5571547441	DIPLO (6244)	1	0.56 mg	Private Pay	DO

\*Pharmacy is created using a combination of pharmacy name and the last four digits of the pharmacy license number.

\*Per CDC guidance, the MME conversion factors prescribed or provided as part of medication-assisted treatment for opioid use disorder should not be used to benchmark against dosage thresholds meant for opioids prescribed for pain. Buprenorphine products have no agreed upon morphine equivalency, and as partial opioid agonists, are not expected to be associated with overdose risk in the same dose-dependent manner as doses for full agonist opioids. MME = morphine milligram equivalents. mg = dose in milligrams.

- The ID column corresponds with the ID column in the Linked Records table in the Patient Information section of the report, allowing you to match the patient with the appropriate prescription.

### 4.2.5 Prescribers

The Prescribers section displays information for all prescribers who issued a prescription to the patient within the specified timeframe.

Name	Address	City	State	Zip	Phone
CO., WALGREEN CO. Doctor, Paul	301 W MAIN ST	INDEPENDENCE	KS	67301	
PHARMACY, MULVANE	1008 SE LOUIS DR	MULVANE	KS	67110	
PHARMACY, SEDAN	129 E MAIN ST	SEDAN	KS	67361	
TESTPRESCRIBER, ALICE	1111 FAKE ST	WICHITA	KS	67203	
TESTPRESCRIBER, BOB	8888 NOWHERE ST	WICHITA	KS	67203	
TESTPRESCRIBER, Carol	2910 HIGH ST	WICHITA	KS	67203	

### 4.2.6 Dispensers

The Dispensers section displays information for all dispensers who filled a prescription for the patient within the specified timeframe.

Pharmacy	Address	City	State	Zip	Phone
WALGREEN CO. (7516)	301 W MAIN ST	INDEPENDENCE	KS	67301	
RANDALL, DANIEL C DVM (0426)	20 RAYFORD LN	GREENVILLE	SC	29609	
KANSAS CVS PHARMACY, L.L.C. (9159)	2011 E SANTA FE ST	OLATHE	KS	66062	
HEMECARE PLUS INC (4642)	864 WILSON DR	RIDGELAND	MS	39157	
DIPLOMAT SPECIALTY PHARMACY (6244)	4100 S SAGINAW ST	FLINT	MI	48507	6144841207
Dave's Pharmacy (1119)	123 N MAIN ST	WICHITA	KS	67202	5028151000
Alice's PHARMACY (4567)	1111 FAKE ST	WICHITA	KS	67202	3165555555

## 4.3 Requests History

- To view a previously created Patient Report, click **Menu > Requests History**. The Requests History page is displayed.

**Requests History**

Select a patient to review details about the request.

Patient First Name	Patient Last Name	Requestor	Requested For	Request Type	Status	Date Requested
Bob	TestPatient	You		AWARxE	Needs Consolidation	05/29/2018 3:04 PM
Test	Patient	You		AWARxE	Complete	05/29/2018 2:44 PM
Bob	TestPatient	You		AWARxE	Complete	05/29/2018 2:44 PM
Test	Patient	You		AWARxE	Pending	05/29/2018 2:14 PM
Bob	Testpatient	You		AWARxE	Pending	05/29/2018 2:14 PM
Bob	TestPatient	You		AWARxE	Needs Consolidation	05/29/2018 1:10 PM

**Note:** You can only view Patient Reports you or your assistant(s) have created.

- From this page, you can:
  - Click **Advanced Options** to filter the list of requests.

**Common Search Options:**

First Name:  Last Name:

Search for:  Requestor Name  Patient Name

Patient Date of Birth:

Request Begin Date:  Request End Date:

Search for:  Shared Report

Request Type	Status	Date Requested
	Complete	04/10/2018 10:47 AM

- Click **Download PDF** or **Download CSV** to export your search history, if this functionality has been configured by your State Administrator.
- Click a patient name to view the details of that request in a detail card at the bottom of the page.

**Bob TestPatient** View Refresh

DOB: 01/01/1900  
 Location:  
 Other States:  
 Reason: Multiple Patient  
 Prescription Fill Dates: May 29, 2017 until May 29, 2018

- Click **View** to display the results of the previously submitted request. Refer to [Viewing a Patient Report](#) for details regarding Patient Reports.

**Note:** The results of previous requests are not updated with new information. The results displayed are the results at the time the original search was performed.

- Click **Refresh** to generate a new Patient Report for the selected patient. The Patient Request page will be displayed with the patient’s information automatically populated. Refer to [Creating a Patient Request](#) for complete instructions on generating new requests.

## 4.4 Requests Processing

If you are a peer reviewer, you will receive email notification when a request requiring your review has been submitted. Patient Requests submitted by your assistants and physician you have been assigned to review are located on the Requests Processing page. From this page, you may review the request, view additional case details, and approve or deny the request.

1. Click **Menu > Requests Processing**.

The Requests Processing page is displayed.

RxSearch > Requests Processing

**PMP DEMO Awarxe™**  
Support: 1-866-Appriss

Advanced Options ▾ Search using Advanced Options Search

**Requests Processing**  
Select a request to review details about the request.

Patient First Name	Patient Last Name	Requestor	Requestor Role	Date Requested	Reason
Test	Patient	PEER REVIEWEE	Prescriber Delegate - Licensed	10/30/2018 8:36 PM	Peer Review Required
Test	Patient	PEER REVIEWEE	Prescriber Delegate - Licensed	10/30/2018 8:16 PM	Peer Review Required
John	Doe	PEER REVIEWEE	Prescriber Delegate - Licensed	10/03/2018 2:43 PM	Peer Review Required

2. Click the patient name for the request you wish to review.

The request information is displayed below the list of requests.

Advanced Options ▾ Search using Advanced Options Search

**Requests Processing**  
Select a request to review details about the request.

Patient First Name	Patient Last Name	Requestor	Requestor Role	Date Requested	Reason
Test	Patient	PEER REVIEWEE	Prescriber Delegate - Licensed	10/30/2018 8:36 PM	Peer Review Required
Test	Patient	PEER REVIEWEE	Prescriber Delegate - Licensed	10/30/2018 8:16 PM	Peer Review Required
John	Doe	PEER REVIEWEE	Prescriber Delegate - Licensed	10/03/2018 2:43 PM	Peer Review Required

**Test Patient** Reject... Approve

**DOB:** 01/01/1900  
**Location:**  
**PMPi states:**  
**Reason:** Peer Review Required  
**Case Info:** [view](#)  
**Prescription Fill Dates:** October 30, 2017 until October 30, 2018

- Click the **View** link in the **Case Info** field to view additional information about the request, including case comments and any documents that have been attached to the request.

The screenshot shows the PMP Awarxe DEMO interface. At the top right, it says 'PMP Awarxe DEMO' and 'Support: 1-866-Appriss'. Below this is a search bar with a 'Search' button. A file upload window is open, showing a file named 'Test\_Upload.pdf (47.2 KB)' uploaded 20 hours and 15 minutes ago. Below the upload window is a table with columns: Requestor, Patient, Requestor Role, Date Requested, and Reason. The table contains three rows of data.

Requestor	Patient	Requestor Role	Date Requested	Reason
Test	Patient	PEER REVIEWEE	10/30/2018 8:36 PM	Peer Review Required
Test	Patient	PEER REVIEWEE	10/30/2018 8:16 PM	Peer Review Required
John	Doe	PEER REVIEWEE	10/03/2018 2:43 PM	Peer Review Required

Below the table is a 'Test Patient' section with a 'Reject...' button and an 'Approve' button. The patient information includes: DOB: 01/01/1900, Location: PMPi states: Reason: Peer Review Required, Case Info: view, and Prescription Fill Dates: October 30, 2017 until October 30, 2018.

- If you approve the request, click **Approve**.  
The report is generated and will be available on the assistant’s or physician’s dashboard. It will also be available in your Requests History. Please refer to [Requests History](#) for more information on viewing these reports.  
Or
- If you do not approve the request, click **Reject**.  
The Rejection Reason window is displayed.

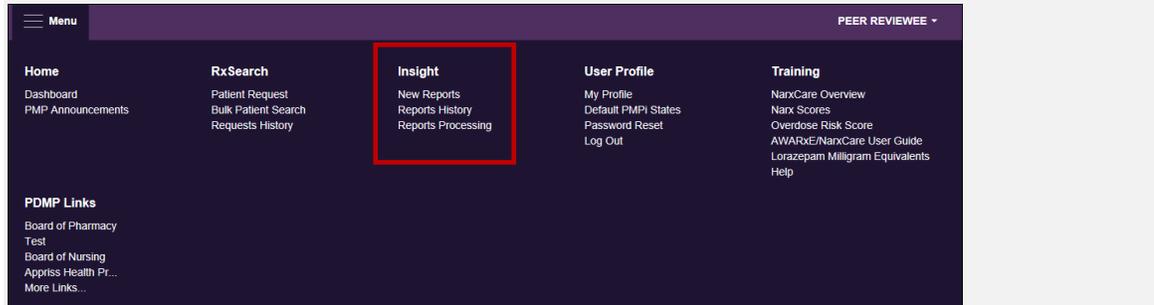
The screenshot shows a dialog box titled 'Rejecting a Patient Request' with a close button (X) in the top right corner. Below the title is a 'Rejection Reason' label and a large text input area. At the bottom of the dialog box are two buttons: 'Cancel' and 'Reject Request'.

- Enter your rejection reason, then click **Reject Request**.  
The request is rejected and will display a status of “Rejected” on the assistant’s or physician’s dashboard. The rejection reason is available in their Requests History. The request, including the rejection reason, is also available in your Requests History. Please refer to [Requests History](#) for more information.

## 5 Prescriber Activity Requests

Prescriber Activity Requests may be submitted by peer review assistants and physicians. These reports display a summary of prescriptions prescribed by a specific DEA number as well as the corresponding patient and pharmacy information. Once submitted these requests must be reviewed by a peer reviewer before the report can be generated. This chapter describes how peer review assistants can create a Prescriber Activity Request, how peer reviewers can review and approve or deny those requests, and how to view your Reports History.

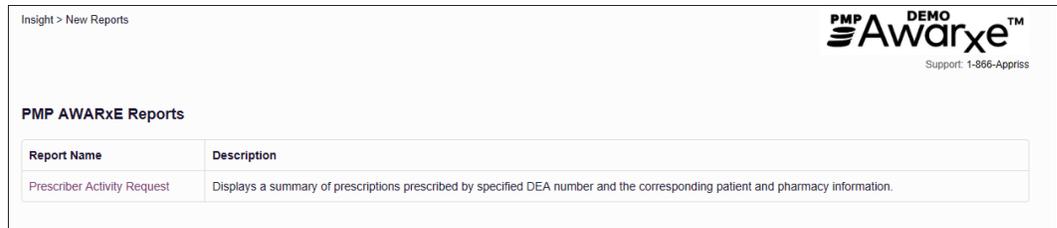
**Note:** The Prescriber Activity features are located under the **Insight** menu option.



### 5.1 Creating a Prescriber Activity Request

1. Click **Menu > New Reports**.

The PMP AWARxE Reports page is displayed.



2. Click **Prescriber Activity Request**.

The Prescriber Activity Request page is displayed as shown on the following page.

Insight > New Reports

**PMP AwarxE DEMO**  
Support: 1-888-Appriss

**Prescriber Activity Request** [Back to New Insight Reports](#)

Request Criteria

Prescriber\*

DEA Number  OR First Name

Last Name

Rx Date\*

Date Type:  Written Date  Fill Date

From  11/01/2017

To  11/01/2018

Drug

Schedule:

Categories:  Select to add multiples

Generic Name

Patient

First Name

Last Name

DOB  MMDDYYYY

Upload Documentation  
Upload documents associated with this search request  
(e.g. subpoena)

[Max File Size: 15MB]

- In the Prescriber section of the page, enter the prescriber's DEA number OR first and last name.
- In the Rx Date section of the page, the **From** and **To** fields are automatically populated to search for prescription information for one year from the current date; however, you may change the search timeframe by entering a different from and/or to date or by selecting a date from the calendar that is displayed when you click in those fields.
- If desired, you may enter additional drug and patient information in those sections of the page. You may also click **Choose files...** to attach a document to the request.
- Once you have finished entering your search criteria, click **Run Prescriber Activity**. A message is displayed indicating that your request has been forwarded to your admin for approval. Your request must be reviewed and approved by your reviewer before you can view the results.



Once the request has been approved or denied, the report or rejection reason will be available in your Reports History. Please refer to the [Reports History](#) section of this document for more information on viewing those reports.

## 5.2 Reports Processing

If you are a peer reviewer, you will receive email notification when a request requiring your review has been submitted. Prescriber Activity Requests submitted by your peer review assistants and physicians you have been assigned to review are available on the Reports Processing page. From this page, you may review the request, view additional case details, and approve or deny the request.

- Click **Menu > Reports Processing**.

The Reports Processing page is displayed.

Insight > Reports Processing

PMP DEMO Awarxe™ Support: 1-866-Appriss

Advanced Options ▾ REPORT TYPE any Search

### Reports Processing

Select a report to review details about the report.

Match Result	Report Type	Requestor	Requestor Role	Date Requested	Reason
Paul Doctor	Prescriber Activity Request	PEER REVIEWEE	Prescriber Delegate - Licensed	11/01/2018 7:20 PM	peer_review_required
Paul Doctor	Prescriber Activity Request	PEER REVIEWEE	Prescriber Delegate - Licensed	11/01/2018 8:17 PM	peer_review_required

**Note:** To search for a specific request, click **Advanced Options** to display the search window, then enter your search criteria and click **Search**.

Advanced Options ▾ REPORT TYPE any Search

Requestor First Name:

Requestor Last Name:

Report Type:  Dispenser Activity  Prescriber Activity  
 Investigative Search  Any

Request Date:

Requestor Role:

Date Requested
11/01/2018 7:20 PM
11/01/2018 8:17 PM

2. Click the name in the **Match Result** column for the request you wish to review. The request information is displayed below the list of requests.

Advanced Options ▾ REPORT TYPE any Search

### Reports Processing

Select a report to review details about the report.

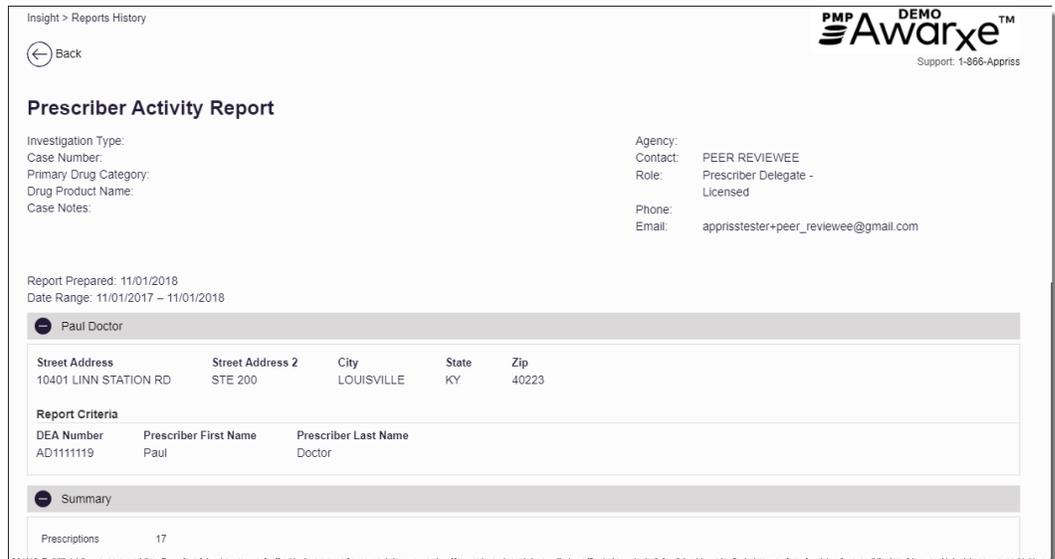
Match Result	Report Type	Requestor	Requestor Role	Date Requested	Reason
Paul Doctor	Prescriber Activity Request	PEER REVIEWEE	Prescriber Delegate - Licensed	11/01/2018 7:20 PM	peer_review_required
Paul Doctor	Prescriber Activity Request	PEER REVIEWEE	Prescriber Delegate - Licensed	11/01/2018 8:17 PM	peer_review_required

**Paul Doctor** View Reject... Approve

**Key Parameters:** DEA: AD1111119  
**Report Type:** Prescriber Activity Request  
**Reason:** peer\_review\_required

3. Click **View** to generate and review the report.

The Prescriber Activity Report is displayed.



- Once you have reviewed the report, click **Back**, located at the top of the page, to return to the Reports Processing page.

**Note:** Once you are returned to the Reports Processing page, you may need to click the name in the **Match Results** column again to re-display the request information.

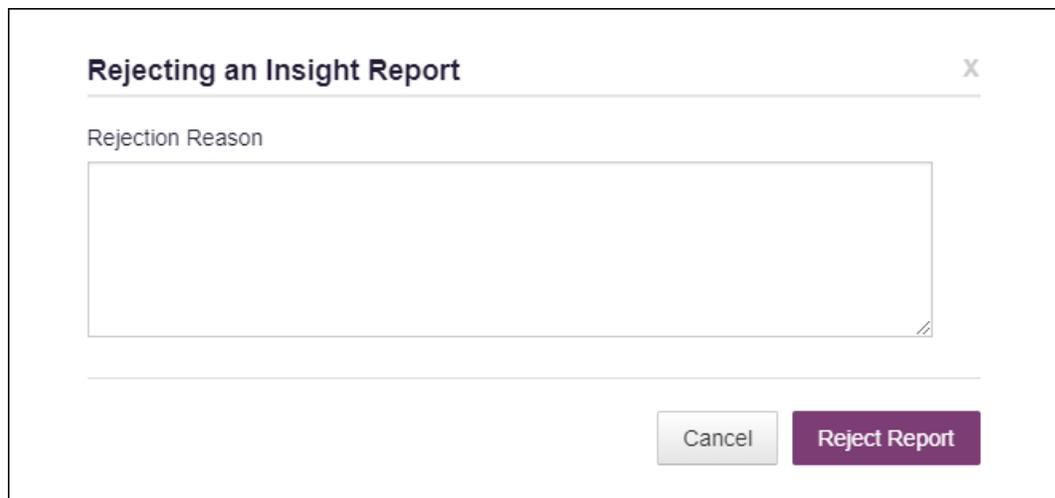
- If you approve the request, click **Approve**.

The request is approved and will be available in the assistant’s or physician’s Reports History.

Or

- If you do not approve the request, click **Reject**.

The Rejection Reason window is displayed.



- Enter your rejection reason, then click **Reject Report**.

The request is rejected, and the rejection reason will be available in the reviewee’s or physician’s Reports History.

## 5.3 Reports History

Prescriber Activity Reports are available in your Reports History. You can click **Menu > Reports History** at any time to access the Reports History page.

Report Type	Key Parameters	Match Result	Requestor	Requestor Role	Request Date	Status
Prescriber Activity Request	DEA: AD1111119	Paul Doctor	PEER REVIEWEE	Prescriber Delegate - Licensed	11/01/2018 8:17 PM	Rejected
Prescriber Activity Request	DEA: AD1111119	Paul Doctor	PEER REVIEWEE	Prescriber Delegate - Licensed	11/01/2018 7:20 PM	Ready
Prescriber Activity Request	DEA: AD1111119	Paul Doctor	PEER REVIEWEE	Prescriber Delegate - Licensed	10/03/2018 2:40 PM	Ready

- If you are a peer reviewer, you can view all reports generated by your assistants and any physicians you have been assigned to review.
- If you are a peer review assistant, you can only view your requests.

Click the report name in the **Report Type** column to view approved reports;

Or

Hover your mouse over **Rejected** in the **Status** column to view the rejection reason for rejected requests.

The Prescriber Activity Report consists of the following sections:

- [Prescriber Information](#)
- [Prescriber Reports](#)
- [Summary](#)
- [Prescriber Activity](#)
- [Dispensers](#)
- [Therapeutic Class Summary](#)

### 5.3.1 Basic Report Functions

- The top of the report displays information about the case with which the report is associated, if applicable, and information about the report requestor as well as the date the request was run and the date range used to create the request. Depending on your user role type, the **Download PDF** and **Download CSV** buttons may be available, allowing you to save the report as a PDF document or as a CSV data file.

Insight > Reports History

← Back

**Prescriber Activity Report**

Investigation Type: Agency: PEER REVIEWEE  
 Case Number: Contact: PEER REVIEWEE  
 Primary Drug Category: Role: Prescriber Delegate -  
 Drug Product Name: Licensed  
 Case Notes: Phone:  
 Email: apprisstester+peer\_reviewee@gmail.com

Report Prepared: 01/28/2019  
 Date Range: 01/28/2018 – 01/28/2019

Download PDF Download CSV

**PEER REVIEW**

Street Address	Street Address 2	City	State	Zip
<b>Report Criteria</b>				
DEA Number	Prescriber First Name	Prescriber Last Name		
AA555555	PEER	REVIEW		

**Prescriber Reports**

The following PMP Prescriber Reports provide you with a snapshot of the prescribing of controlled substances for the last three quarters.

- Third Quarter Report Year 2018 (PDF)
- Second Quarter Report Year 2018 (PDF)
- First Quarter Report Year 2018 (PDF)

- You can expand or collapse each section of the report. Click the plus sign (  ) next to a section to expand it, or click the minus sign (  ) to collapse it.
- You can resize the tables in each section of the report to show more or fewer records. To resize a table, click and drag the bottom of the table with your mouse.  
**Note:** A minimum of two rows are required to be displayed.
- You can sort the columns in each section of the report. Clicking on a column header will allow the results to be sorted in ascending or descending order based on the column selected.  
**Note:** If you choose to export the report, your column sorting will be saved.

### 5.3.2 Prescriber Information

The Prescriber Information section displays the prescriber’s name, complete address, and the search criteria used to search for the prescriber (e.g., DEA number, first name, and last name).

Paul Doctor				
Street Address	Street Address 2	City	State	Zip
10401 LINN STATION RD	STE 200	LOUISVILLE	KY	40223
Report Criteria				
DEA Number	Prescriber First Name	Prescriber Last Name		
AD1111119	Paul	Doctor		

### 5.3.3 Prescriber Reports

The Prescriber Reports section will show up to the last four quarters of prescribing history. These can be downloaded using the links from within the Prescriber Activity Report.

**Note:** There may be less than four reports or in some cases no reports.

**Prescriber Reports**

The following PMP Prescriber Reports provide you with a snapshot of the prescribing of controlled substances for the last three quarters.

[Third Quarter Report Year 2018 \(PDF\)](#)  
[Second Quarter Report Year 2018 \(PDF\)](#)  
[First Quarter Report Year 2018 \(PDF\)](#)

### 5.3.4 Summary

The Summary section provides an overview of the total number of prescriptions, patients, and pharmacies for the prescriber activity for the specified timeframe.

**Summary**

Prescriptions	17
Patients	5
Pharmacies	4

### 5.3.5 Prescriber Activity

The Prescriber Activity section displays information related to each prescription attributed to the prescriber within the specified timeframe, including patient information.

Prescriber Activity												
Last	First	DOB	Fill Date	Written Date	Drug Name	Qty	Supply	Store ID	Rx #	Pymt Type		
Testpatient	Dave	01/01/1900	10/26/2018	10/21/2018	ALPRAZOLAM 2 MG TABLET	20.0	10	Vet 1119	12345666	Private Pay		
TESTPATIENT	ALICE	01/01/1900	09/29/2018	09/27/2018	HYDROCODON-ACETAMINOPHN 10-325	30.0	10	Appr1119	152847	Indian Nat		
TESTPATIENT	ALICE	01/01/1900	09/11/2018	09/11/2018	ACETAMINOPHEN-COD #3 TABLET	3.0	3	Appr1119	AT1152500	Private Pay		
TESTPATIENT	BOB	01/01/1900	09/07/2018	09/07/2018	HYDROCODON-ACETAMINOPHN 10-325	30.0	10	Dave1119	152847B	Comm Ins		
Patient	Test	01/01/1902	07/27/2018	07/27/2018	TRAMADOL HCL 50 MG TABLET	60.0	30	Appr1119	20190727	Private Pay		
Becker	Billie	01/22/1986	05/29/2018	05/24/2018	PROCARDIA XL 60 MG TABLET	30.0	80	Car0000	OLmSXwm	Indian Nat		
Testpatient	Bob	01/01/1900	04/30/2018	04/30/2018	ALPRAZOLAM 2 MG TABLET	10.0	10	WALG7516	xx091	Comm Ins		
TESTPATIENT	ALICE	01/01/1900	04/14/2018	04/14/2018	ACETAMINOPHEN-COD #3 TABLET	3.0	3	Appr1119	AT1152499	Private Pay		
TESTPATIENT	BOB	01/01/1900	02/22/2018	02/21/2018	ACETAMINOPHEN-COD #3 TABLET	30.0	30	Appr1119	1528590	Private Pay		
TESTPATIENT	ALICE	01/01/1900	02/13/2018	02/13/2018	ACETAMINOPHEN-COD #3 TABLET	3.0	3	Appr1119	1528589	Private Pay		
TESTPATIENT	BOBBY	01/01/1900	01/14/2018	01/14/2018	ACETAMINOPHEN-COD #3 TABLET	3.0	3	Appr1119	1528588	Private Pay		
TESTPATIENT	ALICE	01/01/1900	01/09/2018	01/09/2018	ACETAMINOPHEN-COD #3 TABLET	30.0	3	Appr1119	1528588	Private Pay		
TESTPATIENT	BOB	01/01/1900	01/02/2018	12/26/2017	HYDROCODON-ACETAMINOPHN 10-325	30.0	10	Appr1119	152847A	Private Pay		
TESTPATIENT	ALICE	01/01/1900	01/02/2018	12/26/2017	ACETAMINOPHEN-COD #3 TABLET	30.0	30	Appr1119	1528589	Private Pay		
TESTPATIENT	ALICE	01/01/1900	12/27/2017	12/26/2017	ACETAMINOPHEN-COD #3 TABLET	30.0	30	Appr1119	1528588	Private Pay		
TESTPATIENT	ROBERT	01/01/1900	11/27/2017	11/27/2017	ACETAMINOPHEN-COD #3 TABLET	30.0	30	Appr1119	1528585	Military/VA		
TESTPATIENT	ALICE	01/01/1900	11/09/2017	11/09/2017	ACETAMINOPHEN-COD #3 TABLET	30.0	30	Appr1119	1528585	Private Pay		

### 5.3.6 Dispensers

The Dispensers section displays information for all dispensers who filled a prescription attributed to the prescriber within the specified timeframe.

Dispensers						
Store ID	Name	Address	City	State	Zip	
Appr1119	Appriss Inc	10401 LINN STATION RD	LOUISVILLE	KY	40223	
Car0000	Carter-Morrisette	75227 MURAZIK PORT	EAST IZAJAHHAVEN	MT	35501	
Vet 1119	Vet pharmacy	1111 STATE ST	TOWN	OH	30897	
WALG7516	WALGREEN CO.	301 W MAIN ST	INDEPENDENCE	KS	67301	

### 5.3.7 Therapeutic Class Summary

The Therapeutic Class Summary section displays the prescription count, patient count, and pharmacy count for each drug in each therapeutic class prescribed by the prescriber in the specified timeframe.

Therapeutic Class Summary			
Therapeutic Class 4	Script Count	Patient Count	Pharmacy Count
DIHYDROPYRIDINES	2	1	1
OPIATE AGONISTS	1	1	1
BENZODIAZEPINES (ANXIOLYTIC, SEDATIV/HYP)	12	3	1
	2	2	2

## 6 User Profile

The User Profile section of the PMP AWARxE menu allows you to manage your AWARxE user profile, including:

- [Viewing and updating your profile information](#)
- [Managing your peer review assistant account\(s\)](#)
- [Updating or resetting your password](#)

### 6.1 My Profile

My Profile allows you to view your account demographics, including user role, license numbers, employer details, etc. as well as update your address, email address, healthcare specialty, time zone, and peer reviewer(s) (if you are an assistant).

**Note:** If you need to update your personal or employer identifiers (including DEA/NPI/NCPDP numbers), please contact your State Administrator.

To update your account:

1. Click **Menu > My Profile**.

The My Profile page is displayed.

### My Profile

[Profile Info](#) [Edit](#)



Download PDF

---

**Name:** PEER REVIEWER  
(ACTIVE: 03/11/2019)

**Position/Rank:**

**DOB:** 01/01/1900

**Primary Contact:**

**DEA Number(s):** HP5555555

**Controlled Substance #:**

**Professional License #:** 8989    **Type:** MD

**Registration Date:** 10/03/2018

**Registration Approval Date:** 10/03/2018

**Employer DEA(s):**

**Employer:**

**Employer Phone:**

**Employer Fax:**

**Primary Work Location:**

**Role:** Homeopathic Physician

---

**Specialty**

Add a Healthcare Specialty \* [Browse All](#)

★ Designates Primary Specialty

★ Allopathic & Osteopathic Physicians  
Internal Medicine

---

**Setting**

**Time Zone**

---

**Contact Information**

Change email address or mobile phone number associated with this profile

**Current Email:** appristester+peer\_reviewer@gmail.com

**New Email Address**

**Re-enter New Email Address**

**Current Mobile Phone Number:**

**New Mobile Phone Number**

**Re-enter New Mobile Phone Number**

---

**Peer Review**

I am a peer review assistant for the following people...

**Email**

**Selected Reviewers**

2. Update your information as necessary. The following notes may be helpful in updating your information:

- Updating Employer Information:** To update your employer information, click **Edit**, located next to the **Profile Info** header. When the Edit Profile Info window is displayed, update the information, and then click **Update**.

**Edit Profile Info - [Redacted]**

Only the following information can be updated on your profile. Contact your state administrator if you need to update any profile information not shown below.

Employer Name

Street Address

Address Line 2

City

State

Zip Code

Employer Phone

Employer Fax

- Healthcare Specialty:** You can add or update your healthcare specialty in the Specialty section of the page. Search for your specialty by typing a few characters into the **Healthcare Specialty** field, or click **Browse All** to view all available specialties and select yours from the list. If you have multiple specialties, you can designate your primary specialty by clicking the star icon to the left of the specialty. To remove a specialty, click the “x” button to the right of the specialty.

### Specialty

---

Add a Healthcare Specialty Browse All

Q Search by keyword (e.g. Allergy, Internal, Sports, Clinical, etc)

★ Designates Primary Specialty

★ Allopathic & Osteopathic Physicians  
 Dermatology ×

- **Time Zone:** To update your time zone, select the correct time zone from the **Time Zone** drop-down, then click **Update**.

### Setting

---

#### Time Zone

UTC ▼

**Closest Timezones**

Eastern Time (US & Canada)

Indiana (East)

**All Supported Timezones**

UTC

Guam

Hawaii

Alaska

Pacific Time (US & Canada)

Arizona

Mountain Time (US & Canada)

Central Time (US & Canada)

Eastern Time (US & Canada)

Indiana (East)

- **Contact Information:** You may update the email address and mobile phone number associated with your account in the Contact Information section of the page.

To update the email address associated with your account, enter the new email address in the **New Email Address** field, then re-enter it in the **Re-enter Email Address** field. Once your changes have been saved, you will receive an email asking you to verify the new email address. Please ensure that you click the link in the verification email to verify your new email address.

To update the mobile phone number associated with your account, enter the new phone number in the **New Mobile Phone Number** field, then re-enter it in the **Re-enter New Mobile Phone Number** field.

**Contact Information**

Change email address or mobile phone number associated with this profile

Current Email: apprisstester+peer\_reviewer@gmail.com

New Email Address Re-enter New Email Address

Current Mobile Phone Number:

New Mobile Phone Number Re-enter New Mobile Phone Number

- Adding Reviewers:** If you are a peer review assistant, you may add or remove a reviewer from your account in the Peer Review section of the page. To add a reviewer, enter the reviewer’s email address, and then click **Add**. To remove a supervisor, click the “x” button next to the reviewer.

**Peer Review**

I am a peer review assistant for the following people...

Email  Add

Selected Reviewers

Email: apprisstester+peer\_reviewer@gmail.com ✕

Save Changes

## 6.2 Peer Review Management

If you are a peer reviewer, the Peer Review Management function allows you to approve or reject new assistants, or remove existing assistants from your account.

### 6.2.1 Approving and Rejecting Assistants

If a user registers as an assistant and selects you as their reviewer, you will receive email notification that an assistant account is pending your approval.

**Note:** *If the request is not acted upon, the system will send follow-up emails advising you that action is still required.*

Once you have received the email notification:

1. [Log in to PMP AWARxE](#).
2. Click **Menu > Peer Review Management**.
3. The Peer Review Management page is displayed.

**Peer Review Management**

Select an individual to review details.

First	Last	Role	Peer Review Status	Date Requested	Date Verified
PEER	REVIEWEE	Prescriber Delegate - Licensed	Approved	10/03/2018	10/03/2018
		Physician (MD, DO)	Pending	10/29/2018	
TEST	REVIEWEE	Prescriber without DEA	Pending	11/05/2018	

**Note:** New assistants are identified with a status of “Pending.”

- Click the assistant’s name to display their information in the detail card at the bottom of the page.

- Click **Approve** to approve the assistant;  
Or
- Click **Reject** to reject the assistant. If rejected, the assistant will be removed.

### 6.2.2 Dissociating Assistants

If you need to dissociate an assistant from your account:

- Click **Menu > Peer Review Management**.

The Peer Review Management page is displayed.

First	Last	Role	Peer Review Status	Date Requested	Date Verified
PEER	REVIEWEE	Prescriber Delegate - Licensed	Approved	10/03/2018	10/03/2018
		Physician (MD, DO)	Pending	10/29/2018	
TEST	REVIEWEE	Prescriber without DEA	Approved	11/05/2018	11/05/2018

- Click the assistant’s name to display their information in the detail card at the bottom of the page.

- Click **Remove**.  
Upon removal, the assistant’s status will be returned to “Pending.” The assistant is dissociated from your account but is not removed from your assistant list.

**Notes:**

- If you need to add the user again at a later date, select the former assistant, then click **Approve** to add them to your account.
- If you need to completely remove an assistant from your account, select the former assistant, then click **Reject**. Rejecting an assistant will remove them from your account.
- It is your responsibility to regularly maintain your assistant list and remove access if it is no longer necessary.

## 6.3 Password Management

Your AWARxE password expires every 90 days. There are two ways you can manage your password:

1. You can proactively change your password within the application before it expires by [updating your current password](#).
2. If your password has already expired, or if you have forgotten your password, you can [reset your password](#).

### 6.3.1 Updating a Current Password

If your password has not expired, but you would like to proactively reset it, you can do so within the AWARxE application.

**Note:** This functionality requires that you know your current password and are logged into PMP AWARxE.

To update your password:

1. Click **Menu > Password Reset**.

The Change Password page is displayed.

### Change Password

Current Password

Password

Password Confirmation

Password Must:

- Minimum of 8 characters
- Contain one upper case letter
- Contain one lower case letter
- Contain one special character (! @ # \$ etc.)
- Maximum of 72 characters

[Change](#)

2. Enter your current password in the **Current Password** field.
3. Enter a new password in the **Password** field, then re-enter it in the **Password Confirmation** field. The password guidelines are provided below.

*Passwords must contain:*

- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) special character such as !, @, #, \$, etc.*

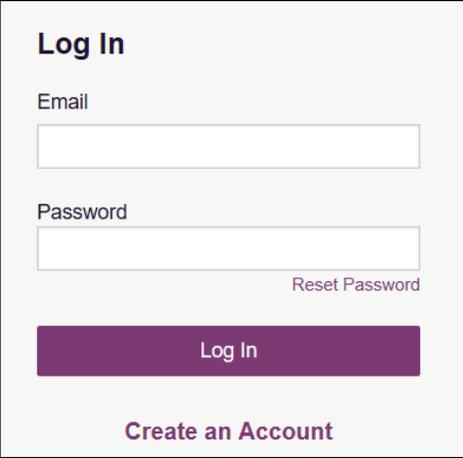
4. Click **Change**.

Your password is updated, and you will use the new password the next time you log in to the system.

### 6.3.2 Resetting a Forgotten Password

1. If you have forgotten your password or your password has expired, navigate to the URL provided to you when you were assigned to the peer review committee.

The Log In page is displayed.



**Log In**

Email

Password

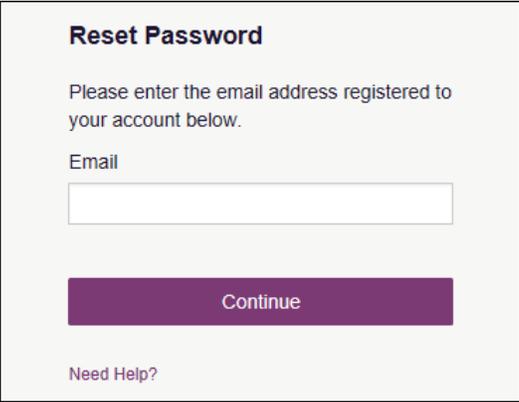
[Reset Password](#)

**Log In**

[Create an Account](#)

2. Click **Reset Password**.

The Reset Password page is displayed.



**Reset Password**

Please enter the email address registered to your account below.

Email

**Continue**

[Need Help?](#)

3. Enter the email address associated with your account, then click **Request Password Reset**.

A confirmation message is displayed.

4. If the email address you provided is valid and registered, you will receive an email containing a link to reset your password. Once you have received the email, click the link.

The Change Password page is displayed.

5. Enter a new password in the **New Password** field, then re-enter it in the **New Password Confirmation** field. The password guidelines are provided below.

*Passwords must contain:*

- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) special character such as !, @, #, \$, etc.*

6. Click **Change**.

Your password is updated, and you will use the new password the next time you log in to the system.

**Notes:**

- *The password reset link is only active for 20 minutes. After the time has expired, you will need to repeat steps 1-3 to generate a new password reset email.*
- *Per our security protocol, PMP AWARxE will not confirm the existence of an account. If you do not receive an email at the email address provided, follow the steps below:*
  1. *Ensure you entered a valid email address.*
  2. *Check your Junk, Spam, or other filtered folders for the email.*
  3. *If the email address is correct but you have not received the email, contact your PMP Administrator to request a new password or determine what email address is associated with your account.*
  4. *Add the following email addresses to your contacts list, or contact your organization's IT support to have them added as safe senders:*
    - (a) [no-reply-pmpaware@globalnotifications.com](mailto:no-reply-pmpaware@globalnotifications.com)
    - (b) [globalnotifications.com](mailto:globalnotifications.com)
    - (c) [amazonses.com](mailto:amazonses.com)

# 7 Document Information

## 7.1 Disclaimer

Appriss has made every effort to ensure the accuracy of the information in this document at the time of printing; however, information is subject to change.

## 7.2 Change Log

Version	Date	Chapter/Section	Change Made
<b>Draft Versions</b>			
DRAFT	11/05/2018	N/A	N/A; initial publication
DRAFT v2	11/28/2018	Global	Updated draft with OH specifications
<b>Published Versions</b>			
1.0	11/30/2018	Global	Finalized for publication
1.1	03/11/2019	Global	Updated with new terminology (i.e., replaced “peer reviewee” with “peer reviewee assistant”
			Updated registration process to indicate that “peer reviewer” permissions must be added by a state administrator