## Quick Reference Guide – Making a Request in PMP AWAR<sub>X</sub>E

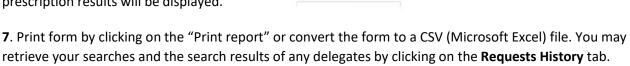
- 1. Visit <a href="www.ohiopmp.gov">www.ohiopmp.gov</a> and follow the instructions for accessing the new system.
  - If a password reset is needed, use the "Reset Password" link on the OH PMP AWARXE login page.
- 2. Once you're logged in, select the RxSearch tab, then choose Patient Request.



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.



## **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.

