

Quick Reference Guide – Making a Request in PMP AWARxE

1. Navigate to the PMP AWARxE login page (<https://southdakota.pmpaware.net/login>).

Note: If a password reset is needed, use the “Reset Password” link.

2. Once logged in, select the **RxSearch** tab, then choose **Patient Request**.

3. Enter search criteria.

Note: 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)

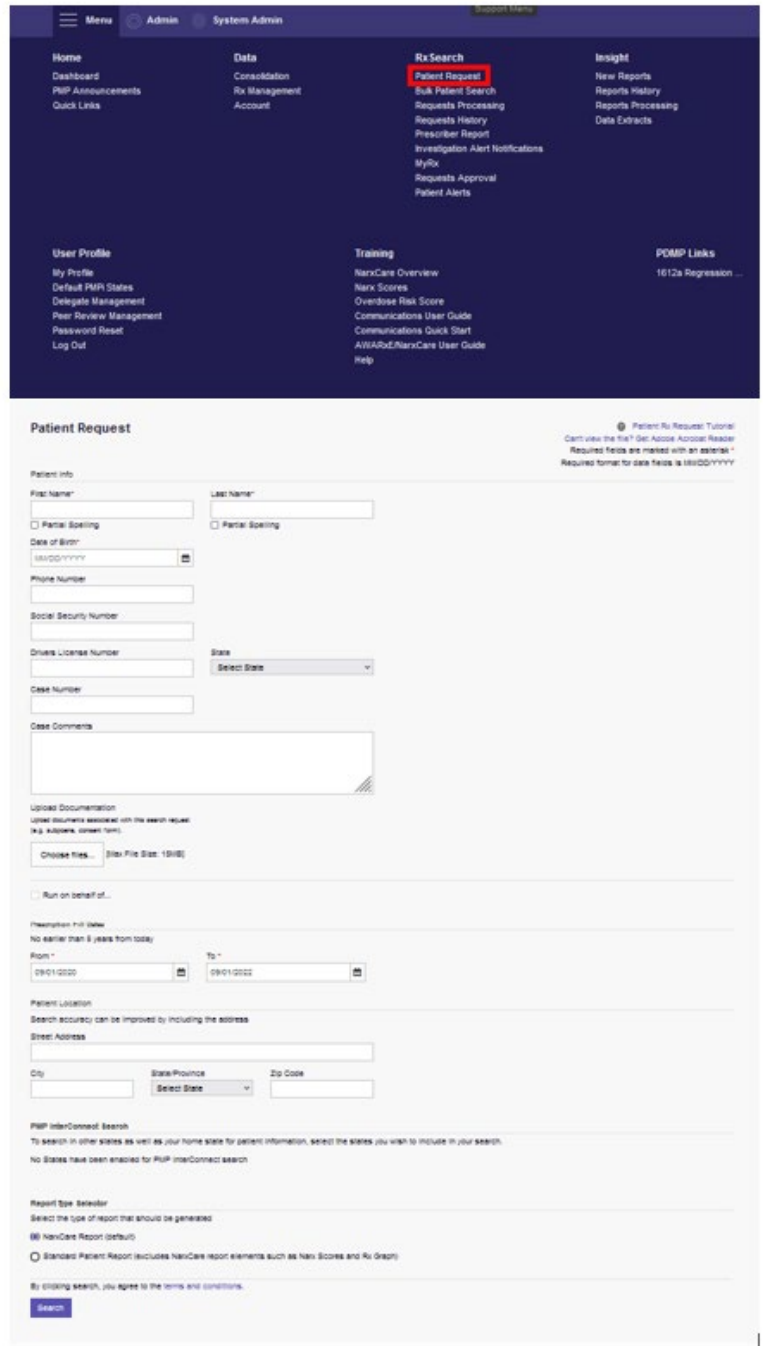
4. Click **Search** at the bottom of the screen to submit your request.

5. Matching patient history will now display.

Note: If **Multiple Patients** are identified, you will be presented with 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.

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

7. To print form, click on the **PDF** button 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.



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Patient Request

Get view the first? Get Access Across Reader
Required fields are marked with an asterisk *
Required format for date fields is MM/DD/YYYY

Patient Info

First Name* Last Name*

Partial Spelling Partial Spelling

Date of Birth*

Phone Number

Social Security Number

Driver's License Number State

Case Number

Case Comments

Upload Documentation
Upload documents associated with this search request.
(Max 4 uploads, 5MB each file)

(Max File Size: 15MB)

Run on behalf of...

Prescription fill dates
No earlier than 8 years from today

From* To*

Patient Location
Search accuracy can be improved by including the address

Street Address

City State/Province Zip Code

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.
No States have been enabled for PMP InterConnect search.

Report Size Selector
Select the type of report that should be generated

NarcCare Report (default)
 Standard Patient Report (includes NarcCare report elements such as Narc Scores and Rx Group)

By clicking search, you agree to the terms and conditions.

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 36 months.
- ***PMP Interconnect Search:*** This 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.