

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

1. Go to the PMP AWAR<sub>x</sub>E login page (<https://louisiana.pmpaware.net/login>) and enter your username (email address) and password, then click **Login**. (If a password reset is needed, use the “Reset Password” link.)



2. Once you're logged in, navigate to Menu > RxSearch > Patient Request. Enter search criteria. At a minimum, you must provide:

RxSearch > Patient Request



- **First name**
- **Last name**
- **Date of birth** (must be in MM/DD/YYYY format)
- To improve the likelihood of finding a specific patient, provide as many details as possible, such as the address, city, state, and ZIP code.

A screenshot of the "Patient Request" web form. The form is divided into several sections: "Patient Info" with fields for First Name, Last Name, Date of Birth, and Phone Number; "Prescription Fill Dates" with "From" and "To" date pickers; "Patient Location (Optional)" with fields for Street Address, City, State (a dropdown menu), and Zip; and "PMP Interconnect Search (Optional)" with a grid of checkboxes for various states. A red arrow points to the "Select All" checkbox under the PMP Interconnect Search section. At the bottom of the form is a purple "Search" button.

The time period for the search may be specified in the **Prescription Fill Dates** section. The maximum time period for your search is 60 months.

3. The **PMP Interconnect Search** section allows you to search other participating state databases for the patient's records. Select all that apply. Your originating state won't show in the list and is automatically checked every time you perform a search.

- To improve the likelihood of finding a specific patient, limit your search criteria to only the required fields: **Full first name, Full last name, and Date of Birth** (must be in MM/DD/YYYY format). **Note:** This approach is different than the in-state only search. As a best practice, include more criteria when searching in-state only and enter only the required fields when searching multiple states.

4. When you are finished entering search criteria, click **Search** at the bottom of the screen to submit your request.

5. Matching patient history will now display. 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 Rx request results.

6. After the patient groups have been selected, click on “**Run Report**”, the patient Rx results will be displayed.

7. You may print out the form by clicking 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, navigate to Menu > RxSearch > Requests History.