

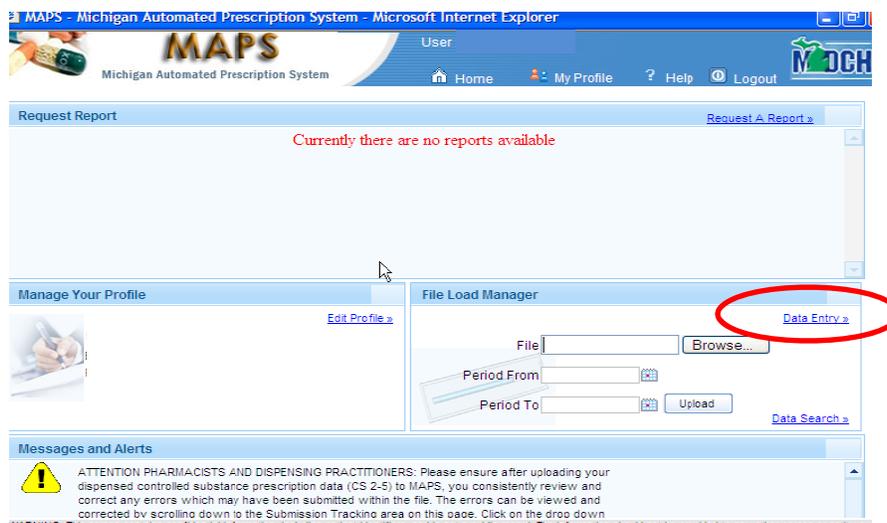


MAPS Online Submission of Prescription Data Practitioner Instructions

There are two options to enter dispensed controlled substance prescription data through MAPS Online; manual entry of each prescription record through the *Data Entry* option, or upload of an entire file through the *File Load Manager*. Below are steps for both options.

Option 1 - Data Entry for Individual Records

Access MAPS Online (<https://sso.state.mi.us>) and log in, select *Data Entry* link.



Enter prescription information in fields designated with an asterisk for each prescription record. The first DEA# field identifies the dispenser; the Practitioner DEA# field identifies the practitioner who prescribed the controlled substance prescription.

A screenshot of the "Enter Prescriptions" form in the MAPS Online interface. The form is titled "Enter Prescriptions" and contains two columns of input fields. The first column includes fields for: *DEA #, *Customer ID (SSN, DL#, State ID), *Birth Date, *Patient First Name, *Patient Last Name, *Patient Street, *Patient State (dropdown menu), Sex (dropdown menu), *Zip Code, *Issue Date, and *Fill Date. The second column includes fields for: *Practitioner DEA #, DEA Suffix, *NDC Code (dropdown menu), *Quantity, New Refill Code, Days Supply, Authorized Refills, *Rx Number, Compound Code, Mode of Payment (dropdown menu), and Pharmacy Email. At the bottom of the form, there is a note: "Go to Data Search to submit all records. Please click 'here'", and two buttons: "Save and Continue" and "Cancel". Two red arrows point from the text above to the *DEA # and *Practitioner DEA # fields.

Select *Save and Continue* after each prescription record is entered.

The screenshot shows the 'Enter Prescriptions' form in the MAPS system. The form contains various input fields for patient and practitioner information, including DEA numbers, birth dates, names, addresses, and state. At the bottom of the form, there are three buttons: 'Go to Data Search to submit all records. Please click "here"', 'Save and Continue', and 'Cancel'. The 'Save and Continue' button is circled in red.

Once you have finished entering all of your prescription records, select the *Go to Data Search to submit all records. Please click "here"* link.

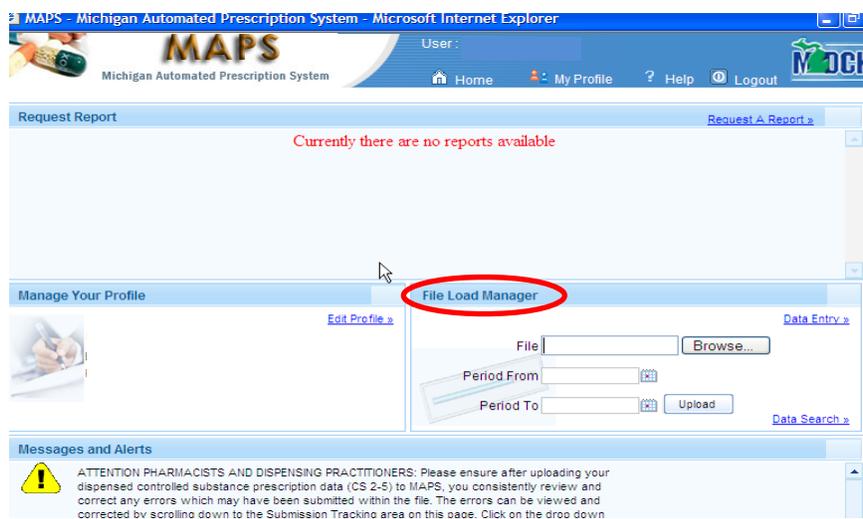
This screenshot is identical to the previous one, showing the 'Enter Prescriptions' form. In this instance, the link 'Go to Data Search to submit all records. Please click "here"' at the bottom left of the form is circled in red.

To finalize submission of data, select *Search*. When the fields populate with information, select *Submit All Records*.

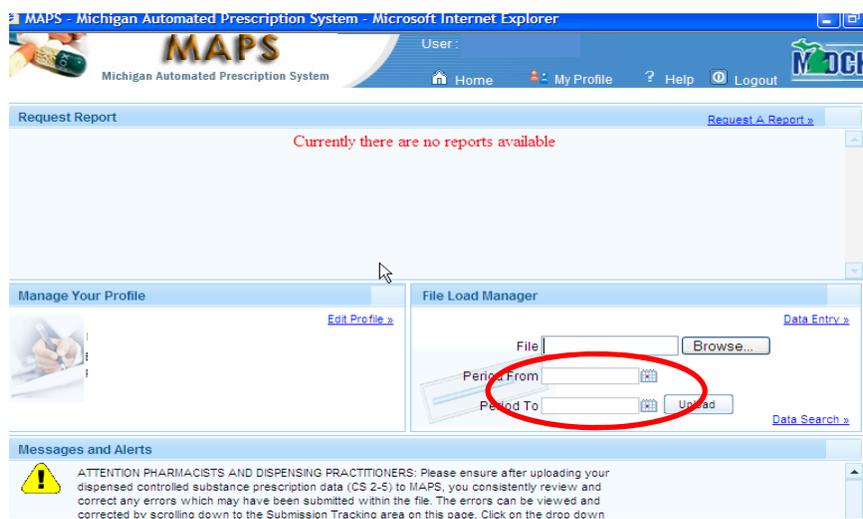
The screenshot shows the 'Search' form in the MAPS system. It contains the same input fields as the 'Enter Prescriptions' form. At the top right, there is a 'Search' button circled in red. At the bottom, there are three buttons: 'Submit All Records', 'Save and Continue', and 'Cancel'. The 'Submit All Records' button is also circled in red.

Option 2 - File Load Manager/Submission of a File Containing Multiple Prescription Records

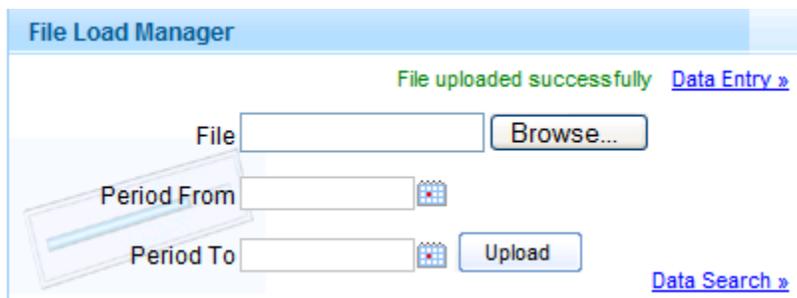
Access MAPS Online (<https://sso.state.mi.us>) and log in. In the *File Load Manager* field, select *Browse* to look for and enter your saved file containing your prescription records. To use this option, prescription data must be in the ASAP 4.1 format.



Insert the *Period From* date along with the *Period To* date to reflect the earliest date and latest date of the prescriptions included in the file. Select *Upload*.

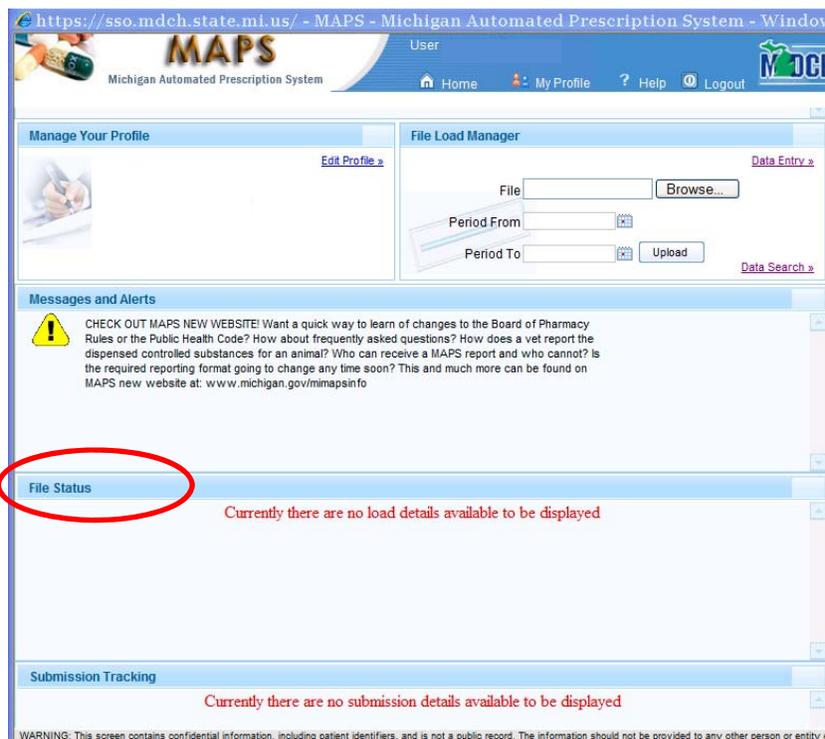


A message will appear indicating the result of your upload.



For both methods of entering data, *Data Entry* and *File Load Manager*, the user will need to review the *File Status* section located on the MAPS home page and correct any errors. Errors will be available in the *File Status* section within 24 to 48 hours after submission of data. You may need to scroll down to view all errors.

If errors are listed in *File Status*, click on the drop down arrow in the *Action* column, select *Correct Error*, correct the prescription data, and select *Save*. Repeat this process until all errors are corrected. All errors must be corrected within 7 days of submission to be in compliance with Board of Pharmacy Administrative Rule 338.3162d (4).



Contact MAPS staff with any questions at 517-373-1737 or email at mapsinfo@michigan.gov.