

Requesting A MAPS Report-Law Enforcement/Government Agency Instructions

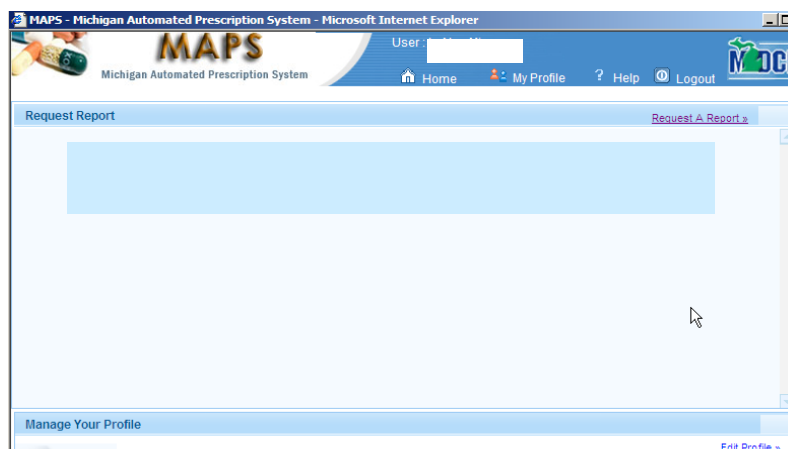
1. Log on to the Single-Sign on website at <https://sso.state.mi.us/>. Enter in your User ID and Password to access MAPS.



2. Select the Michigan Automated Prescription System link.



3. Select Request a Report located in the upper right-hand corner.



4. For patient requests, enter the patient's first name, last name and date of birth only. Select NEXT at the bottom of the screen.

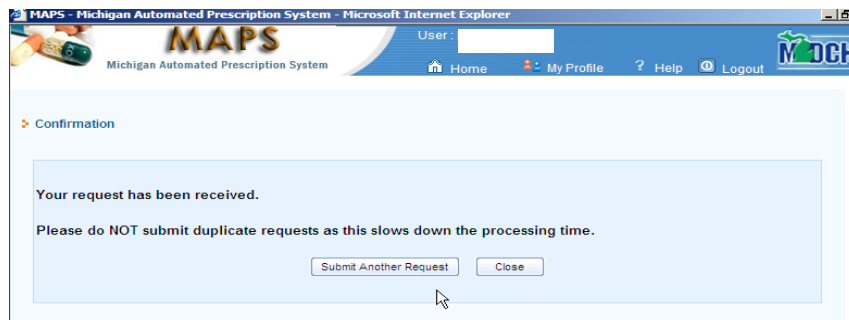
The screenshot shows the 'Request a Patient Report - Patient Details' form in the MAPS system. The form is divided into two main sections: 'Current Patient Details' and a search section. The 'Current Patient Details' section includes fields for First Name, Middle Initial, Last Name, Date of Birth, Address, City, State (a dropdown menu currently showing 'MI'), and Zip. Below this is an 'OR' section for searching by DEA number, with fields for User Type (a dropdown menu currently showing 'Practitioner'), DEA#, Name, Address, City, and State (a dropdown menu currently showing 'MI'). At the bottom, there is a 'Report Period Requested' section with 'From' and 'To' date pickers. A note at the bottom states: 'Note: All the fields marked as * must be completed.' A 'Next >>' button is located at the bottom right of the form.

5. Provide reason/justification for requesting report. An open case number is required. Select NEXT.

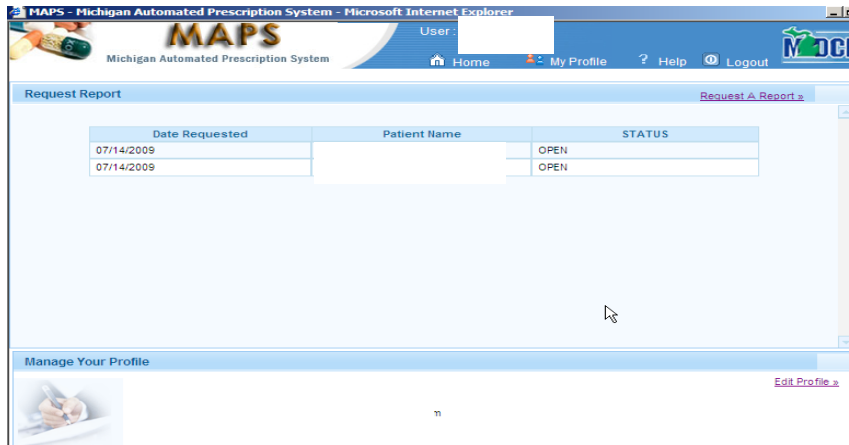
The screenshot shows the 'Request a Patient Report - Report Details' form in the MAPS system. The form has a header with the MAPS logo and navigation links (Home, My Profile, Help, Logout). The main section is titled 'Reasons' and contains the instruction: 'Provide a brief summary of the facts and circumstances under which you are requesting information regarding this patient or practitioner. An open case is generally required.' Below this instruction is a large, empty text area with a cursor, intended for the user to enter their justification. A 'Next >>' button is visible at the bottom right of the form.

6. Read the certification section and certify your request.

The screenshot shows the 'Certification' section of the MAPS system. It features a text box containing the following certification statement: 'I certify that the information obtained from the Michigan Automates Prescription System shall be used only for bona fide drug-related criminal investigatory or evidentiary purposes; or for investigatory or evidentiary purposes in connection with the functions of a disciplinary subcommittee of one or more of the licensing or registration boards created under Article 15.I shall not provide this information to any other person or entity except by order of a court or competent jurisdiction.' Below the text box are two buttons: 'I So Certify' and 'Cancel'.



7. When your request has been submitted, it will be listed on the main page in an “OPEN” status.



When submitted report requests have been processed, the STATUS section will state either VIEW REPORT or DENIED. Reports will be available for review for 10 days.

