


Request a MAPS Report Instructions-Practitioner/Pharmacist

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. Select *Login*.



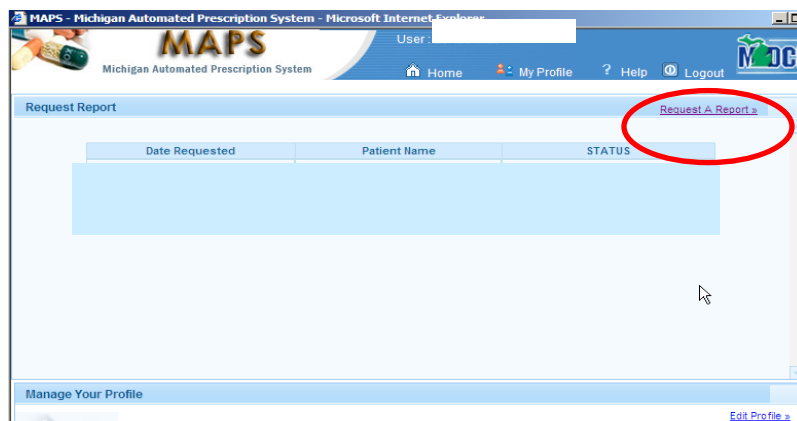
The screenshot shows the 'State of Michigan Single Sign On' login page. It features a header with the state logo and a bridge image. Below the header, there are two input fields: 'User ID' and 'Password'. A 'Login' button is positioned below the password field. Below the login fields, there is a message: '* If you do not have a User ID, please click [Register](#)' and a link '[I forgot my Password](#)'.

2. Select the Michigan Automated Prescription System link.



The screenshot shows the 'State of Michigan Single Sign On Application Portal'. It features a header with the state logo and a bridge image. Below the header, the text 'Application Portal' is displayed. Below that, it says 'WELCOME 1' followed by a redacted name. Below that, it says 'You are currently subscribed to the following applications:'. Below this, there is a list of applications with one item: '• [Michigan Automated Prescription System](#)'. At the bottom, there are links: 'Subscribe to Applications', 'Add new Roles to Existing Subscription', 'Account Maintenance', and 'Sign Off'.

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



The screenshot shows the 'MAPS - Michigan Automated Prescription System' interface. The top navigation bar includes 'Home', 'My Profile', 'Help', and 'Logout'. The main content area is titled 'Request Report' and contains a table with columns 'Date Requested', 'Patient Name', and 'STATUS'. A red circle highlights the 'Request A Report >' link in the upper right-hand corner. Below the table, there is a 'Manage Your Profile' section with an 'Edit Profile >' link.

4. 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' section of the MAPS web application. The form is titled 'Current Patient Details' and contains several input fields. The fields for 'First Name', 'Last Name', and 'Date of Birth' are highlighted with red circles. Other fields include 'Middle Initial', 'Address', 'City', 'State' (a dropdown menu currently set to 'MI'), 'Zip', 'Customer ID', and 'Customer ID 2'. Below this section is an 'Additional Feature' section with a search instruction and fields for 'First Name', 'Middle Initial (Optional)', 'Last Name', 'Customer ID', and 'Customer ID 2 (Optional)'. At the bottom of the form is a section for 'Other Names Used By This Patient'.

5. Provide reason for requesting report. Select *Next*.

The screenshot shows the 'Reasons' section of the form. It contains a list of reasons with checkboxes: 'Patient requesting specific narcotics by name.', 'Drug screen positive for medications not prescribed.', 'Patient signed pain contract, verify narcotic usage.', 'Patient taking more medication than prescribed, asking for early refills.', 'Practitioner contacted by pharmacy indicating patient is getting prescriptions from multiple physicians/pharmacies.', 'Patient claiming prescription was lost/stolen.', 'Patient paying cash for prescriptions when they are insured.', 'Patient exhibiting erratic behavior.', and 'New Patient.'. The 'Other/Additional Information (100 characters max.)' checkbox is checked, and there is a text input field next to it. A 'Next >>' button is located at the bottom right of the section.

6. Read the certification section and select *I so certify* to process your request.

The screenshot shows the 'Certification' section of the form. It contains a text box with the following text: 'I certify that this information shall be used for the purpose of providing medical or pharmaceutical treatment to a bona fide patient. 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'. A mouse cursor is visible over the 'I So Certify' button.

7. After confirmation that your request has been received, select *Submit Another Request* or *Close*.



8. The status of your requested report will be listed in the Request Report section of the MAPS home page. The status will state *Processing* during the search of your report. The status will change to *View Report* when the report is ready to view. If the status changes to *Denied* you may contact MAPS staff at 517-373-1737 or at mapsinfo@michigan.gov. Reports will be available for review for 5 days.

