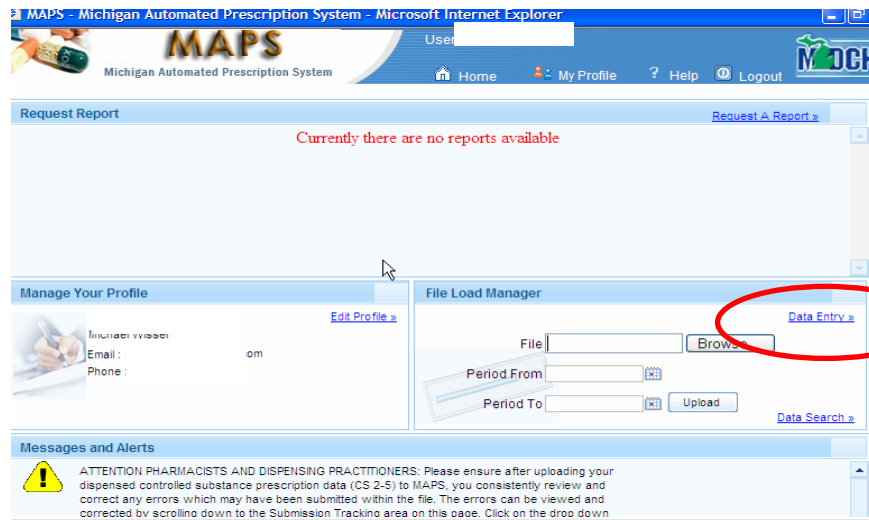


MAPS Online Submission of Prescription Data

There are two steps involved with entering prescription data in MAPS; entering the prescription data and submitting the data to MAPS.

1. Enter Data:

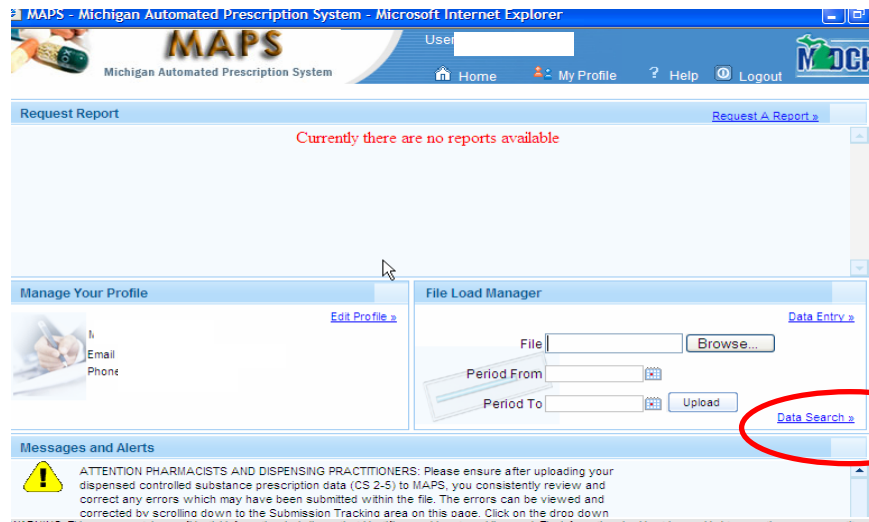
- Access MAPS Online (<https://sso.state.mi.us>) and log in.
- Select *Data Entry* link



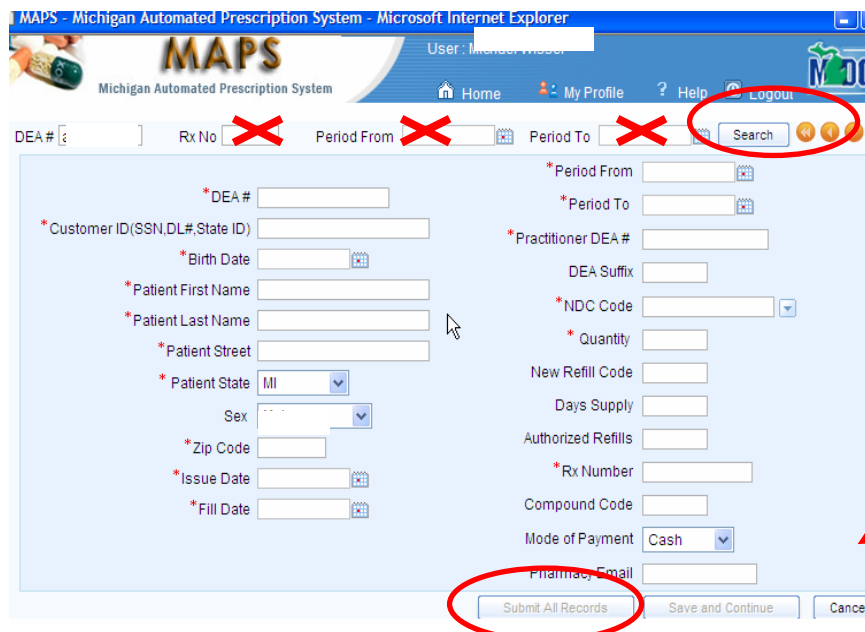
- Enter prescription information in fields designated with an asterisk for each prescription record. **Note:** The *Practitioner DEA#* is the DEA# of the practitioner writing the prescription. Select *Save and Continue* after each prescription record is entered. Once you have finished entering all of your prescription records and have selected *Save and Continue* after the last prescription record has been entered, select *Cancel* to navigate to the home page.

2. Submit Data to MAPS:

- Select the *Data Search* link.

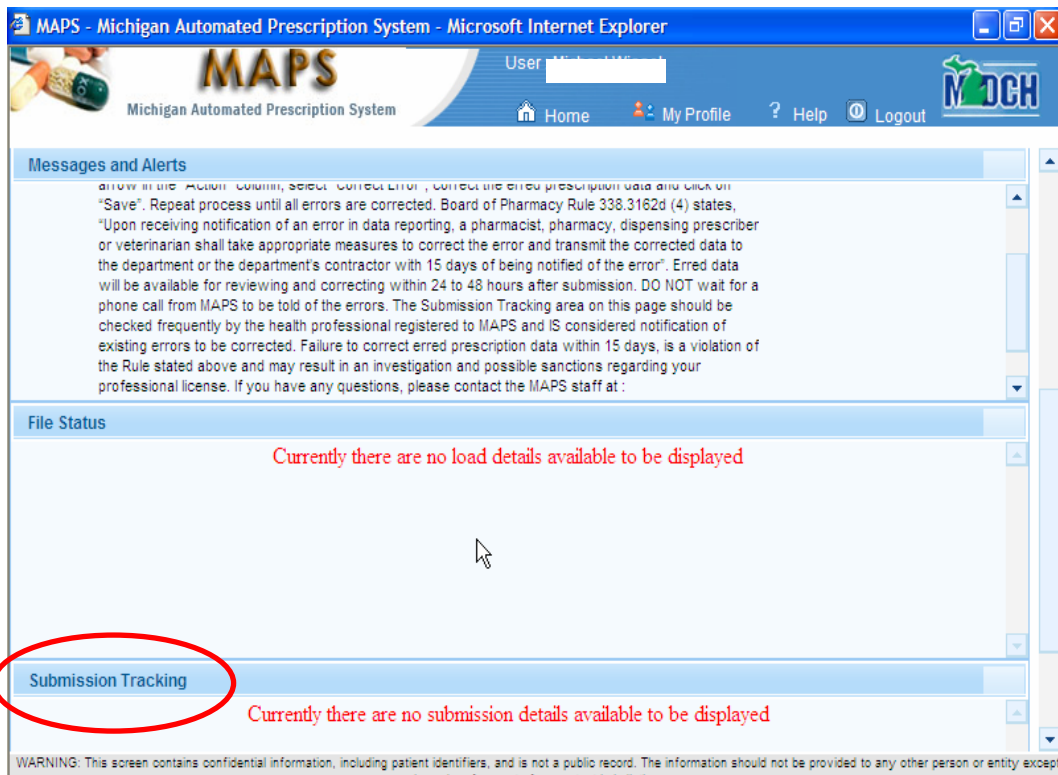


- Select *Search* (do not complete the *RX No*, *Period From* or *Period To* fields). When a prescription record appears, select *Submit All Records*. Repeat these steps until prescription records no longer appear. After selecting *Search* and no prescription records appear, you have completely submitted your entered prescription records. Select *Cancel* to navigate to the homepage.



- Ensure after entering and submitting your prescription records to MAPS that you consistently review the *Submission Tracking* section located on the MAPS home page and correct any submission errors. Any errors in *Submission Tracking* will be available for review within 24 to 48 hours after submission of data. You may need to scroll down in the *Submission Tracking* section to view all errors.

- If errors are listed in Submission Tracking, 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 15 days of submission to be in compliance with Board of Pharmacy Administrative Rule 338.3162d (4).



If you have any questions, please contact the MAPS staff at 517-373-1737 or email us at mapsinfo@michigan.gov .