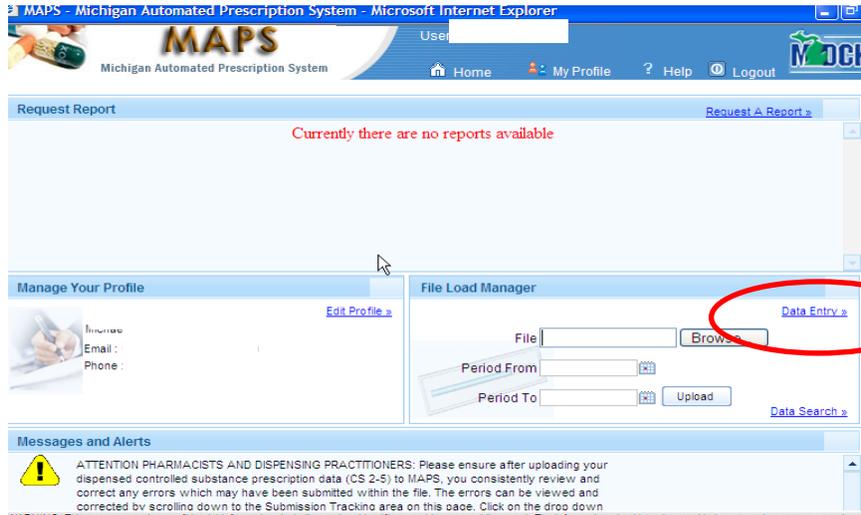


MAPS Online Submission of Prescription Data

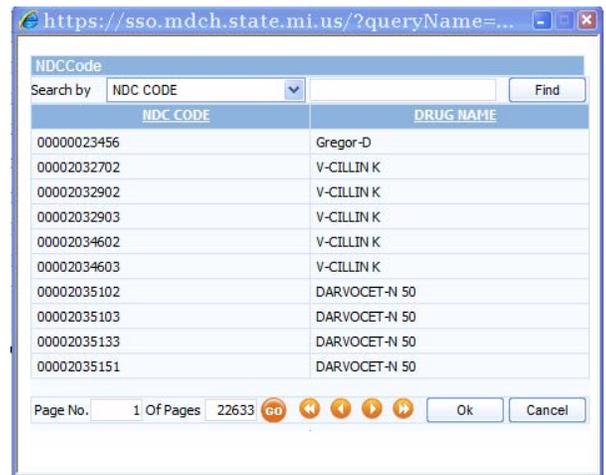
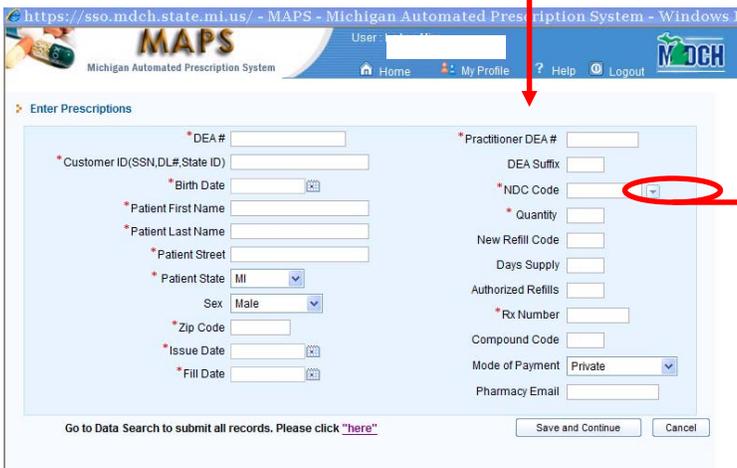
There are two steps involved with entering prescription data in MAPS; entering the prescription data and submitting the data to MAPS.

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.
 - The *Practitioner DEA#* is the DEA# of the practitioner dispensing the prescription.
 - The *NDC Code* consists of 11 digits and can be entered by choosing the correct code in the drop down menu. In the drop down menu, a search can be made by the NDC Code or by Drug Name.



- 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, navigate to the *Go to Data Search to submit all records*. Please click “*here*” and select this link.

https://sso.mdch.state.mi.us/ - MAPS - Michigan Automated Prescription System - Windows Int...

MAPS Michigan Automated Prescription System

User: [] Home My Profile Help Logout MOCH

Enter Prescriptions

*DEA # [] *Practitioner DEA # []

*Customer ID(SSN,DL#,State ID) [] DEA Suffix []

*Birth Date [] *NDC Code []

*Patient First Name [] *Quantity []

*Patient Last Name [] New Refill Code []

*Patient Street [] Days Supply []

*Patient State [] Authorized Refills []

Sex Male [] *Rx Number []

*Zip Code [] Compound Code []

*Issue Date [] Mode of Payment Private []

*Fill Date [] Pharmacy Email []

Go to Data Search to submit all records. Please click "here"

Save and Continue Cancel

2. Submit Data to MAPS by selecting *Search* and then *Submit All Records*.

https://sso.mdch.state.mi.us/ - MAPS - Michigan Automated Prescription System - Windows Int...

MAPS Michigan Automated Prescription System

User: [] Home My Profile Help Logout MOCH

Search

DEA # [] Search []

*DEA # [] *Practitioner DEA # []

*Customer ID(SSN,DL#,State ID) [] DEA Suffix []

*Birth Date [] *NDC Code []

*Patient First Name [] *Quantity []

*Patient Last Name [] New Refill Code []

*Patient Street [] Days Supply []

*Patient State MI [] Authorized Refills []

Sex Male [] *Rx Number []

*Zip Code [] Compound Code []

*Issue Date [] Mode of Payment Private []

*Fill Date [] Pharmacy Email []

Submit All Records Save and Continue Cancel

Ensure after submitting your prescription records to MAPS that you consistently review the *Submission Tracking* section located on the MAPS home page (see below) 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 .