

Quick Reference Guide – Making a Patient Request in PMP AWARxE

1. Login to MAPS(<https://michigan.pmpaware.net/login>). If a password reset is needed, use the “Reset Password” link.

2. Once you’re logged in, navigate to the **Patient Request** page in the **RxSearch** section of the navigation menu.

3. Enter search criteria.

At a minimum, you must provide:

- **First name** (full or partial*)
- **Last name** (full or partial*)
- **Date of birth** (must be in MM/DD/YYYY format)

4. Click **Search** at the bottom of the screen to submit your request.

5. Matching patient history will now display. If **multiple patients** are identified, you will be presented with the option to **refine your search** by providing additional search information or you can select a **single, multiple, or all returned patient groups** to include in your patient Rx request results.

6. Click on **Run Report**, the patient Rx results will be displayed.

7. Print data by clicking on the PDF button or convert the data to a CSV (Microsoft Excel) file. You may retrieve your searches and the search results of any delegates by clicking on the **Requests History** tab.

The screenshot shows the 'Patient Request' form in the MAPS system. The form is titled 'Patient Request' and is part of the 'RxSearch > Patient Request' section. It includes the following sections:

- Patient Info:** Fields for First Name* and Last Name* with checkboxes for 'Partial Spelling'. A Date of Birth* field in MM/DD/YYYY format.
- Prescription Fill Dates:** A note 'No earlier than 3 years from today' and fields for From* (11/30/2015) and To* (11/30/2017).
- Patient Location:** A note 'Search accuracy can be improved by including the address' and fields for City, State/Province (with a dropdown menu), and Zip Code.
- PMP Interconnect Search:** A note 'To search in other states as well as your home state for patient information, select the states you wish to include in your search' and a grid of checkboxes for various states (Alabama, Alaska, Arizona, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota).
- Footer:** A checkbox for 'I agree to the terms of the acknowledgment.' and a 'Search' button.

Search Tips:

- ***Partial Spelling:** Using Partial Spelling can be helpful for hyphenated or commonly abbreviated names (Will vs. William). At minimum, enter the first three characters of the patient’s first and/or last name. Please note: If partial spelling is selected, you will be unable to search other states through the PMP Interconnect.
- **Prescription Fill Dates** - The maximum time period for your search is 2 years. If the prescription fill dates are not changed, the time period will default to 2 years.
- **PMP Interconnect Search** - allows you to search other participating state databases for the patient’s records. Select all states that apply.
 - To improve the likelihood of finding a specific patient:
 - For out-of-state searches - Limit your search criteria to only the required fields.
 - For in-state searches – In addition to the required fields, include as many details as possible (such as city, state and/or ZIP code).