



## MAPS Online Submission of Prescription Data Practitioner/Pharmacist Instructions

There are two options to submit dispensed controlled substance prescription data through MAPS Online; manual entry of each prescription record through the *Data Entry* option, or upload of an entire file through the *File Load Manager*. Below are steps for both options.

### Option 1 - Data Entry for Individual Records

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

Enter prescription information in fields designated with an asterisk for each prescription record. The first *DEA#* field identifies the dispenser; the *Practitioner DEA#* field identifies the practitioner who prescribed the controlled substance prescription.

Select *Save and Continue* after each prescription record is entered.

The screenshot shows the 'Enter Prescriptions' form in the LARA MI Automated Prescription System. The form is divided into two columns of input fields. The left column includes fields for: \*DEA #, \*Customer ID(SSN, DL#, State ID), \*Birth Date, \*Patient First Name, \*Patient Last Name, Patient Middle Name, Sex (Male), Species Code (Human), \*Patient Street, \*Patient City, \*Patient State (MI), \*Zip Code, \*Issue Date, \*Fill Date, and E. Prescription Ref No. The right column includes fields for: \*Practitioner DEA #, DEA Suffix, \*NDC Code, \*Quantity, \*Refill Number, Days Supply, \*Authorized Refills, \*Rx Number, Transmission Form (Written Prescription), Mode of Payment (Private Pay), and Pharmacy Email. At the bottom of the form, there is a link: 'Go to Data Search to submit all records. Please click ["here"](#)'. The 'Save and Continue' button is circled in red.

Once you have finished entering all of your prescription records, select the [Go to Data Search to submit all records. Please click "here" link.](#)

This screenshot is identical to the one above, showing the 'Enter Prescriptions' form. In this version, the link 'Go to Data Search to submit all records. Please click ["here"](#)' at the bottom left of the form is circled in red.

The dispenser DEA number associated to your MAPS account will populate in the DEA# field. To finalize submission of data, select *Search*. When the fields populate with information, select *Submit All Records*.

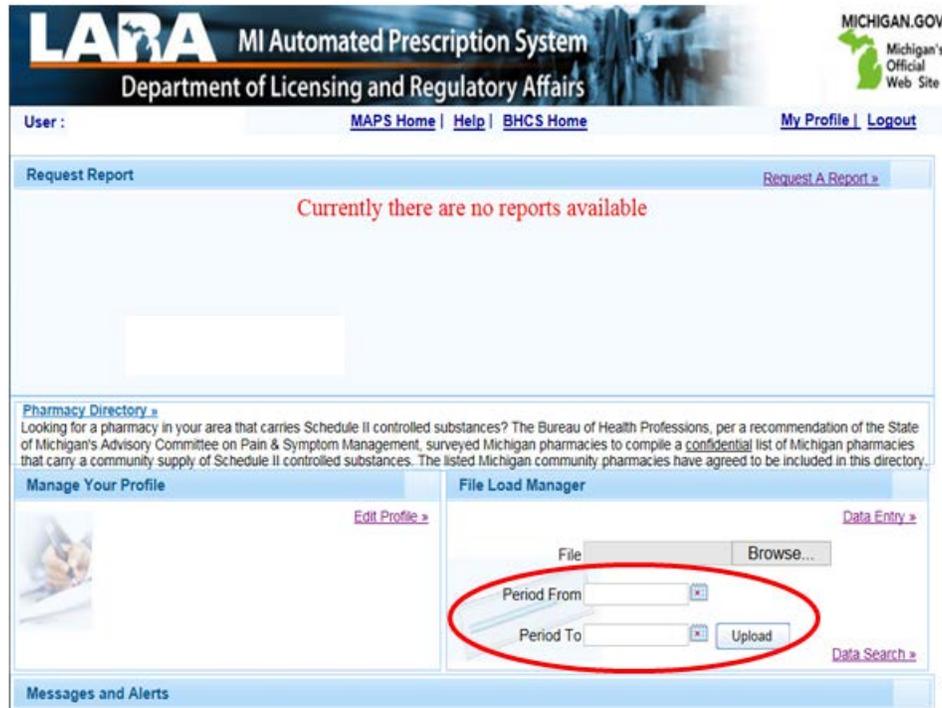
The screenshot shows the search interface of the MAPS MI Automated Prescription System. The header includes the LARA logo and the Michigan Department of Licensing and Regulatory Affairs. The user is logged in, and the page title is "MI Automated Prescription System". The search form is divided into two columns. The left column contains fields for Patient Information: \*DEA #, \*Customer ID (SSN, DL#, State ID), \*Birth Date, \*Patient First Name, \*Patient Last Name, Patient Middle Name, Sex (Male), Species Code (Human), \*Patient Street, \*Patient City, \*Patient State (MI), \*Zip Code, \*Issue Date, \*Fill Date, and E. Prescription Ref No. The right column contains fields for Practitioner Information: \*Practitioner DEA #, DEA Suffix, \*NDC Code, \*Quantity, \*Refill Number, Days Supply, \*Authorized Refills, \*Rx Number, Transmission Form (Written Prescription), Mode of Payment (Private Pay), and Pharmacy Email. A "Search" button is circled in red. At the bottom of the form, there are three buttons: "Submit All Records" (circled in red), "Save and Continue", and "Cancel".

### Option 2 - File Load Manager/Submission of a File Containing Multiple Prescription Records

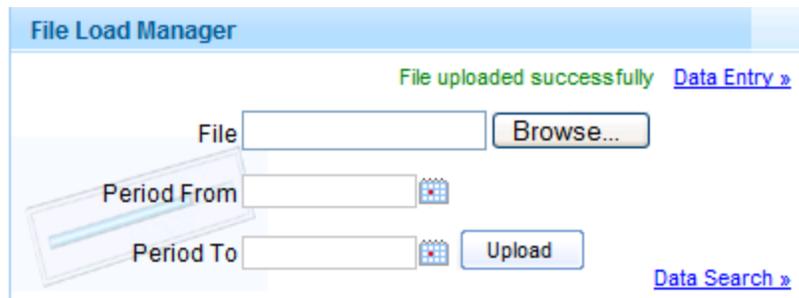
Access MAPS Online (<https://sso.state.mi.us>) and log in. In the *File Load Manager* field, select *Browse* to look for and attach your saved file containing your prescription records. To use this option, prescription data must be in the ASAP 4.1 format.

The screenshot shows the dashboard of the MAPS MI Automated Prescription System. The header includes the LARA logo and the Michigan Department of Licensing and Regulatory Affairs. The user is logged in, and the page title is "MI Automated Prescription System". The dashboard is divided into several sections. The top section is "Request Report" with a "Request A Report" link and the message "Currently there are no reports available". Below this is the "Pharmacy Directory" section with a description: "Looking for a pharmacy in your area that carries Schedule II controlled substances? The Bureau of Health Professions, per a recommendation of the State of Michigan's Advisory Committee on Pain & Symptom Management, surveyed Michigan pharmacies to compile a confidential list of Michigan pharmacies that carry a community supply of Schedule II controlled substances. The listed Michigan community pharmacies have agreed to be included in this directory." The "File Load Manager" section is highlighted with a red circle and contains a "File" input field with a "Browse..." button (circled in red), "Period From" and "Period To" date pickers, and an "Upload" button. Other sections include "Manage Your Profile" with an "Edit Profile" link, "Data Entry" with a "Data Entry" link, and "Data Search" with a "Data Search" link. The bottom section is "Messages and Alerts".

Insert the *Period From* date along with the *Period To* date to reflect the earliest date and latest date of the prescriptions included in the file. Select *Upload*.



A message will appear indicating the result of your upload.



For both methods of entering data, *Data Entry* and *File Load Manager*, the user will need to review the *Submission Tracking* section located on the MAPS home page and correct any errors. Errors will be available in the *File Status* section within 24 to 48 hours after submission of data. You may need to scroll down 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 7 days of submission to be in compliance with Board of Pharmacy Administrative Rule 338.3162d(iv).

User :

[MAPS Home](#) | [Help](#) | [BHCS Home](#)

[My Profile](#) | [Logout](#)

Request Report

[Request A Report »](#)

Currently there are no reports available

[Pharmacy Directory »](#)

Looking for a pharmacy in your area that carries Schedule II controlled substances? The Bureau of Health Professions, per a recommendation of the State of Michigan's Advisory Committee on Pain & Symptom Management, surveyed Michigan pharmacies to compile a confidential list of Michigan pharmacies that carry a community supply of Schedule II controlled substances. The listed Michigan community pharmacies have agreed to be included in this directory.

Manage Your Profile

[Edit Profile »](#)



File Load Manager

[Data Entry »](#)

File

Period From

Period To

[Data Search »](#)

Messages and Alerts



\*\*\*\*\*ATTENTION PHARMACISTS\*\*\*\*\*Do you have data error corrections to make? Please scroll down your MAPS homepage (this current screen) to review the "Submission Tracking" area. If a file with "Error" next to it is noted, please click on "Select Action", "Correct Error" and "Ok to Proceed" to view and make the correction to the record(s). Click on "Save" after each correction. Please be advised, Board of Pharmacy Rule 338.33162d states corrections must be made within 7 days of being notified of the error. The "Submission Tracking" area should be monitored frequently to ensure data is promptly being corrected. Thank you.

File Status

Currently there are no load details available to be displayed

Submission Tracking

Currently there are no submission details available to be displayed

Contact MAPS staff with any questions at 517-373-1737 or email at [BPL-MAPS@michigan.gov](mailto:BPL-MAPS@michigan.gov).