

Quick Reference Guide – Making a Patient Request in PMP AWARxE

Admin Approval Required

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 required search criteria.

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

5. You will receive a message letting you know that your request has been sent to the PMP administrator for approval.

6. Once the PMP administrator reviews your request, a notification will be sent via email. If your request was approved, you may then log into MAPS and review your request by navigating to the **Requests History** page under Rx Search.

7. You may 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 interface. The form is titled 'Patient Request' and includes a 'Patient Info' section with fields for First Name, Last Name, Date of Birth, Phone Number, Social Security Number, Drivers License Number, and State. There are also checkboxes for 'Partial Spelling' and a 'Case Number' field. Below this is a 'Case Comments' text area. The 'Prescription Fill Dates' section has 'From' and 'To' date pickers. The 'Patient Location' section includes 'Street Address', 'City', 'State/Province', and 'Zip Code' fields. At the bottom, there is a 'PMP Interconnect Search' section with a note that no states are currently enabled for interconnect search. A 'Search' button is located at the bottom of the form.

Search Tips:

- **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.
- In addition to the required fields, include as many details as possible (such as city, state, and/or zip code). This will help to improve the likelihood of finding a specific patient.