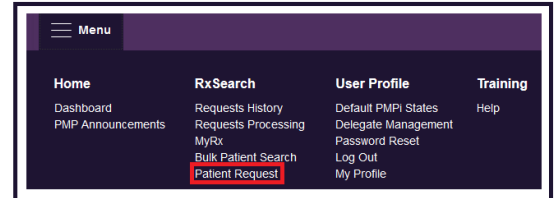


## Quick Reference Guide – Making a Request in PMP AWARxE

1. Navigate to the PMP AWARxE login page (<https://michigan.pmpaware.net/login>).

**Note:** If a password reset is needed, use the “Reset Password” link.

2. Once logged in, select the **RxSearch** tab, then choose **Patient Request**.



3. Enter search criteria.

**Note:** 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)
- **Prescription fill dates** (must be in MM/DD/YYYY format)

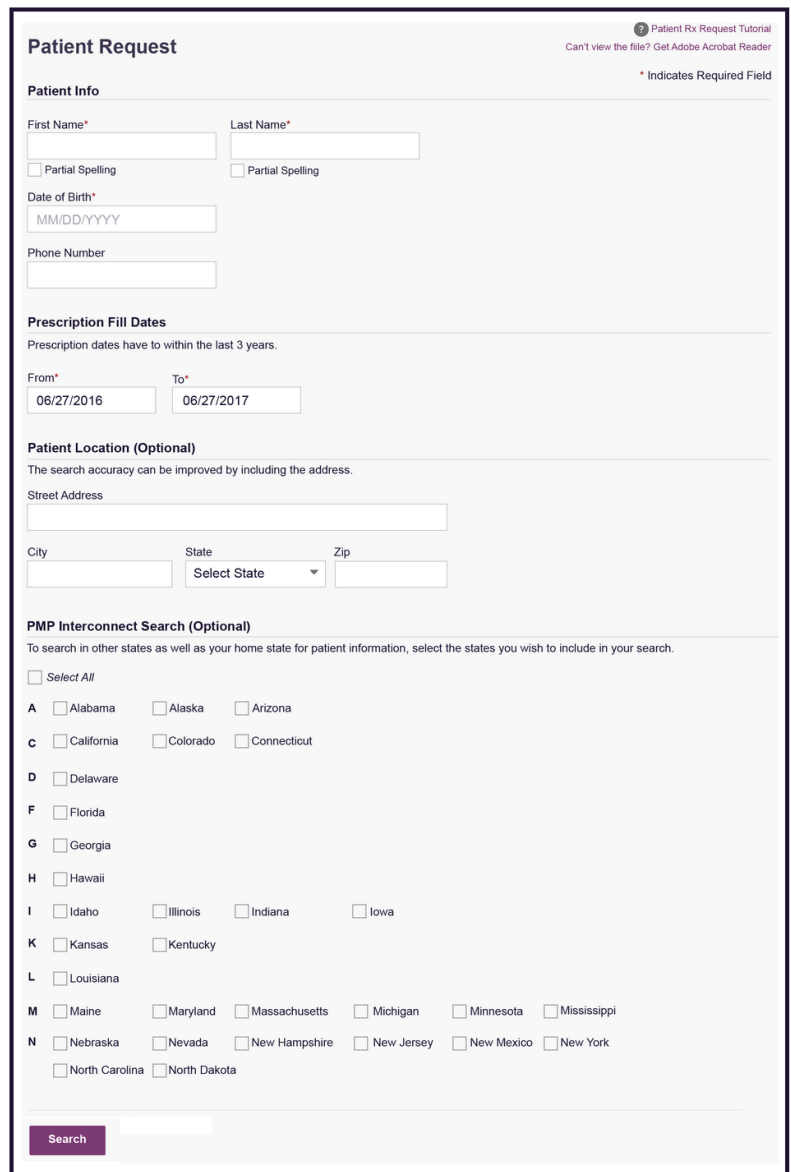
4. Click **Search** at the bottom of the screen to submit your request.

5. Matching patient history will now display.

**Note:** 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 prescription request results.

6. Click on “**Run Report**” and the patient prescription results will be displayed.

7. To print form, click on the **PDF** button or convert the form 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.



**Patient Request**

Home | RxSearch | User Profile | Training

Dashboard | Requests History | Default PMPI States | Help

PMP Announcements | Requests Processing | Delegate Management

MyRx | Bulk Patient Search | Password Reset

**Patient Request** | Log Out | My Profile

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**Patient Request** Patient Rx Request Tutorial

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\* Indicates Required Field

**Patient Info**

First Name\*  Last Name\*

Partial Spelling  Partial Spelling

Date of Birth\*

Phone Number

**Prescription Fill Dates**

Prescription dates have to within the last 3 years.

From\*  To\*

**Patient Location (Optional)**

The search accuracy can be improved by including the address.

Street Address

City  State  Zip

**PMP Interconnect Search (Optional)**

To search in other states as well as your home state for patient information, select the states you wish to include in your search.

Select All

A  Alabama  Alaska  Arizona

C  California  Colorado  Connecticut

D  Delaware

F  Florida

G  Georgia

H  Hawaii

I  Idaho  Illinois  Indiana  Iowa

K  Kansas  Kentucky

L  Louisiana

M  Maine  Maryland  Massachusetts  Michigan  Minnesota  Mississippi

N  Nebraska  Nevada  New Hampshire  New Jersey  New Mexico  New York

North Carolina  North Dakota

**Search Tips:**

- ***\*Partial Spelling:*** Using Partial Spelling can be helpful for hyphenated or commonly abbreviated names (Will vs. William). At a minimum, enter the first three characters of the patient's First and/or Last Name.
- ***Prescription Fill Dates:*** The maximum time period for your search is 60 months.
- ***PMP Interconnect Search:*** This allows you to search other participating state databases for the patient's records.

**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 additional details such as ZIP code.