

## FAQ's for Random Audit

1. Why must I audit my MN PMP history requests?
2. How do I perform an audit of my usage of the MN PMP database?
3. I have since left my position, to which the patients would be associated, how can I comply if I am unable to verify patients?
4. I have performed my audit, what do I do now?
5. I am unable to sign the PDF; are there alternative methods to submit the form?
6. I found a patient history request, performed using the account belonging to me, for a patient I do not recognize. What should I do next?

**1. Why must I audit my MN PMP history requests?**

- A. The law requires that the Board of Pharmacy, on a quarterly basis, select random PMP account holders to review the request history attributed to their account to ensure all searches were authorized and permissible according to the Minnesota Statute Section 152.126, Subd. 6(b).

**2. How do I perform an audit of my usage of the MN PMP database?**

1. Login to "[MN PMP AWARxE<sup>®</sup>](#)"
2. Here you will see your MN PMP AWARxE<sup>®</sup> dashboard
3. Locate Recent Requests (may need to be expanded, by clicking on the + to the left)
4. Click on "View Requests History"
5. All requests will appear here. (120-day history is available.)
6. This report can be viewed and printed/saved in PDF form. This is not required but highly recommended. (See icon "Download PDF")
7. Verify the patient history requested was for a patient of yours during the time the request was made
8. Repeat Step 7, until all requests have been verified during the designated timeframe

**3. I have since left my position, to which the patients would be associated. How can I comply if I am unable to verify the patients searched?**

- A. Notify the MN PMP as soon as possible of this information. It will be documented that you are unable to perform the audit.

**4. I have performed my audit, now what do I do?**

- A. Once you have completed the audit, please complete the [MN PMP Account Audit Response Form](#) , and submit via email. This form can be found on the MN PMP website under "PMP Registration and Resources" tab

**5. I am unable to sign the Response to Account Audit PDF; is there an alternative method to submit the form?**

A. Try using a different browser, such as Chrome, Internet Explorer, or Firefox. If none of these allow for the signature field to be completed, download, print and send via fax to 612-617-2261, or download, print, and scan completed document to MN PMP email. If neither of these options work, we suggest contacting your organizations technical assistance service provider.

**6. I found a patient history request, performed using the account belonging to me, for a patient I do not recognize. What should I do next?**

A. The following actions are recommended:

- Change your MN PMP AWA<sup>®</sup>RxE password
- Repeat the audit of your patient history requests no more than 2 weeks after changing your password
- If irregularities show up after the above steps have been completed, notify the MN PMP office by email at [Minnesota.pmp@state.mn.us](mailto:Minnesota.pmp@state.mn.us)