Quick Reference Guide – How to Run a Patient Request in PMP AWARxE

1. Go to the PMP AWARxE login page (https://minnesota.pmpaware.net/). If a password reset is needed, use the “Reset Password” link.

2. Once you’re logged in, click Menu, select the RxSearch tab, then choose Patient Request.

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

Note that when you use partial search, your search must contain at least three characters in a field.

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 prescription request results.

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

7. Print form by clicking “Print Report.” You may retrieve your searches and the search results of any delegates by clicking on the Requests History tab.

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. Note that this feature is not available for all user roles.

- **Prescription Fill Dates** - The maximum time period for your search is 12 months.

- **PMP Interconnect Search** – PMP Interconnect allows data sharing with other states. This allows you to search other participating state databases for the patient’s records.

- The states reflected in the image may not exactly match the states available on your user account.
  - To improve the likelihood of finding a specific patient:
    - For out-of-state searches – You must use the full first and last name plus the exact date of birth when performing a multi-state search.
    - For in-state searches – Populating optional fields (zip code) may affect your search results.