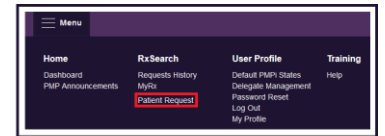


## Quick Reference Guide – How to Run a Patient Request in PMP AWAR<sub>x</sub>E

1. Go to the PMP AWAR<sub>x</sub>E 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.

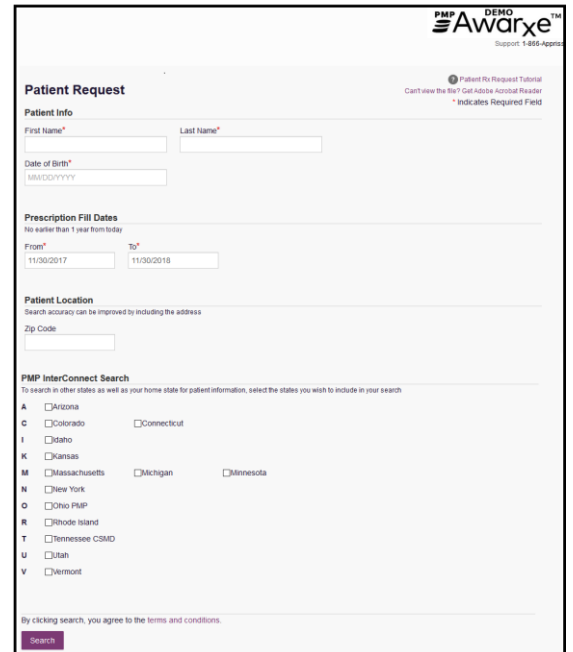
At a minimum, you must provide:

- **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.