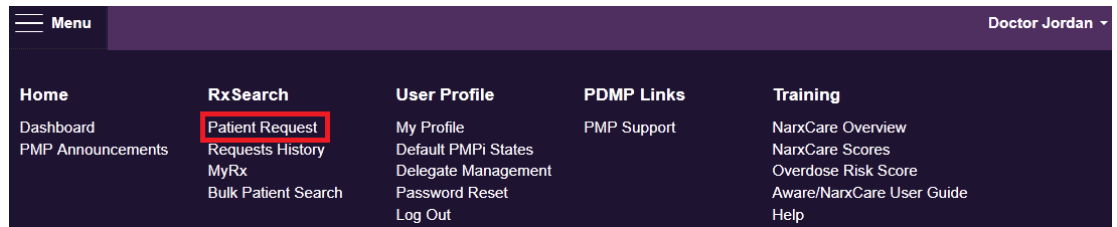


Quick Reference Guide – Making a Request in PMP AWAR_xE

1. Go to the PMP AWAR_xE login page (<https://iowa.pmpaware.net/login>). If a password reset is needed, use the “Reset Password” link.
2. Click the Menu button, then under **RxSearch**, choose **Patient Request**.



3. Enter search criteria.

At a minimum, you must provide:

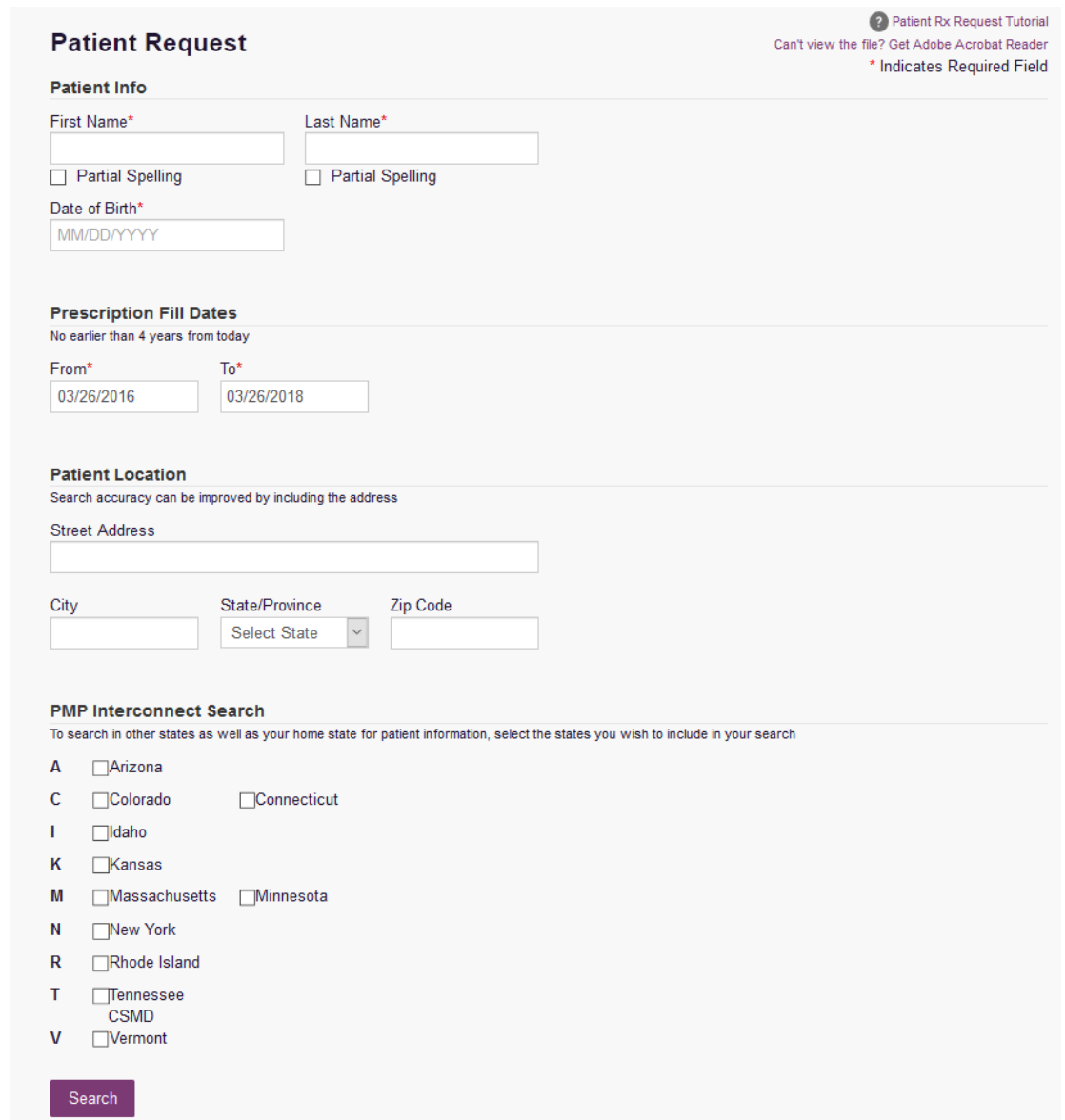
- **First name** (full or partial*)
- **Last name** (full or partial*)
- **Date of birth** (MM/DD/YYYY)
- **Prescription fill dates** (MM/DD/YYYY)

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 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

Can't view the file? Get Adobe Acrobat Reader
* Indicates Required Field

Patient Info

First Name* Last Name*

Partial Spelling Partial Spelling

Date of Birth*

MM/DD/YYYY

Prescription Fill Dates

No earlier than 4 years from today

From* To*

03/26/2016 03/26/2018

Patient Location

Search accuracy can be improved by including the address

Street Address

City State/Province Zip Code

Select State

PMP Interconnect Search

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

A Arizona

C Colorado Connecticut

I Idaho

K Kansas

M Massachusetts Minnesota

N New York

R Rhode Island

T Tennessee

CSMD

V Vermont

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 48 months.
- **PMP Interconnect Search** - allows you to search other participating state databases for the patient’s records. Your available states may not match the above image.
 - 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.