SCRIPTS (PDMP or DHEC REPORTS) **TIPS AND TRICKS**

http://southcarolina.pmpaware.net

TO CREATE A NEW PATIENT REQUEST

- ◆ Click <MENU> then <PATIENT REQUEST>
- ◆ Input required fields: FIRST NAME, LAST NAME, DOB (mm/dd/yyyy)
- ◆ Check 'I agree to the terms of the acknowledgment', then click <SEARCH>

WANT TO SEARCH IN OTHER STATES?

Check the box(es) next to the desired state(s) under 'PMP InterConnect Search'

Only delegates with proper credentials (i.e., LPN, RN) are authorized to search in select states (e.g., Georgia)

CAN'T FIND PATIENT OR WANT TO EXPAND SEARCH?

Check required fields for errors, if there is no error:

♦ Enter the patient zip code (identifies most patients with hyphenated names or names that contain a suffix [e.g., Jr., Sr.])

OR

PMP InterConnect Search

□Alabama

□ Colorado

Delaware

■New York

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

☐ Arkansas

□North Dakota

Arizona

□ Connecticut

☑ North Carolina

District of Columbia

Use partial spelling option (check partial spelling box and enter first 3 letters of first and/or last name)

♦ If more than one first or last name, run multiple patient requests (e.g., one for Smith-Doe and one for Doe-Smith)

MULTIPLE PATIENTS FOUND?

If multiple patients found that match the search criteria:

- ◆ Be sure to move/scroll sidebar, if present, to view all patient groups
- ◆ To complete patient request, check the boxes next to the patient group(s) that may represent your patient, then click <RUN REPORT>
- ◆ To modify search criteria before completing the patient request, click <REFINE SEARCH CRITERIA>

TO SEARCH FOR MULTIPLE PATIENTS AT ONE TIME

- ◆ Click <MENU> then <BULK PATIENT SEARCH>
- ♦ Input required fields: FIRST NAME, LAST NAME, DOB (mm/dd/yyyy) and click <ADD>, then repeat
- ◆ Input a Group Name (e.g., date), then click <SEARCH>
- ◆ Scroll to the top and click <BULK PATIENT HISTORY>
- ♦ Select Group Name
- ◆ Click desired patient row, then click <VIEW> to view the report; repeat for each patient you wish to view

TO RUN AN UPDATED PATIENT REQUEST (i.e., rerun a previous patient request for today's date)

- ◆ Click <MENU> then <REQUESTS HISTORY>
- ♦ Click <ADVANCED OPTIONS>, then enter desired field (e.g., last name)
- Click <SEARCH>, then select patient of interest by clicking anywhere on row and click <REFRESH>
- ◆ Check 'I agree to the terms of the acknowledgment', then click <SEARCH>

Note: Your request history is maintained for up to 6 years

TO VIEW PRESCRIPTIONS YOU WROTE DURING A SPECIFIC TIME PERIOD

- ◆ Click <MENU> then <MyRx>
- ◆ Enter chosen date range for the search
- ♦ Check box(es) next to DEA numbers you wish to search under
- ◆ Click <SEARCH>

Note: For best results, do not enter a drug name and choose a date range no longer than one month

To download a copy of your quarterly PMP Prescriber Report in SCRIPTS, click <MENU> then <PRESCRIBER REPORT>

TIPS AND TRICKS FOR REVIEWING SCRIPTS REPORTS

