

# Quick Reference Guide – Making a Request in PMP AWARxE

1. Visit [www.ohiopmp.gov](http://www.ohiopmp.gov) and follow the instructions for accessing the new system.
  - If a password reset is needed, use the **“Reset Password”** link on the OH PMP AWARxE login page.
2. Once you’re logged in, 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)

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, your request will be sent to the System Administrator for review.

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

7. Print form by clicking on the **“Print report”** 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.

A screenshot of the 'Patient Request' web form. The title 'Patient Request' is at the top. Below it are links for 'Patient Rx Request Tutorial' and 'Get Adobe Acrobat Reader'. The form is divided into three main sections: 'Patient Info', 'Patient Location', and 'PMP Interconnect Search'. The 'Patient Info' section includes fields for First Name\*, Last Name\*, DOB\* (with a 'mm/dd/yyyy' placeholder), Phone Number, Social Security Number, Drivers License Number, Case Number, and Case Comments. There are checkboxes for 'Partial spelling' next to the name fields. The 'Patient Location' section includes fields for Street Address, City, State/Province (a dropdown menu with 'State Select' selected), and Zip Code. The 'PMP Interconnect Search' section includes 'Prescription Fill Dates' with 'From\*' and 'To\*' fields, a note 'No earlier than 3 years from today', and date pickers showing '04/19/2016' and '04/19/2017'.

## 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 **60 months** (5 years).
- **PMP Interconnect Search** - allows you to search other participating state databases for the patient’s records.
  - 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.