

Quick Reference Guide – Making a Request in PMP AWARxE

1. Login to SecureAccess Washington login page (<https://secureaccess.wa.gov>)

a. If you cannot login, Click “Forgot your Username” or “Forgot your password”

b. Look for the “PMP” Service Code in your list of services.

i. If you do not see it, click **Add a New Service**, then I **would like to browse a list of services**.

ii. Then click **Department of Health**. Locate **PMP** and click **Apply**. You may need to complete Identity Verification and Multifactor Authentication. Please see the **WA PMP AWARxE User Support Manual**, section 2.3 for more information.

c. Click **PMP** in your list of services, complete Multi-Factor Authentication if necessary, and click **Continue**.

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)

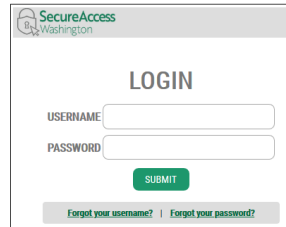
4. Read and agree to the acknowledgment.

5. Click **Search** at the bottom of the screen to submit your request.

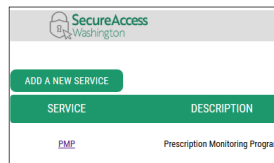
6. Matching patient history will now display. If **multiple patients** are identified, you will be presented with the option to **refine your search** by providing additional search information or you can select a **single, multiple, or all returned patient groups** to include in your patient prescription request results.

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

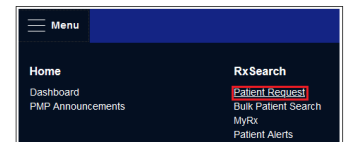
8. Print form by clicking on the PDF button or convert the form to a CSV (Microsoft Excel) file. You may retrieve your searches and the search results of any delegates by clicking on the **Requests History** tab.



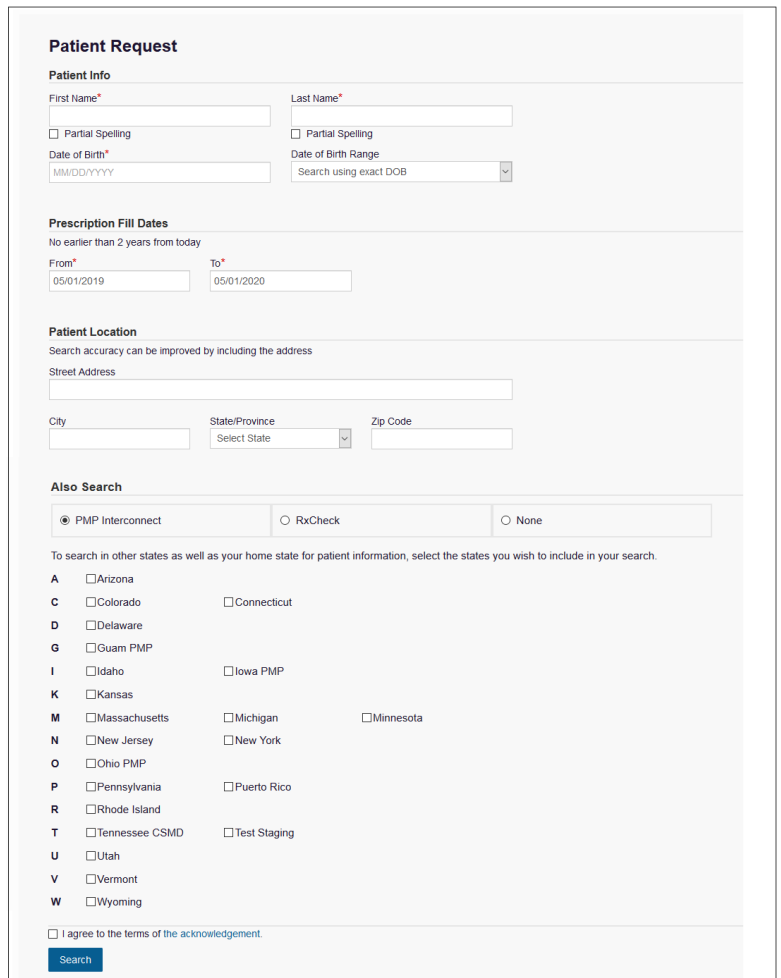
The image shows the SecureAccess Washington login page. It features a header with the logo and the word "LOGIN" in large, bold letters. Below the header are two input fields: "USERNAME" and "PASSWORD". A green "SUBMIT" button is positioned below the password field. At the bottom of the form, there are two links: "Forgot your username?" and "Forgot your password?".



The image shows the "ADD A NEW SERVICE" page in SecureAccess Washington. It has a green header with the text "ADD A NEW SERVICE". Below the header is a table with two columns: "SERVICE" and "DESCRIPTION". A row is visible with "PMP" in the service column and "Prescription Monitoring Program" in the description column.



The image shows the "Menu" section of the SecureAccess Washington interface. It has a dark blue background with white text. The "Menu" title is at the top. Below it, there are two columns of links. The left column includes "Home", "Dashboard", and "PMP Announcements". The right column includes "RxSearch", "Patient Request", "Bulk Patient Search", "MyRx", and "Patient Alerts".



The image shows the "Patient Request" form. It is divided into several sections: "Patient Info", "Prescription Fill Dates", "Patient Location", and "Also Search". The "Patient Info" section has fields for "First Name*", "Last Name*", "Date of Birth*", and "Date of Birth Range". There are checkboxes for "Partial Spelling" and a dropdown for "Search using exact DOB". The "Prescription Fill Dates" section has "From*" and "To*" fields with a date range of 05/01/2019 to 05/01/2020. The "Patient Location" section has a "Street Address" field, "City", "State/Province" (a dropdown menu), and "Zip Code" fields. The "Also Search" section has radio buttons for "PMP Interconnect", "RxCheck", and "None". Below this is a list of states with checkboxes: Arizona, Colorado, Connecticut, Delaware, Guam PMP, Idaho, Iowa PMP, Kansas, Massachusetts, Michigan, Minnesota, New Jersey, New York, Ohio PMP, Pennsylvania, Puerto Rico, Rhode Island, Tennessee CSMD, Test Staging, Utah, Vermont, and Wyoming. At the bottom, there is a checkbox for "I agree to the terms of the acknowledgement." and a blue "Search" button.

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 24 months.
- **PMP Interconnect Search and RxCheck** - allows you to search other participating state databases for the patient's records. You may search only with one service.
 - 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.