

Quick Reference Guide – Making a Request in PMP AWARxE

1. Go to the PMP AWARxE login page (<https://virginia.pmpaware.net/login>). If a password reset is needed, use the “Reset Password” link.

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**
- **Last name**
- **Date of birth** (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, 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.

A screenshot of the PMP AWARxE Patient Request form. The form is titled "Patient Request" and includes sections for Patient Info, Patient Location, and PMP Interconnect Search. The Patient Info section has fields for First Name*, Last Name*, DOB* (with a hint "mm/dd/yyyy"), and Phone Number. The Patient Location section has fields for City, State/Province (with a "State Select" dropdown), and Zip Code. The PMP Interconnect Search section has checkboxes for Kansas, Kentucky, Ohio PMP, Utah, and Wisconsin. At the bottom, there is a "Prescription Fill Dates" section with "From*" and "To*" fields, both containing "08/22/2015". A "Search" button is located at the bottom right of the form. A red arrow points to the Search button.

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.

Search Tips:

- **Prescription Fill Dates** - The maximum time period for your search is 24 months.
- **In-State Searches** - To improve the likelihood of finding a specific patient, provide as many details as possible, such as the address, city, state, and ZIP code.
- **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 (PMPi searches) - Limit your search criteria to only the required fields.