

# Montana Prescription Drug Registry (MPDR) Illustrated Users' Guide For Pharmacy Staff



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# MPDR Reporting Requirements (1 of 2)

- §37-7-1503 MCA and ARM 24.174.1704 govern and MPDR's reporting requirements.
- The MPDR cannot issue waivers for reporting requirements.
- Every Montana-licensed pharmacy (except a Wholesale Drug Distributor or an Institutional Pharmacy) is required to submit weekly reports to the MPDR, whether or not any controlled substances were dispensed during the previous week.
- If your pharmacy did not dispense a controlled substance during the previous week, you are required to submit a zero report.
- If you receive an error message with a submission, you are required to correct that data in your system and then resubmit it to the MPDR within 8 days of the original date of submission. You may need to contact your pharmacy's software vendor or corporate office if you are not sure how to resubmit a corrected prescription.



# MPDR Reporting Requirements (2 of 2)

The Pharmacist In Charge (PIC) is responsible for ensuring that MPDR reporting requirements are met.

Many pharmacies rely on a software vendor or corporate office to submit weekly MPDR reports. However, the MPDR has had issues when such third parties have not followed through on reporting commitments or did not correct and resubmit prescriptions with errors. This means that data is missing from the MPDR and that the PIC and the pharmacy license holder can be held accountable for being out of compliance with the MPDR's reporting requirements.



# About the MPDR Home Page ([www.mpdr.mt.gov](http://www.mpdr.mt.gov))

This page will always be your starting point for working with the MPDR.

Please review the “How Do I” and “Instructions” links at the top of the page.

Register to report data to the MPDR here:

Sign in to the MPDR here:

The screenshot shows the MPDR home page with the following elements:

- Header:** Department of Labor & Industry, MONTANA PRESCRIPTION DRUG REGISTRY. Navigation links: INSTRUCTIONS | HOW DO I | FEEDBACK | CONTACT US.
- Main Content:**
  - Welcome to the Montana Prescription Drug Registry (MPDR)**
  - To SEARCH patient history:**
    - To be approved to search, you must first complete the required online training program.
    - Once you have completed the training, you must then complete the registration form. To register, go to [www.pdrregistration.mt.gov](http://www.pdrregistration.mt.gov).
    - After you register, click the “Sign In” button under “Patient Search History” below. You can view patient prescription history and, for prescribers, view your own prescribing history.
  - To UPLOAD prescription information (pharmacies only):**
    - If you have not submitted data before, you must first complete the registration form. To register, go to [www.pdrregistration.mt.gov](http://www.pdrregistration.mt.gov).
    - Once registered, click the “Sign In” button under “Upload Prescription Information” below. You can upload files, enter zero reports, or manually enter prescription details.
  - For MORE INFORMATION go to [www.MPDRinfo.mt.gov](http://www.MPDRinfo.mt.gov).
- Footer:** Three main sections with “SIGN IN” buttons:
  - UPLOAD PRESCRIPTION INFORMATION
  - SEARCH PATIENT HISTORY
  - BOARD OF PHARMACY

Annotations include a yellow box around the “INSTRUCTIONS | HOW DO I” link, a yellow box around the registration step 2, and yellow boxes around the “SIGN IN” buttons for “UPLOAD PRESCRIPTION INFORMATION”, “SEARCH PATIENT HISTORY”, and “BOARD OF PHARMACY”. Arrows point from the text on the left to these elements.

# Registering to Submit Data to the MPDR (1 of 6)

Important things to remember about registering your pharmacy for the MPDR:

1. If your pharmacy is already registered with the MPDR, please DO NOT create a duplicate registration. Refer to [page 40](#) for instructions on making changes to your registration or contact information.
2. Start the registration process by clicking the registration link on the MPDR home page ([www.mpdr.mt.gov](http://www.mpdr.mt.gov)).

# Registering to Submit Data to the MPDR (2 of 6)

Once you click the registration link on the MPDR home page, you will see the following screen:

Click here to begin the registration process.

Download the MPDR's technical specifications for pharmacy data submission here (you and/or your software vendor or corporate office need this information).

The screenshot shows the Montana Prescription Drug Registry registration page. At the top, it says "Department of Labor & Industry" and "MONTANA PRESCRIPTION DRUG REGISTRY" with a logo on the right. Below the header, it says "WELCOME TO THE MONTANA BOARD OF PHARMACY PRESCRIPTION DRUG REGISTRY REGISTRATION SITE". The main content area contains the following text: "This site allows individuals to register for access to the Montana Prescription Drug Registry. You may register to report prescription information into the Registry or to search the information already reported to the Registry. If you wish to do both you will need to complete both registration options below. Please select from one of the following options:". There are two main sections: "REGISTER TO SEARCH PRESCRIPTION DRUG REGISTRY" with a "REGISTER TO SEARCH" button, and "REGISTER TO REPORT TO THE PRESCRIPTION DRUG REGISTRY" with "REGISTER TO REPORT" and "DOWNLOAD TECHNICAL SPECIFICATION" buttons. At the bottom, there is a navigation bar with links: "Online Services", "DLI Home", "MPDR Home", "Privacy & Security", "Accessibility", and "Contact Us". The logo "MONTANA.GOV OFFICIAL STATE WEBSITE" is in the bottom right corner.

# Registering to Submit Data to the MPDR (3 of 6)

After clicking the “Register to Report” button, you will see the following screen:

## Part 1 of 2, Registration Screen

Complete all fields on this page.  
Talk to your technical team/software vendor about your preferred method of data submission.

**IMPORTANT:** The email address you provide here is where you will receive confirmation of your registration and data submission. Make sure that everyone in your pharmacy who submits data can access this email account.

Department of Labor & Industry  
**MONTANA PRESCRIPTION DRUG REGISTRY**

WELCOME TO THE PRESCRIPTION DRUG REGISTRY REGISTRATION PROCESS

The below registration form should be completed by the person and/or organization who will be responsible for submitting prescription information to the Registry on the behalf of one or more pharmacies licensed in the State of Montana. Pharmacies will not be able to report information to the Registry until this form has been completed.

The below information must be provided for each pharmacy for which you are reporting.

Please complete the fields.

**SUBMITTER INFORMATION**

Business Name:

Type of Business:

Preferred Method of Submission:

**CONTACT INFORMATION**

This person should be able to answer any questions about the pharmacy or pharmacies for which you are reporting. All fields are required.

First Name:

Last Name:

Phone:   Example: 406-555-1234, Ext: 97

Email Address:  Example: example@example.com

**TECHNICAL CONTACT INFORMATION (IF DIFFERENT THAN ABOVE)**

This person should be able to answer any questions regarding the technical details surrounding the file or file submission. If entering a technical contact, all fields are required.

First Name:

Last Name:

Phone:   Example: 406-555-1234, Ext: 97

Email Address:  Example: example@example.com

**EMAIL CORRESPONDENCE**

Email Address:

**NOTE:** All correspondence and system notifications from the Prescription Drug Registry will be sent to this email address, including the summary details associated with your weekly report.

# Registering to Submit Data to the MPDR (4 of 6)

## Part 2 of 2, Registration Screen

Fill out this section for each pharmacy for which you will be submitting data.

**Important:** Make sure you enter all of the letters, dashes and numbers included in the pharmacy's license number.

**DO NOT** click the **“Add Pharmacy”** button if you are only reporting for one pharmacy. You should only use this button if you are adding more than one pharmacy to your registration (i.e., submitting data for multiple pharmacies).

Click the **“Verify Information”** button when you have filled out all fields on the registration page.

Please provide the following information for each pharmacy for which you will be reporting.

**PHARMACY**

Note: the following information must be provided for each pharmacy for which you will be reporting. Click the "Add Pharmacy" button to add multiple pharmacies. All fields are required.

Pharmacy Name:

NOTE: Enter the pharmacy name exactly as it appears on your Montana license.

Montana License Number:  Example: PHA-PHA-LIC-1234

DEA Number:

Pharmacy Contact First Name:

Pharmacy Contact Last Name:

**Physical Address of Pharmacy**

Address:

City:

State or Province:

Zip Code:

Pharmacy Contact Phone:   Example: 406-555-1234, Ext: 57

Pharmacy Contact Email:  Example: example@example.com

**OTHER INFORMATION**

Please enter any additional information you wish to convey:

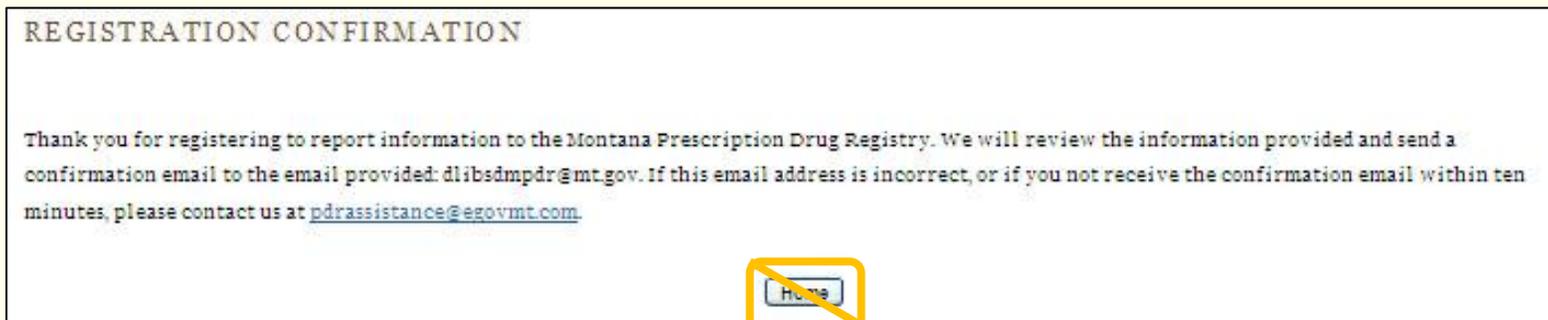
# Registering to Submit Data to the MPDR (5 of 6)

After you click on the “Verify Information” button, you will have an opportunity to review and proofread everything you entered.

You can then either edit the information you entered or click on “Submit Registration” to complete the process.



Once you submit your registration, you will see the following on-screen message, and will receive a confirmation email like the one shown on the next page.



**We recommend that you close your browser’s registration window instead of clicking the “Home” button. “Home” will take you back to the registration start page, which you probably don’t need to see again.**

# Registering to Submit Data to the MPDR (6 of 6)

**Please ensure that your email system and security settings do not block registration emails from the MPDR (do\_not\_reply@mt.gov).**

Your registration confirmation email will look like this:

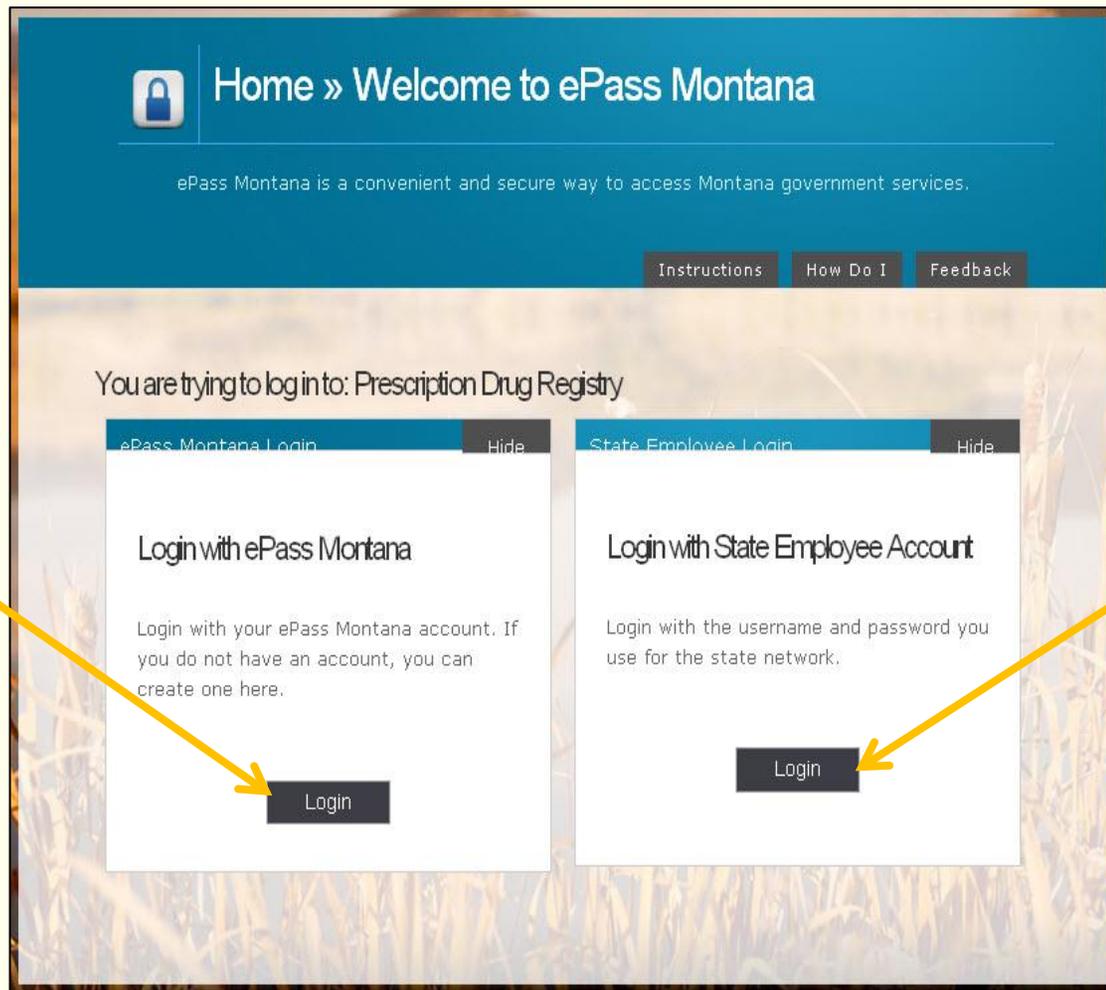


Make sure you save the Unique ID you receive in this registration confirmation email.

You will use this Unique ID when you submit data, and will also use it when you or any of the employees at your pharmacy log in to the MPDR.

# Logging In to the MPDR (1 of 6)

Once you have registered, go to the MPDR home page ([www.mpdr.mt.gov](http://www.mpdr.mt.gov)) and click the sign in button under “Upload Prescription Information” (see [page 5](#) of this Users’ Guide). You will then see the following ePass Montana login screen, which is the online security portal for MPDR access:



Most users should click this login button.

If you are an employee of the State of Montana, you can use the this login button to enter your standard State Employee login credentials.

# Logging In to the MPDR (2 of 6)

## E-Pass Montana: Existing Accounts

**IMPORTANT: each MPDR user in your pharmacy should have their own individual ePass account.**

ePass Montana is the State's online security portal. This user name and password are not the same ones you use for online license renewal.

If you have an existing ePass Montana account, enter your user name and password and click "Login."

Click here if you don't remember your ePass user name or password. Please don't call the MPDR office about this – we do not have access to your ePass credentials.

Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

Existing User

New User

Username:

Password:

Forgot your Username or Password?

Login

Create an ePass Montana account by selecting the button below:

Create an Account

Home

If you do not have an ePass account, or if you cannot retrieve your user name and password, click "Create an Account" (it's OK if you have more than one ePass account).

# Logging In to the MPDR (3 of 6)

## E-Pass Montana: New Accounts

### Part 1 of 2, e-Pass Montana New Account Screen

Complete each of the required fields (marked with an asterisk) on this page.

You must follow these rules when you create your user name and password. Your user name must be unique – you cannot re-use one from an old ePass account.

Scroll down to complete your entry of the remainder of this page.

ePass Montana

Home » Create ePass Montana Account

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

Important – About your username and password: Username must be at least 6 characters long, password must be at least 8 characters long, password must use both letters and numbers, password must be different than your username, password is case sensitive.

Cancel Save Changes

Personal Information ⓘ

\*First Name:

\*Last Name:

Daytime Phone:

\*Primary Email:

\*Verify Primary Email:

Alternate Email:

ePass Montana ID Details ⓘ

\*Username:

\*Password:

\*Verify Password:

\*Password Hint:

# Logging In to the MPDR (4 of 6)

## E-Pass Montana: New Accounts

### Part 2 of 2, e-Pass Montana New Account Screen

Select 3 security questions and provide the answers, then click on "Save Changes."

The screenshot displays two side-by-side panels. The left panel, titled "Security Info", contains three security questions, each with a dropdown menu labeled "Choose one ..." and a corresponding text input field for the answer. The right panel, titled "Registered User Information", contains a text input field for "Registered User Login" and another for "Registered User Password". A yellow box highlights the "Registered User Information" section with the text: "Leave this section blank when you create your MPDR-related ePass Montana account." At the bottom of the screen, there are two buttons: "Cancel" and "Save Changes", with the "Save Changes" button highlighted by a yellow box and an arrow pointing to it from the text on the left.

# Logging In to the MPDR (5 of 6)

## E-Pass Montana: New Accounts

After you click “Save Changes” on the previous page, you might see one or more error messages. The errors will be clearly identified at the top of the page, and the fields you need to correct will be highlighted.

Enter corrected information in the indicated fields and click “Save Changes” again. Repeat until you have resolved all errors.

The screenshot displays the 'E-Pass Montana ID Details' section of a web form. At the top, a light blue banner contains the following error messages: 'Username is required.', 'Password Hint is required.', 'Password is required.', and 'Verify Password is required.'. Below this, a teal banner provides important instructions: 'Important – About your username and password: Username must be at least 6 characters long, password must be at least 8 characters long, password must use both letters and numbers, password must be different than your username, password is case sensitive.' The form has two main sections: 'Personal Information' and 'ePass Montana ID Details'. The 'ePass Montana ID Details' section is highlighted with a yellow border and contains the following fields: '\*Username:', '\*Password:', '\*Verify Password:', and '\*Password Hint:'. The 'Personal Information' section includes fields for '\*First Name:', '\*Last Name:', '\*Primary Email:', '\*Verify Primary Email:', and 'Alternate Email:'. The 'Program' field is highlighted with a yellow border. At the bottom of the form, there are 'Cancel' and 'Save Changes' buttons.

# Logging In to the MPDR (6 of 6)

## Your Pharmacy's Unique ID

The first time you log in to the MPDR with a new ePass account OR an existing ePass account, you will be prompted to enter your pharmacy's Unique ID. This information was delivered to your pharmacy in your registration confirmation email (see [page 11](#) of this Users' Guide).

Department of Labor & Industry  
MONTANA PRESCRIPTION  
DRUG REGISTRY

INSTRUCTIONS | HOW DO I | FEEDBACK | CONTACT US | SIGN OUT

Enter your Unique ID.

Unique ID (required)

Previous Next

**Important Note:** Once you enter a Unique ID on the screen shown above, your ePass Montana credentials will be permanently tied to that Unique ID. You cannot add another Unique ID to your ePass credentials, and you cannot change the Unique ID associated with your ePass account.

If you are reporting for more than one pharmacy or for an organization that has multiple Unique IDs, you must create a separate e-Pass Montana account for each Unique ID.

# Submitting Your MPDR Reports (1 of 11)

## Data Submission Standards

The MPDR uses ASAP 4.1 standards for all data submissions. These standards allow each state to vary their data requirements to some degree, so you, your software vendor or corporate office should review Montana's requirements carefully.

Montana's technical specifications can be downloaded from the MPDR Registration page (see [page 5](#) and [page 7](#) of this Users' Guide).

Several methods of MPDR data submission are available:

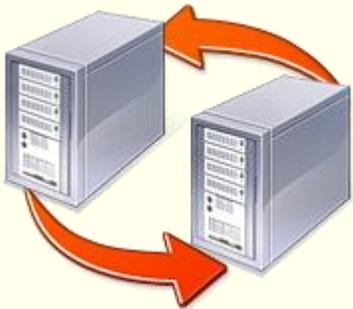
- sFTP connection between your pharmacy's computer and the MPDR (see [page 19](#))
- Manually upload data files that your system generates (see [page 21](#))
- Manually enter individual prescriptions into the MPDR database (see [page 24](#))



# Submitting Your MPDR Reports (2 of 11)

## sFTP Connections

A Secure File Transfer Protocol (sFTP) connection is basically when your computer automatically talks directly to the MPDR's computer using special data encryption procedures. Your software vendor or corporate office will advise you if this is the best method for your pharmacy to use when reporting to the MPDR. They will also tell you what, if anything, you need to do in your system to create a report for the MDPR.



If your pharmacy wants to establish an sFTP connection, your software vendor or corporate office should email a request to the MPDR's technical team at [pdrassistance@egovmt.com](mailto:pdrassistance@egovmt.com). This email should include your pharmacy's name and Unique ID (see [page 11](#) of this Users' Guide), as well as your computer's IP address. Please note that it may require up to a week for the MPDR technical team to respond to this request.

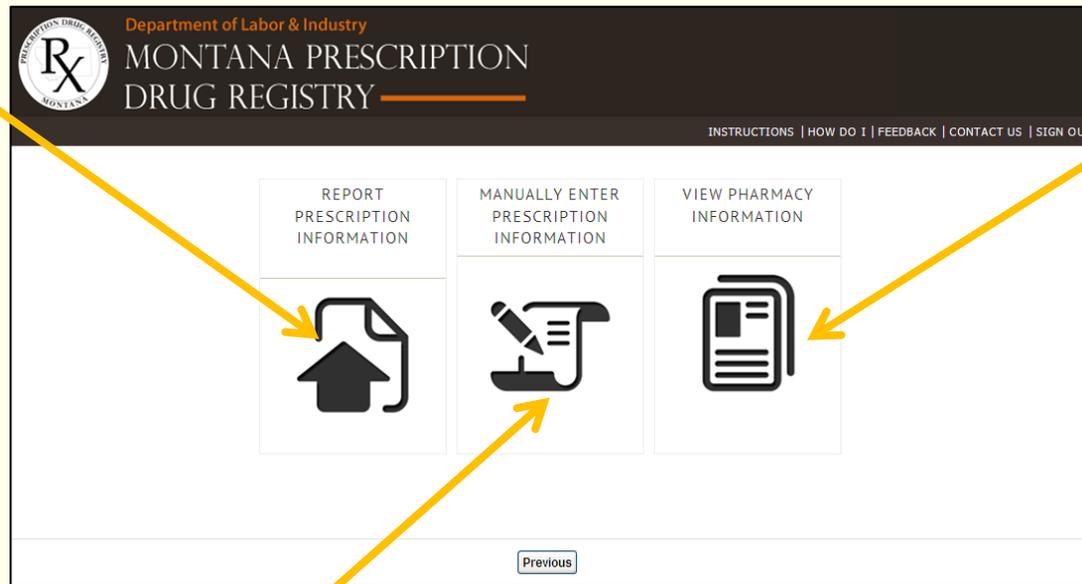
**Please ensure that your email system and security settings do not block email from the MPDR's Customer Support email address ([pdrassistance@egovmt.com](mailto:pdrassistance@egovmt.com)).**

# Submitting Your MPDR Reports (3 of 11)

## MPDR Reporting Screens

If you will not be using an sFTP connection to submit your reports to the MPDR, then you must log in to the MPDR's online portal, as described on [page 12](#). Once you log in, you will see the following screen:

Click here to submit a report or to monitor the reports you've already submitted. See pages [21](#), [23](#), [32](#) and [37](#) for full details.



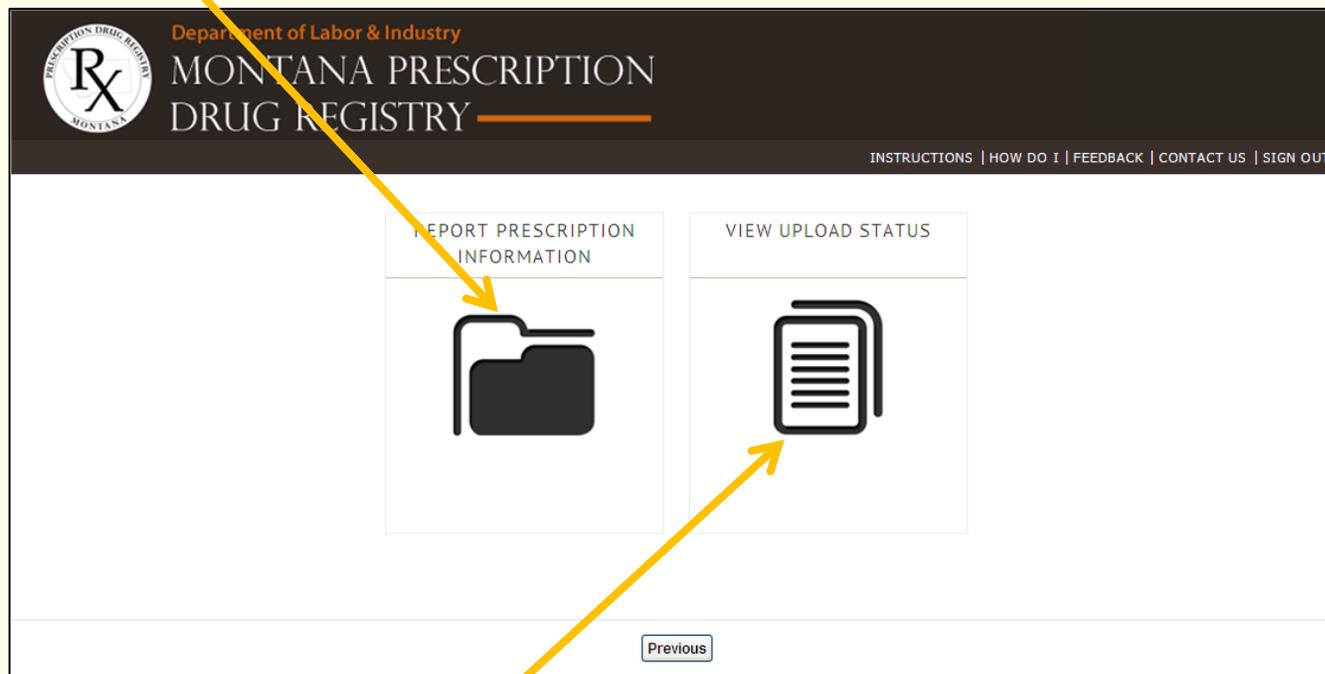
Click here to edit your MPDR contact information or add a new pharmacy to your account. Go to [page 40](#) for full details.

Click here if your pharmacy's computer system cannot generate MPDR data files. Go to [page 24](#) for full details.

# Submitting Your MPDR Reports (4 of 11)

## Manual File Uploads

If your software vendor or corporate office indicates you should manually upload a data file into the MPDR system (instead of an sFTP connection), then you will log in to the MPDR and use the online screens. After you click the “Report Prescription Information” button shown on the previous page, you will see the following screen. Click here to upload a data file (see [page 22](#)) or submit a zero report (see [page 23](#)).



You will use the “View Upload Status” button to monitor your data submissions. Go to [page 32](#) for instructions.

# Submitting Your MPDR Reports (5 of 11)

## Manual File Uploads, Continued

Once you click the “Report Prescription Information” button on the previous page, you will see this screen.

Department of Labor & Industry  
MONTANA PRESCRIPTION DRUG REGISTRY

INSTRUCTIONS | HOW DO I | FEEDBACK | CONTACT US | SIGN OUT

### Report Prescription Information

**i** To upload a file enter the beginning and end date of your report; select the type of report you are filing; then use the browse button to select you file.  
If you are filing a zero report simply enter the date of the file; select "zero report" as the type of file and click upload. A file does not have to be uploaded when filing a zero report.

Beginning Date *(required)*

Ending Date *(required)*

Type of Report *(required)* Select

File Content *(required)*

To submit a data file, follow the on-screen instructions at the top of this screen:

1. Enter the beginning and ending dispense dates for the data contained in your report.
2. Select either “Weekly” or “Error” from the “Type of Report” dropdown box.
3. Click “Browse” to locate the data file you are submitting.
4. Click “File” to complete the process.

You will receive on-screen and email confirmations of a successful report.

# Submitting Your MPDR Reports (6 of 11)

## Zero Reports

Use the same screen to submit a zero report.

Department of Labor & Industry  
MONTANA PRESCRIPTION DRUG REGISTRY

INSTRUCTIONS | HOW DO I | FEEDBACK | CONTACT US | SIGN OUT

### Report Prescription Information

**i** To upload a file enter the beginning and end date of your report; select the type of report you are filing; then use the browse button to select you file.  
If you are filing a zero report simply enter the date of the file; select "zero report" as the type of file and click upload. A file does not have to be uploaded when filing a zero report.

Beginning Date *(required)*

Ending Date *(required)*

Type of Report *(required)*

File Content *(required)*

To submit a zero report, follow the on-screen instructions at the top of this screen:

1. Enter the beginning and ending dispense dates for the report.
2. Select “Zero” from the “Type of Report” dropdown box.
3. Leave the File Content section blank – you are not submitting data.
4. Click “File” to complete the process.

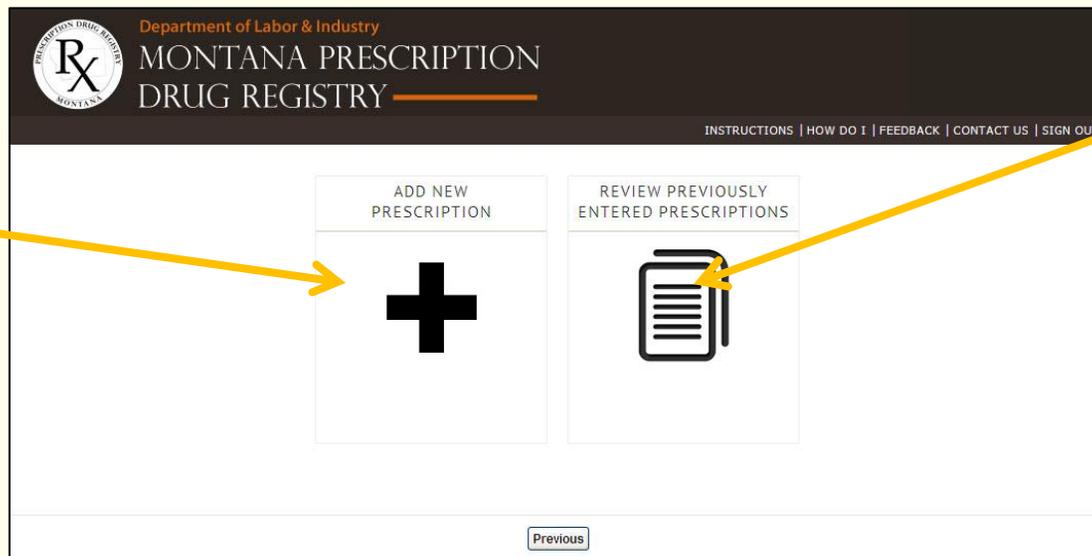
You will receive on-screen and email confirmations of a successful zero report.

# Submitting Your MPDR Reports (7 of 11)

## Manual Data Entry

If your software vendor indicates that they cannot generate a data file for you to submit to the MPDR, then you must manually enter the details about each prescription you dispense. Some low-volume institutional pharmacies that dispense outpatient prescriptions currently do not have the technical infrastructure to report to the MPDR electronically, so they must manually enter prescription data. However, we do not recommend this method of data submission for anyone else since it is very time-consuming for pharmacy personnel.

To begin the process, click the “Manually Enter Prescription Information” button shown on [page 20](#) of this Users’ Guide. You will see the following screen:



Click here to manually enter a new prescription.

Click here to view prescriptions you’ve already entered manually. Go to [page 37](#) for more information.

# Submitting Your MPDR Reports (8 of 11)

## Manual Data Entry, Continued

### Part 1 of 3, Manual Entry Screen

Click the DEA Number dropdown box to have the system populate the pharmacy information for your facility.

Enter a value in the Search by Name field to populate patient information for individuals entered in the past.

Scroll down to continue entering data for this prescription.

Department of Labor & Industry  
MONTANA PRESCRIPTION  
DRUG REGISTRY

INSTRUCTIONS | HOW DO I | FEEDBACK | CONTACT US | SIGN OUT

Enter Prescription Information

PHARMACY INFORMATION

Below is the information on file for the dispensing pharmacy.  
If you are reporting for more than one pharmacy, select the applicable DEA Number for the pharmacy you wish to enter a prescription.  
You may edit the information below if needed by simply overwriting the existing data.

DEA Number  
Select

Pharmacy Name  
Address  
Address 2  
City  
State  
Montana  
Zip Code  
Telephone  
Contact Name  
Chain Site ID

PATIENT INFORMATION

Use the "Search by name:" option to search for patients already entered by this pharmacy.

Search by name:  
e.g. Smith John

First Name (required)  
Middle Name or Initial  
Last Name (required)  
Address (required)  
Address 2  
City (required)  
State (required)  
Montana  
Zip Code (required)  
Country (required)  
UNITED STATES  
Telephone  
Date of Birth (required)  
Gender  
Select

Suffix  
Select

# Submitting Your MPDR Reports (9 of 11)

## Manual Data Entry, Continued

### Part 2 of 3, Manual Entry Screen

Click the DEA Number dropdown box to have the system populate the prescriber information for providers entered before.

You must complete all fields in the dispensing record, including the Product ID, which is the NDC number.

Scroll down to continue entering data for this prescription.

The screenshot displays a web form for manual data entry. It is divided into two main sections: 'PRESCRIBER INFORMATION' and 'DISPENSING RECORD'.

**PRESCRIBER INFORMATION:** This section contains several input fields. A 'Search by DEA number:' field has a dropdown menu with the example 'e.g. AB1234567'. Below it is a 'DEA Number (required)' field. There are three fields for 'First Name (required)', 'Middle Name', and 'Last Name (required)'. There are also fields for 'DEA Number Suffix' and 'License Number'.

**DISPENSING RECORD:** This section features an information icon and a text box explaining that prescription numbers, dates, and refill numbers must be unique. It provides instructions on how to handle unique values and gives an example format: 'MMDDYYYYHHMM'. Below this is a table for data entry.

| Prescription Number* | Date Written*        | Refills Authorized*                     | Date Filled*         | Refill Number*                          | Product ID*          |
|----------------------|----------------------|---|----------------------|---|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>                    | <input type="text"/> | <input type="text"/>                    | <input type="text"/> |
| Quantity*            | Days Supply*         | Drug Dosage Units*                      |                      | Payment Type*                           | Date Sold            |
| <input type="text"/> | <input type="text"/> | Select <input type="button" value="v"/> |                      | Select <input type="button" value="v"/> | <input type="text"/> |

# Submitting Your MPDR Reports (10 of 11)

## Manual Data Entry, Continued

### Part 3 of 3, Manual Entry Screen

Click here if the drug dispensed is a compound prescription; you must then enter a line for each component of the compound.

Click here if someone other than the patient picked up the prescription; the third party's information must be entered in this section.

COMPOUND DETAILS

This record is a compound

| Ingredient Sequence Number | Product ID           | Quantity             | Dosage Units                            | Action |
|----------------------------|----------------------|----------------------|---|--------|
| 1                          | <input type="text"/> | <input type="text"/> | Select <input type="button" value="v"/> | Add    |

ADDITIONAL INFORMATION - THIS SECTION IS OPTIONAL

Person picking up prescription (if other than patient)

First Name  Last Name  State Issued Rx:

Click the "Continue" button to proceed.  
NOTE - your prescription is not reported until you receive the confirmation message indicating your prescription has been reported.

Click "Continue" when data entry is complete. The screen on the following page allows you to review your data entry.

**IMPORTANT:** your prescription data has not been submitted yet.

# Submitting Your MPDR Reports (11 of 11)

## Manual Data Entry, Continued

You may receive error messages after you click the “Continue” button shown on the previous page.

Error messages will be detailed at the top of the screen, and all affected fields will be highlighted.

Enter the corrections and click “Report Prescription” at the bottom of the page.

Repeat until all errors have been resolved and you see the on-screen confirmation of a successful submission.

The screenshot displays the Montana Prescription Drug Registry interface. At the top, the Department of Labor & Industry logo and the text "MONTANA PRESCRIPTION DRUG REGISTRY" are visible. A navigation bar includes links for "INSTRUCTIONS", "HOW DO I", "FEEDBACK", "CONTACT US", and "SIGN OUT".

The main section is titled "Enter Prescription Information" and contains a list of 17 error messages, each preceded by a red exclamation mark icon. The errors are:

- The First Name field is required.
- The Last Name field is required.
- The Address field is required.
- The City field is required.
- Zip Code is required.
- The Date of Birth field is required.
- The First Name field is required.
- The Last Name field is required.
- The Prescription Number field is required.
- The Date Written field is required.
- The Refills Authorized field is required.
- The Date Filled field is required.
- The Refill Number field is required.
- The Quantity field is required.
- The Days Supply field is required.
- The Drug Dosage Units field is required.
- The Payment Type field is required.
- You have declared this record contains compound drug ingredients. Please fill the Compound Details section.

Below the error messages is a section titled "PHARMACY INFORMATION". It includes an information icon and the following text: "Below is the information on file for the dispensing pharmacy. If you are reporting for more than one pharmacy, select the applicable DEA Number for the pharmacy you wish to enter a prescription. You may edit the information below if needed by simply overwriting the existing data."

The form fields for "PHARMACY INFORMATION" are:

- DEA Number: A dropdown menu with "Select" and a red error icon.
- Pharmacy Name: Text input field.
- Address: Text input field.
- Address 2: Text input field.
- City: Text input field.
- State: A dropdown menu with "Montana" selected.
- Zip Code: Text input field.
- Telephone: Text input field.
- Contact Name: Text input field.
- Chain Site ID: Text input field.

# Monitoring Your Pharmacy's MPDR Submissions

## (1 of 10) Confirmation Emails

All data submissions will be acknowledged by a confirmation email sent from MPDR Customer Support ([pdrassistance@egovmt.com](mailto:pdrassistance@egovmt.com)). You will be notified of acceptance, rejection or errors, and will be given full details regarding any data we did not accept.

**If you believe your data was submitted but you did not receive a confirmation email, you can do the following:**

1. Ensure that your system is not blocking emails from [pdrassistance@egovmt.com](mailto:pdrassistance@egovmt.com).
2. Check your spam or junk mail folders.
3. Verify that your MPDR registration reflects the correct contact email addresses for your pharmacy (see page 40 for instructions). Please note that we cannot re-create a confirmation email that was sent to an outdated email address.
4. Log in to the MPDR and conduct an online verification of your submission. Instructions are provided on [page 32](#) of the Users' Guide.

The following pages show examples of the various types of confirmation email you will receive from the MPDR.



# Monitoring Your Pharmacy's MPDR Submissions

## (2 of 10) Confirmation Emails, Continued

Confirmation of successful manual data entry:

██████████ Pharmacy has successfully reported prescription 123456 into the Montana Prescription Drug Registry.

Thank you.

You have successfully filed a zero report for the following entities:

██████████  
Report Start Date: 9/1/2012  
Report End Date: 9/7/2012

Thank you for using the Montana Prescription Drug Registry.

Confirmation of a successful zero report, either through an sFTP connection or the online reporting screen.

Confirmation of a submission (sFTP or online) when your entire file has been rejected. The rejection reason is given; you must correct the problem and resubmit your entire data file.

**Subject:** Prescription Drug Registry - Report "██████████\_20121113\_1053.TXT" Rejected

Our records indicate you attempted to upload a file into the Montana Prescription Drug Registry. Unfortunately, we were unable to process your file due to the following reason: Pharmacy ██████████ is not approved for uploading reports. License is inactive

You can view and edit your contact information and all of the pharmacies registered online. Log into <http://www.mpdr.mt.gov>, click on View Pharmacy Information. Then you can add or edit pharmacies and edit contact information.

Please make the necessary corrections and resubmit your file as soon as possible.

Should you need assistance please email us at [pdrassistance@egovmt.com](mailto:pdrassistance@egovmt.com). Thank you for using the Montana Prescription Drug Registry.

# Monitoring Your Pharmacy's MPDR Submissions

## (3 of 10) Confirmation Emails, Continued

Subject: Prescription Drug Registry - Report [REDACTED]\_20131118.txt" Processed

Our records indicate you attempted to upload 23 prescription records. 21 prescription records successfully uploaded however we detected errors and/or warnings within 2 prescription records. See the attached detail report (CSV) for more information.

Please make the necessary corrections to the prescription records listed in the detail report and resubmit as soon as possible. You may resubmit this information via an error correction file or by visiting [www.mpdr.mt.gov](http://www.mpdr.mt.gov).

Should you need assistance please email us at [pdrassistance@egovmt.com](mailto:pdrassistance@egovmt.com). Thank you for using the Montana Prescription Drug Registry.

4.1,20131118054526,01,\*,20131118,054526,P,\*

Records Received: 23

Records Accepted: 21

Total Errors: 2

Total Warnings: 0

Total Duplicates: 0

Confirmation of a file that was accepted by the MDPDR system. These emails are generated for sFTP and online submissions.

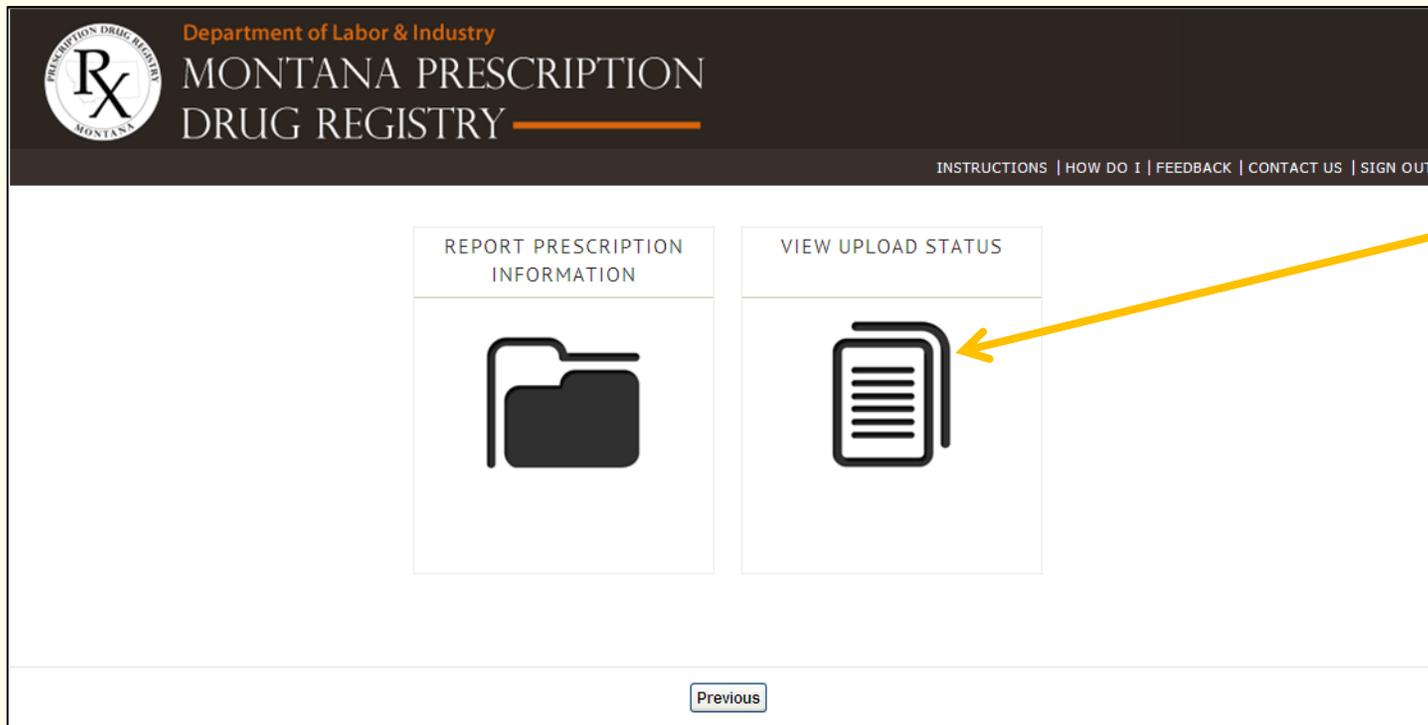
The report in this example was accepted, but it contained errors for 2 prescriptions that were not added to the MPDR database. Note that this email includes an attachment giving full details for all prescriptions that were rejected.

**You are required to correct all rejected prescriptions in your own system and then resubmit them to the MPDR within 8 days of your original submission date.** Talk to your software vendor or corporate office if you don't know how to create an error correction file.

Note that you do not have to resubmit "Duplicate" errors.

# Monitoring Your Pharmacy's MPDR Submissions

## (4 of 10) Manual Uploads and sFTP Connections



Click “View Upload Status” (see [page 20](#)) to begin the verification process for manual file uploads and sFTP submissions.

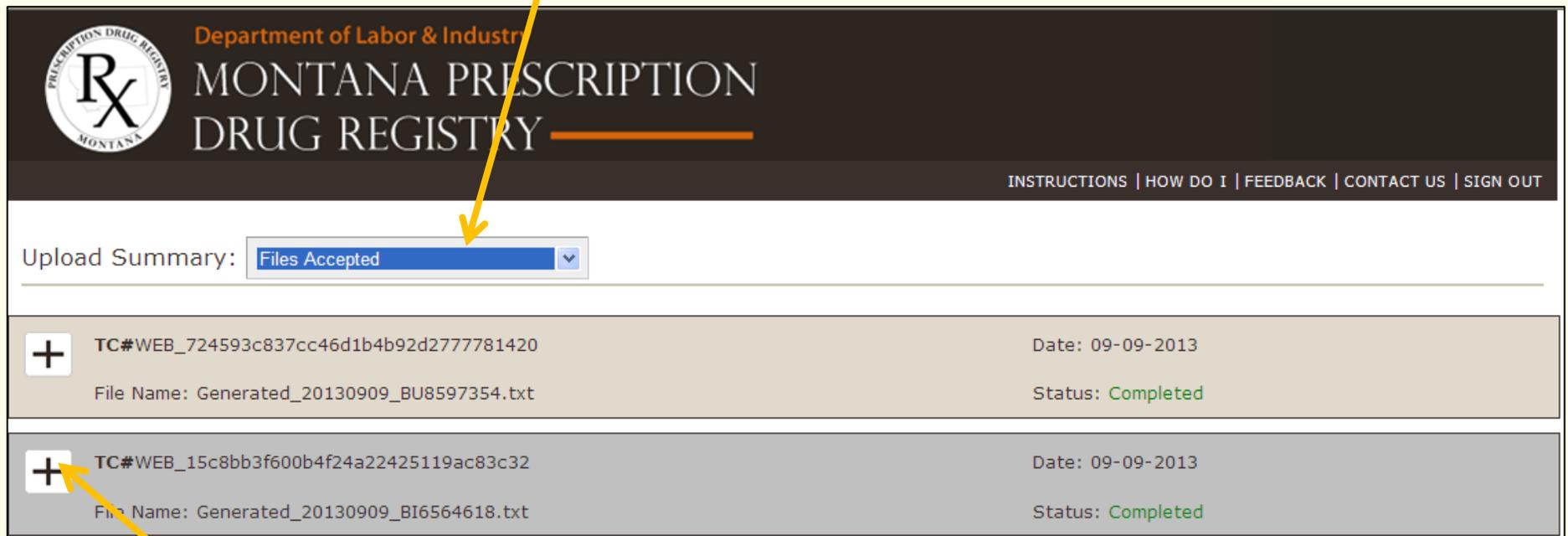
You will be taken to the screen shown on the next page, where you will find data that was submitted under the Unique ID you used when you logged in to the MPDR (see [page 17](#)).

# Monitoring Your Pharmacy's MPDR Submissions

## (5 of 10) Manual Uploads and sFTP Connections, continued

This screen will initially show all MPDR submissions that were accepted without errors. Click the dropdown box at the top of the page to see files accepted with errors and files rejected.

Make sure you review all three file statuses using this dropdown box.



The screenshot shows the Montana Prescription Drug Registry interface. At the top, there is a header with the logo and text: "Department of Labor & Industry MONTANA PRESCRIPTION DRUG REGISTRY". To the right of the header are links: "INSTRUCTIONS | HOW DO I | FEEDBACK | CONTACT US | SIGN OUT". Below the header is a section titled "Upload Summary:" with a dropdown menu currently set to "Files Accepted". A yellow arrow points from the text above to this dropdown menu. Below the summary is a table of submission records. Each row has a plus sign icon on the left, followed by the TC#, File Name, Date, and Status. A second yellow arrow points from the text below to the plus sign icon of the second row.

| TC#                                     | File Name                        | Date       | Status    |
|---|----------------------------------|------------|-----------|
| TC#WEB_724593c837cc46d1b4b92d2777781420 | Generated_20130909_BU8597354.txt | 09-09-2013 | Completed |
| TC#WEB_15c8bb3f600b4f24a22425119ac83c32 | Generated_20130909_BI6564618.txt | 09-09-2013 | Completed |

Click the plus sign next to any report to see more information about that submission, as shown on the Report Summary screen illustrated on the next page.

# Monitoring Your Pharmacy's MPDR Submissions

## (6 of 10) Manual Uploads and sFTP Connections, continued

You can click on any of the numbers shown on this Summary Report to view a list of each prescription included in the report, as shown on the next page.

**If your software vendor or corporate office submits reports on your behalf:** you will typically see a list of pharmacies below the main report's status. Click the plus sign next to your pharmacy to see your own summary. As with the main Summary Report, you can click on any of the numbers to view the details of each prescription included in your pharmacy's report.

TC#0921131659 Date: 09-21-2013  
File Name: [REDACTED]\_20130921\_165854.txt Download Status: **Completed**

TC#: 0921131659  
File Name: [REDACTED]\_20130921\_165854.txt  
File Type: Production  
Uploaded: 09/21/2013  
From: sFTP  
Date Range: N/A - N/A

Information Source  
Company: [REDACTED]  
Unique ID: [REDACTED]  
Name: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]

Summary Report  
#: [REDACTED]  
File Name: [REDACTED]\_20130921\_165854.txt  
Records Received : 112  
Records Accepted: 112  
Total Errors: 0 (0)  
Total Warnings: 0 (0)  
Total Duplicates: 0 (0)

Report Status  
**Completed**  
You have successfully uploaded 112 prescription record. No errors or warnings were detected within your file.

Pharmacy: [REDACTED] DEA #: [REDACTED] Status: **Completed**  
DEA #: [REDACTED]  
Name: [REDACTED]  
Phone: [REDACTED]  
Email: [REDACTED]

Records Received : 112  
Records Accepted: 112  
Total Errors: 0 (0)  
Total Warnings: 0 (0)  
Total Duplicates: 0 (0)

# Monitoring Your Pharmacy's MPDR Submissions

## (7 of 10) Manual Uploads and sFTP Connections, continued

Records with warnings were accepted into the MPDR database; these warnings should be corrected online by clicking on the prescription in this part of the screen.

Rejected records must be corrected in your system and then resubmitted to the MPDR.

Click any prescription number to see everything you reported for this prescription, as shown on the next page.

Records that were identified as duplicates do not need to be resubmitted to the MPDR.

TC# 0921131659

Click on the Prescription Number link to view the record data. To perform corrections use the link in the comment column.

Records with Warnings

Records Rejected

Records Accepted

Show entries per page: 10

| DEA#  | Field Description | Field Code | Prescription Number | Date Filled | Ver |
|-------|-------------------|------------|---------------------|-------------|-----|
| (N/A) |                   |            |                     |             |     |
|       |                   |            | 2224736             | 09/18/2013  |     |
|       |                   |            | 2224916             | 09/16/2013  |     |
|       |                   |            | 2224917             | 09/14/2013  |     |
|       |                   |            | 2224919             | 09/13/2013  |     |
|       |                   |            | 2224920             | 09/13/2013  |     |
|       |                   |            | 2224921             | 09/13/2013  |     |
|       |                   |            | 2224922             | 09/13/2013  |     |
|       |                   |            | 2224923             | 09/13/2013  |     |
|       |                   |            | 2224924             | 09/16/2013  |     |
|       |                   |            | 2224925             | 09/16/2013  |     |

Displaying 1 to 10 of 112 entries.

First Previous 1 2 3 4 5 Next Last

Records Duplicated

Previous

Click any arrow to sort this list.

# Monitoring Your Pharmacy's MPDR Submissions

## (8 of 10) Manual Uploads and sFTP Connections, continued

This is an example of the detail that can be viewed for each prescription submitted to us. These details are available for prescriptions that were accepted into the database (with or without warnings), and for prescriptions that were rejected with error messages.

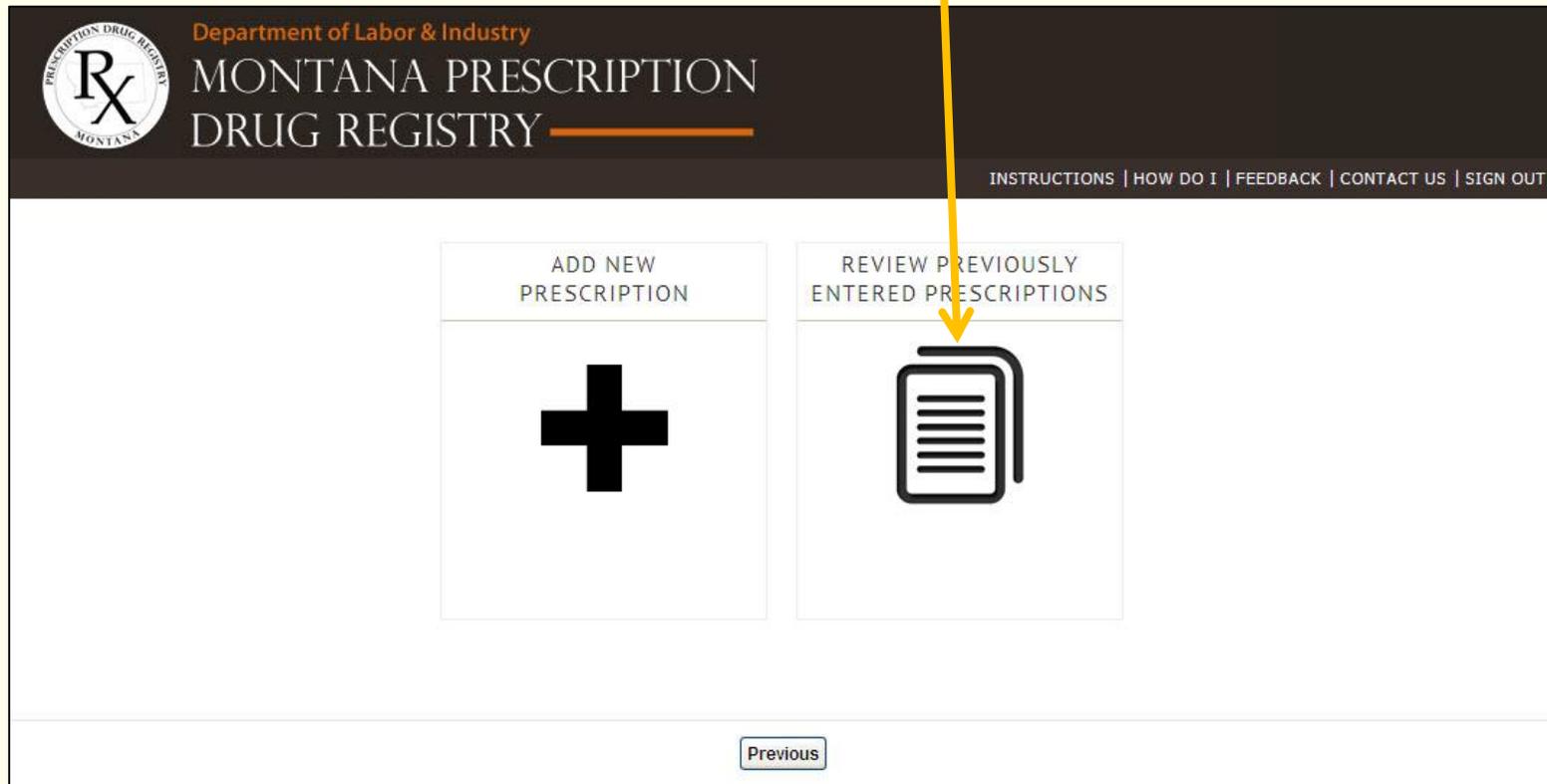
Refer to [page 39](#) for more information about errors and warning messages.

| Prescription Information                |                      |
|---|----------------------|
| Pharmacy Information                    |                      |
| DEA Number                              | ██████████           |
| Pharmacy Name                           |                      |
| Address                                 |                      |
| Address 2                               |                      |
| City                                    |                      |
| State                                   |                      |
| Zip Code                                |                      |
| Telephone                               |                      |
| Contact Name                            |                      |
| Chain Site ID                           |                      |
| Patient Information                     |                      |
| First Name                              | Robert               |
| Last Name                               | ██████████           |
| Suffix                                  |                      |
| Middle Name or Initial                  |                      |
| Address                                 | ██████████           |
| Address 2                               |                      |
| City                                    | Bozeman              |
| Zip Code                                | 59718                |
| State                                   | MT                   |
| Country                                 |                      |
| Telephone                               | ██████████           |
| Date of Birth                           | ██████████           |
| Gender                                  | Male                 |
| Prescriber Information                  |                      |
| DEA Number                              | ██████████           |
| DEA Number Suffix                       |                      |
| License Number                          |                      |
| First Name                              | Larry                |
| Middle Name                             |                      |
| Last Name                               | ██████████           |
| Dispensing Record                       |                      |
| Prescription Number                     | ██████████           |
| Date Written                            | 7/12/2013            |
| Refills Authorized                      | 5                    |
| Date Filled                             | 11/15/2013           |
| Refill Number                           | 4                    |
| Product ID                              | 00378401005          |
| Days Supply                             | 30                   |
| Drug Dosage Units                       | Each                 |
| Quantity                                | 30                   |
| Payment Type                            | Commercial Insurance |
| Date Sold                               |                      |
| <input type="button" value="Previous"/> |                      |

# Monitoring Your Pharmacy's MPDR Submissions

## (9 of 10) Manually Entered Data

Click here to view prescriptions previously submitted to the MPDR using the manual data entry screens (see [page 20](#)). The screen on the next page shows the submitted data.



# Monitoring Your Pharmacy's MPDR Submissions

## (10 of 10) Manually Entered Data, continued

Click the arrow in any column heading to sort the data shown on your screen.

Use these fields to filter the list of prescriptions shown on your screen.

The screenshot displays a web interface for monitoring pharmacy submissions. At the top, there is a header 'Prescription Information' and an information icon with the text: 'You have previously entered the following prescriptions. To edit information associated with an individual prescription click on the "Edit" link next to the applicable prescription.'

Below the header, there are two main filtering and display controls:

- A 'Show entries per page:' dropdown menu set to '10'.
- A date range filter with 'Date Reported Start: 05/21/2013' and 'Date Reported End: 11/21/2013', followed by a 'Filter' button.

The main data is presented in a table with the following columns: Pharmacy, Prescription Number, Patient, Prescriber, Date Filled, and Action. A single entry is shown:

| Pharmacy          | Prescription Number | Patient  | Prescriber     | Date Filled | Action |
|-------------------|---------------------|----------|----------------|-------------|--------|
| Test Pharmacy Too | 123456              | John Doe | Test Physician | 11/19/2013  | Edit   |

Below the table, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'. An 'Add New Prescription' button is located at the bottom right of the table area. A 'Previous' button is also visible at the very bottom of the interface.

Click this “Edit” button to make changes to the data you already submitted. You will be taken to a screen that looks like the original data entry screen (see [page 25](#)). **Make sure you submit your changes after you edit a prescription with errors.**

# Correcting MPDR Data Errors

**Warning Messages:** These prescriptions were accepted into the MPDR database even though they had non-critical data errors which must be corrected. You can enter these corrections online using the screen shown on [page 35](#).

**Duplicates:** Our system identified this data as already being present in the MPDR database. You do not need to correct or resubmit these errors.

**Other Error Messages (file upload or sFTP report):** These prescriptions were rejected and do not appear in the MPDR system. You are required to correct the errors in your own system and then resubmit these prescriptions to the MPDR in a specially-formatted error report. Refer to the MPDR's technical specifications (see [page 18](#)) for information about formatting and submitting error reports. Talk to your software vendor or corporate office if you do not know how to get your system to create these MPDR error report files.

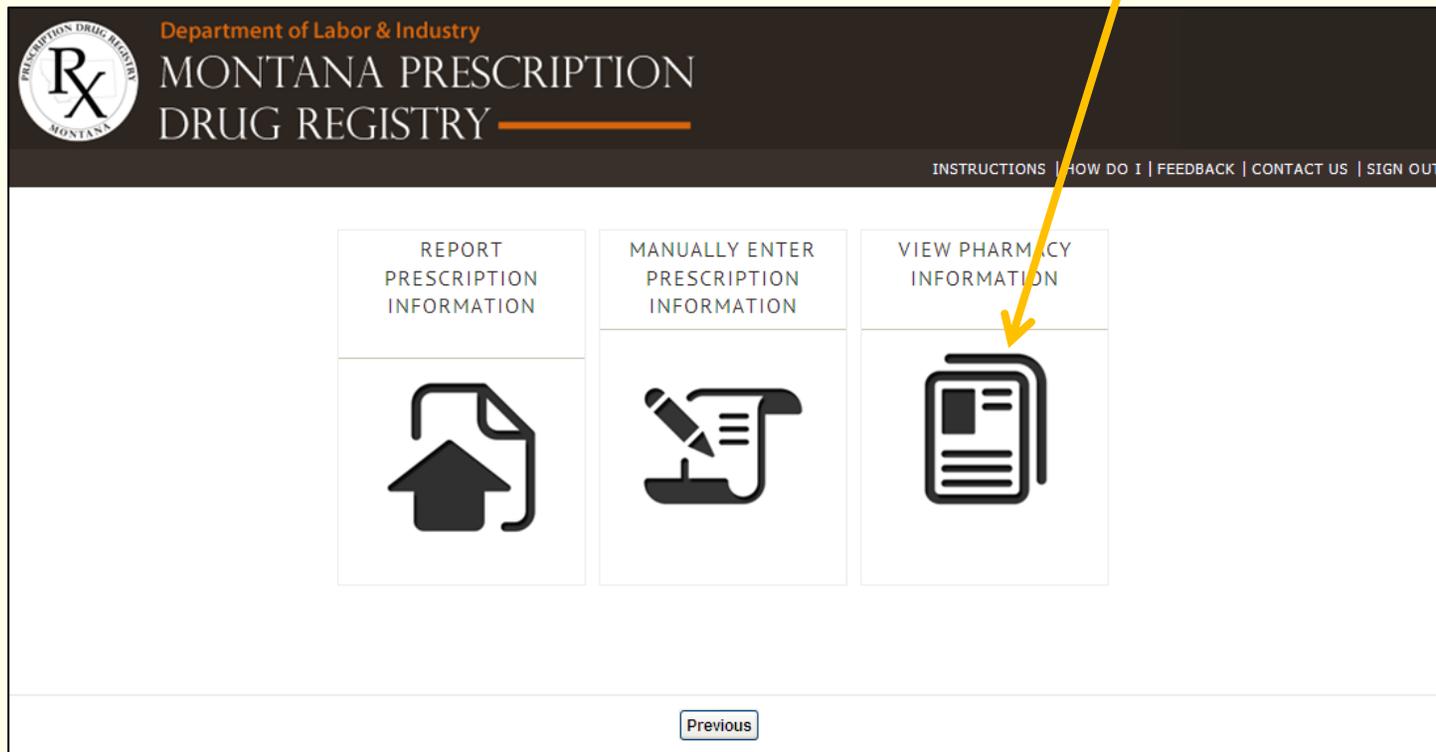


**Manually Entered Data:** See [page 28](#), which shows how to correct errors during data entry. Also see [page 38](#), which shows how to edit data that has already been manually reported to the MPDR.

# Updating your MPDR Registration or Contact Information (1 of 6)

This is the first screen you see when you log in to the MPDR. Click here to update your registration or contact information.

You will then see the screen on the next page.



# Updating your MPDR Registration or Contact Information (2 of 6) Adding A New Pharmacy

This screen shows a list of all pharmacies included in your MPDR registration (these pharmacies all have the same Unique ID). See [page 17](#) for more information about Unique IDs.

You will need to add a new pharmacy to your existing registration if any of the following situations occur:

1. The pharmacy is issued a new DEA number.
2. The pharmacy is issued a new Montana Pharmacy license.
3. You represent an organization that reports for multiple pharmacies (software vendor or corporate office).

Click here to begin the process. You will see the screen shown on the next page.

Pharmacy Information

**i** You are currently registered to report prescription information for the pharmacies listed below.  
To edit information associated with an individual pharmacy click on the "Edit" link next to the applicable pharmacy.  
To remove a pharmacy from your account click on the "Delete" link next to the applicable pharmacy.  
To add a new pharmacy to your account click on the "Add New Pharmacy" button below.  
To edit the contact information associated with your account click on the "Edit Contact Information" button below.

| Pharmacy Name     | Location | DEA Number | Action      |
|-------------------|----------|------------|-------------|
| Test Pharmacy Too | Helena   | MT0001044  | Edit Delete |

[ADD NEW PHARMACY](#) [EDIT CONTACT INFORMATION](#)

[Home](#)

# Updating your MPDR Registration or Contact Information (3 of 6) Adding A New Pharmacy, continued

Fill out each of the fields on this screen.

**Important:** Make sure to enter all of the letters and dashes, as well as the numerals, included in the pharmacy's license number.

After your data entry is complete, click "Add Pharmacy."

Next, you can proofread your information and then either edit or click "**Continue**" to finalize the process.

Once your new pharmacy has been added, you will be returned to the screen shown on the next page.

**New Pharmacy**

**i** Note: the following information must be provided for each pharmacy for which you will click "Add Pharmacy" button to add multiple pharmacies. All fields are required.

DEA Number (required)

Pharmacy Name (required)

Montana License Number (required)

Pharmacy Contact First Name (required)

Pharmacy Contact Last Name (required)

**Physical Address of Pharmacy**

Address (required)

City (required)

State or Province (required) Montana

Zip Code (required)

Pharmacy Contact Phone (required)

Phone Extension

Pharmacy Contact Email (required)

# Updating your MPDR Registration or Contact Information (4 of 6) Changing Information

Pharmacy has been added successfully.

### Pharmacy Information

**i** You are currently registered to report prescription information for the pharmacies listed below. To edit information associated with an individual pharmacy click on the "Edit" link next to the applicable pharmacy. To remove a pharmacy from your account click on the "Delete" link next to the applicable pharmacy. To add a new pharmacy to your account click on the "Add New Pharmacy" button below. To edit the contact information associated with your account click on the "Edit Contact Information" button below.

| Pharmacy Name       | Location | DEA Number | Action                                      |
|---------------------|----------|------------|---|
| Test Pharmacy Too   | Helena   | MT0001044  | <a href="#">Edit</a> <a href="#">Delete</a> |
| Test Pharmacy Three | Anytown  | MT0001045  | <a href="#">Edit</a> <a href="#">Delete</a> |

[ADD NEW PHARMACY](#) [EDIT CONTACT INFORMATION](#)

[Home](#)

Your new pharmacy has been added, and you can now begin submitting data for this facility.

There are two places on this page where you can edit contact information:

Use this button to change where your MPDR data submission confirmation emails and error reports are delivered (see [page 29](#)). **Important note:** all pharmacies registered under your Unique ID (see [page 17](#)) will receive their MPDR data submission confirmation emails at this address. Make sure that changing this email address does not cause problems for other pharmacies on your registration. See the next page for more information.

Use this link to edit information about an individual pharmacy. See [page 45](#) for more information.

# Updating your MPDR Registration or Contact Information (5 of 6) Changing Information, continued

This screen appears when you click the orange “Edit Contact Information” button on the previous page.

**Any changes you make on this screen will affect all of the pharmacies that are registered under your Unique ID.**

This is the email address where all confirmation notices will be delivered.

Enter corrections and click “Save Changes.” You will then be given the opportunity to proofread your information before you click “Continue” to finalize the changes.

**Edit Contact Information**

**i** Below is the contact information associated with your account. This reflects the contact information that should be used by the Registry should we need to correspond with you regarding your account and/or prescriptions reported to the Registry. To edit this information, enter the necessary changes in the applicable field(s) below and click the "Save Changes" button.

**Contact Information**

This person should be able to answer any questions about the pharmacy or pharmacies for which you are reporting. All fields are required.

First Name (required)

Last Name (required)

Phone (required)

Email (required)

**Technical Contact Information (if different than above)**

This person should be able to answer any questions regarding the technical details surrounding the file or file submission. If entering a technical contact, all fields are required.

First Name

Last Name

Phone

Email

**Email Correspondence**

Email (required)

**i** NOTE: All correspondence and system notifications from the Prescription Drug Registry will be sent to this email address, including the summary details associated with your weekly report.

# Updating your MPDR Registration or Contact Information (6 of 6) Changing Information, continued

This is the screen that appears when you click the “Edit” button next to a pharmacy’s name (see [page 43](#)).

NOTE: you **cannot** change the DEA number on this screen. If your pharmacy has a new DEA number, you must add a new pharmacy to your registration, as described on [page 41](#).

IMPORTANT: make sure your license number includes all of the letters, dashes and numbers!

Enter your changes and click “Save Changes.” You will then be given the opportunity to proofread your information before you click “Continue” to finalize your changes.

Edit Pharmacy Information

**Edit Pharmacy**

DEA Number

Pharmacy Name (required)

Montana License Number (required)

Pharmacy Contact First Name (required)

Pharmacy Contact Last Name (required)

**Physical Address of Pharmacy**

Address (required)

City (required)

State or Province (required)

Zip Code (required)

Pharmacy Contact Phone (required)

Phone Extension

Pharmacy Contact Email (required)

# About the MPDR Information Page

The MPDR Information Page, [www.MPDR.mt.gov](http://www.MPDR.mt.gov), contains information about the MPDR as well as information and resources related to prescription drug abuse/misuse. You can access information about addiction, locate resources from the Center for Disease Control (CDC) and other government agencies, and find links to the following:

**DRUG REGISTRY** ————— MPDR HOME | BOARD OF PHARMACY  
INSTRUCTIONS | HOW DO I | FEEDBACK | CONTACT US

## Montana Prescription Drug Registry (MPDR) Information

Check The History. It Matters.

REGISTRY LINKS:

- [Online Training Program](#) All providers who are eligible for online access must first complete this training.
- [Register for Online Access to Patient Histories](#): NOTE: you must first complete the above training program
- [Register to Report Pharmacy Prescription Data to the MPDR](#)

Links to Application Forms:

The following individuals can apply for online access to the MPDR by submitting a form to the MPDR office:

- [Agency Representatives](#)
- [Federal Agency Pharmacies](#)

People who are not eligible for online access to the MPDR can use these forms to request information:

- [Any Individual](#)
- [Licensing Board Investigators](#)

Law Enforcement Access to the MPDR: Submit an investigative subpoena to the MPDR by faxing to 406-541-2344 or emailing to [dls@mpdr.mt.gov](mailto:dls@mpdr.mt.gov). All subpoenas, or their fax coversheets, must contain full contact information for the individual who will receive the report, including their work-related email address. All reports will be delivered digitally using a secure online file transfer service.

[Montana Board of Pharmacy](#): Click the "Drug Registry" tab

OTHER INFORMATION ON THIS PAGE

- [About the MPDR](#)
- [About Prescription Drug Abuse](#)
- [Additional Resources \(online CME training for healthcare providers, screening tools, fact sheets, etc.\)](#)

ABOUT THE MPDR:

**What is the MPDR?** According to the Montana Patient Safety Act ([§37-7-15, MCA](#)), the purpose of the Montana Prescription Drug Registry (MPDR) is to improve patient safety. The MPDR is an online service that offers prescribers and dispensers the ability to search their patients' medical history for controlled substance prescriptions. Medical providers can use the MPDR to enhance the quality of care they provide to their patients and, therefore, increase the level of patient safety when controlled substances are part of the treatment plan.

**Why should I take time out of my busy schedule to use the MPDR?** The MPDR is a powerful tool for health care providers ([§37-7-15, MCA](#)). By searching your patients' prescription history, you will be able to review their prescription use patterns and confirm their medication history of controlled substances. In addition, emergency health care providers will be able to identify controlled substances that may have been ingested by an unresponsive patient. The information in the MPDR can empower you to make better treatment plans and, potentially, deter diversion of controlled substances for illegal use. In addition, by searching "My Prescribing History" you can examine all prescriptions that were dispensed under your DEA number, enabling you to identify any fraudulent use of your DEA registration.

**Where does the MPDR's prescription information come from?** All pharmacies holding an active Montana license, with the exception of Wholesale Drug Distributors, are required to report weekly to the MPDR. They must submit detailed information on all Schedule II – V drugs distributed to Montana residents during the previous week ([§37-7-1503 MCA](#)).

**What data is stored in the MPDR?** Pharmacies send us the detailed information they are required to collect for all controlled substance prescriptions they dispense. This includes information that identifies the patient and the prescriber; the pharmacy; the drug strength and dosage; refill information; and how the patient paid for their prescription.

**Isn't this information confidential?** Yes, this information is protected and confidential information ([§37-7-1506 MCA](#)). Pursuant to [§37-7-1506\(B\)](#), MCA, the Montana Board of Pharmacy (Board) is required to maintain administrative rules regarding access to the MPDR that are consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Article II, section 10 of the Montana Constitution, and the privacy provisions of

the montana prescription drug registry

Check the history. It matters.

- Laws and regulations governing the MPDR
- Patient screening tool from NIDA (National Institute on Drug Abuse)
- Online training from NIDA for how to talk to your patients about their use of controlled substances (geared toward prescribers; may also be applicable for pharmacists)
- SAMHSA (Substance Abuse & Mental Health Services Administration) publications about opioid overdoses. This information was prepared specifically for patients and their families, healthcare providers, communities and overdose survivors.
- Plus additional helpful resources.

# How to Search MPDR Patient History (1 of 2)

The MPDR is a powerful tool designed to assist healthcare providers in offering the best possible care to their patients. Conducting a search of a patient's controlled substance prescription history in the MPDR database provides valuable information that may enhance the quality of patient care when making healthcare decisions and ensure appropriate access to medications.

Note that a pharmacy's registration to submit data does not entitle that pharmacy's staff to conduct MPDR searches. Each licensed pharmacist must complete a separate registration process for searching patient history, as shown on the next page.

| Patient's Search History Report      |                  |                |               |               |                    |              |                                 |                       | 07/18/2013 |
|--------------------------------------|------------------|----------------|---------------|---------------|--------------------|--------------|---------------------------------|-----------------------|------------|
| Patient Name: John Doe               |                  |                |               |               |                    |              |                                 |                       |            |
| Timeframe: 07/18/2012 - 07/18/2013   |                  |                |               |               |                    |              |                                 |                       |            |
| Patient Information                  |                  |                |               |               |                    |              |                                 |                       |            |
| Patient Name                         | Address          | City and State | Date Of Birth | Gender        |                    |              |                                 |                       |            |
| John Doe                             | 111 Maple Street | Helena, MT     | 10/3/1983     | Male          |                    |              |                                 |                       |            |
| Pharmacy Information                 |                  |                |               |               |                    |              |                                 |                       |            |
| Pharmacy Name                        | City             |                |               |               |                    |              |                                 |                       |            |
| Test Community Pharmacy              | Helena           |                |               |               |                    |              |                                 |                       |            |
| Test Pha                             | Helena           |                |               |               |                    |              |                                 |                       |            |
| Prescriber Information               |                  |                |               |               |                    |              |                                 |                       |            |
| Prescriber Name                      |                  |                |               |               |                    |              |                                 |                       |            |
| Test Podiatrist                      |                  |                |               |               |                    |              |                                 |                       |            |
| Test Md                              |                  |                |               |               |                    |              |                                 |                       |            |
| Test Physician                       |                  |                |               |               |                    |              |                                 |                       |            |
| Test Dentist                         |                  |                |               |               |                    |              |                                 |                       |            |
| Prescription Information             |                  |                |               |               |                    |              |                                 |                       |            |
| Drug Name                            | Prescriber       | Date Filled    | Refill #      | Refills Auth. | Quantity Dispensed | Date Written | Pharmacy Name                   | Payment Type          |            |
| Oxycontin (10MG)                     | Test Physician   | 9/24/2012      | 0             | 0             | 20 Each            | 9/24/2012    | Test Community Pharmacy, Helena | Workers' Compensation |            |
| Oxycodone Hcl (5MG)                  | Test Physician   | 9/19/2012      | 0             | 0             | 60 Each            | 9/19/2012    | Test PHA, Helena                | Workers' Compensation |            |
| Hydrocodone-Acetaminophen (10-325MG) | Test Podiatrist  | 9/16/2012      | 0             | 0             | 20 Each            | 9/16/2012    | Test Community Pharmacy, Helena | Private Pay           |            |
| Methadone Hcl (5MG)                  | Test Podiatrist  | 9/16/2012      | 0             | 0             | 20 Each            | 9/16/2012    | Test Community Pharmacy, Helena | Private Pay           |            |
| Hydrocodone-                         | Test Dentist     | 9/14/2012      | 0             | 0             | 20 Each            | 9/14/2012    | Test PHA                        | Private Pay           |            |

# How to Search MPDR Patient History (2 of 2)

Access to the MPDR's search feature is limited to physicians, other prescribers, pharmacists, and designated representatives from Medicare, Medicaid, Tribal Health, Indian Health and the Veterans Administration. Each Montana-licensed pharmacist must complete the following steps in order to search a patient's prescription history for controlled substances in the MPDR:

1. Complete the online training program, which is located on the MPDR Information Page, [www.MPDRInfo.mt.gov](http://www.MPDRInfo.mt.gov).
2. Register to search patient history. **Important Note:** This is not the same registration process used by pharmacies for data submission. Links to the MPDR registration page are located on the MPDR Information page ([www.MPDRInfo.mt.gov](http://www.MPDRInfo.mt.gov)) and on the MPDR Home Page ([www.MPDR.mt.gov](http://www.MPDR.mt.gov)).
3. Sign in to search patient history from the MPDR Home Page ([www.MPDR.mt.gov](http://www.MPDR.mt.gov)).



The patient history search feature of the MPDR uses the ePass Montana online security portal. If you set up an ePass account to submit pharmacy data, you can use the same ePass account to login to the search feature (see [page 13](#)). **Remember, every staff person in your facility who interacts with the MDPDR should have their own individual ePass credentials.**

The first time you sign in to search patient history, you will also need to have the Record ID you received in the mail from the MPDR. This is a security code tied to each individual's Montana license record, and is not the same as the Unique ID assigned to your pharmacy. Contact MPDR staff (see [page 49](#)) if you cannot locate your Record ID.

After you log in for the first time, you will have access to the MPDR's easy-to-use search features.

# Contact the MPDR

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We welcome your feedback about how the MPDR works and on the usefulness of this Users' Guide.

We also welcome the opportunity to give training presentations to professional organizations or other groups of healthcare providers in your community. Contact us to schedule an appointment.