

Quick Reference Guide – Making a Request in PMP AWARxE

1. Go to the PMP AWARxE login page (<https://hawaii.pmpaware.net/login>) and enter your username (email address) and password, then click **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** (full or partial*)
- **Last name** (full or partial*)
- **Date of birth** (must be in MM/DD/YYYY format)
- ***Partial Spelling:** Using Partial Spelling can be helpful for names that are often abbreviated (Will vs. William) or on hyphenated last names. At minimum enter the first three characters of the patient’s first and/or last name.
- To improve the likelihood of finding a specific patient, provide as many details as possible, such as the address, city, state, and ZIP code.

The time period for the search may be specified in the **Prescription Fill Dates** section. The maximum time period for your search is 60 months.

4. When you are finished entering search criteria, 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 Rx request results.

6. After the patient groups have been selected, click on **“Run Report”**, the patient Rx results will be displayed.

7. You may print out the 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 located next to the Patient Request tab.

A screenshot of the PMP AWARxE Patient Request form. The form is titled "Patient Request" and includes a "Patient Rx Request Tutorial" link. It is divided into three main sections: Patient Info, Patient Location, and PMP Interconnect Search. The Patient Info section contains fields for First Name* (with a "Partial spelling" checkbox), Last Name* (with a "Partial spelling" checkbox), DOB* (format mm/dd/yyyy), Phone Number, Social Security Number, and Drivers License Number. The Patient Location section contains fields for City, State/Province (a dropdown menu labeled "State Select"), and Zip Code. The PMP Interconnect Search section contains a "Prescription Fill Dates" section with "From*" and "To*" fields, both with a note "No earlier than 2 years from today". The "From*" field is pre-filled with "01/14/2015" and the "To*" field is pre-filled with "01/14/2016". At the bottom right of the form is a "Search" button and a link to "Please read the acknowledgement.".