

Alaska Quick Reference Guide - Making a Request in PMP AWARxE

1. Go to the PMP AWARxE login page (<https://alaska.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:

- **Full first name**
- **Full last name**
- **Date of birth** (must be in MM/DD/YYYY format)
- *To improve the likelihood of finding a specific patient, provide as many details as possible, such as the city, state, and/or zip code. Also, try searching for aliases/alternate spellings (“John”, “Jon”, “J.R.”, etc.)*

The time period for the search may be specified in the **Prescription Fill Dates** section. The maximum time period for your search is 24 months.

4. When you are finished entering search criteria, click **Search** at the bottom of the screen to submit your request.

A screenshot of the 'Patient Request' form in the PMP AWARxE system. 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*' (No earlier than 2 years from today) and 'To*' fields, both with date pickers. A 'Search' button is located at the bottom right of the form. A small link 'Please read the acknowledgement.' is also visible.

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 past searches by clicking on the **Requests History** located next to the Patient Request tab.