

PDMP REVIEWING AND REPORTING REQUIREMENTS – QUICK GUIDE

Provider Type	Reviewing Requirement	Reporting Requirement
Dentist	<ul style="list-style-type: none"> • Review prior to prescribing, administering, or dispensing an initial prescription for a federally scheduled II or III controlled substance • Reviewing not required when dispensed, prescribed, or administered: <ul style="list-style-type: none"> ○ For an outpatient supply of 24-hours or less at a hospital with an inpatient pharmacy ○ At a hospice or nursing home that has an inpatient pharmacy ○ Immediately before, during, or within the first 48 hours after surgery or a medical procedure 	If directly dispensing a federally scheduled II or III controlled substance
Nurse Practitioner	<ul style="list-style-type: none"> • Review prior to prescribing, administering, or dispensing an initial prescription for a federally scheduled II or III controlled substance • Reviewing not required when dispensed, prescribed, or administered: <ul style="list-style-type: none"> ○ For an outpatient supply of 24-hours or less at a hospital with an inpatient pharmacy ○ At a hospice or nursing home that has an inpatient pharmacy ○ Immediately before, during, or within the first 48 hours after surgery or a medical procedure 	If directly dispensing a federally scheduled II or III controlled substance
Optometrist	<ul style="list-style-type: none"> • Review prior to prescribing, administering, or dispensing an initial prescription for a federally scheduled II or III controlled substance • Reviewing not required when dispensed, prescribed, or administered: <ul style="list-style-type: none"> ○ For an outpatient supply of 24-hours or less at a hospital with an inpatient pharmacy ○ At a hospice or nursing home that has an inpatient pharmacy ○ Immediately before, during, or within the first 48 hours after surgery or a medical procedure 	If directly dispensing a federally scheduled II or III controlled substance
Pharmacist	<ul style="list-style-type: none"> • None, but may do so at discretion 	All federally scheduled II or III controlled substances
Physician Assistant	<ul style="list-style-type: none"> • Review prior to prescribing, administering, or dispensing an initial prescription for a federally scheduled II or III controlled substance • Reviewing not required when dispensed, prescribed, or administered: <ul style="list-style-type: none"> ○ For an outpatient supply of 24-hours or less at a hospital with an inpatient pharmacy ○ At a hospice or nursing home that has an inpatient pharmacy ○ Immediately before, during, or within the first 48 hours after surgery or a medical procedure 	If directly dispensing a federally scheduled II or III controlled substance

Physician	<ul style="list-style-type: none"> • Review prior to prescribing, administering, or dispensing an initial prescription for a federally scheduled II or III controlled substance; and • Review at least once every 30 days for up to 90 days; and • Review at least once every 90 days if course of treatment is for more than 90 days • Reviewing not required when dispensed, prescribed, or administered: <ul style="list-style-type: none"> ○ For an outpatient supply of 24-hours or less at a hospital with an inpatient pharmacy ○ At a hospice or nursing home that has an inpatient pharmacy ○ Immediately before, during, or within the first 48 hours after surgery or a medical procedure 	If directly dispensing a federally scheduled II or III controlled substance
Veterinarian	<ul style="list-style-type: none"> • Review (animal’s owner) prior to prescribing, administering, or dispensing an initial prescription for a federally scheduled II or III controlled substance 	If directly dispensing a federally scheduled II or III controlled substance. Enter “02” in the ASAP field to indicate the prescription is for an animal

How do I correct a prescription error in the PDMP?

- After 72 hours of discovering a prescription error, the pharmacist or prescriber reporting the data must contact the PDMP office at akpdmp@alaska.gov or 907-269-8404 to resolve this issue.

How often must I report to the PDMP?

- Reporting of prescription data is required on a daily basis; however, there is currently no requirement that data be submitted in real-time.

What information must be included on the prescription order to the pharmacy? (12 AAC 52.460)

- Name of patient (if animal, species and name of owner)
- Address of patient, unless for a non-controlled substance and this information is already on file
- Name of prescriber
- Address and DEA # of prescriber only if for a controlled substance
- Name, strength, and quantity of drug prescribed
- Directions for use
- Date of issue
- Refills, if any
- If on paper or electronically, the prescriber’s signature (electronic, stamped, or written)
- If by fax, the prescriber’s or prescriber’s authorized agent’s signature (electronic, stamped, or written)

Can I submit PDMP data non-electronically?

A dispenser or dispensing prescriber unable to submit data electronically in the PDMP must submit a waiver request to the board using form #08-4591. As indicated under 12 AAC 52.870, the board may approve the waiver for good cause. The basis of good cause may be related to a natural disaster or another emergency; however, approval is given on a case-by-case basis.

I'm a patient. Can I request my PDMP information?

A patient may request information contained in the database by submitting form #08-4599 and a \$10 fee. A patient requesting prescription data must do one of the following: submit a valid photo identification card; submit a notarized statement verifying the patient is the same person whom profile information is being sought; or (if a minor), the individual presents verification they are the parent, legal guardian, or legal administrator, or submits a valid power of attorney. Released patient reports include the prescription history and does not include names of prescribers or pharmacists who queried the patient "audit trail."

What do I do if I suspect an individual is presenting a fraudulent prescription or doctor shopping?

There is no specific requirement that a practitioner or pharmacist report fraudulent prescriptions to the PDMP; however, reviewing the PDMP (required), contacting the prescriber or dispenser, contacting local law enforcement, and notifying the PDMP is recommended.

I am a veterinarian and am dispensing controlled substances directly out of my office. How do I report this data?

Login to the PDMP and access the 'My Rx' tab. Follow the dispensation instructions included in the dispensation guide. Use the correct ASAP code: Species code "02" is entered to indicate the prescription is for an animal. Species code "01" is entered to indicate the prescription is for a human.