



GUIDANCE DOCUMENT: DAILY REPORTING TO OARRS

Daily Reporting

As previously announced, **effective Thursday, May 22, 2015** OARRS will require **daily reporting** of all outpatient dispensing of controlled substances and tramadol-containing products. Ohio Administrative Code 4729-37-07 has been updated to reflect this change.

All pharmacies that dispense outpatient prescriptions as well as any hospital dispensing to outpatients (employee prescriptions, prescriptions to patients after they have been discharged, prescriptions filled by the pharmacy near the emergency room, etc.) *must* be reported to OARRS. This is required even if it is just a one-time event. **If you have been required to report weekly, you are now required to report daily.**

Prescribers who personally furnish reported drugs, including samples, to their patients are also subject to daily reporting.

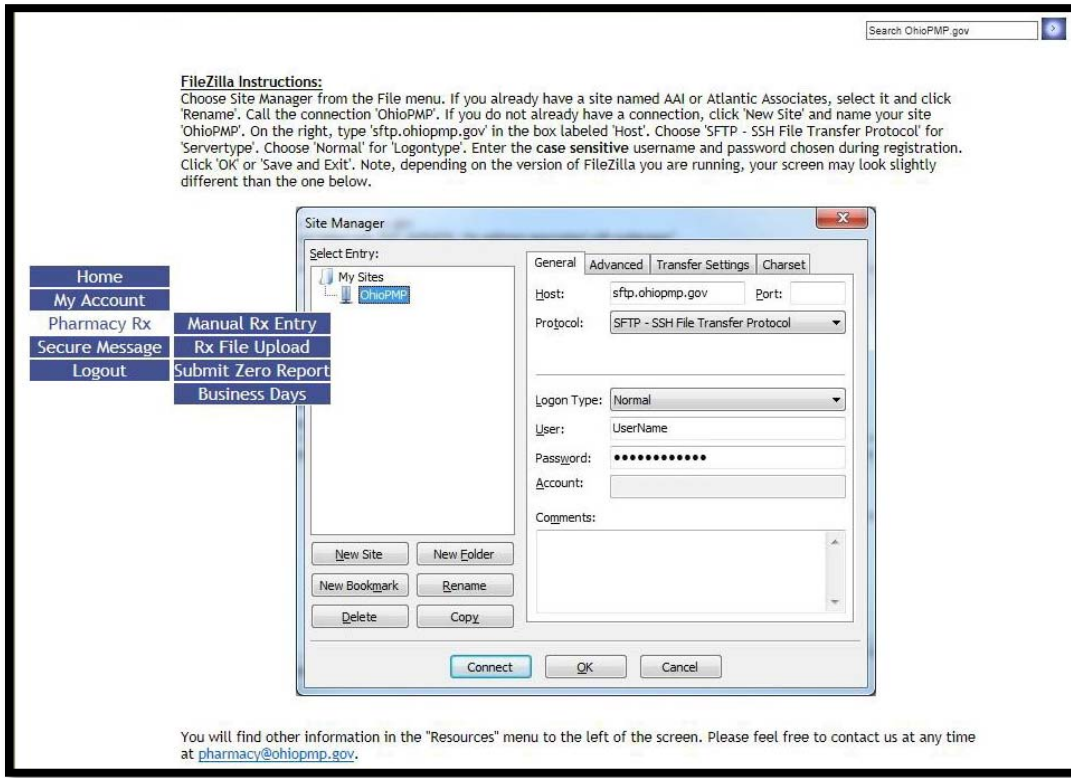
Zero reports must be submitted for each day in which no dispensing of OARRS reportable medications occurs.

Pharmacies that do not operate seven (7) days a week should report their days of operation by following the steps below:

- Go to the OARRS website at www.oarrs.pharmacy.ohio.gov and sign in to the OARRS data upload account for your pharmacy or facility. This is the account that was created specifically for reporting your prescription data to OARRS, it is a completely separate account from your personal patient look-up account that you use to view prescription histories. (If you do not know the user name and password for the pharmacy account, you can contact OARRS at 614-466-4143 option 1 or by email at info@ohiopmp.gov . Be prepared to provide the DEA number for the pharmacy.



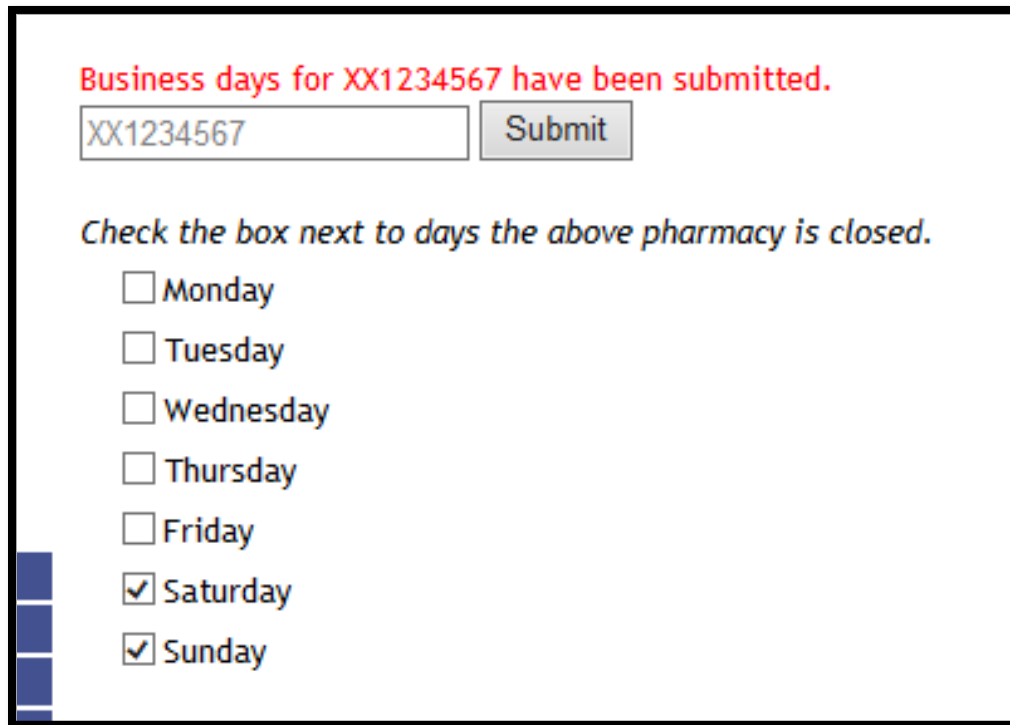
- Once you have logged in, the screen will look like this:



- Select "Pharmacy Rx" from the menu on the left and then select "Business Days."



- Enter the DEA number for the pharmacy in the top field and then check the days that the pharmacy will be closed. Click the "Submit" button.



Business days for XX1234567 have been submitted.

XX1234567

Check the box next to days the above pharmacy is closed.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

- You will receive a confirmation message that your days have been submitted. OARRS will automatically generate a zero report for the days that you have indicated that you are closed.

Generating a zero report for a holiday closure: You can use the Submit Zero Report page to create the zero report for a future holiday closure. You can log in anytime before the holiday, select the day you will be closed as both the Start and End date and click "Submit."

If you feel that it is not possible for your facility to submit daily, please have the responsible pharmacist send a letter on official letterhead to the attention of Chad Garner, Director of OARRS with an explanation of your business model and why it is not possible for you to report daily. Please include your Ohio Board of Pharmacy license number. The letter can either be mailed to OARRS, 77 S. High Street, Columbus, OH 43215 or faxed to 614-644-8556.

Reporting of Pharmacy and Prescriber NPI Number

For pharmacies dispensing controlled substances and tramadol-containing products, Ohio Administrative Code 4729-37-04 requires the reporting of the pharmacy's National Provider Identification (NPI) number and prescriber's National Provider Identification (NPI) number, unless the prescriber is a licensed veterinarian, to OARRS.

Corrections to the Drug Database

Ohio Administrative Code 4729-37-11 requires all corrections to the drug database to be made electronically unless an alternative method is approved by the Board of Pharmacy.

Be sure your OARRS reporting is complete and current. Additionally, we communicate to you through email addresses; be sure your OARRS data upload account contact information is current.

The State of Ohio Board of Pharmacy is committed to assisting your organization in meeting the requirements of these administrative rule changes. If you have any questions or need additional assistance, please contact our OARRS team at 614-466-4143 or by email: info@ohiopmp.gov.