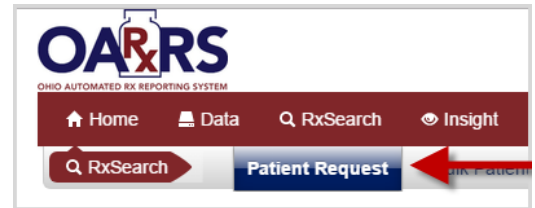


# Quick Reference Guide – Making a Request in PMP AWARxE

1. Visit [www.ohiopmp.gov](http://www.ohiopmp.gov) and follow the instructions for accessing the new system.
  - If a password reset is needed, use the **“Reset Password”** link on the OH PMP AWARxE login page.

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)
- **Zip Code**
- **Prescription fill dates** (must be in MM/DD/YYYY format)

4. Click **Search** at the bottom of the screen to submit your request.

5. Matching patient history will now display. If **multiple patients** are identified, your request will be sent to the System Administrator for review.

6. Click on **“Run Report”**, the patient prescription results will be displayed.

7. Print 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** tab.

## Search Tips:

- **\*Partial Spelling:** Using Partial Spelling can be helpful for hyphenated or commonly abbreviated names (Will vs. William). At a minimum, enter the first three characters of the patient’s first and/or last name.
- **Prescription Fill Dates** - The maximum time period for your search is **36 months** (3 years).
- **PMP Interconnect Search** - allows you to search other participating state databases for the patient’s records.
  - To improve the likelihood of finding a specific patient:
    - For out-of-state searches – Limit your search criteria to only the required fields.
    - For in-state searches – In addition to the required fields, include additional details such as ZIP code.