Registration and PMP Guide

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pmpadmin@obn.ok.gov

obnddregistration@obn.ok.gov

Recent Graduate To-Do List

- Obtain licensure from your board
- Register with OBN
- Register with the DEA
- Update OBN Registration with your DEA number
- Apply for your PMP account or update the information in an existing account

Useful Resources

Dental Board
(Link)

Medical Board
(Link)

Nursing Board
(Link)

Optometry Board
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Osteopathic Board
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Points of Interest

- OBN Registration
- Prescription Monitoring Program

OBN Registration

OBN Registration requires an active license by your respective board and a registration fee. Prior to registering with OBN, please check with your board to be sure that your license is active. If you believe you are eligible for fee exemption, make sure to include your request in your registration application. The OBN Director may exempt from fee an employee of Federal, Oklahoma state and local government institutions whose handling of CDS are limited to such institution.

OBN Renewal Season

All registrations expire October 31st. New registrations approved prior to July 1st will expire October 31st of the same year. Registrations approved July 1st or after will expire the following year. Unless newly approved after July 1st, all registrations will expire after October 31st, so make sure that you apply for renewal during our renewal season. If your application is not renewed by December 31st, your registration will become permanently expired and require a new application.

Registration Requirements

Every person who manufactures, distributes, dispenses, prescribes, administers or uses for scientific purposes any controlled dangerous substance must register with OBN. Practitioners shall be registered to dispense, prescribe, administer or use for scientific purposes substances in Schedules II through V if they are authorized to carry on their respective activities under the laws of this state.
63. 2-302, 2-303, OAC 475:10)

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How to Apply or Renew?

Click on the *OBN Registration* link on the bottom left of this page. The following page includes four sections. The "Business Registration Portal" is for business registrations, and the "Individual Registration Portal" is for individual registrants. If you have an OBN number or are applying for registration for yourself as a medical professional, click on the *Individual Registration Portal* option. Please set aside some time to complete the registration. You will need your active license number from your respective board, a valid form of ID, and either payment for the registration fee or materials to request fee exemption.

DEA Number

An OBN Registration is required to obtain your DEA number. For renewals, include your active DEA number on your renewal application when prompted. If your DEA number information changes at any time, you are required to update your OBN Registration immediately. For new registrants, you can fill in this section with "N/A" or "Pending." You are required to update your OBN Registration with your DEA number as soon as it is issued to you. You do so by logging into your registration account and selecting *business information*. Update the information to reflect your DEA number.

Schedules and Activities

For renewals and first time registrants, make sure that you select the correct schedules and activities for your practice. OBN's Registration site will prompt you to enter your profession when applicable, and below it, it will provide the available schedules that your profession can prescribe in Oklahoma. It will not allow you to select a schedule that you cannot prescribe. It does allow for multiple selected schedules, so please be sure to select all schedules that you require! For activities, please be sure to disclose all of the activities that you will perform for your practice and the locations for these activities if necessary. If you want to review the definitions for the various activities, please view Title 63 2-101.

Good Practices

Did you know that when you apply for renewal, your application auto populates with the information included on your registration account? Log in to your account ahead of renewal season to make sure that your information is current to help ensure a smooth and quick renewal. It is especially important to have a current email included on your account, so, if necessary, OBN can contact you while processing your application and approve your application in a timely manner. If you are creating a new registration, be sure to include a current email that you regularly use, and if you need to update the email on your account, please email obnddregistration@obn.ok.gov for assistance.

Also, apply for renewal early in the renewal season to ensure that your application will be approved before November 1st. All prescriptions written with an expired registration are subject to up to a $5,000 fine.

Proper Use of PMP

- Use a unique login
- Do not share login information
- Delegates must have their own PMP accounts
- Make sure to log out of your account when you are done
- Only query existing or new patients

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Points of Interest

- SB 1446 / SB 848
- Oklahoma Opioid Prescribing Guidelines
- Clinical Reminders for Prescribing Opioids

Overview of the Prescription Monitoring Program
The Oklahoma Prescription Monitoring Program (PMP) is administered by the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDD). It collects data on dispensations of controlled dangerous substances in Schedules II through V.

Registration Requirements
Every person who manufactures, distributes, dispenses, prescribes, administers or uses for scientific purposes any controlled dangerous substance must register with OBN. Practitioners shall be registered to dispense, prescribe, administer or use for scientific purposes substances in Schedules II through V if they are authorized to carry on their respective activities under the laws of this state. (63 2-302, 2-303, OAC 475:10). OBN Registration is required to create a PMP account.

How to Register for the PMP
If you do not currently have a PMP account, you can register online on the PMP website, oklahoma.pmpaware.net, or by selecting the link on the previous page. Please set aside 30 minutes to complete the registration and review the terms and conditions. To complete the registration, prescribers will need their medical license number, DEA registration number, OBNDD registration number, and primary address of employment.

If You Need Access to a Preexisting Account
Please click the *reset password* option on the login screen and utilize the email associated with the old account. Please call OBNDD or email pmpadmin@obn.ok.gov if you need assistance. Please do not attempt to make multiple accounts with the same ID numbers.

Reminders

- You must check the PMP every 180 days
- Acute prescriptions must have a 7-day pill limit
- If you prescribe over 100 MME, make sure to document your rationale thoroughly
- Acute prescriptions must state "acute pain" on the label

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When to Use the PMP

- Before issuing an initial prescription.
- If one hundred eighty (180) days have elapsed prior to the previous access and check for opiates, synthetic opiates, semisynthetic opiates, benzodiazepines, or carisoprodol in the patient's record.

Initial Acute Pain Prescription Requirements

Acute pain prescriptions are subject to a **7-day** pill limit. The initial prescription can only be prescribed if the patient has not been issued a prescription for the drug, or for a pharmaceutical equivalent, in the past year, or if the patient requires the prescription due to a surgical procedure or acute pain that has previously required the prescription in the past year. The prescription requires documenting the patient's medical history, performing a physical exam, creating a treatment plan, checking the PMP, and forging a patient-provider agreement if applicable.

Second Prescription for Acute Pain Requirements

Subsequent prescriptions can be prescribed if it is no less than 7 days after issuing the initial prescription, if it does not exceed a 7-day supply, and the rational and verified no undue risk of abuse, addiction, or diversion is documented. The second prescription also requires a consultation before issuing. Please see the SB 1446 / SB 848 section on the left-hand side to review the exceptions.

Third Prescription for Acute Pain Requirements

At the third prescription, you must discuss the risks associated with the drugs prescribed, including the risk of addiction and overdose. You must also discuss the reason for the prescription and alternative treatments available. You must enter into a pain-management agreement with the patient.

Patient Request Tips

- Partial searches can be very helpful when a patient has a possible nickname
- Partial searches require at least three letters. Avoid using a partial search if a name is fewer than three letters

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After 3 Months of Prescriptions

At a minimum of three months, you must review the course of treatment for the patient. You must assess the patient prior to prescription renewal, and make a reasonable effort to stop the prescription, decrease the dosage, or try another treatment. You are legally required to check the PMP every 180 days. Make sure to monitor your compliance with the pain-management agreement!

Creating Patient Requests

To create a patient request, log in to your PMP AWARxE account, click on *menu* and select *patient request*. Asterisk fields are required to complete the request. The search requires a first name, last name, date of birth, and the prescription fill dates. You can select the partial spelling check box for the patient's names. Partial spelling requires at least three letters.

The inquiry will result in four possibilities. If the initial search is successful, a green box will appear and state that the report is in the requests history tab. If the search results in multiple possible records, a box will appear requesting either a refined search or for you to select and run the applicable reports. If the search results in a red error box, then there is no record matching the provided information. Lastly, a box can appear if the patient file is found but there are no recorded prescriptions in the record for the requested date range. It will prompt you to change the date range and run another search.

Once you have made a successful patient request, the page will open to the record. If you leave the page, you need to access your requests history to review the record. To do this, go to your menu and click *requests history*.

Bulk Patient Search

To perform a bulk patient search, click on *menu* and then select *bulk patient search*. You can choose to either manually enter information or to use the file upload option. In manual mode, complete the required fields. You can click the add button to create more patient entries. Create a name in the Group Name field, enter the timeframe, use the PMP Interconnect Search if necessary, and click *search*. For the file upload, you can view the sample file to the right of the prompt to format your file, and then upload it to its respective place. Then complete the Group Name, Interconnect Search, and timeframe, and hit *search*.

Once you receive a successful notification, click on the *Bulk Patient History* tab. From here, you can search your group name and view your reports.

Data Entry Tips

- A Prescriber DEA numbers begin with two letters
- Animal prescriptions are entered under the owner
- Use legal names not nicknames
- Do not add additional notes to name fields
- Use actual address and not generic location
- Regularly review your prescription activity with My Rx

Rules and Regulations

Title 63

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MyRx

A MyRx report lists all of the prescriptions prescribed under a specific DEA number. To generate this report, go to *menu*, and then click on *MyRx* under RxSearch. Enter in the required information. The date range only goes back seven years, so be sure that your timeframe is within seven years. You can add an optional drug specification if you need. Click *search*. Your report will be in the MyRx history tab.

Data Submission Requirements

A dispense of a Schedule II, III, IV, or V controlled dangerous substance dispensed pursuant to a valid prescription shall transmit to the PMP within 5 minutes of the dispensation. (63-2-309C(A)) (475; 45-1-5)

Willful failure to transmit accurate information as required shall be a misdemeanor punishable, upon conviction, by not more than one (1) year in the county jail, or by a fine of not more than One Thousand Dollars ($1,000), or by both such imprisonment and fine, or administrative action may be taken. (63-2-309C(E))

Failure to accurately report the required information, or correct inaccuracies within reported information, according to the rules may result in administration action against the registration of the pharmacy or dispensing physician, including, but not limited to, fines not to exceed Five Thousand Dollars ($5,000) per violation. (475; 45-1-6)

How to Correct Errors/Mistakes

There are two types of inaccuracies in the data. One error type in the data stops the dispensation from being submitted to the system. Another type of inaccuracy is a mistake on a dispensation that is entered into the system. These inaccuracies will need to be corrected by entering a resubmission or corrected within the AWARxE system.

The Error Correction tab will display all errors that need to be corrected and resubmitted to the system. For error correction, click on *Data* under the menu, then *Rx Management*, and then *Error Correction*. Then, click on a prescription listed within this tab to begin editing for resubmission. The system will highlight the fields that contain errors in red to help the user identify the necessary corrections. Once the information is corrected, scroll down to the bottom of the page and hit *submit*.

Data Maintenance Tips

- Not all PMP accounts have access to Rx Management. Your account must have access to edit submitted prescriptions
- Error correction within AWARxE is only available for prescriptions submitted via SFTP, file upload, or real-time submission to PMP Clearinghouse
- Errors must be corrected immediately
- You must have at least one pharmacy identifier and the prescription fill dates to search for a prescription in Rx Maintenance.
- Voiding a record is permanent. If a record is accidentally voided, it needs to be resubmitted.

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To correct inaccuracies in the AWARxE system, the user will click *menu*. Then, under the Data section, the user will select *Rx Management*. The Rx Maintenance tab allows the user to correct mistakes on a particular dispensation by searching the Rx Number.

Search the prescription using the Rx Number and the corresponding fill date. Once the prescription has been located, click on the prescription, and begin edits. When the prescription is updated, scroll down and click *submit*.

Prescriptions can also be voided in the Rx Maintenance tab. Voiding a prescription is permanent, and if accidental, will require another submission.

New Rx & PharmacyRx

To enter a new prescription in the New Rx tab, log in, click on the *menu*, and select *Rx Management* under Data. Then, click on the *New Rx tab*. The Manual Submission Form will appear. Enter in the correct information for the new prescription and click *submit* at the bottom of the form.

The PharmacyRx report lists all of the prescriptions filled under a particular DEA number. To create a PharmacyRx report, log in, click on the *menu*, and select *Rx Management* under Data. Then click on the *PharmacyRx* tab. Fill in the necessary fields and select the DEA number. A green box will appear when the request is made. Click on the *PharmacyRx History* tab next to the PharmacyRx tab. Your new report will generate in the PharmacyRx History tab.

PMP Delegates

To manage delegates, go to your menu and click on *delegate management* under user profile. To approve or deny a delegate, click on their name to display their information and select your decision. Once a delegate has been accepted, the same instructions apply for removing a delegate. Every delegate must have their own account that is linked to their supervisors.

Supervisors must review their delegates every six months.

OBN Prescription Pads

All prescriptions for controlled substances must be either prescribed electronically or written on official OBN prescription pads (63 2-309). Prescription pads contain the practitioner's name and address of operation(s). These prescription pads must be stored safely to prevent diversion. They can be ordered ahead of time to prepare for possible issues that prevent electronic prescription.

Prescription pads can be ordered here.