USING RX SENTRY

Multiple State Query
Multiple State Query

- This function is used to create queries that can be used to report information about a recipient’s usage of controlled substances in multiple states.
Step 1: First log-in to RxSentry

https://mepdm-ph.hidinc.com/melogappl/bdmepdmqlog/pmqaccess.html

• A window similar to the following is displayed

Maine Data Requesters’ Query Site

Query Creation Tip

Make your query as general as possible and then drill down to more specific information once you have identified the person for whom you are looking. For example, you could enter the last name of the individual, the first letter of the first name, and a birth date, and then click Next. When the preliminary results are displayed on the screen, you can highlight the person that you want to query and then click Submit to submit the query for processing.

If you enter a specific birth date for an individual and the query results are blank, click the Within field just below the Date of Birth field and resubmit the query with a wider date range, for example, within two years of birth date, to create a query with broader search criteria.

Once you have submitted the query for processing, you will be redirected to the Report Queue. In the Report Queue, click the Job Sequence ID number to view the report you requested. If the Job Sequence ID is not a hyperlink, click your browser’s refresh button. The Job Sequence ID will appear as a hyperlink when the report is ready for viewing.
Step 2: Click on “Multiple State Query”

- Put a check in the “I accept” box to certify you have a valid reason for accessing the data and that you are authorized to submit the query. This moves you to the next screen.

  Note: Without selecting the check box, you will not be able to access the Query window.
Only use **Multiple State Query** if you need to look at another states data.

Step 3: Fill in at a minimum: last name, first initial, date of birth, dates you want to search, and select the States you want data from – click “Next”.

![Request Information Form](image)

- Requestor Role: Prescriber
- Request ID Override:
- * Last Name:
- * First Name:
- * Date of Birth: mm/dd/yyyy
- Gender: All
- Street Address:
- City:
- State: All states
- Zip Code (Blank for all):
- Dispensed Timeframe
  - * Dispensed Start Date: 12/20/2012
  - * Dispensed End Date: 12/20/2013
- Sorting Options
  - © SORT by Date Only
  - © SORT by Recipient by Date
- *Required Field
Complete the information on the “Multiple State Query” window, using the field descriptions from the RxSentry Guide for Data Requesters.

Once all criteria have been entered or selected, click Submit.

The Recipient Report is displayed similar to the following
Recipent Report (Multiple State)

<table>
<thead>
<tr>
<th>Date Dispensed/</th>
<th>Drug Name/ NDC</th>
<th>Quantity Dispensed/ Days Supply</th>
<th>RX#</th>
<th>Prescriber</th>
<th>Dispenser</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/13/2012</td>
<td>HYDROCODON-ACETAMINOPHEN 5-500 5 MG-500MG</td>
<td>30</td>
<td>1122330</td>
<td>PAIN, NO</td>
<td>N/A</td>
<td>DOE, ****</td>
</tr>
<tr>
<td>02/13/2012</td>
<td>00406035705</td>
<td>2</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
From the results window, you may perform the following functions:

- **To sort your results**, click a column header (Date Dispensed/Date Prescribed, Prescriber, or Dispenser).
- Click “Generate PDF” to get a PDF version of your report.
- Your report will begin to process, and a window similar to the following will display:

> Query 276 has been created. Go to Report Queue in the navigation menu to retrieve report when query finishes running.

- Click the “Report Queue” link to view your report.
The Report Queue allows you to check the status of a submitted query. The Query Status/Job Status column on the Report Queue window displays one of the following query statuses:

- **Approved/Queued** – the query has been approved and is processing.
- **Approved/Done** – the query has been approved and processed, and is available for viewing.
To view your reports click **Report Queue**.

A window similar to the following is displayed:
If the report is ready for viewing, the **Job Sequence ID** column contains a hyperlink to the report. Click the hyperlink for the desired report.

A window similar to the following is displayed:
Perform one of the following actions:

- Select **Open with** and select the program you would like to use to open the report for viewing. (currently only pdf is available)
- Select **Save File** to save the report to a specific location for viewing at a later time.
- Click **OK**, or click **Cancel** to return to the previous window.

**Notes:**

- Queries are available for viewing only by the user who submitted the query request.
- Queries are automatically removed from the report queue after 14 days.
- If you print the query, protect patient confidentiality by filing or destroying the document after it has been reviewed. Be sure to follow your facility’s protocols and policies regarding the destruction of confidential records.
If you have technical questions concerning the PMP you may contact the Health Information Designs Help Desk.

- 866-792-3149 Option 8