

PRESCRIPTION MONITORING PROGRAM (PMP)

DATA REPORTING MANUAL
Effective Date: April 1, 2012



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NEW MEXICO PRESCRIPTION MONITORING PROGRAM

The program will provide information regarding the prescription of controlled substances in order to prevent the improper or illegal use of the controlled substance, and is not intended to infringe on the legitimate prescribing of a controlled substance by a prescribing practitioner acting in good faith and in the course of professional practice.

REPORTING THE DATA

In accordance with 16.19.29.8, each dispenser shall submit the information in accordance with transmission methods and frequency established by the board; but shall **report at least every 7 (seven) days**. A record of each controlled substance prescription dispensed must be transmitted to the board by computer modem or computer disk.

In accordance with 16.19.29.8, a dispenser shall transmit the required information by one of the following methods:

1. an electronic device compatible with the receiving device of the central repository,
2. a computer diskette, or
3. a pharmacy reporting form provided by the board for pharmacies holding a board approved waiver for electronic submission.

IMPLEMENTATION SCHEDULE AND REPORTING TIMELINES

For all dispensers: April 8, 2012

Initial reporting period: April 1 through April 7, 2012

Initial Reporting Deadline: April 8, 2012

Deadlines:

Pharmacies shall report at least every seven days.

(Dispensers may also report more frequently than outlined above. Any dispenser who chooses to may submit on a daily basis.)

REPORTING PROCEDURES and FILE TYPES

Schedule II-V prescription dispensing information is required. All dispensers, licensed in the State of New Mexico, who dispensed Schedule II-V controlled substances, are required to submit the information by one of the following data submission options.

1. **Website Upload/Prescription file upload:**

The user will need to use the login credentials provided to sign into their user account at the following website: [HTTPS://WWW.PMP-WEB.RLD.STATE.NM.US](https://www.pmp-web.rld.state.nm.us) You may also register for account access at this website.

This is a new service offered by NMBOP. Our software system gives dispensers the ability to upload their data on a secure website, which utilizes 128-bit encryption. The submitted file must be in ASAP v4.1/2009 format. The file name should be the username, (which will be mailed to you and will be your pharmacy license number) followed by the date of submission and followed by .DAT. Therefore, if your pharmacy license number is 00001234 and you are submitting on February 1, 2012, the file would look like this: 00001234020112.dat.

The file is required to be submitted in the ASAP 2009/v.4.1 format. Please inform your software vendor that you will need to be able to upload your data in the ASAP 2009/v.4.1 format as a .DAT file.

2. **CD-Rom, CD-R, CD-RW, DVD Diskette (Please be sure to include a completed transmittal form with the CD or diskette.)**

Data must be submitted in the ASAP 2009/v.4.1 format.

The file name should include the pharmacy NABP number, followed by .DAT

These media forms must be mailed to:
Prescription Monitoring Program
New Mexico Board of Pharmacy
5200 Oakland N.E. suite A
Albuquerque, New Mexico 87113

A Program Transmittal Form (Attachment 1) should accompany external media submissions. The dispenser should make copies of the enclosed, blank Program Transmittal Form for future use. The dispenser may also wish to keep a copy of the completed form for its records.

These media forms must be mailed to:
Prescription Monitoring Program
New Mexico Board of Pharmacy
5200 Oakland N.E. suite A
Albuquerque, New Mexico 87113

3. Secure FTP upload

Chain Pharmacies and Community Pharmacies with multiple facilities may submit one data transmission on behalf of all of their facilities. In fact, NMBOP prefers that chain pharmacies and community pharmacies with multiple facilities submit one transmission with the data for all of their facilities. They may do so utilizing any of the data submission methods described above. Prior to submitting the application, all pharmacies should check with their software vendor to see if they are capable of reporting via our new pharmacy upload service, as this method is far more secure, accessible and efficient.

Zero Reporting:

If a dispenser does not prescribe controlled substances in Schedules II-V during a reporting period, a “zero” report must be submitted. This may be done via a link on the prescription upload website: [HTTPS://WWW.PMP-WEB.RLD.STATE.NM.US](https://www.pmp-web.rld.state.nm.us) under the Upload Center.

A Zero report may also be submitted via FTPs in the ASAP 4.1 version. Please use the current ASAP guidelines for zero report transmissions via FTPs. This information can be located at www.asapnet.org.

The Zero Report standard is a complete transaction and includes all fields required by the PMP program according to the states requirements. Transaction Headers and Trailer Segments are completed as they would be with a normal controlled substance report. All required detail segments are to be sent and left blank with the exception of the PAT07; PAT08; and DSP05. The segments should be completed accordingly: PAT07 = Report; PAT08 = Zero; DSP05 = Date report is sent (CCYYMMDD).

ERRORS, CORRECTIONS and TEST RUN UPLOAD

The entire data file will be rejected if it does not meet the requirements specified in this document. The submitter will be notified, via email or in writing, of the reason for failure. In the case of diskette, CD Rom/CD-R/CD-RW, the media will be immediately returned.

View File Upload Errors:

1. Login to [HTTPS://WWW.PMP-WEB.RLD.STATE.NM.US](https://www.pmp-web.rld.state.nm.us) with your username and password.
2. Single click left mouse button on Data Collection.
3. Single click left mouse button on File Upload.



4. Single click left mouse button on the appropriate file name listed under View Uploaded Files.
5. Error messages are listed under the Description column.
6. Single click left mouse button on the error message.
7. Example:

File Upload Details			
File Name: InASAP200720100714131130.dat	Uploaded By: Root Account	Total Records: 100000	Uploaded On: 8/18/2010
Records Processed: 100000	Records Rejected: 1111		
Error Details			
1 2 3 4 5 ...		Showing 1-10 of 1758	
Error Message	Data		
Unable to parse record 'PAT***8919-93-7356****KALL...	DSP**0301687*20060120*0*20060120*00*01*00406035805...		
The GenderCode exceeds the length allowed,The all...	DSP**0301735*20060120*0*20060120*00*01*60258077016...		
Unable to parse record 'PAT***8926334008****BENEFI...	DSP**0783112*20051014*3*20060112*03*01*00024542131...		
Unable to parse record 'PAT***8909464822****PEARSO...	DSP**0796580*20060123*5*20060123*00*01*00093089005...		
The GenderCode exceeds the length allowed,The all...	DSP**0796480*20051221*5*20060123*01*01*00093083201...		
Unable to parse record 'PAT***8926388526*****H...	DSP**0828193*20060109*5*20060109*00*01*00378400505...		
The value assigned to the field State is incorrec...	DSP**0915991*20051116*2*20060108*02*01*00074194914...		
The GenderCode exceeds the length allowed,The all...	DSP**0796480*20051221*5*20060123*01*01*00093083201...		
The GenderCode exceeds the length allowed,The all...	DSP**0465804*20051111*2*20060108*00*01*00024542131...		
The GenderCode exceeds the length allowed,The all...	DSP**0466758*20060112*0*20060112*00*01*00093083201...		
		Items Per Page	10
Back To File Upload			

Corrections for File Uploads:

The State requires that the prescriptions reported be submitted according to the deadlines outlined in the previous sections. Therefore, if you have any rejected records, you may view them and correct them manually via the secure website.

If the dispenser has errors in the submitted file, you may correct these errors in one of two ways:

1. **Correct the data in your prescription software, then regenerate the file and upload the data.**
 - Please note this process may result in duplicate records as a portion of the records originally submitted were accepted. The duplicate records occurring as a result of duplicate file uploads require no action on the part of the pharmacy or dispenser.
 - *You may also choose to correct only those records that were rejected, and create a separate file to submit. This will eliminate any chance of your file being rejected for duplicate records.*





2. Correct the data online via the Data Collection Portal. (This type of correction is manually performed and makes sense when there are minimal errors.)

- a. To correct the errors using File Upload Errors, do the following:
 - i. Follow the steps described in the '[View File Upload Errors](#)' section.
 - ii. Single click left mouse button on Edit icon  located on the right.
 - iii. Make the appropriate corrections to the prescription.
 - iv. Single click left mouse on the Save button.
 - v. If additional errors exist, single click left mouse on the Back to Exceptions button.
 - vi. Repeat the process for each error received.
- b. Confirm all errors are corrected, do the following:
 - i. Single click left mouse button on File Upload.
 - ii. The Errors column should now be zero. If not take appropriate actions.
 - iii. Verify this by accessing the File Upload Errors screen and verify the records processed field.

Please note: If you are submitting your dispensed prescriptions via FTPs, you cannot correct these errors in the web application. You will need to correct these records and submit a separate file with the corrected information.

(You may want to create a file that contains only those records that were previously rejected, this may help to eliminate any chance of your file being rejected for duplicate prescriptions thresholds.)

Test Run Upload Feature:

This feature is provided to assist the user with identifying errors within a file, prior to submitting the information to New Mexico for reporting purposes. It is located in the Upload Center within the Data Collection website.

The process is similar to submitting your completed file, but will allow the user to see any errors, and correct those errors prior to your submission to the State reporting agency.

If you have attempted to submit your file, and are receiving rejection notices or extensive errors, please utilize this function. This function may also assist your software vendor with helping to identify any corrections that may be needed related to software or the format of your file.



REQUIRED INFORMATION AND FORMATTING

Please see the below information regarding required information for dispensed prescription reporting, as well as the proper formatting required for these submissions.

ASAP 4.1/2009 Telecommunications Format for Controlled Substances **All required ASAP fields**

Please see www.asapnet.org for a complete implementation guide

Ref. Code	Data Element Name	Format	Required Data
HEADER SEGMENTS			
TH TRANSACTION HEADER			
TH01	Version/Release Number		Yes
TH02	Transaction Control Number		Yes
TH05	Created Date		Yes
TH06	Creation Time		Yes
TH07	File Type		Yes
TH09	Data Segment Terminator		Yes
IS INFORMATION SOURCE			
IS01	Unique Information Source		Yes
IS02	Information Source Entity Name		Yes
PHA DISPENSER			
PHA03	DEA Number		Yes
DETAIL SEGMENTS			
PAT07	Last Name		Yes
PAT08	First Name		Yes
PAT12	Address Information – 1		Yes
PAT14	City Address		Yes
PAT15	State Address		Yes
PAT16	ZIP Code Address	"00000" Non-US	Yes
PAT18	Date of Birth	CCYYMMDD	Yes
PAT19	Gender Code	"F" or "M" or "U"	Yes
DSP DISPENSING RECORD			
DSP01	Reporting Status	"00" New record; "01" Revised; "02" Void	Yes
DSP02	Prescription Number		Yes
DSP03	Date Written	CCYYMMDD	Yes
DSP04	Refills Authorized		Yes
DSP05	Date Filled	CCYYMMDD	Yes

Ref. Code	Data Element Name	Format	Required Data
DSP06	Refill Number		Yes
DSP07	Product ID Qualifier	"01" NDC# or "02" UPC or "06" compound	Yes
DSP08	Product ID	NDC# or UPC# or "9999999999" compound	Yes
DSP09	Quantity Dispensed		Yes
DSP10	Days Supply		Yes
DSP11	Drug Dosage Units Code	"01" # of units or "02" ml or "03" gm	Yes
DSP12	Transmission Form of Rx Origin Code	"01" Written Rx or "02" Telephone Rx or "03" Telephone Emergency Rx or "04" Fax Rx or "05" Electronic Rx or "99" Other	Yes
DSP16	Classification Code for Payment Type	"01" Private Pay (Cash, Charge, Credit Card) or "02" Medicaid or "03" Medicare or "04" Commercial Insurance or "05" Military Installations and VA or "06" Workers' Compensation or "07" Indian Nations or "99" Other	Yes
PRE PRESCRIBER INFORMATION			
PRE02	DEA Number		Yes
CDI COMPOUND DRUG INGREDIENT DETAIL (If DSP07 is "compound")			
CDI01	Compound Drug Ingredient Number		Yes
CDI02	Product ID Qualifier	"01" NDC# or "02" UPC or "06" compound	Yes
CDI03	Product ID	NDC# or UPC# or "9999999999" compound	Yes
CDI04	Compound Ingredient Quantity		Yes
CDI05	Compound Drug Dosage Units Code	"01" # of units or "02" ml or "03" gm	Yes
AIR ADDITIONAL INFORMATION REPORTING			
All information is situational			
SUMMARY SEGMENTS			
TP PHARMACY TRAILER			
TP01	Detail Segment Count		Yes
TT TRANSACTION SET TRAILER			
TT01	Transaction Control Number	See TH02	Yes
TT02	Segment Count		Yes

FREQUENTLY ASKED QUESTIONS:**Passwords and sign-in information:****Does my password expire?**

For security purposes, passwords will expire every 180 days. You do not need to remember to update your password, as the system will automatically prompt you to change your password after 180 days.

Please note that your account will require you to update your password upon your initial sign-in. At this time, please answer the security questions provided. This will allow you to change/update your password during the evening/weekend hours.

I have entered my password numerous times, I am sure that it is correct. Why is this happening?

Please consider the type of information that you are attempting to locate. If you are attempting to submit records of your dispensed controlled substances, please go to the link 'Forgot my password'. If you have answered the security questions provided, you will be able to reset your password using this function.

Prescription Data and Reporting requirements:**What is the NDC Code?**

The National Drug Code is an 11 digit number used to identify drug strength, name, quantity etc. This number is found on the medication bottle.

What drugs should be reported?

The New Mexico Prescription Monitoring Program collects drug schedules II-V.

How often should I submit data?

Pharmacies shall report at least every seven days.

How are compounded prescriptions to be recorded?

Prescriptions compounded by the pharmacist and containing a controlled substance must be reported. To submit a compound controlled substance, the field DSP07 must indicate this by the value '06' for compound. Subsequently, DSP08 must then be reported as eleven "9's" or 99999999999. By reporting the value in DSP07 as '06', the CDI segment then becomes a mandatory or required segment.

The CDI segment will require that reportable controlled substances be reported in increments of 1 in field CDI01; the NDC code is reported as '01' in CDI02; and the NDC of those reportable ingredients is provided in CDI03. The quantity is provided in metric decimal format in CDI04; and the Drug Dosage Units Code is reported in CDI05.

I am a veterinarian, and our location does not assign prescription numbers. What number should I use?

You may begin with the number 1 (or any number) and continue forward. Please keep a record of this Rx number, so that the prescription monitoring program and your location have coinciding records. Rx numbers are a maximum of 7 digits in length.

Why is the system rejecting the input metric quantity?

The metric quantity should be the number of metric units dispensed in metric decimal format.

I use a common login for multiple locations, but one location did not dispense any controlled substances. How do I submit a Zero Report?

Zero Reports should be submitted using the account which uses the DEA number as the username, or via FTPs transfer in the ASAP 2009 v4.1 format (please see zero reports).

File issues and Error Corrections:

What does the file status 'Pending' mean?

Uploaded files will process overnight, therefore they will be in 'Awaiting Processing' status until the day following an upload.

I do not work with a software vendor; how should I submit controlled substance data?

If you do not work with a software vendor, you will need to manually enter controlled substance data. To do this, go to the Data Collection Menu ➡ Manual Entry. Complete all required fields and click 'Save'; no further action is required.

I accidentally sent the incorrect reporting period. Should the file be deleted?

If the wrong reporting period was uploaded, the file does not need to be deleted. Records that have already been processed by the system will be rejected as duplicate records. To remedy this issue, simply create a file with the correct reporting period and upload again.

What should I do if my file was rejected?

If your file was rejected, do a Test Run Upload. To do this, go to Data Collection Menu ➡ Test Run Upload ➡ Click Browse ➡ Open File ➡ Click Test Run Upload. The bottom of the screen will list file format problems. Missing or invalid fields should be corrected by your software vendor.

The file I uploaded states there are errors, but when I try to view them there are no records listed. What are the errors?

Errors are viewed by going to Data Collection Menu ➡ View Uploaded Files and then clicking on the number of errors. If there are no errors listed on the page, click the box 'Show Duplicate Record Error Messages,' and this should display any errors. Duplicate records are records that have already been processed by the system. *Duplicate records cannot be edited.*

When I try to edit 'Unable to Parse Record' errors, there is no data on the page. How do I edit these errors?

'Unable to Parse Record' errors occur when files contain a blank or unreadable line of data. These also occur when a prescription record has a special character such as * or # in a field. If after pushing edit, no data displays, you may disregard this error message, as there is no data to correct.

How do I know if my file uploaded?

To receive a confirmation after your file has processed, you will need to change your response type. Go to My Account ➡ Notification method; enter you email address and click Save. You will still continue to receive these confirmations in the 'Message Center' of your account as well.

You will receive notifications for each file submission, and again once that file processes. An email will be sent (the following day) confirming the file's status and any errors.

I was submitting a manual entry and accidentally submitted incorrect information. Can I delete this entry?

The manual entry screen will allow a user to submit the following types of prescription data: New; Change; Cancel; or Purge. Please pick the appropriate information type, enter the required information and click Save.

Why is nothing happening when I click on Upload Center?

For the Upload Center menu to appear, please verify you are using Internet Explorer version 6.0 or higher.

To check which version you are currently using, go to Help ➡ About Internet Explorer. If you are using a version less than 6.0, you may download the latest version from www.microsoft.com/downloads

If you are using Internet Explorer version 6.0 or higher, please verify that 'Active Scripting' is enabled. To do this, go to Tools ➡ Internet Options ➡ Security ➡ Custom Level. Make sure all three scripting options are enabled; these options are found at the bottom of the menu.



How do I fix “duplicate” error messages?

A duplicate error message displays when a data record is received and processed more than once. This normally occurs when a file is uploaded after correcting errors in your prescription software or when a file is uploaded twice in error for a different reporting period. *The duplicate records occurring as a result of duplicate file uploads require no action on the part of the pharmacy or dispenser.*

Assistance and Support

The staff of NMBOP is available to provide assistance and information to individual pharmacies, chain pharmacies, clinics, dispensing practitioners, software vendors, and other entities required to submit data. Technical support is available to meet the program requirements. The State of New Mexico will act as the final interpreter of regulations.

Individual pharmacies are advised to contact their software vendor. Inform your software vendor that you must be able to upload a “.dat” file (in the ASAP 2009/v.4.1 format) to a secure website. The only change is that you will upload through a secure website. If software vendors have questions, they should contact Larry Loring, directly at: larry.loring@state.nm.us.

Chain Pharmacies must await information from their individual corporate offices as to how they should proceed with making changes to the existing system. Corporate offices and their software vendors should contact Larry Loring, directly at: larry.loring@state.nm.us

Attachment 1



OptimumTechnology

Program Transmittal Form

File Name: _____ Date: _____

The file name should be the Board of Pharmacy license number followed by .DAT (example: 0201123456.DAT)

Pharmacy/Dispenser Name: _____

Board of Pharmacy License Number: _____

Number of Prescriptions in File: _____

Name of person submitting report: _____

Phone Number: _____ Fax Number: _____

External/diskette label must contain: Pharmacy/Submitter Name, Board of Pharmacy License Number and Number of Prescriptions