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STATE OF DELAWARE
OFFICE OF CONTROLLED SUBSTANCES
PRESCRIPTION MONITORING PROGRAM

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QUERY INSTRUCTIONS FOR DELEGATES

Rx Query

Use RxQuery to generate a report about a current or prospective patient's usage of controlled substances.

Authenticating the Query

Before you can query the PMP, you must first authenticate the query by attesting that

- You have a valid reason for requesting the query, and
- You have the potential to provide a service to the patient whose controlled substance history you are requesting.

To authenticate the query...

1. Log in to your PMP account.
2. From the home page, click **Rx Query**.

Result: The system displays this window:

<i>User Query</i>
Delaware Liability statement for User access
I hereby certify that I have been approved by the Delaware Division of Professional Regulation and the Office of Controlled Substances to access information in the Delaware Prescription Monitoring (PMP) database.
I have read 16 Del. C. S 4798 and understand that:
Neither the Division of Professional Regulation nor the Office of Controlled Substances warrants any report to be accurate or fully complete and expressly disclaim liability for errors and omissions in the contents of this report. The PMP database is an accumulation of data gathered from Delaware licensed pharmacies and prescribers. The report is based on data entered by the dispensing practitioner or pharmacy. Records on this report should be verified before any clinical decisions are made or actions are taken. For more information about any prescription in a PMP report or to verify a prescription, please contact the dispensing practitioner or pharmacy.
Users may request a report from the database for a bona fide patient or prospective patient seeking medical treatment or pharmaceutical care.
HIPAA and all confidentiality and non-disclosure provisions of Delaware Law cover the information contained in this database.
Inappropriate access or disclosure of this information is a felony under Delaware Law (16 Del. C.S 4798) and may result in criminal prosecution.
Reports from the PMP database may not be distributed to the patient. Patients may request their own PMP records directly from the Delaware Division of Professional Regulation.
<input type="checkbox"/> I accept the above conditions.
You MUST accept the above conditions before you can continue

3. Click the **I accept the above conditions** check box.

Note: Unless you check this box, you cannot query the PMP.

Completing the User Query Window

When you have authenticated your query, the PMP system displays this User Query window.

User Query

Report Format:	Recipient Query			
	Name Selection	Demographic Focus	County Selection	Zipcode Selection (blank for all)
	Recipient: Begins with <input type="text"/> Sounds like <input type="text"/> Fastest: Last Name = and First Name Begins <input type="text"/> *Last Name: <input type="text"/> *First Name: <input type="text"/>	Gender <input type="text" value="All"/> *Target DOB <input type="text"/> mm/dd/yyyy Within <input type="text" value="Exact Match"/>	Statewide York Select statewide for best results	<input type="text"/>
	*Dispensed Timeframe From: <input type="text" value="06/16/2013"/> mm/dd/yyyy		*Dispensed Timeframe To: <input type="text" value="06/16/2014"/> mm/dd/yyyy	
	<input type="text" value="HID HID"/>			
	*Master Accounts: <input type="text"/>			
	*Required Field All required fields must be filled in. However, for the best search results, fill in as many fields as possible.			
	<input type="button" value="Submit"/>			

1. Complete the fields on the User Query window that listed in the following table. All of these fields are required. **Do NOT enter any other fields!**

Field Name	Usage
Recipient Name Last	Type the patient's last name. If you do not know the full name or exact spelling, click the "Begins with" option and enter a partial name. <i>Example:</i> A patient's last name is O'Neal, but you are not sure if it is spelled O'Neal, O'Neil or O'Neill. If you type O'Ne, the system will display all last names that begin with "O'Ne".
Recipient Name First	Type the patient's first name. If you do not know the full name or exact spelling, click the "Begins with" option and enter a partial name. <i>Example:</i> A patient's first name is Meaghan, but you are not sure if it is spelled Megan, Meghan, Meaghan or some other variation. If you type Me, the system will display all first names that begin with "Me".
Gender	Always leave the default "All".
Target DOB	Type the patient's date of birth in mm/dd/yyyy format.
Dispensed Timeframe From	The database automatically provides a date range of one year. However, you may request data retroactive to 09/2011.

2. Next to Master Account, select the prescriber associated with this query:

User Query

Report Format:	Recipient Query			
	Name Selection	Demographic Focus	County Selection	Zipcode Selection (blank for all)
	Recipient: Begins with Sounds like Fastest: Last Name = and First Name Begins *Last Name: *First Name:	Gender All *Target DOB mm/dd/yyyy Within Exact Match	Statewide York Select statewide for best results	
	*Dispensed Timeframe From: 06/16/2013 mm/dd/yyyy		*Dispensed Timeframe To: 06/16/2014 mm/dd/yyyy	
	*Master Accounts: HID HID			
*Required Field All required fields must be filled in. However, for the best search results, fill in as many fields as possible.				
<input type="button" value="Submit"/>				

3. When you have entered or selected the criteria, click **Submit**.

Result: The system displays a window that lists all patients who matched the criteria you entered. All patients' names will be highlighted.

User Query

Report Format:	Recipient Report	
Recipient Name Equals <i>Smith, First Name Begins J</i> DOB For Zip codes beginning	[2 Recips] 1 Newark DE 19702 (New Castle) 2 Bear DE 19701 (New Castle) 2 Bear DE 19701 (New Castle) 1 Ocean View DE 19970 (Sussex) 1 Millford DE 19963 (Sussex) 2 Rocky Mount NC 27803 (Nash)	
Dispensed Timeframe From: 10/04/2012	Dispensed Timeframe To: 10/04/2013	
<input checked="" type="radio"/> SORT by Date Only <input type="radio"/> SORT by Recipient by Date		
<input type="button" value="Request"/>		

4. If you do **not** want reports on all of the highlighted patients, you may select specific patients:

- To select a single patient, click the patient's name.
- To select multiple patients whose names are listed consecutively, click the first patient name, hold down the **[Shift]** key and then click the last patient name you want.
- To select multiple patients whose names are not listed consecutively, hold down the **[Ctrl]** key as you click each patient's name.

5. Select the **Sort by date only**.

Note: The system will list the prescriptions by dispense date, from newest to oldest.

6. Click **Request**.

Result: The system displays the *Recipient Report* window for all patients you selected.

[Open in new window](#)

Generate Report

Recipient Report
Dispensed From 09/01/2011 to 06/06/2012

2 out of 2 Recipient(s) Selected

RECIPIENT, ADDRESS - DOB: 00000000 - 11 Karlyn Dr
RECIPIENT, ADDRESS - DOB: 00000000 - 769 Black Diamond Rd

Map Results

Date Dispensed	Date Prescribed	Quantity Dispensed	Days of Supply	Authorized Refills	NDC	Drug Name	Prescriber	Prescription Number	Dispenser	Dispenser City	Recipient Last Name	Recipient First Name	Date of Birth	Recipient Street Address	Recipient City
06/01/12	06/01/12	10	1	0	00406036505	HYDROCODON-ACETAMINOPHEN 5- 325	RECIPIENT, ADDRESS	463767	ACME	SMYRNA	RECIPIENT, ADDRESS	RECIPIENT, ADDRESS	0000-00	769BLACKDIAMONDRD	Smyrna
06/01/12	06/01/12	50	4	0	00406036501	HYDROCODON-ACETAMINOPHEN 5- 325	RECIPIENT, ADDRESS	463767	ACME	SMYRNA	RECIPIENT, ADDRESS	RECIPIENT, ADDRESS	0000-00	769BLACKDIAMONDRD	Smyrna
						OXYCODONE-	RECIPIENT, ADDRESS		MANOR	NEW					New

7. From this window, you perform the following actions:

- To sort the results in a different order, click the column headers that are hyperlinks (**Date Dispensed**, **Prescriber**, and **Dispenser**).
- To create a pdf version of your report, click **Generate Report** in the upper left corner. To view the pdf, click **View Query Status** on the left menu.