

ONLINE VOID AND MANUAL ENTRY ENHANCEMENTS

for the



April 2014



NEW YORK STATE DEPARTMENT OF HEALTH

Bureau of Narcotic Enforcement

Online Void Functionality in the PMP Data Collection Tool

Effective April 21, 2014, there will be an enhancement to the Prescription Monitoring Program (PMP) Data Collection tool to allow users the option to void a record online. This feature can be accessed from the Rx Review option on the blue menu bar in the PMP Data Collection Tool.

- Users with a Controlled Substance Prescription Data Submitter Role for your pharmacy or practice will have the ability to void records.
 - **Be aware that any staff assigned the Controlled Substance Prescription Data Submitter Role will also have the ability to permanently void prescriptions from the PMP Registry.**
- The online void option should only be used for the following scenarios:
 - To remove a prescription record from the PMP Registry when the prescription was never dispensed to the patient.
 - To remove a prescription record from your Outstanding Errors list when the prescription was never dispensed to the patient.
 - To correct a prescription record from the PMP Registry or Outstanding Errors list when the dispensed prescription was submitted with an incorrect Date Filled, Rx Number or NCPDP Number. First, the record must be voided. After voiding the record, generate a new, corrected record for resubmission.

The online void process is detailed below.

1. Log in to your Health Commerce System (HCS) account using the link below.
https://commerce.health.state.ny.us/public/hcs_login.html
 If you don't have an HCS account, please refer to the Electronic Data Transmission Submitter's Guide for additional information. This guide can be accessed through the Bureau's EDT web page:
http://www.health.ny.gov/professionals/narcotic/electronic_data_transmission/
2. Select the Rx Review option on the blue menu bar in the PMP Data Collection Tool.
Note: The Rx Review option is also used to review the status of a prescription record submitted to the PMP Data Collection Tool.
3. The Prescription (Rx) Review screen will display. Enter the Rx Number of the prescription to void. Click submit.
4. The screen pictured below will display. Multiple dispensing records may display for the Rx Number selected. Review the record(s) to ensure you select the record with the Date Filled and Dispenser that you intend to void.
 - a. If the user has the "Controlled Substance Prescription Data Submitter" role, the void button will be available to the right of the record.
 - b. If the user does **not** have the "Controlled Substance Prescription Data Submitter" role, the void button will be grayed out.

Prescription(Rx) Review

Criteria to search Rx number

Organization: 999999 - Z Test Pharmacy 1

NABP:

Rx Number: 123456 (Required)

Note: Please allow between 2 and 24 hours processing time after submitting a file before searching for an Rx number from that file. Search results are restricted to the 50 most recent records received for a particular Rx number.

[Click Here for Instructions on Online Voids](#)

Void: Only users with the Controlled Substance Prescription Data Submitter role can perform online voids

One current record for Rx Number 123456 found.

Dispenser	**Status Code	Prescriber DEA	Date Written	Date Filled	Quantity Dispensed	Refill#	Partial Fill	Date Submitted	Patient DOB	Patient Gender	NDC	Status Update Date	*Void Action
AA1234567	NonPMP-NoDrug	AA1234567	20140411	20140411	1 each			20140411	20100101	M	10000000000	20140411	<input type="button" value="Void"/>

- Click the "Void" button next to the record with the Date Filled and Dispenser that you intend to void.
- Review the confirmation screen displayed and click "Confirm" to complete the void transaction or "Cancel" to return to the previous Rx Review screen.

Note: that once "Confirm" is selected, the void cannot be reversed. If a void was completed in error, the prescription record must be resubmitted.



This is the record you have selected to VOID.
If this is correct, click CONFIRM. If this is not correct, click CANCEL.

Dispenser	RX Num	**Status Code	Prescriber DEA	Date Written	Date Filled	Quantity Dispensed	Refill#	Partial Fill	Date Submitted	Patient DOB	Patient Gender	NDC	Status Update Date
AA1234567	123456	NonPMP-NoDrug	AA1234567	20140411	20140411	1 each			20140411	20100101	M	10000000000	20140411



*Note that by clicking the Confirm button, the record will be voided.

- After the void transaction has been completed in the PMP Data Collection Tool for the selected prescription record, the Rx Review screen will display. The "Void" button to the right of the record will no longer be available and the "Status Code" field will display as "NonPMP-Void".

Note: Please allow between 2 and 24 hours processing time after submitting a file before searching for an Rx number from that file. Search results are restricted to the 50 most recent records received for a particular Rx number.

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Void: Only users with the Controlled Substance Prescription Data Submitter role can perform online voids

One current record for Rx Number 123456 found.

Dispenser	**Status Code	Prescriber DEA	Date Written	Date Filled	Quantity Dispensed	Refill#	Partial Fill	Date Submitted	Patient DOB	Patient Gender	NDC	Status Update Date	*Void Action
AA1234567	NonPMP-Void	AA1234567	20140411	20140411				20140411	20100101	M	10000000000	20140411	N/A

[Export to CSV](#)

**Status Codes (Note: Records with a status of PMP will only appear in the PMP registry for 6 months following the Date Filled):

Status Code	Status Description
In Process	This record is being processed. Not yet in PMP
NonPMP-Bupr-Self	Prescriptions for Buprenorphine that were dispensed by a practitioner are not displayed in the PMP
NonPMP-NoDrug	Undefined NDC code submitted. It is not displayed in the PMP
NonPMP-Vet	Prescriptions from veterinarians are not displayed in the PMP.

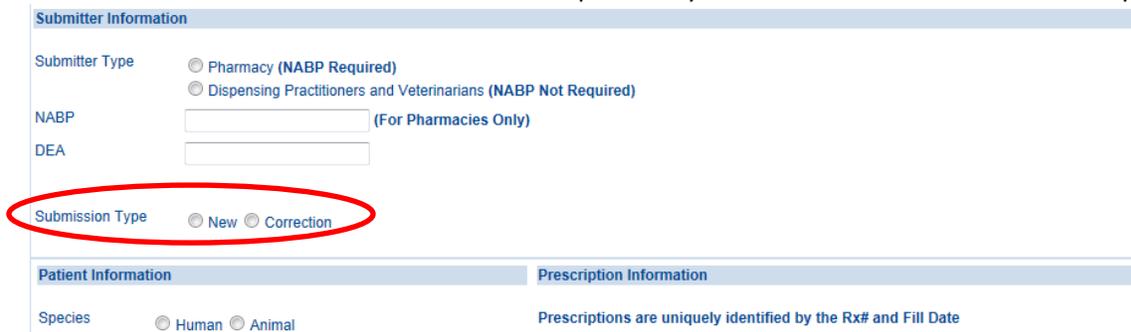
Manual Data Entry

Effective April 21, 2014, organizations that use the PMP Data Collection Tool Manual Entry module to enter controlled substance prescription dispensing records will be required to indicate if the submission is 'New' or is a 'Correction'.

- If the submission is new, a new Rx Number will be required for each dispensed drug for that Date Filled.
- If the submission is a correction, you must indicate the Rx Number, Date Filled and Dispenser ID (DEA or Pharmacy NABP) of the record to be corrected.

The Manual Entry Module enhancements are detailed below.

1. Log in to your Health Commerce System (HCS) account using the link below.
https://commerce.health.state.ny.us/public/hcs_login.html
If you don't have an HCS account, please refer to the Electronic Data Transmission Submitter's Guide for additional information. This guide can be accessed through the Bureau's EDT web page:
http://www.health.ny.gov/professionals/narcotic/electronic_data_transmission/
2. Select the Manual Entry option on the blue menu bar in the PMP Data Collection Tool. The screen pictured below will display. The new Submission Type field is circled below. You must select "New" or "Correction".
 - a. Select new to enter a new controlled substance dispensing record.
 - b. Select correction to enter a correction to a previously submitted controlled substance dispensing record.



The screenshot shows a web form with several sections. The 'Submission Type' section is circled in red and contains two radio buttons: 'New' and 'Correction'. Above it is the 'Submitter Information' section with radio buttons for 'Pharmacy (NABP Required)' and 'Dispensing Practitioners and Veterinarians (NABP Not Required)', and input fields for 'NABP (For Pharmacies Only)' and 'DEA'. Below are 'Patient Information' (Species: Human, Animal) and 'Prescription Information' (Prescriptions are uniquely identified by the Rx# and Fill Date).

3. Populate all other fields as you did prior to this enhancement.
4. Click on the Submit button that is located at the bottom of the Manual Entry Screen.
 - a. **Note to Dispensing Practitioner:**

If 'New' is selected for the Submission Type for a dispensing practitioner and a match exists in the PMP Data Collection Tool, the user will receive the error message below when submitting the record since the record exists in the database and is not "New". A match in the practitioner dispensing record is determined by the combination of the practitioner's DEA Number, Date Filled and Rx Number.

A prescription for this Practitioner DEA, Rx Number and Date Filled has already been submitted. If this is a new record, you must use a unique Rx Number. If this is a correction, select Correction for the Submission Type.

If 'Correction' is selected for the Submission Type for a dispensing practitioner and a match does not exist in the PMP Data Collection Tool, the user will receive the error pictured below when submitting the record since the record does not exist in the database and there is no record to correct. A match in the practitioner dispensing record is determined by the combination of the practitioner's DEA Number, Date Filled and Rx Number.

A prescription for this Practitioner DEA, Rx Number and Date Filled has not been submitted yet. In order to make a correction, the DEA number, Rx Number and Date Filled must match the record to be corrected. If this is not a correction, select New for the Submission Type.

If the user 'Voided' a record, and wants to re-submit using the same Rx number, Date Filled and DEA, the user must select 'Correction' because the 'Void' record exists in the PMP Data Collection Tool database.

- b. **Note to Dispensing Pharmacy:**

If 'New' is selected for the Submission Type for a pharmacy submitter and a match exists in the PMP Data Collection Tool, the user will receive the error pictured below when submitting the record since the record exists in the database and is not "New". A match in the pharmacy dispensing record is determined by the combination of the NABP Number, Date Filled and Rx Number.

A prescription for this NABP, Rx Number and Date Filled has already been submitted. If this is a new record, you must use a unique Rx Number. If this is a correction, select Correction for the Submission Type.

If 'Correction' is selected for Submission Type for a pharmacy submitter and a match does not exist in the PMP Data Collection Tool, the user will receive the error below when submitting the record since the record does not exist in the database and there is no record to correct. A match in the pharmacy dispensing record is determined by a combination of NABP Number, Date Filled and Rx Number.

A prescription for this NABP, Rx Number and Date Filled has not been submitted yet. In order to make a correction, the NABP number, Rx Number and Date Filled must match the record to be corrected. If this is not a correction, select New for the Submission Type.

If the user 'Voided' a record, and wants to re-submit using the same Rx number, Date Filled and pharmacy NABP, the user must select 'Correction' because the 'Void' record exists in the PMP Data Collection Tool database.

- c. If there are fields with errors after clicking submit, the screen will display with the message circled below. The field in error is located above the field specific error message.

The screenshot shows a prescription submission form with the following fields and values:

Species	<input checked="" type="radio"/> Human <input type="radio"/> Animal	Prescriptions are uniquely identified by the Rx# and Fill Date	
Last Name	LName	Date Filled	04/11/2014 (mm/dd/yyyy)
First Name	FName	RX Number	123456789 Click here for help
Animal Name		Metric Quantity	1
Address	1 Some where else	Drug Dosage Units	EACH ie capsule/tablet/patch
City	Albany	Days Supply	5
State	NEW YORK	Practitioners DEA	AA1234567
Zipcode	12000	NDC Code	10000 -0516 -01
Date of Birth	01/01/2000 (mm/dd/yyyy)	Official NYS Serial Number	zzzzz Value is invalid number of characters
Gender	Male	Date Written	04/11/2014 (mm/dd/yyyy)
		Payment Type	No Payment

A red oval highlights the error message: "You have data entry errors. Field specific error messages refer to the field above the message." Below the form are "Submit" and "Clear" buttons.

- d. If there are no fields with errors, the confirmation screen pictured below will display indicating that the record was accepted after the user clicks "Submit".
Note: If you do not receive any error messages and you do **not** receive the confirmation screen pictured below, your record was not successfully submitted. You will need to delete your browsing history, reboot your computer and re-enter the data.

Manual submission is successfully processed for

NABP:
DEA: AA1234567
Name: DOE, JOHNSON MD

Today's manual submission statistics for **DOE, JOHNSON MD**

