

# Quick Reference Guide – Making a Request in PMP AWARxE

1. Go to the PMP AWARxE login page (<https://texas.pmpaware.net/login>). If a password reset is needed, use the “Reset Password” link.
2. Once you’re logged in, select the **RxSearch** tab, then choose **Patient Request**.
3. Enter search criteria.

At a minimum, you must provide:

- **First name** (full or partial\*)
- **Last name** (full or partial\*)
- **Date of birth** (must be in MM/DD/YYYY format)
- **Prescription fill dates** (must be in MM/DD/YYYY format)

4. Click **Search** at the bottom of the screen to submit your request.

5. Matching patient history will now display. If **multiple patients** are identified, you will be presented with the option to **refine your search** by providing additional search information or you can select a **single, multiple, or all returned patient groups** to include in your patient prescription request results.

6. Click on “**Run Report**”, the patient prescription results will be displayed.

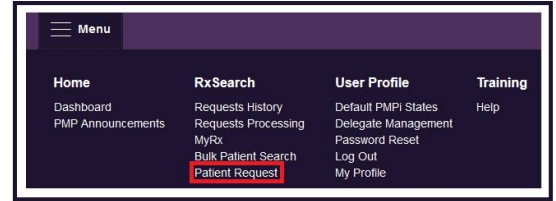
7. Print form by clicking on the PDF button or convert the form to a CSV (Microsoft Excel) file. You may retrieve your searches and the search results of any delegates by clicking on the **Requests History** tab.

## Search Tips:

- **\*Partial Spelling:** Using Partial Spelling can be helpful for hyphenated or commonly abbreviated names (Will vs. William). At a minimum, enter the first three characters of the patient’s first and/or last name.

- **Prescription Fill Dates** - The maximum time period for your search is 36 months.

- **PMP Interconnect Search** - allows you to search other participating state databases for the patient’s records.
  - To improve the likelihood of finding a specific patient:
- For out-of-state searches – Limit your search criteria to only the required fields.
- For in-state searches – In addition to the required fields, include additional details such as ZIP code.

A screenshot of the 'Patient Request' form. The form is white with a purple header. It includes a 'Patient Request Tutorial' link and a note about Adobe Acrobat Reader. The form is divided into several sections: 'Patient Info' with fields for First Name, Last Name, Date of Birth, and Phone Number; 'Prescription Fill Dates' with 'From' and 'To' date pickers; 'Patient Location (Optional)' with fields for Street Address, City, State (dropdown), and Zip; and 'PMP Interconnect Search (Optional)' with a 'Select All' checkbox and a grid of checkboxes for various states (Alabama, Alaska, Arizona, California, Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota). A 'Search' button is at the bottom left.