

I-STOP/PMP - Internet System for Tracking Over-Prescribing - Prescription Monitoring Program

Prescription Monitoring Program Registry

Effective August 27, 2013, most prescribers are required to consult the Prescription Monitoring Program (PMP) Registry when writing prescriptions for Schedule II, III, and IV controlled substances. The PMP Registry provides practitioners with direct, secure access to view dispensed controlled substance prescription histories for their patients. The PMP is available 24 hours a day/7 days a week via an application on the Health Commerce System (HCS) at <https://commerce.health.state.ny.us>. Patient reports will include all controlled substances that were dispensed in New York State and reported by the pharmacy/dispenser for the past six months. This information will allow practitioners to better evaluate their patients' treatment with controlled substances and determine whether there may be abuse or non-medical use.

PMP for Practitioners

Effective August 27, 2013, most prescribers are required to consult the PMP registry when writing prescriptions for Schedule II, III, and IV controlled substances. Practitioners may authorize designee(s) to check the registry on their behalf.

Each prescriber and authorized designee(s) must have an individual Health Commerce System (HCS) account to gain access to the PMP.

- [HCS Application Instructions](#) (PDF, 97KB)

For assistance in obtaining a HCS account, contact the Commerce Accounts Management Unit at: 1-866-529-1890 Option 2

- [NYS PMP Brochure for Practitioners and Pharmacists](#) (PDF, 202KB)
- [Instructions to access the PMP Registry](#)
- [Health Commerce System HCS Log in](#)
- [Frequently Asked Questions](#) (PDF, 291KB)

How to Add an Unlicensed Resident or Medical Intern to the PMP Designee Role and a HCS User to the PMP Designee Reviewer Role at Medical Teaching Facilities

Two new roles are currently available on the Health Commerce System (HCS) under the Hospital (pfi) organization: PMP DESIGNEE and PMP DESIGNEE REVIEWER. The PMP Designee role allows unlicensed residents/interns of a medical teaching facility to access the Prescription Monitoring Program (PMP) Registry on behalf of the institution. The PMP Designee Reviewer role allows employees of the medical teaching facility to monitor the use of the PMP application by unlicensed residents/interns. A HCS coordinator can assign unlicensed resident/interns with a HCS account to the PMP Designee role and hospital employees with a HCS account to the PMP Designee Reviewer role.

Please note: Residents/interns working in multiple facilities need to be assigned to the PMP Designee role by a coordinator from each facility.

- [See attached document for instructions to assign roles and get HCS accounts.](#) (PDF, 395KB)

PMP for Veterinarians

Veterinarians are specifically exempted from the requirement that the PMP Registry be consulted before prescribing or dispensing a controlled substance for a patient.

Veterinarians and other dispensing practitioners are required to report controlled substance dispensing activity to the NYS DOH Bureau of Narcotic Enforcement (BNE) within 24 hours.

- [HCS Application Instructions](#) (PDF, 97KB)

- [For information regarding data submission \(Prescription Monitoring Program Data Collection Tool\) and review of critical errors, click here.](#)

PMP for Pharmacists

Effective August 27, 2013, the PMP Registry is available to NYS licensed pharmacists. Each NYS licensed pharmacist must have an individual Health Commerce System (HCS) account to gain access to the PMP Registry. Pharmacists may apply now for their individual HCS account by accessing the link below.

- [HCS Application Instructions \(PDF, 97KB\)](#)
- [For information regarding data submission \(Prescription Monitoring Program Data Collection Tool\) and review of critical errors, click here.](#)

For assistance in obtaining a HCS account, contact the Commerce Accounts Management Unit at: 1-866-529-1890, option 2

- [NYS PMP Brochure for Practitioners and Pharmacists \(PDF, 202KB\)](#)
- [Instructions to access the PMP Registry](#)
- [Health Commerce System HCS Log in](#)

Frequently Asked Questions (FAQ's)

- [Prescription Monitoring Program \(PDF, 290KB\)](#)

Questions or comments: narcotic@health.state.ny.us

Revised: November 2013

The Department of Health has instituted a new “paperless” application process for Licensed Medical Professionals and Unlicensed Professionals to apply for a Health Commerce System (HCS) account.

- Entirely electronic and does not require signatures and a notary.
- A NYS DMV Driver’s License or a NYS DMV Non-driver Photo ID is necessary to apply.
- Upon completion of the application, immediate access to the HCS.
- A User account request should be completed by a HCS Coordinator for unlicensed professionals.

If you are a Licensed Medical Professional, click here: [Apply](#) for an HCS Medical Professions account (this will go to the Pub Page <https://apps.health.ny.gov/pub/top.html>)

- If you need help, click here to access the HCS [Quick Reference Guide](#)

If you are an Unlicensed Professional, please contact your coordinator. This is a two-step process.

1. The unlicensed professional must register for a HCS user account through the NYS Department of Health.
 - Click here to register: <https://apps.health.ny.gov/pub/usertop.html>
2. The HCS Coordinator must enroll (activate) your account on the HCS.
 - Click here for the steps to enroll: Step B of the [Quick Reference Guide](#)

Please Note: The new “paperless” application process is not an option if a HCS account request is already in process. If attempted, you will receive an error message and may not proceed.

If you do not have a NYS DMV Driver’s License or NYS DMV Non-driver Photo ID, you can still apply using the existing process which requires signatures and a notary. See instructions below.

- [Instructions on how to obtain an HCS account for licensed professionals](#) (PDF, 913KB)
- [Instructions on how to obtain an HCS account for unlicensed professionals](#) (PDF, 1MB)

Electronic Data Transmission

General Information

Article 33 of the Public Health Law and Part 80 of Title 10 the New York Codes, Rules and Regulations require all pharmacy providers, dispensing practitioners and manufacturers and distributors of controlled substances registered within New York State to electronically transmit information regarding dispensed controlled substances to the New York State Department of Health (NYSDOH) in a timely and accurate manner. Such electronic filing is a critical function and responsibility of every dispenser.

Effective August 27, 2013, such information must be submitted to the Bureau of Narcotic Enforcement (BNE) no later than 24 hours after the substance was delivered. Pharmacies delivering prescriptions by mail or licensed express delivery services are required to file prescription information no later than 72 hours after the substance was shipped from the pharmacy. Data collected as a result of the submission process securely resides within the Prescription Monitoring Program (PMP) Registry and is closely analyzed by BNE for discrepancies and in support of a number of public health initiatives.

Also effective August 27, 2013, New York State Public Health Law requires most practitioners to consult the PMP Registry prior to writing a prescription for a controlled substance in Schedule II, III and IV for a patient. The same law allows pharmacists to consult the PMP Registry before dispensing a controlled substance. Such access allows both practitioners and pharmacists to better evaluate a patient's treatment as it pertains to controlled substance prescribing and dispensing.

If you have questions regarding the electronic submissions of controlled substance data, please contact BNE via email at narcotic@health.state.ny.us or via phone at (866) 811-7957, Option 1.

Instructions for Transmission

- [Pharmacy Providers/Dispensing Practitioners](#)
- [Manufacturers and Distributors of Controlled Substances](#)

Retrieval and Correction of Critical Errors

The Bureau of Narcotic Enforcement will no longer fax/email critical errors to data submitters effective August 27, 2013. Access to critical error information will instead be provided at that time via the PMP Data Collection Tool (formerly known as Controlled Substance Prescription Reporting – CONTSUBS) available via NYSDOH's Health Commerce System (HCS).

ALERT – Correction of Errors for Controlled Substance Data Submissions

Pharmacies must electronically transmit data for dispensed controlled substances to the NYS Department of Health within 24 hours of dispensing and must correct all errors within 3 days. Pharmacy data impacts the integrity of the data in the Prescription Monitoring Program (PMP) Registry and each pharmacy is responsible for the timeliness and accuracy of their data.

- If a vendor or corporate headquarters submits your data, it is the pharmacy's responsibility to ensure that the data is being submitted in compliance with all laws and regulations.
- All error messages must be reviewed, corrected and resubmitted. Please speak with your vendor or corporate headquarters with any questions on resubmitting corrected records or voiding records sent in error.
- Refer to the [Submitter's Guide for Electronic Data Submission](#) for guidance on retrieving and correcting your errors.

Questions or comments: narcotic@health.state.ny.us

Revised: January 2014

FREQUENTLY ASKED QUESTIONS

for the



Revised: July 2013



NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Narcotic Enforcement

1-866-811-7957
www.health.ny.gov/professionals/narcotic

Online PMP

Q: What is the purpose of the Prescription Monitoring Program (PMP) Registry (formerly CSI)?

A: The Prescription Monitoring Program Registry provides practitioners and pharmacists with direct, secure access to view their patients' recent controlled substance prescription history to help them better evaluate a patient's treatment as it pertains to controlled substance prescribing and dispensing.

Effective August 27, 2013, practitioners will be required, with limited exceptions, to check the PMP Registry prior to writing a prescription for a controlled substance in schedule II, III, and IV for a patient. Pharmacists will have access to the PMP Registry after this date as well.

Q: Will pharmacists see the same information seen by practitioners?

A: Yes, if the pharmacist has an individual HCS account, he or she can access the same information when that patient presents a prescription for a controlled substance to the pharmacy.

Q: What are the benefits of the PMP Registry?

A:

- The program allows for better understanding of a patient's controlled substance utilization based on recent controlled substance prescription history.
- Provides a quick, confidential online report to the practitioner and the pharmacist.
- Available 24 hours a day, 7 days a week.
- Information is based on controlled substance prescription data from nearly 5,000 pharmacies.
- No cost to the practitioner or pharmacist.

Q: My patient appears on the Prescription Monitoring Program (PMP). Does this mean my patient is a "Doctor Shopper"?

A: Not necessarily. A PMP registry report indicates that your patient has received controlled substance prescriptions in the past six months. This report is intended to provide you access to your patient's controlled substance prescription history for purposes of making treatment decisions. The information in this report is provided to help reasonably inform a practitioner when he or she is deciding whether or not to prescribe or dispense a controlled substance.

Q: Who can access the PMP Registry?

A: Any New York State licensed prescriber, excluding veterinarians, may access the PMP Registry. Each prescriber must have an individual Health Commerce System Account (HCS) to gain access. The application to establish an account for a licensed professional is available on the following website: <https://hcsteamwork1.health.state.ny.us/pub/top.html>

Important Note: Effective August 27, 2013, pharmacists will have access to the program and will need their own HCS accounts.

Q: How do I establish an HCS Account?

A: If you are a **licensed professional** the application to establish an account is available on the following website: <https://hcsteamwork1.health.state.ny.us/pub/top.html>

If you are a **resident, unlicensed professional, limited permit holder, or administrative staff** acting as a designee, the HCS director or coordinator (e.g., prescribing practitioner or facility administrator) will log into the HCS system: <https://commerce.health.state.ny.us>, click on Coord Account Tools under My Applications, Under Account Request, click "User"; and follow the process.

Q: I currently have an HCS account, do I still need to register for the PMP Registry?

A: No. There is not a separate registration for the PMP. By maintaining an HCS account, practitioners, pharmacists, and designees will have access to the PMP Registry.

Note: Pharmacists and designees will not have access until August 27, 2013.

Q: I submitted for an HCS account, what happens next?

A: New accounts are usually established within two weeks. Once your application is processed you will be e-mailed documents. They must be printed, notarized and received by the Department of Health for your user ID to be issued. For account information or help with your HCS Account please contact Commerce Account Management Unit (CAMU) at 1-866-529-1890, option 1.

Q: I have an HCS account but do not know my user ID or password. Who should I contact?

A: For account information or help with your HCS Account please contact CAMU at 1-866-529-1890, option 1.

Q: My password expired, who should I contact?

A: For expired passwords please contact CAMU at 1-866-529-1890, option 1.

Q: Once I established an HCS account how do I access the PMP Registry?

A:

- Go to the HCS at: <https://commerce.health.state.ny.us>
- Log onto the system with your user ID and password (*If you can't remember your password, call the Commerce Account Management Unit at 1-866-529-1890, Option 1, for assistance*).
- Click on the NYS PMP Registry campaign button on the home page or select "Applications" at the top of the page. Click on the letter "P".
- Scroll down to "Prescription Monitoring Program Registry".

- Click the green plus sign under the Add/Remove column to add this application to your favorites so you don't have to scroll down each time in the HCS [optional].
- Click to open the program.
- Enter patient information and all other required information.
- Review the Frequently Asked Questions within the application for further information.

Q: Am I required to review the PMP for any controlled substance prescribed, or is this review limited to certain drugs?

A: Effective August 27, 2013, the duty to consult the PMP is required of the practitioner prior to prescribing or dispensing any controlled substance listed on schedule II, III or IV.

Q: Are any practitioners excluded from the requirement to consult the PMP prior to dispensing or prescribing?

A: Veterinarians are excluded. In addition, practitioners who are not veterinarians may be excluded if they meet the criteria defined within Section 3343-a Article 33 of the Public Health Law. Please review this section of the law, which may be accessed from the Bureau of Narcotic Enforcement's web page; www.nyhealth.gov/professionals/narcotic. Click on the link on the left hand side of the page for "Laws and Regulations" and follow the instructions on this page to get to Article 33.

Q: Can I designate someone to check the PMP Registry for me?

A: Yes. Effective August 27, 2013 practitioners and pharmacists can designate staff to look up patients on the PMP registry on their behalf.

Designees for Practitioners: The designee, if unlicensed, will need to work with the HCS coordinator from their facility, or prescribing practitioner, to establish their own HCS account. After the designee obtains an HCS account user ID, the practitioner will need to log into the HCS, open the PMP application, and click on the Designation tab. On the designation screen, the practitioner will enter the HCS user ID of the individual that will be performing the look up on their behalf as a designee. The functionality to designate a staff member is currently not available. However, we encourage staff that will be designees to apply for their HCS account now.

Designees for Pharmacists: Designees for pharmacists, which are limited to other pharmacists and pharmacy interns, will need to work with the HCS coordinator for the pharmacy to establish their own HCS Account. After the designee obtains an HCS account user ID, the pharmacist will need to log into the HCS, open the PMP application, and click on the Designation tab. On the designation screen, the pharmacist will enter the HCS user ID of the individual that will be performing the look up on their behalf as a designee. The functionality to designate a staff member is currently not available. However, we encourage staff who will be designees to apply for their HCS account now.

Q: Can I share the report reflecting my patient's controlled substance history with my patient?

A: Yes. Release of the information is allowed to your patients but should be based on your professional medical judgment. All state and federal confidentiality rules must be adhered to.

Q: What type of information will the report provide?

A: Effective August 27, 2013 or sooner, patient search reports will include all controlled substances that were dispensed and reported by the pharmacy/dispenser for the past 6 months. Pharmacy and practitioner information will be provided as well.

Q: How is the controlled substance data in the PMP Registry obtained?

A: All New York State pharmacies and dispensing practitioners are required to submit their controlled substance dispensing data to the Bureau of Narcotic Enforcement.

Q: Are refills and partial-filled prescriptions listed in the report?

A: Yes. Dispensers are required to report refills and partial-filled prescriptions to the Department of Health.

Q: How current will the data be that is reflected on the PMP when the practitioner is required to consult the PMP?

A: Effective August 27, 2013, the data will be submitted to the Bureau on a "real time" basis as defined by the commissioner within the regulations.

Q: Do I have to report to the Department that I reviewed my patient's controlled substance history?

A: No.

Q: What is the "Drug Listing"?

A: The "Drug Listing" tab in the horizontal menu at the top of the screen provides a reference of the brand names that are associated with the drug names shown on the Patient Search Results and lists the controlled substance schedule in New York State. Schedules of controlled substances are defined within section 3306 Article 33 of the Public Health Law. This information may be accessed from the Bureau of Narcotic Enforcement's web page; www.nyhealth.gov/professionals/narcotic. Click on the link on the left hand side of the page for "Laws and Regulations" and follow the instructions on this page to get to Article 33.

Q: After reviewing the PMP for a patient, what do I do if I suspect diversion?

A: Please note a link on the bottom of the Confidential Drug Utilization Report to report a prescription discrepancy, or to send questions or comments about the report to the Bureau of Narcotic Enforcement. You may also contact the Bureau of Narcotic Enforcement office in your area to speak to a narcotic investigator.

Albany/Central Office: (866) 811-7957 Opt. #2

Western Area Regional Office (Buffalo Area): (716) 847-4532

Rochester Office: (585) 423-8043

Syracuse Office: (315) 477-8459

New York City Metropolitan Area Regional Office: (212) 417-4103

Q: My patient is claiming identity theft. How should I direct him or her?

A: Identity theft should be reported to the local police department.

Q: How do I assist patients who want help for an addiction problem?

A: Treatment program information is available from the NYS Office of Alcoholism and Substance Abuse Services at www.oasas.ny.gov or by calling 1-877-846-7369. You may also access the Substance Abuse and Mental Health Services Administration (SAMHSA) website at www.buprenorphine.samhsa.gov to locate a participating opioid addiction physician in your area.

Q: As a physician, how do I become eligible to prescribe buprenorphine for opioid addiction?

A: You must qualify for a Drug Enforcement Administration (DEA) waiver. You can obtain more information at the Center for Substance Abuse Treatment (CSAT) at 1-866-287-2728 or www.buprenorphine.samhsa.gov.

Q: I have patients who receive Schedule II prescriptions which require a new prescription with each fill. Do I have to consult the PMP for the same patient each month when writing the same prescription?

A: Effective August 27, 2013, the duty to consult the PMP is required of the practitioner prior to prescribing or dispensing any controlled substance listed on schedule II, III or IV, regardless if it is the same patient being prescribed a controlled substance each month.

Q: Is there a distinction between immediate release and extended release products when viewing drugs on the PMP?

A: The PMP will display the drug and strength, but does not specify the dosage form.

Q: How can I integrate the PMP into our electronic health record or electronic prescribing software?

A: At this time, the PMP must be accessed through the Health Commerce System. The Department of Health is actively working on solutions to integrate the PMP Registry into electronic medical records.

Q: What is the difference between the "Printer Friendly" and "Extended" options for the Data Detail Level?

A: The "Printer-Friendly" level is intended to be printable in landscape mode on 8.5" x 11" paper. When the "Extended" option is selected, additional fields are included in the search results; including the Payment Method and the Dispenser. The results area can be scrolled horizontally and there is no guarantee regarding printability.

Q: What is the purpose of the “My DEA Numbers” tab?

A: The “My DEA Numbers” tab provides the option of entering one or more DEA numbers associated with the practitioner. It allows for separation of prescriptions associated with any of the entered DEA numbers from all other results on the Patient Search Results page. (My Prescriptions versus Other’s Prescriptions)

Q: Which DEA number should I use if I hold multiple registration numbers?

A: The DEA number associated with your prescriptions is the number that the dispenser submitted to the Department. You may enter all of your DEA numbers under the DEA listing tab. Patient Search results will be sorted by DEA number.

Q: What is the difference between “other’s prescriptions” and “my prescriptions”?

A: “Other’s prescriptions” reflect prescriptions written by another prescriber (other than you).

Q: Who do I contact if I didn’t write the prescription shown under “My Prescriptions”?

A: Use the link on the page to report a prescription error to the Bureau of Narcotic Enforcement. The link is located below your patient’s prescription information.

Q: How do I contact the other physician(s) for a consultation?

A: Practitioner information is public and can be researched from the following web site:
<http://www.nydoctorprofile.com/>

Q: What will happen if I do not enter my DEA number in the “MY DEA Numbers” tab?

A: If you do not enter your DEA number in the “MY DEA Numbers” tab, there will be no separation of prescriptions you wrote from prescriptions other prescribers wrote.

Q: Do I need to rerun the patient search after I enter my DEA number(s)?

A: Only if you want to see your prescriptions separate from other prescribers. The same data will be displayed; just the format of the data displayed will change.

Q: I entered my DEA number on the My DEA Numbers page, but made an error. Can I modify the entry?

A: Click on the check box next to your DEA Number and then click on “Remove”. Then enter the correct DEA number in the “Enter your DEA number” field.

Q: I changed my DEA number, how do I update this data in my HCS account?

A: To remove a DEA Number, click the check box next to it and click the "Remove" button. Multiple DEA numbers may be removed at the same time.

Q: Will the PMP display a patient's controlled substance records for doctors within the same practice together?

A: No. The PMP will display a patient's controlled substance records for the practitioner under "My Prescriptions", provided that the practitioner entered his or her DEA number(s) using the "My DEA Numbers" menu option. The "My DEA Numbers" link is located in the horizontal menu at the top of the screen. All other controlled substance records for a patient, including records of prescriptions written by practitioners within the same practice, are grouped into "Other's Prescriptions" on the PMP display.

Q: What is the "Update Personal Info" menu option for?

A: It is used to update Business contact information, emergency contact information, and professional information.

Q: Can I update my Physician Profile from the HCS account?

A: Yes, select the Applications Tab at the top of the page, select the letter "P" and scroll down to Physician Profile System.

Q: I received an "Access Denied" message with a link to Update Personal Info. Why am I being denied access to the PMP application?

A: The system was not able to validate your license number to allow access to the application because your license number is either missing from your HCS personal account information or your current license number needs to be added to your HCS personal account information. Please click on the link and update your license information. Once updated, you should be able to access the PMP application.

Q: I received an "Access Denied" message with a System Error Code of BNE8937. Why am I being denied access to the PMP application?

A: You are currently not allowed to access the PMP application because either your NYS license has expired or your license has an administrative action code on it. The PMP relies upon licensing data provided by the New York State Education Department (NYSED). Questions regarding the status of your license should be directed to NYSED.

Q: Why does my patient's prescription information appear in 'blocks' or 'groups' on the Drug Utilization Review Screen?

A: The PMP utilizes matching criteria to determine if records for people with slight differences in demographic data could be for the same individual. The dispensed prescriptions are shown based on variations in the name, date of birth and address. Practitioners should compare patient name, date of birth and address in determining whether or not the different groups represent the same individual. For example, an address for the same patient may be similar, but the information will be grouped separately.

For example, information dispensed under an address of 33-33 Main St. may appear in a separate grouping from information dispensed under the address of 3333 Main St.

Also note that if you entered your DEA numbers on the 'My DEA Numbers' tab, you will see the prescriptions *you* wrote for that patient grouped first, followed by those written by others, if any.

Q: How is the prescription data sorted?

A: Within each grouping, the information is sorted by date dispensed.

Q: Will I have to attest every time I access a patient's information?

A: By clicking "Yes" on the Patient Search screen to advance the search, you are attesting to abide by the guidelines for use of the PMP in accordance with the New York State Public Health Law. You may view the guidelines by clicking the link at the top of the Patient Search screen.

Q. Where can I find the guidelines that I am attesting to?

A: The guidelines or attestation is accessible via a link on the Patient Search page.

Q. I wrote a prescription for my patient for a controlled substance. Why does it not appear in the PMP Registry?

A. The PMP Registry displays all of the controlled substance prescriptions, if any, that your patient has filled in the last six months. The information is compiled from data submitted to the Department related to prescriptions dispensed to your patient.

Q. What is the purpose of the Search Terms Review page?

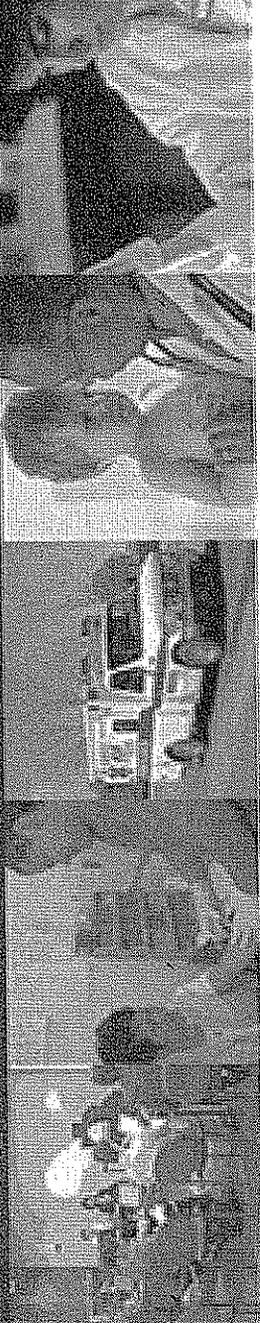
A. The Search Terms Review page allows you to review the entered search criteria and ensure its accuracy. You can choose either to complete the search by pressing "Continue", or to fix any mistakes by pressing "Revise Search Terms".

Q: What is the System Alert Message?

A: The System Alert Message will allow announcements to be made regarding downtime and important events, and once set will appear on all pages within the application.

Welcome to HCS/HCS

Please log in to begin using the Health Commerce System



User ID:
Password:

If you have forgotten your password, please call the Commerce Accounts Management Unit (CAMU) at 1-866-526-1850 (M-F 8-5pm)

Site Policies/Terms of Use

Violation of the security and use agreement (e.g. sharing your account name and password with someone else) will result in the temporary suspension of your account privileges until required remedial action is taken by executives of your facility.

Repeat offenses may result in the permanent removal of the account.

Contacting the Commerce Accounts Management Unit with someone else's account information will result in the account being disabled due to a security breach.

Reporting Security Incidents

If you are having problems with the website, please email it@commerce.health.state.ny.us



Welcome Debra Hotaling

Advanced Search

My Applications My Favorites

Acronyms & Abbreviations	
CART	
CSI on Dispensed Prescriptions	
Emergency Contacts	
Health Facilities Info Sys HFIS	
Official Rx Order Entry	
PMP Registry	
Prescriptions - Order Pads	
Role Lookup Tool	
ServNY	

Health Commerce System Applications

Browse by A B C D E F G H I J K L M N O P Q R S T U V W X Y Z View All

Application Name	Acronym	Profile
Personal Care Provider Cost Report		
Personal Care Rate Sheets		
Person-based Electronic Response Data System		
Person Update Tool		
Physician Profile System		
Prescription Drug Price Maintenance	PDPM	
Prescription Monitoring Program Data Collection Tool	CONTSUBS	
Prescription Monitoring Program Registry (PMP)	PMP aka CSI	
Prescriptions - Order Official NYS Prescriptions	ORDOFF	
Public Health Notices (Restricted to State and Local Health Departments Only)		

Welcome John X.Doe

FAQ | Help

DEV



DEV

File Upload

Manual Entry

Zero Reporting

Submission Status

File Upload

You are reporting data for

Z Test Pharmacy 1

We currently accept ASAP versions 4.0, 4.1 and 4.2

In order to see "Submission Status" on the menu bar, a user must have the role of "Controlled Substance Prescription Data Reviewer". The role of "Controlled Substance Prescription Data Submitter" is required to see File Upload, Manual Entry or Zero Reporting on the menu bar.

File Uploads

Please select Prescription file to upload

Browse...

Upload

[Interim EDI Guidance - Appendix A - Data File Specifications](#)

[Interim EDI Guidance - Appendix C - Zero Reporting Specifications](#)

[New York State Prescription Monitoring Program - Electronic Data Transmission - Manual of Instructions](#)



Welcome John X Doe

FAQ | Help

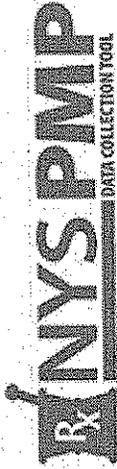
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Access Denied

You do not have necessary permissions to submit or review Controlled Substance Prescription Data. Please contact the HCS Coordinator for your organization with these instructions to add you to the **Controlled Substance Prescription Data Reviewer** role and/or **Controlled Substance Prescription Data Submitter** role.

Instructions for adding a person with an HCS Account to a role



This is the Manual Entry Screen. A user can click the link below for guidance on manual entry. For animals, note that the Last Name & First Name are of the owner. The animal's name is entered in a separate field.

Manual Entry

You are reporting data for

[Click Here for Instructions on Entering Data](#)

Enter Official Prescription Data

Submitter Information

Submitter Type
 Pharmacy (NABP Required)
 Dispensing Practitioners and Veterinarians (NABP Not Required)

NABP
DEA

(For Pharmacies Only)

Patient Information

Species Human Animal
Last Name
First Name
Animal Name
Address
City
State
Zipcode
Date of Birth
Gender

Prescription Information

Date Filled
Pharmacy RX Number
Metric Quantity
Drug Dosage Units
Days Supply
Practitioners DEA
NDC Code
Official NYS Serial Number
Date Written
Payment Type



DEV

DEV

Welcome John X Doe

FAQ | Help

DEV

File Upload

Manual Entry

Zero Reporting

Submission Status

You reported data for Z Test Pharmacy 1

Manual submission is successfully processed for

NABP:	54444441
DEA:	BB99999999
Name:	Z TEST PHARMACY

This screen will display after the user clicks "Submit" on the Manual Entry screen.

Today's manual submission statistics for Z TEST PHARMACY

Total manual submissions by John X Doe: 1

Total manual submissions by all users for Z TEST PHARMACY: 1

Submit another manual entry

Use this button to make another submission DO NOT use the BACK button on the browser

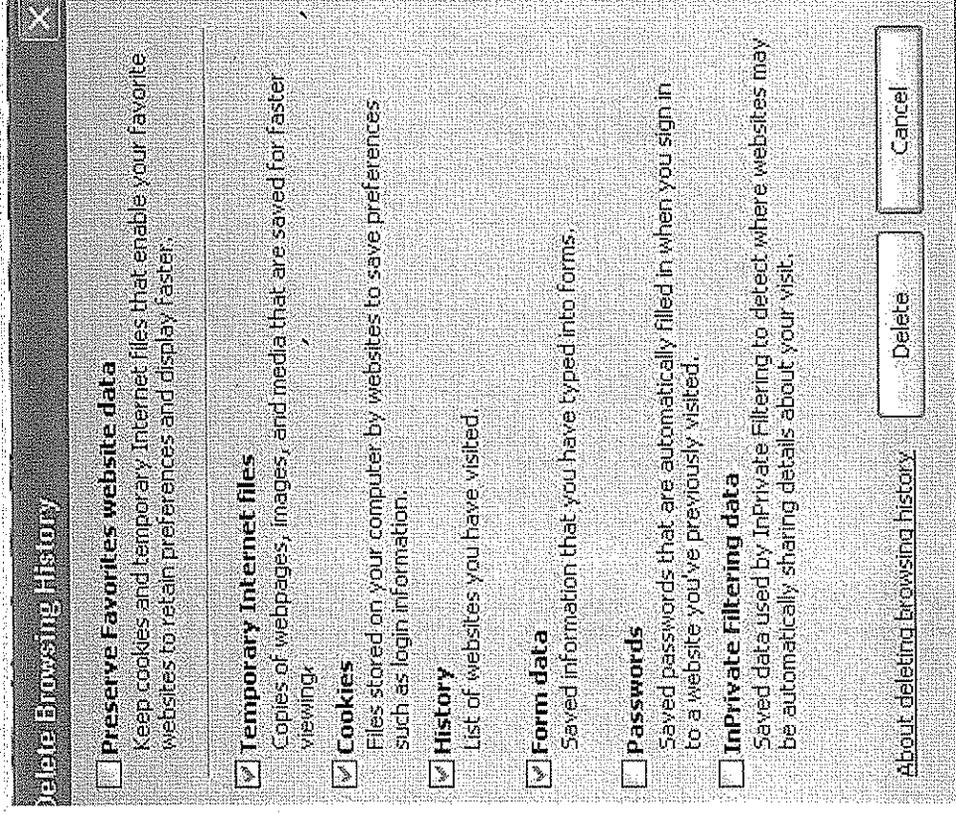
Manual Upload Error

“Cache”

If the “Manual Submission is Processed Successfully” does not appear or if the data screen appears to be frozen and remains on the screen, you must clear the “cache”. The following process is for Internet Explorer:

Manual Upload Error – “Cache”

- **Go to Tools in the upper left**
- **Select 'Delete Browsing History'**
- **Be sure you only have the following items checked**
- **Then click delete**
- **Reboot your PC after you are done**



Zero Reporting

You are reporting data for

This screen is for users who will manually enter their zero reporting, as opposed to using the File Upload of a zero report using ASAP standards. Regulations state that a zero report shall be submitted no later than 14 days following the most recent previously reported dispensing of a controlled substance, the submission of a prior zero report, or the termination of a waiver of the requirement to file a zero report.

Zero Reporting Information

Submitter Type Pharmacy (NABP Required) Dispensing Practitioners and Veterinarians (NABP Not Required)

NABP (For Pharmacies Only)

DEA

Period Start Date

Period End Date

You reported data for **Z Test Pharmacy 1**

Zero activity is successfully recorded for

NABP:	54444441
DEA:	BB99999999
Name:	Z TEST PHARMACY
Period Start Date:	07/25/2013
Period End Date:	08/02/2013

[Submit another zero report](#)

Use this button to make another submission
DO NOT use the BACK button on the browser

This screen will display after the user clicks submit on the Zero Reporting screen.



Welcome John X Doe

FAQ | Help

DEV

DEV

File Upload

Manual Entry

Zero Reporting

Submission Status

Submission Status

Criteria to display submission status

Search By

Organization OR

HCS UserID OR

NABP

View

File Submission Status Processed Successfully

Manual Submission Status Processed With Errors

Online Zero Reporting Status Processed With Warnings

From (mm/dd/yyyy)

To (mm/dd/yyyy)

File Submission Status

Download All Outstanding errors for the organization

This is a default screen. To view the results of manual submissions, the user must click on "Manual Submission Status" under View in the search criteria section of this screen.

Submission Status

Criteria to display submission status

Search By

Organization OR

HCS UserID OR
Example: user1,user2,user3

NABP OR
Example: nabp1,nabp2,nabp3

View

File Submission Status
 Manual Submission Status
 Online Zero Reporting Status

Processed Successfully
 Processed With Errors
 Processed With Warnings
 Rejected
 Accepted

From (mm/dd/yyyy)

To (mm/dd/yyyy)

To view Manual Submission entries, the user clicks on the "Manual Submission Status" button under View below and then clicks submit.

Manual Entry Submission Status

3 submissions found, displaying all submissions.

Submission Date & Time	Organization	NABP	Pharmacy Name	PK Number	Date Filed	Report
08/04/2013 16:32:11	959899			100000000	08/01/2013	PDE
08/04/2013 15:08:20	959899	5444441	Z TEST PHARMACY	100000000	07/07/2013	PDF
08/04/2013 16:07:00	959899	5444441	Z TEST PHARMACY	100000000	08/01/2013	PDE

[Export to CSV](#)

Bureau of Narcotic Enforcement
Manual Submission Report

This manual entry submission has been accepted

Submission Date: 08/04/2013 16:09:20
Submitted For: Z Test Pharmacy 1
NABP: 5444441
Pharmacy Name: Z TEST PHARMACY
Prescription Number: 100000000
Date filled: 07/07/2013
Metric Quantity: 10
Drug Dosage Units: ml
Days Supply: 10
Practitioner's DEA: BE9999999
NDC Code: 10006000000
Official NYS Serial#: 0EXYZ999
Date Written: 07/07/2013
Payment Type: Private Pay(cash, charge, credit card)

Submission Status

Criteria to display submission status

Search By

Organization OR

HCS UserID OR

NABIP OR

Example: user1,user2,user3

Example: nabp1,nabp2,nabp3

View

File Submission Status
 Manual Submission Status
 Online Zero Reporting Status

Processed Successfully
 Processed With Errors
 Processed With Warnings
 Rejected
 Accepted

From (mm/dd/yyyy)

To (mm/dd/yyyy)

Zero Report Submission Status

2 submissions found, displaying all submissions.

Submission Date & Time	Organization	NABP	Pharmacy Name	Reported From	Reported To
08/04/2013 15:18:52	989889	5444441	Z TEST PHARMACY	07/01/2013	07/14/2013
08/04/2013 15:18:51	989889	5444441	Z TEST PHARMACY	08/02/2013	08/04/2013

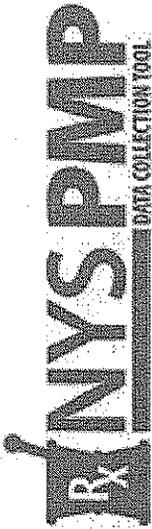
[Export to CSV](#)

To view Zero Reporting entries from the Zero Reporting screen, the user clicks on the "Online Zero Reporting Status" button under View below and then clicks submit.

Practitioner Dispensing

Electronic Data Transmission (EDT) of Controlled Substance

- Veterinarians that use a file upload should review their critical error report daily, if applicable, from the PMP data collection tool under the submission status menu.



Welcome, John X Doe

FAQ | Help

DEV

DEV

DEV

[File Upload](#)

[Manual Entry](#)

[Zero Reporting](#)

[Submission Status](#)

Help

Links

[Important Message For Pharmacies and Submitters \(Posted 9/10/2007\)](#)

[New York State Prescription Monitoring Program - Electronic Data Transmission - Manual of Instructions](#)

Contact Us

If you are experiencing difficulties or have questions regarding this application, please contact the Bureau of Narcotic Enforcement.

Phone: 1-866-811-7957

Web Form: [Click here](#)

For information regarding substance abuse rehabilitation treatment, please contact the Office of Alcoholism and Substance Abuse Services.

Phone: 1-877-846-7369

Website: www.oasas.ny.gov

Reverse Distributor List (Surrender to Independent Companies)

An alternative for controlled substance disposal is to surrender the substances to an approved independent company. Companies must be licensed by the Department of Health to receive such substances and registered with the Drug Enforcement Administration. Companies that are currently approved are listed below.

- **0200377**

Ark RX Returns Solutions
2417 Third Avenue Suite B812
Bronx, NY 10451
(646) 441-8183

- **02A0850**

Assured Waste Solutions LLC
Assured Pharmaceuticals
148 Boxwood Lane
Gastonia NC 28054
(864) 979-2121

- **02A0614**

Capital Returns, Inc.
Genco Pharmaceutical Services
6101 N. 64th Street
Milwaukee, WI 53218
(414) 967-2800

- **02A0763**

Chesapeake Waste Solutions Inc.
190 Shellyland Road
Manheim, PA 17545
(717) 653-8882

- **02A0689**

Clean Harbors Aragonite, LLC
11600 North Aptus Road
Aragonite, UT 84029
(435) 884-8100

- **0200291**

Devos Ltd.
Guaranteed Returns
100 Colin Drive
Holbrook, NY 11741
(631) 689-0191

- **02A0728**

EQ Detroit Inc.
1923 Frederick Street
Detroit, MI 48211
(313) 923-0080

- **02A0377**

EXP Pharmaceutical Waste
48021 Warm Springs Blvd.
Fremont, CA 94539
(510) 476-0909
(800) 350-0397

- **02A0754**

Heritage WTI Inc.
1250 Saint George Street
East Liverpool, OH 43920
(800) 545-7655

- **02A0618**

Med-Turn Inc.
4332 Empire Road
Fort Worth, TX 76155
(817) 868-5371

- **02A0422**

National Pharmaceutical Returns, Inc.
4164 N.W. Urbandale Drive
Des Moines, IA 50322
(800) 470-7725

- **02A0528**

Pharmalink, Inc.
12345 Starkey Road, Suite L
Largo, FL 33773
(727) 669-8187

- **0200367**

PharmaTurns LLC
PharmaTurns Solutions
22 Industrial Blvd, Suite 11A
Medford, NY 11763
(866) 535-7879

- **0200316**

Reliable Rx Returns
65 Knickerbocker Avenue, Suite C
Bohemia, NY 11716
(631) 589-4249

- **02A0430**

Return Logistics International Corp.
22 Artley Road
Savannah, GA 31408
(912) 748-5100

- **02A0529**

Return Solutions, Inc.
10635 Dutchtown Road
Knoxville, TN 37932
(800) 579-4804

- **02A0556**

Returns R Us, Inc.
Pharma Logistics
1050 E. High Street
Mundelein, IL 60060
(847) 837-1224

- **02A0744**

Rx Reverse Distributors Inc.
9255 US Highway 1
Sebastian, FL 32958
(866) 388-7973

- **02A0531**

Sai Transport
c/o Mega Returns, Inc.

3420 Youngs Ridge Road
Lakeland, FL 33810
(863) 858-7110

- **02A0617**

Stericycle, Inc.
2670 Executive Drive, Suite A
Indianapolis, IN 46241
(317) 860-1200

- **02A0534**

Strong Pharmaceutical Services
6264 Crooked Creek Road, Suite 16
Norcross, GA 30092
(770) 409-9991

- **02A0691**

Veolia ES Technical Solutions LLC
W124 N9451 Boundary Road
Menomonee Falls, WI 53051
(630) 218-1756

Questions or comments: narcotic@health.state.ny.us
Revised: May 2013

