

	Version: 1.0
AZ CSPMP User Guide	Date: 12/18/2013

## Arizona CSPMP –User Guide



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## 1. Introduction

### 1.1 Purpose

The AZ CSPMP Guide serves as a step-by-step guide for using AZ CSMP web site for patient lookups, updating my profiles and password reset features

## 2. Overview

AZ CSPMP is a Web-based system that collects, analysis and reporting of controlled substances dispensing and use of prescription drugs. The system allows state regulators and practitioners authorized to prescribe and dispense controlled substances in the prevention of diversion, abuse, and misuse of controlled substance prescription drugs. Data collected allows for the provision of education and information, early intervention, prevention of diversion, investigation, and enforcement of existing laws governing the use of controlled substances.

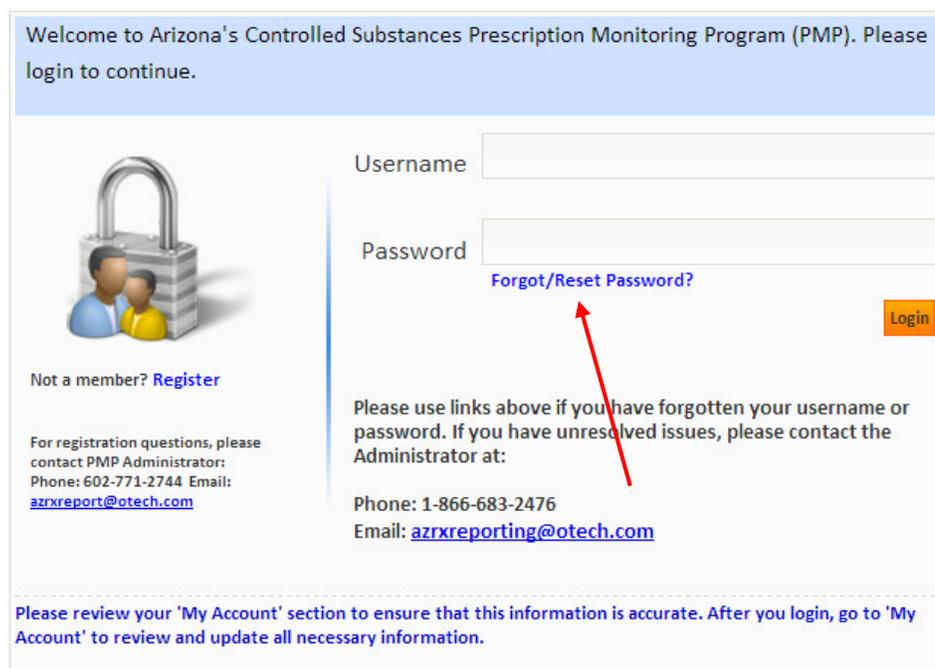
## 3. Using AZ CSPMP

To access AZ CS PMP you need a valid user name. You can enroll into the program by registering yourself online at [www.AZRxReporting.com](http://www.AZRxReporting.com).

### 3.1 Logging into AZ CS PMP

If you are an existing user of the Arizona CSPMP website, please use the following instructions for your initial login.

- A. Go to [www.AZRxReporting.com](http://www.AZRxReporting.com) and click on 'Forgot/Reset Password?'



Welcome to Arizona's Controlled Substances Prescription Monitoring Program (PMP). Please login to continue.

Username

Password

[Forgot/Reset Password?](#)

Not a member? [Register](#)

For registration questions, please contact PMP Administrator:  
Phone: 602-771-2744 Email: [azrxreport@otech.com](mailto:azrxreport@otech.com)

Please use links above if you have forgotten your username or password. If you have unresolved issues, please contact the Administrator at:  
Phone: 1-866-683-2476  
Email: [azrxreporting@otech.com](mailto:azrxreporting@otech.com)

Please review your 'My Account' section to ensure that this information is accurate. After you login, go to 'My Account' to review and update all necessary information.

- B. Enter either your username or your last name and date of birth, and you will need to complete the verification code (please note the verification code is Case Sensitive)

Reset Password

Username:

-----Or-----

Last Name:  And Date of Birth:

Verification Code:

1 5 B 1 A  
Can't read this code

Next  
[Go back to login page](#)

- C. Click the 'Next' button to be taken to the 'Reset Password' page
- D. Before you can reset your password you will need to enter your current PIN number (note: your Username or Last Name/Date of Birth will be automatically populated)

Reset Password

- You have logged into the Arizona CSPMP for the first time, so please set up your account

Username:

-----Or-----

Last Name:  And Date of Birth:

Security Questions

What is Your PIN Number?

Next  
[Go back to login page](#)

- E. Click the 'Next' button
- F. You will be taken to the 'Reset Password' page, where you can reset the password. You will need to enter your new password twice, and it must contain a combination of the following:
  - 1. Be at least eight characters in length
  - 2. Contain at least one uppercase alpha, once lowercase alpha, one number, and one special character (e.g. ?, \$,!, @,\*)

Reset Password

Username:

-----Or-----

Last Name:  And Date of Birth:

Change Password

Please enter your new password:

Re-enter your new password:

Note: Password must

1. Be at least 8 characters in length AND
2. Contain at least one uppercase alpha, one lower case alpha, one number, and one special character
3. New password cannot be same as your previous 2 passwords

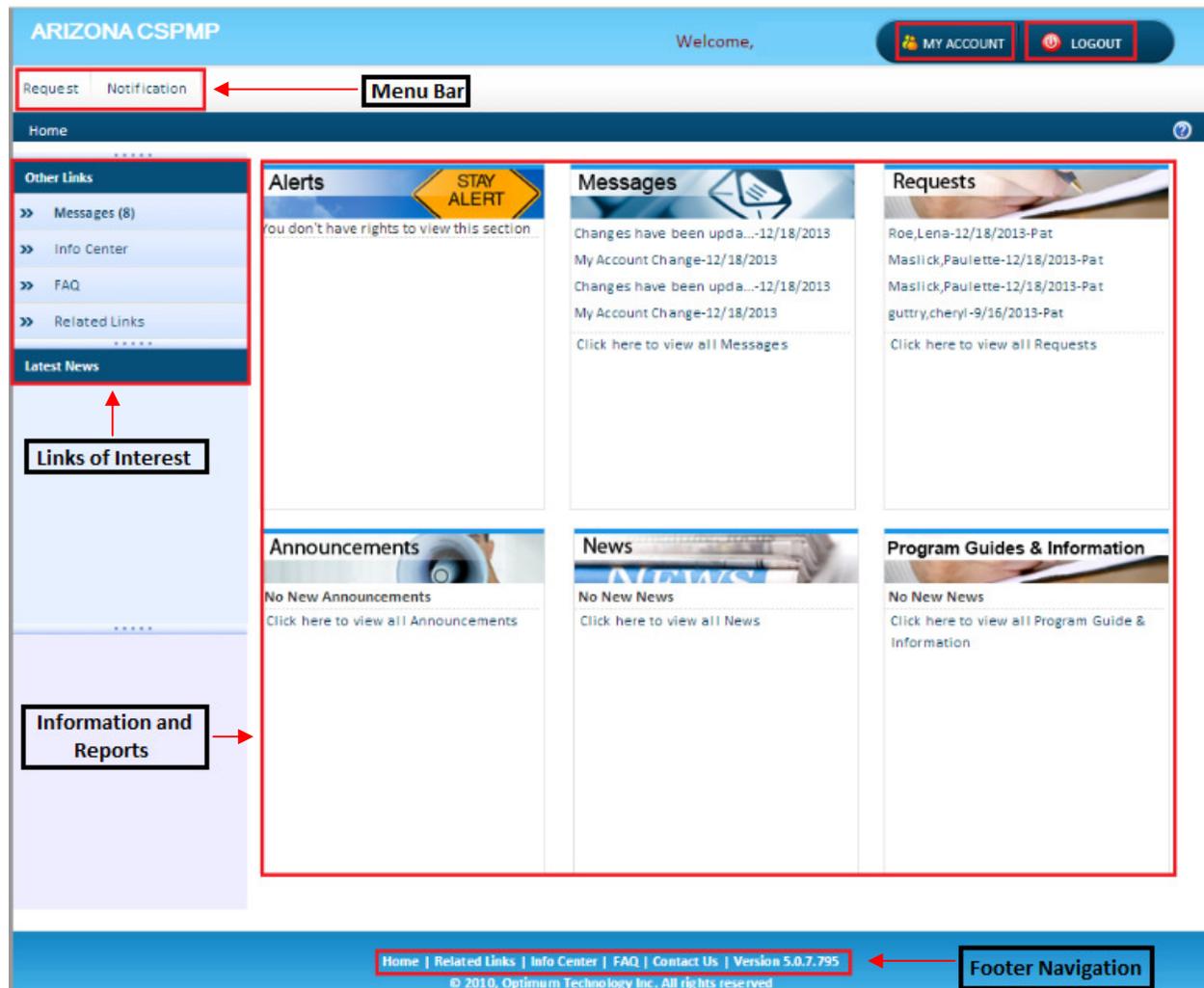
Submit

[Go back to login page](#)

- G. Click the 'Submit' button
- H. If the password is accepted you will be prompted to return to the 'Login' page
- I. At the 'Login' page enter your username and password to login

### 3.2 Home Page

The Home Page is the first page you see when you log into the Prescription Monitoring Program (PMP). It's also the page you'll come back to see your messages, notifications and other information. Please note that based on your access, your Home page may look different from another user's. Access to various features is controlled through your job type and job name. The Home page consists of several sections as described and shown below.



**Links of Interest** – the left-hand panel displays links to important information. These include the individual menu items of the menu you last opened. You can use the Other Links section to click links to quickly list all messages and alerts, visit the Info Center (which includes announcements and news), and display FAQs and related links. The Latest News section scrolls portal broadcast news messages.

**Menu Bar** – the menu bar allows you to access the functions of the PMP system. Each of the menu titles has individual menu items you can use to display the related page and complete your work. Place your mouse on the menu title to drop down the list of menu items. \*Please note that your menu bar will look different depending on your account type.

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**Information and Reports** – the central section of the screen displays the latest system alerts, messages, requests, announcements, news, and reports. To view all of the entries for any of these information categories, click the **Click here to view all.....** link at the bottom of each column.

**My Account** – click this link to display a page where you can update your account information and access the Links of Interest panel to change your password or change your security questions.

**Logout** – clicking this button logs you out of the PMP system and returns you to the log in page.

**Footer Navigation** – every page has a navigation bar at the bottom which includes links to Home, Related Links, Info Center, and the FAQ. You may click any of these links at any time to display their related pages. Footer navigation may also include a Contact Us link which allows you to generate an email to the PMP Administrator.

### 3.3 My Account

You update your profile and contact information through the My Account page. You may access other account related functions through the Links of Interest listed on this page.

#### 3.3.1 Updating Account Information

- A- Click 'My Account' (Upper right hand corner of your homepage)
- B- Change or add to the information in the Profile Information, Personal Information and Contact Information Sections

**My Account**

Username: root      Job: Admin

**Profile Information**

First Name:       Middle Name:       Last Name:       Date Of Birth:

**Personal Information**

Home Phone:       Cell Phone:       Social Security Number - Last Four Digits:

ID Issuing State:       Driver License/ID Number:

**Contact Information**

Organization:       Organization DEA Number:

Address: (Care Of)       Street:       City:       State:       Zip:

Work Phone:       Extension:       Fax Number:

Email Address:[Must be a private and confidential email address]       Region:

- C- Click 'Save'

**Note:** You cannot change your username or job

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### 3.3.2 Changing Your Password

You can change your password after you have logged into PMP using the Change Password page. Access this page from the My Account page.

- A- Click 'My Account' (Upper right-hand corner of your homepage)
- B- Click on the 'Change Password' button on the left
- C- Enter your new password in the "Please enter your new password" field
- D- Enter your new password in the "Re-enter your new password" field



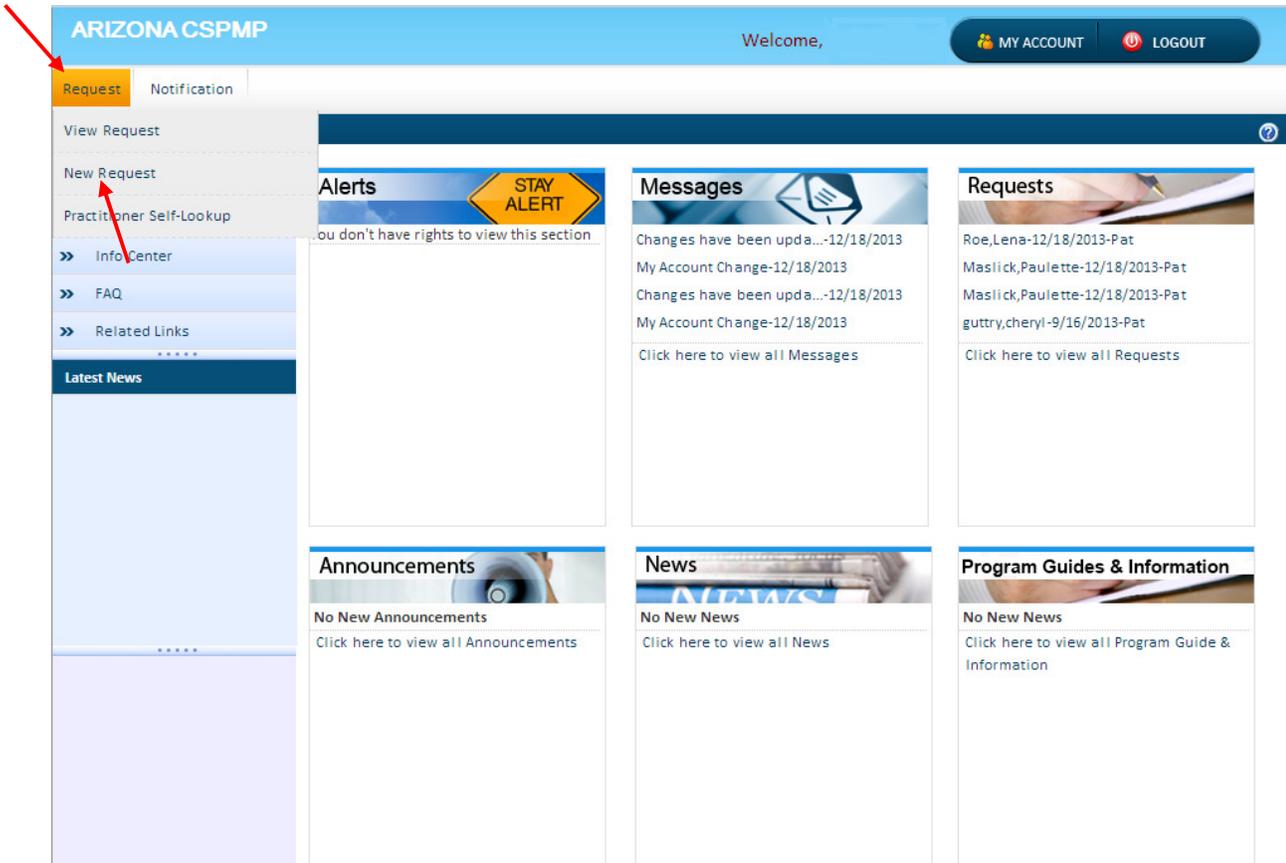
The screenshot shows a web form titled "Change Password". It contains two text input fields. The first field is labeled "Please enter your new password:" and the second field is labeled "Re-enter your new password:". Both fields are empty and have a light blue border.

- E- Click the 'Change Password' button

**Note:** Your password must be at least eight characters in length and must contain at least one uppercase letter, one lower case letter, one number, and one special character

### 3.4 Patient Look-ups

- A- Login to Arizona CSPMP at [www.AZRxReporting.com](http://www.AZRxReporting.com)
- B- You will be taken directly to your homepage
- C- Hover over 'Request' in the upper left-hand corner of the homepage and a dropdown menu will appear
- D- Select the option 'New Request'



- E- From the 'New Request' page you will need to enter the patient's last name, first name, and date of birth\*
- F- Read the authorization statement beginning with "I certify..." and if you agree with the statement click on the authorization checkbox
- G- Finally, click on the orange 'Create' button

The screenshot shows a web form titled "Request" with a "Patient" dropdown menu in the top right corner. The form is divided into several sections:

- Patient Details:** Contains input fields for "Last Name" (Thomas), "First Name" (Mark), and "Middle Name" (empty). Below these are "Birth Date" (08/14/1979) and "Gender" (dropdown menu).
- Contact Details:** Contains input fields for "Street", "City", "State" (OH), and "Zip".
- Aliases:** A section with an "Add" button.
- Prescription Range:** Includes a checkbox "Set default to last 12 months date range", "Begin Date" (07/26/2010), and "End Date" (07/26/2011).
- Options:** Includes a "Format" dropdown menu set to "PDF".
- Authorization:** A checkbox labeled "I certify that the information I have entered above is accurate.(Admin)" is checked.
- Create Button:** An orange button labeled "Create" is located at the bottom right.

Red arrows point to the "Last Name" field, the "Birth Date" field, the "Gender" dropdown, the "Street" field, the "I certify..." checkbox, and the "Create" button.

H- Once you are redirected to the 'Request' page; you will be able to click on the PDF file of the patient request entitled "Patient RX History Report.pdf" (note: you will need current PDF viewer installed on your computer to view the patient request)



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## 4. Support and Help

For all technical assistance, please contact Optimum Technology at 1-866-683-2476 or at [AZRxReporting@otech.com](mailto:AZRxReporting@otech.com).

Technical assistance is available from 8:00 am – 5:00 pm MST (Mountain Standard Time).

For all non-technical assistance, question regarding policies, procedure of AZ CSPMP, please contact

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