



WISCONSIN | ePDMP

GOVERNMENT EMPLOYEE USER GUIDE

January 2024

WI Department of Safety and Professional Services
Prescription Drug Monitoring Program

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Introduction

This document is intended to provide the necessary details about how Government Employees interact with the WI ePDMP. This document explains the following:

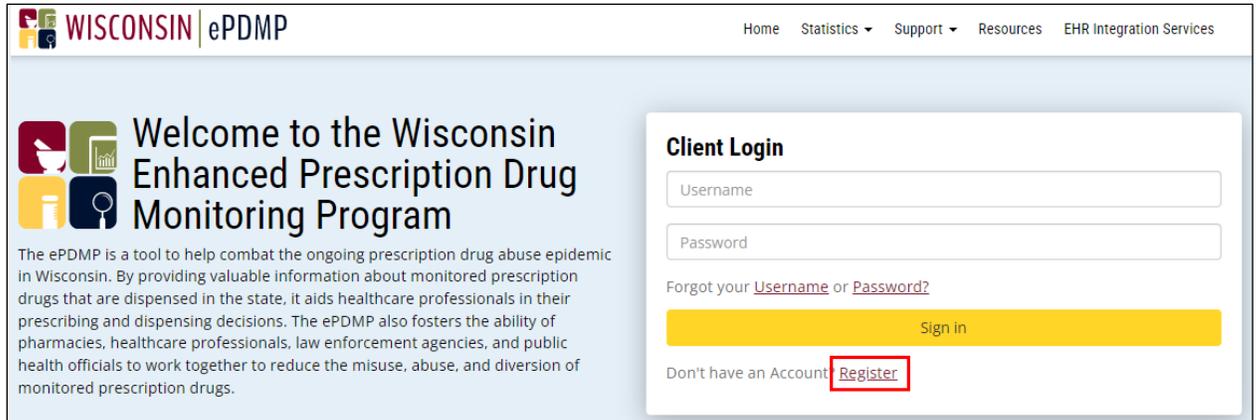
- How to register for a WI ePDMP Government Employee type account
- How to submit a request for Patient History report and retrieve the report

While every attempt has been made to ensure this document is complete and accurate, the laws that regulate the WI ePDMP and create the responsibilities will always take precedent should there be an inconsistency between this document and law. See Wisconsin Statute § 961.385 and Wisconsin Administrative Code Chapter CSB 4 for additional information about the requirements.

Government Employee Registration

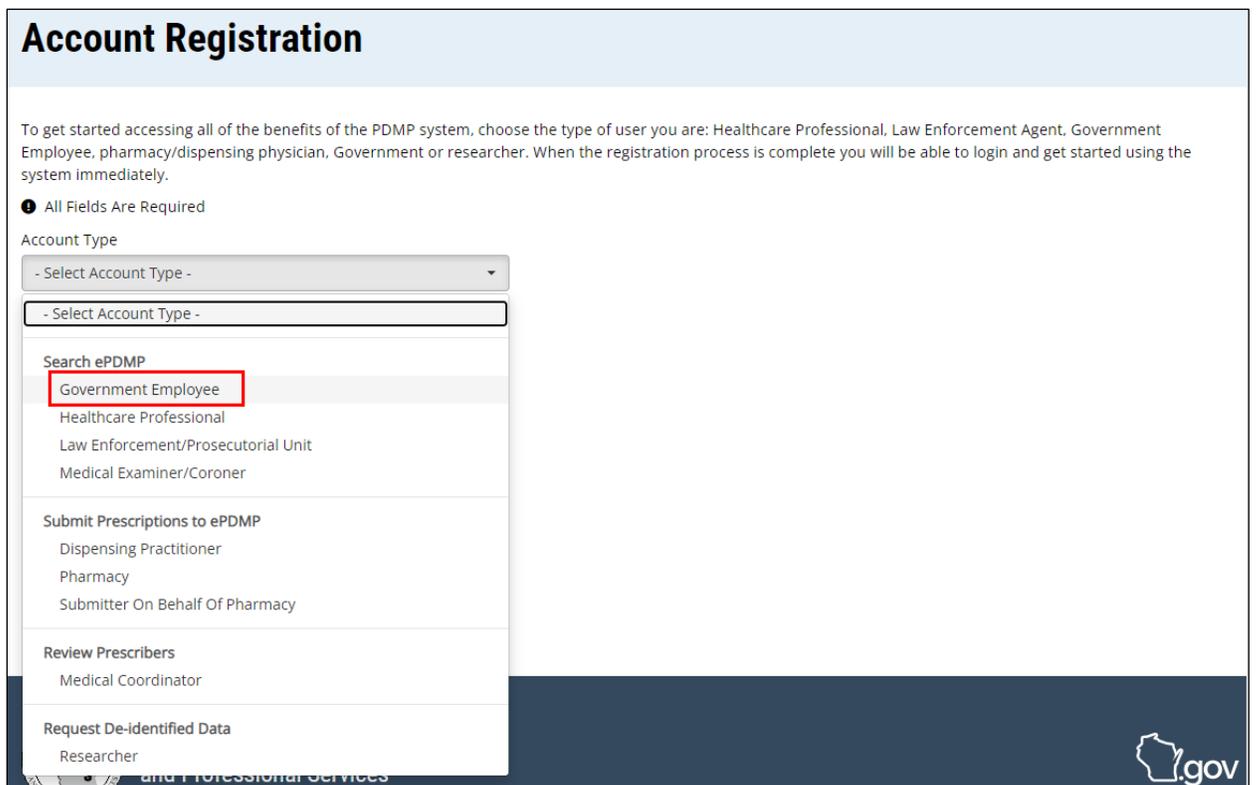
The first step to being able to retrieve data from the WI ePDMP is to register for an account. To register, navigate to the WI ePDMP at: <https://pdmp.wi.gov> and follow these steps:

1. Click on “Register”



The screenshot shows the Wisconsin ePDMP homepage. The header includes the logo and navigation links: Home, Statistics, Support, Resources, and EHR Integration Services. The main content area features a welcome message and a description of the ePDMP. On the right, there is a 'Client Login' section with fields for Username and Password, a 'Forgot your Username or Password?' link, a yellow 'Sign in' button, and a 'Don't have an Account' link with a red box around the 'Register' text.

2. Select the Government Employee account type from the drop-down list and complete the online registration form.

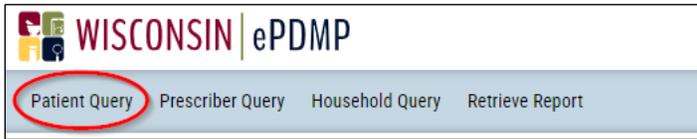


The screenshot shows the 'Account Registration' form. The title is 'Account Registration'. Below the title, there is a paragraph explaining the registration process. A note indicates that all fields are required. The 'Account Type' dropdown menu is open, showing a list of options: Government Employee (highlighted with a red box), Healthcare Professional, Law Enforcement/Prosecutorial Unit, Medical Examiner/Coroner, Submit Prescriptions to ePDMP (with sub-options: Dispensing Practitioner, Pharmacy, Submitter On Behalf Of Pharmacy), Review Prescribers (with sub-option: Medical Coordinator), and Request De-identified Data (with sub-option: Researcher). The Wisconsin state logo and '.gov' are visible in the bottom right corner.

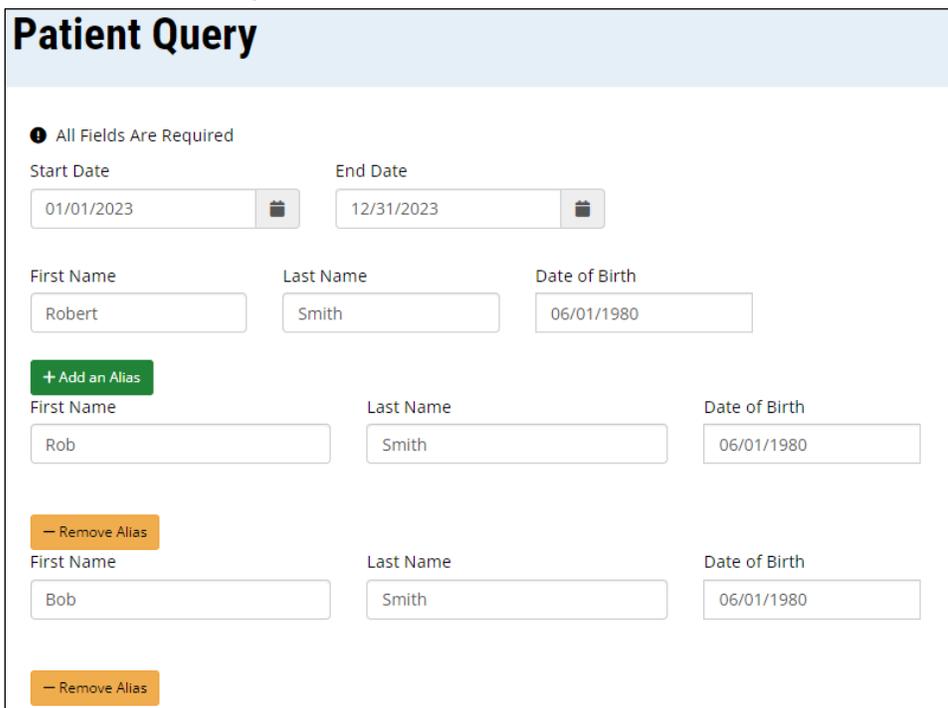
3. Your registration will be sent to the PDMP Administrators for review. You will receive an email when your registration has been either approved or denied. If approved, you may follow the link in the email to log in.

Search for a patient

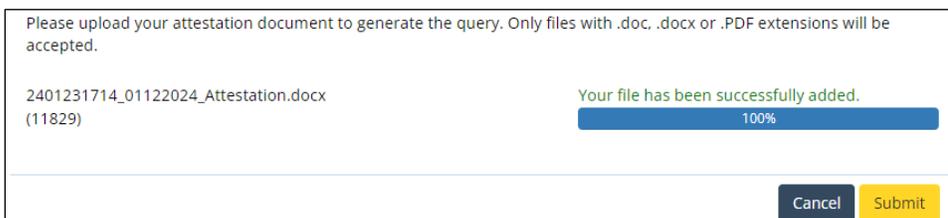
1. After you log in to [Wisconsin ePDMP](https://pdmp.wi.gov/) or <https://pdmp.wi.gov/>, click on the Patient Query tab.



2. Enter the start and end date for your search.
3. Enter the patient's First name, Last Name and Date of Birth.
4. The Last name must be exact. The First name should be complete. No abbreviations or partial names.
5. You can add up to 4 alias names for whom you are searching.
6. You can remove any of the alias names.

A screenshot of the 'Patient Query' search form. The form has a light blue header with the title 'Patient Query'. Below the header, there is a message: 'All Fields Are Required'. The form contains several input fields: 'Start Date' (01/01/2023), 'End Date' (12/31/2023), 'First Name' (Robert), 'Last Name' (Smith), and 'Date of Birth' (06/01/1980). Below these fields, there is a green '+ Add an Alias' button. Underneath, there are two alias entries. The first alias has 'First Name' (Rob), 'Last Name' (Smith), and 'Date of Birth' (06/01/1980), with an orange '- Remove Alias' button next to it. The second alias has 'First Name' (Bob), 'Last Name' (Smith), and 'Date of Birth' (06/01/1980), also with an orange '- Remove Alias' button next to it.

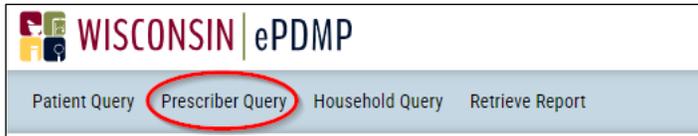
7. Upload your documentation for the request. See page 7 for [attestation](#) requirements.

A screenshot of the attestation document upload interface. It features a text box with the instruction: 'Please upload your attestation document to generate the query. Only files with .doc, .docx or .PDF extensions will be accepted.' Below this, a file named '2401231714_01122024_Attestation.docx (11829)' is listed. To the right of the file name, a green message says 'Your file has been successfully added.' with a blue progress bar showing 100% completion. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

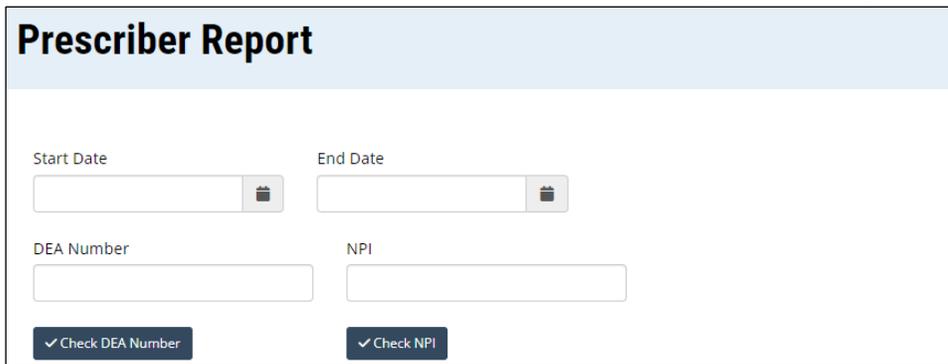
8. Click Submit.
9. You will see a message displayed on the screen with your report number.
10. Your request will be sent to the PDMP Administrators for review.
11. You will receive an email when the PDMP Administrators have either approved or denied your request.

Search for a Prescriber

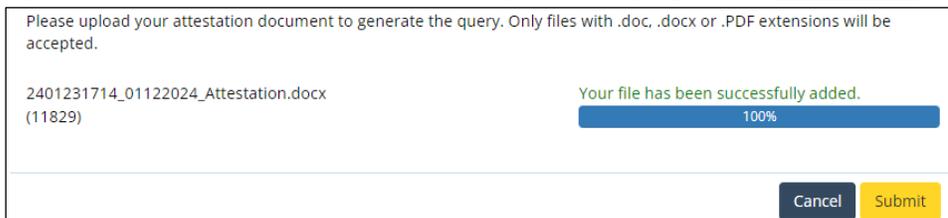
1. After you login to [Wisconsin ePDMP](https://pdmp.wi.gov/) or <https://pdmp.wi.gov/>, click on the Prescriber Query tab.



2. Enter the start and end date for your search.
3. Enter the Prescriber's DEA and/or NPI number.
4. Click on Check DEA or Check NPI Number to confirm the practitioner you are searching for.

The image shows the 'Prescriber Report' form. It has a title bar at the top. Below it are two date pickers labeled 'Start Date' and 'End Date'. Underneath are two text input fields labeled 'DEA Number' and 'NPI'. At the bottom of the form are two buttons: 'Check DEA Number' and 'Check NPI', both with checkmarks.

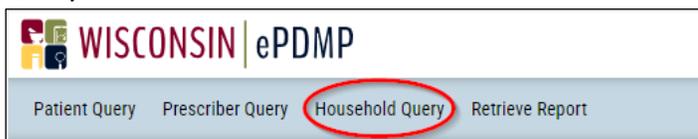
5. The Last name must be exact. The First name should be complete. No abbreviations or partial names.
6. Upload your documentation for the request. See page 7 for [attestation](#) requirements.

The image shows a file upload interface. At the top, it says 'Please upload your attestation document to generate the query. Only files with .doc, .docx or .PDF extensions will be accepted.' Below this, a file named '2401231714_01122024_Attestation.docx (11829)' is listed. To the right of the file name is a green message 'Your file has been successfully added.' and a blue progress bar showing '100%'. At the bottom right are 'Cancel' and 'Submit' buttons.

7. Click Submit.
8. You will see a message displayed on the screen with your report number.
9. Your request will be sent to the PDMP Administrators for review.
10. You will receive an email when the PDMP Administrators have either approved or denied your request.

Conduct a Household Query

1. After you login to [Wisconsin ePDMP](https://pdmp.wi.gov/) or <https://pdmp.wi.gov/>, click on the Household Query tab.



2. Enter the start and end date for your search.

3. Enter the Address information.

Household Query

Start Date: 01/01/2023 End Date: 12/31/2023

Patient Household Information

Address: 1 West Main St City: Somewhere Zip Code: 55555

4. Upload your documentation for the request. See page 7 for [attestation](#) requirements.

Please upload your attestation document to generate the query. Only files with .doc, .docx or .PDF extensions will be accepted.

2401231714_01122024_Attestation.docx (11829) Your file has been successfully added. 100%

Cancel Submit

5. Click Submit.
6. You will see a message displayed on the screen with your report number.
7. Your request will be sent to the PDMP Administrators.
8. You will receive an email when the PDMP Administrators have either approved or denied your request.

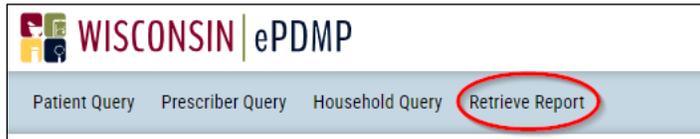
Required Attestation Document

Each request for WI ePDMP data must be accompanied by an attestation document on agency letterhead that includes the following details:

1. Name and date of birth of patient, name and DEA number or NPI number of prescriber, or household address.
2. Date range of the WI ePDMP data that is being requested.
3. A statement attesting that the information is being requested as part of an active and specific investigation or prosecution of a violation of any state or federal law involving a monitored prescription drug and that the information being requested is reasonably related to that investigation or prosecution.
4. Reference to the specific violation citation or case number.
5. Signature.

Retrieve your Patient, Prescriber and Household Reports

1. After you login to [Wisconsin ePDMP](https://pdmp.wi.gov/) or <https://pdmp.wi.gov/>, click on the Retrieve Report tab.



2. You will see a list of your reports in different statuses.
3. If the Status is Pending, you can view your Documentation and your Query.
4. If the Status is Approved, you can Review the Report.

Retrieve Report

Query Reports

Search Refresh Export

Query Id	Status	Report Type	Created	Start Date	End Date	Actions
RX32323-2WQFHAUH	Pending	Prescriber	11/19/2023 01:32 PM	11/17/2022	11/17/2023	Documentation View Query Cancel Request
PQ32323-YMUY6LQR	Approved	Patient	11/19/2023	10/29/2023	11/12/2023	Review Report Documentation Skip

5. If the status is Denied, you can view the reason for the denial.
6. The reports will display in your queue for 45 days from the date of the request. After that, it will be removed from your queue.
7. If you click on Skip it will remove the report from displaying in the queue only for the current session. After you login in again, you will see the report displayed.

- On the Patient History Report you can Print the report by clicking on the Print icon.

Query by YOUR NAME . Search date range: 11/13/2021 - 11/17/2023

Clear Search
Print 

Patient History Report Results

Name of Patient

Age: 62
Gender: Female
DOB: 05/12/1961
Latest Address:
 1401 SOMEWHERE
 SOMEWHERE, WI
 55555

▼ Prescription History Locations



- You can export the Dispensing History Details to CSV by clicking on Export and then CSV

▼ Dispensing History Details

PDMPs are prohibited by federal regulations from collecting dispensing data from federally funded opioid treatment programs.

In State

*denotes searchable fields

Refresh 
Export 

Drug Details *	Drug Class *	Drug Qty	Rx Dates	Prescriber *	Dispenser *	Patient *	Patient D
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