MEDICAL EXAMINER/CORONER USER GUIDE

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Introduction

This document is intended to provide the necessary details about how Medical Examiners/Coroners interact with the WI ePDMP. This document explains the following:
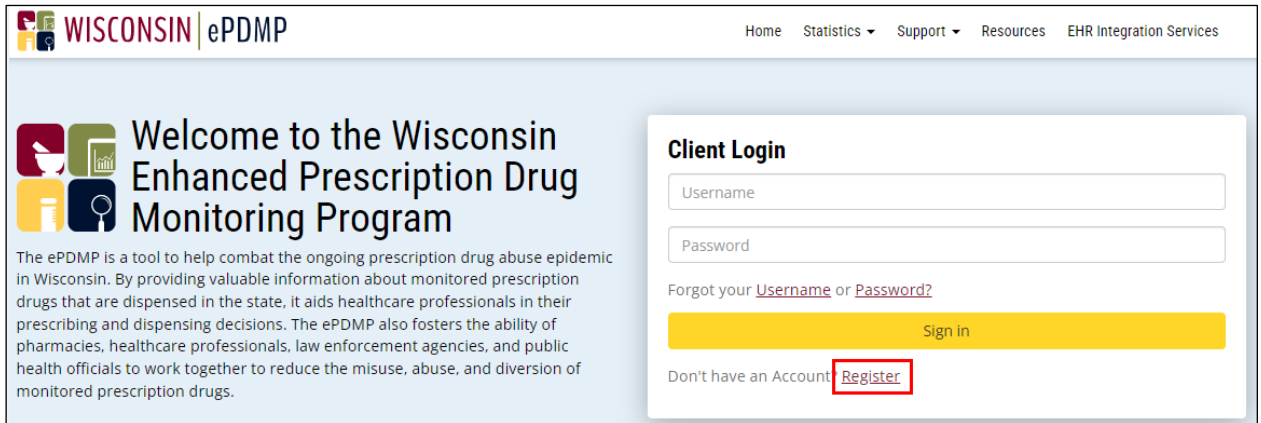
- How to register for a WI ePDMP Medical Examiner/Coroner account
- How to submit a request for Patient History report and retrieve the report

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.

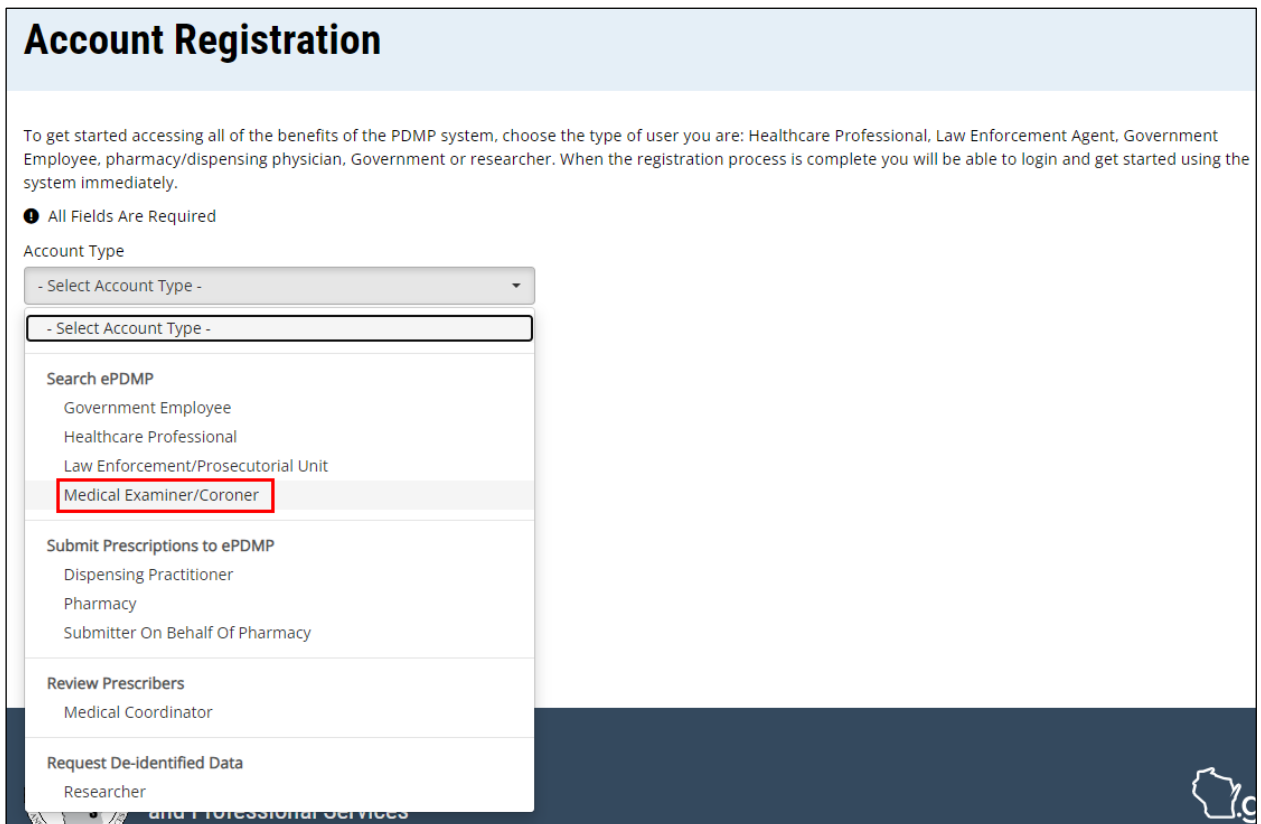## Medical Examiner/Coroner Registration

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"

2. Select the Medical Examiner/Coroner account type from the drop-down list and complete the online registration form.
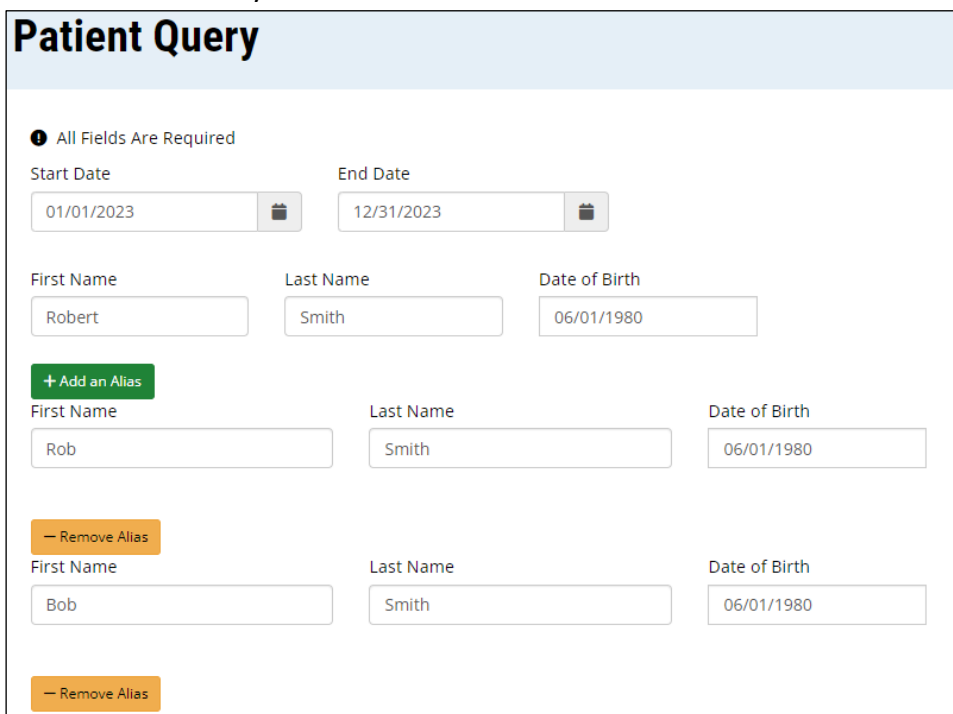

3. Your registration will be sent to the PDMP Administrators for review. You will receive an email when your registration has been either approved or denied. If approved, you may follow the link in the email to log in.
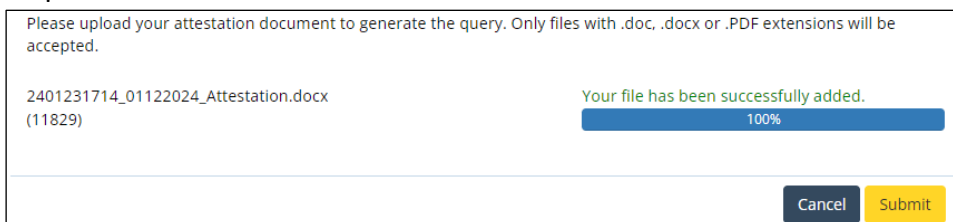
Search for a patient

1. After you login to Wisconsin ePDMP 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.

7. Upload your documentation for the request. Refer to the page number 5 for Attestation Requirements.

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.

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 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. If possible, reference to the specific violation citation or case number.
5. Signature.

Retrieve your Patient Reports

1. After you login to Wisconsin ePDMP or https://pdmp.wi.gov/, click on the Retrieve Report icon.

WISCONSIN | ePDMP

Patient Query   Retrieve Report

2. You will see a list of your reports in different statuses.

Query Reports

Query Id	Status	Report Type	Created	Start Date	End Date	Actions
PQ32623-0LRUHKTM	Approved	Patient	11/22/2023	03/26/2022	11/21/2023	Review Report / Documentation / Skip
PQ32623-5GKYD98F	Approved	Patient	11/22/2023	03/26/2023	1/21/2023	Review Report / Documentation / Skip
PQ32623-WSFZDIQF	Approved	Patient	11/22/2023	08/27/2023	11/21/2023	Review Report / Documentation / Skip

3. If the Status is Pending, you can view your Documentation and your Query.
4. If the Status is Approved, you can Review your Report.
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.

8. 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

9. 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

Search   ⟳ Refresh   ⬇ Export ▾

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