



WISCONSIN | ePDMP

DATA SUBMITTER GUIDE DECEMBER 2023

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 pharmacies, submitters on behalf of pharmacies, such as pharmacy software vendors, and dispensing practitioners submit data to and interact with the WI ePDMP. This document explains the following:

- How to register for a WI ePDMP submitter type account
- How to submit data to the WI ePDMP
- How to modify data that has already been submitted to the WI ePDMP
- How to submit information that is situationally required
- How to monitor your compliance with the law requiring submissions to the WI ePDMP

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.

Wisconsin Enhanced Prescription Drug Monitoring Program

The Wisconsin Enhanced Prescription Drug Monitoring Program (WI ePDMP) is a free web-based tool to help combat the ongoing prescription drug misuse and opioid epidemic in Wisconsin. All data must be submitted electronically. There are three types of accounts for submitting data, including Pharmacy, Submitter on Behalf of Pharmacy, and Dispensing Practitioner:

- **Pharmacy** account or a **Submitter on Behalf of Pharmacy** account is used to submit data for pharmacies. It is recommended that each individual pharmacy location required to report to the PDMP registers for a **Pharmacy** account even if a corporate office or software vendor submits data on its behalf. Pharmacies can correct data via the web application even if the data was originally submitted by a **Submitter on Behalf of Pharmacy**.
- **Dispensing Practitioner** account is used to submit monitored drugs dispensed to a patient by a provider/clinic. Per [statute](#), a dispenser is not required to compile or submit dispensing data when the monitored prescription drug is administered directly to a patient.

The WI ePDMP was designed and built based on extensive user feedback and input. It aids healthcare professionals in their prescribing and dispensing decisions by providing valuable information about monitored prescription drugs that are dispensed in the state. The data submitted to the WI ePDMP is standardized and cleansed and made available to authorized users, such as prescribers, pharmacists, regulatory agency personnel, and law enforcement agencies. The WI ePDMP also fosters the ability of pharmacies, healthcare professionals, law enforcement agencies, and public health officials to work together to reduce the misuse, abuse, and diversion of monitored prescription drugs.

The WI ePDMP operates in accordance with [Wis. Stat. § 961.385](#) and [Wis. Admin. Code Chapter CSB 4](#). The Wisconsin Department of Safety and Professional Services (DSPS) oversees the operation of the WI ePDMP in accordance with the policies established by the Wisconsin Controlled Substances Board. Visit <https://pdmp.wi.gov> for more information on the laws and regulations governing the WI ePDMP.

Reporting Requirements

Per [statute](#), dispensers are required to submit data about monitored drug prescriptions that they dispense, including most starter packs and samples, in Wisconsin or ship to a patient located in Wisconsin to the Wisconsin Prescription Drug Monitoring Program (PDMP) no later than 11:59 P.M. of the next business day after the monitored prescription drug is dispensed. Dispensers are held to this requirement unless one of these exceptions applies:

- The monitored prescription drug is administered directly to a patient.
- The monitored prescription drug is compounded, packaged, or labeled in preparation for delivery but is not delivered.
- The prescription order is for a monitored prescription drug that is a substance listed in [State Controlled Substances Schedule V](#) and is not a [narcotic drug](#), and the prescription order is for a number of doses that is intended to last the patient 7 days or less.
- A dispenser who is not otherwise required to have a DEA registration number is not required to compile or submit dispensing data when dispensing gabapentin.

“Dispensers” are defined as:

- Pharmacies from which a pharmacist dispenses a monitored prescription drug, including authorized remote dispensing sites.
 - Pharmacies that do not dispense monitored prescription drugs may apply for an exemption to the data submission requirements using the Application to Change a Dispenser's Data Submission Status which can be found [here](#).
- Practitioners, such as physicians, physician assistants, dentists, advanced practice nurse prescribers, and others, who dispense a monitored prescription drug.

“Monitored Prescription Drugs” are:

- State Controlled Substances in Schedule II, III, IV, or V that require a prescription order to be lawfully dispensed.
- Federally Controlled Substances in Schedule II, III, IV, or V that require a prescription order to be lawfully dispensed.
- A drug identified by the Wisconsin Controlled Substances Board as having a substantial potential for abuse, a list can be found [here](#).

“Dispense” means:

- To deliver a monitored prescription drug pursuant to the lawful prescription order of a practitioner, including the compounding, packaging, or labeling necessary to prepare the monitored prescription drug for delivery.

By law, dispensers must submit all the following data to the WI ePDMP:

- The dispenser's full name
- The dispenser's DEA number
- The date the monitored drug was dispensed
- The prescription number
- The NDC number of the monitored prescription drug
- The quantity dispensed
- The drug dosage unit code
- The estimated number of days of drug therapy
- The classification code for payment type
- The partial fill indicator
- The number of refills authorized by the prescriber
- The refill number of the prescription
- The practitioner's full name
- The practitioner's DEA number
- The date prescribed
- The patient's full name or if the patient is an animal, the animal's name and the owner's last name
- The patient's address, or if the patient is an animal, patient's owner's address, including street address, city, state, and ZIP code
- The patient's date of birth, or if the patient is an animal, patient's owner's date of birth
- The patient's gender
- If the monitored prescription drug is a Schedule II or Schedule III drug, the first name of the person to whom the monitored prescription drug was dispensed or delivered
- If the monitored prescription drug is a Schedule II or Schedule III drug, the last name of the person to whom the monitored prescription drug was dispensed or delivered

Dispensers can choose to submit the date sold. “Date sold” means:

- Date the prescription left the pharmacy (not the date it was prepared)

Dispensers must submit data to the WI ePDMP via SFTP or through the [WI ePDMP website](#). The WI ePDMP has been updated to accept 4.2B compliant files. Currently, 4.2A is still an accepted format. Please see www.asapnet.org for the complete implementation guide of the standard. The WI ePDMP does not accept any data submitted in any other manner.

Per [statute](#), if a dispenser becomes aware of omissions or inaccuracies in previously submitted data, the dispenser shall submit correct information within 5 business days.

Tyler Technologies Wisconsin acts on behalf of the State of Wisconsin Department of Safety and Professional Services to operate and provide technical support for the WI ePDMP. Contact Tyler Technologies Wisconsin for technical assistance with submitting or correcting data:

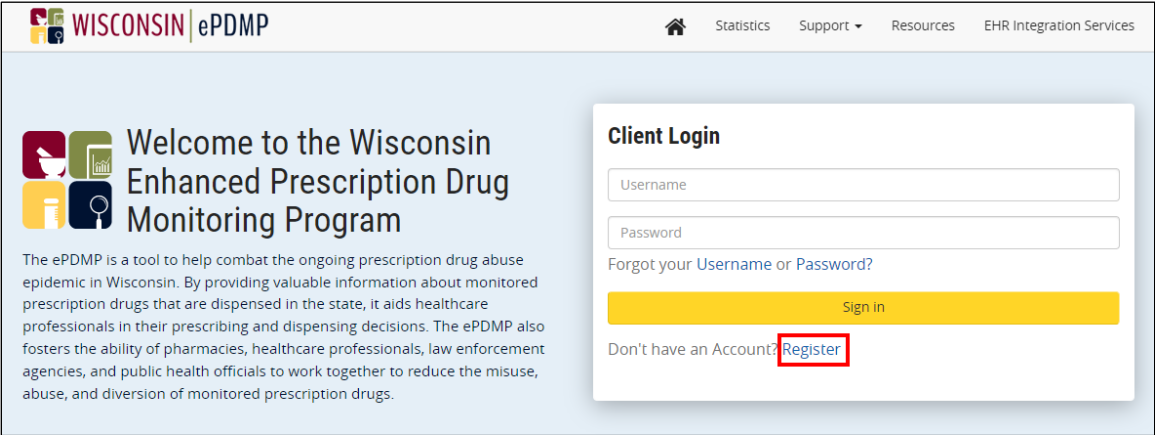
Phone Assistance: 608-250-4606

Email Assistance: PDMPsupport@TylerTech.com

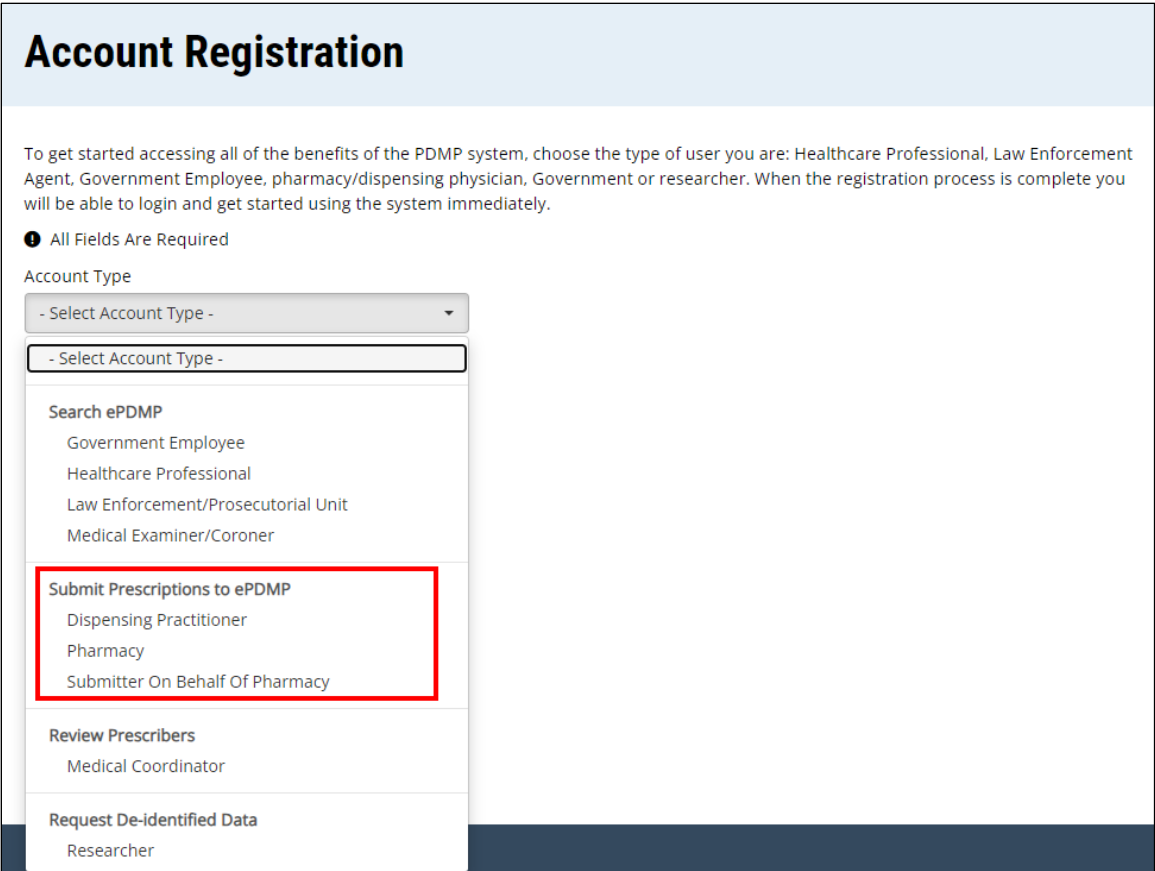
Data Submitter Registration

The first step to being able to submit data to 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 type of account you wish to create from the drop-down list. There are three account types for submitting data to the WI ePDMP:



- a. **Pharmacy.** All non-exempt WI-licensed pharmacies, even if a software vendor or corporate office submits data on the pharmacy's behalf, are recommended to register for an account using the pharmacy's Wisconsin License Number. With a **Pharmacy** account, users can take control of the data submitted by or on behalf of the individual pharmacy location. The **Pharmacy** account allows users to submit data, monitor uploads for the pharmacy, correct errors in data attributed to the individual pharmacy, and submit zero reports on behalf of the pharmacy.
 - b. **Submitter on Behalf of Pharmacy.** Entities such as pharmacy software vendors, corporate pharmacy chains, and others who intend to submit data on behalf of multiple pharmacy locations are recommended to register as a **Submitter on Behalf of Pharmacy**. With a **Submitter on Behalf of Pharmacy** account, users can submit data, monitor uploads for all of the pharmacies for which they submit data, submit manual zero report files, and correct errors in data attributed to the pharmacies of which they submitted data on behalf. Users cannot manually submit zero reports on behalf of a pharmacy via the [WI ePDMP website](#).
 - c. **Dispensing Practitioner.** Non-pharmacy dispensers should register as a **Dispensing Practitioner** to submit data, monitor data submissions, correct data, and submit zero reports.
3. After completing and submitting the registration request, the WI ePDMP will send you an automatic email to confirm your registration. Click on the link in the email and confirm your account information to activate your account.

During registration, licensing information is verified with the DSPS licensing database. If any information in the DSPS licensing database is incorrect or missing, licensees may update their information [here](#).

Reporting Procedures and File Types

The WI ePDMP supports four submission methodologies to submit data and zero reports. They are:

1. ASAP 4.2B-compliant Files Submitted via Secure File Transfer Protocol (SFTP)
2. ASAP 4.2B-compliant Files Submitted via the Web Application
3. Manual Data Entry via the Web Application
4. Manual Zero Reporting via the Web Application

Creating an ASAP 4.2B-Compliant File

All files submitted to the WI ePDMP must include all of the data required by law and be compliant with the ASAP 4.2B format, as defined in this document. A **Submitter on Behalf of Pharmacy** may submit a file that contains data from multiple pharmacy locations.

The only accepted file extension types are .dat (preferred) and .txt.

Files must be uniquely named using the date and time of creation (YYYYMMDD-HHMMSS) and a suffix of .DAT or .TXT. For example, a file created at 6:30 PM on January 1, 2020, should be named either:

- “20200101-183000.dat”
- “20200101-183000.txt”

For submitters that send multiple files for different locations, it is acceptable to add an identifier to the front of the file name. For example, adding a DEA number for each location: FB1234567_20200101-183000.dat

To keep accurate records and enable Tyler Technologies Wisconsin to locate the files in a timely and efficient manner, no two files submitted for the same pharmacy can have the same file name.

NOTE: The date and time file name convention is only used to identify files and does not have any effect on the date and time assigned to the data that is identified in the TH segment.

Submitting an ASAP 4.2B-Compliant File via SFTP (SSL over FTP)

Once the ASAP 4.2B-Compliant file is ready to submit to the WI ePDMP:

1. Configure your SFTP software or your pharmacy software to point to the SFTP location.
 - a. The location is: **SFTPPROD.WI.GOV.**

NOTE: You cannot create a sub-folder in the upload folder.

- b. The port number is **22**.
2. Your username and password to access the SFTP are the username and password you chose when registering for your WI ePDMP account.
 - a. If you forgot your username or password, you may obtain your [username](#) or reset your [password](#) on the [WI ePDMP website](#).
3. Connect to the SFTP site and upload your file to the directory.
4. Email addresses associated with both a **Pharmacy** and a **Submitter on Behalf of Pharmacy** account will be notified of any errors that resulted from the upload even if the data is submitted by a **Submitter on Behalf of Pharmacy** account.
5. Both **Pharmacy** and **Submitter on Behalf of Pharmacy** type accounts can log in to the [WI ePDMP website](#) and view the file submissions and review errors that need to be corrected.
 - a. The **Submitter on Behalf of Pharmacy** account will only be able to correct data submitted by that specific account.

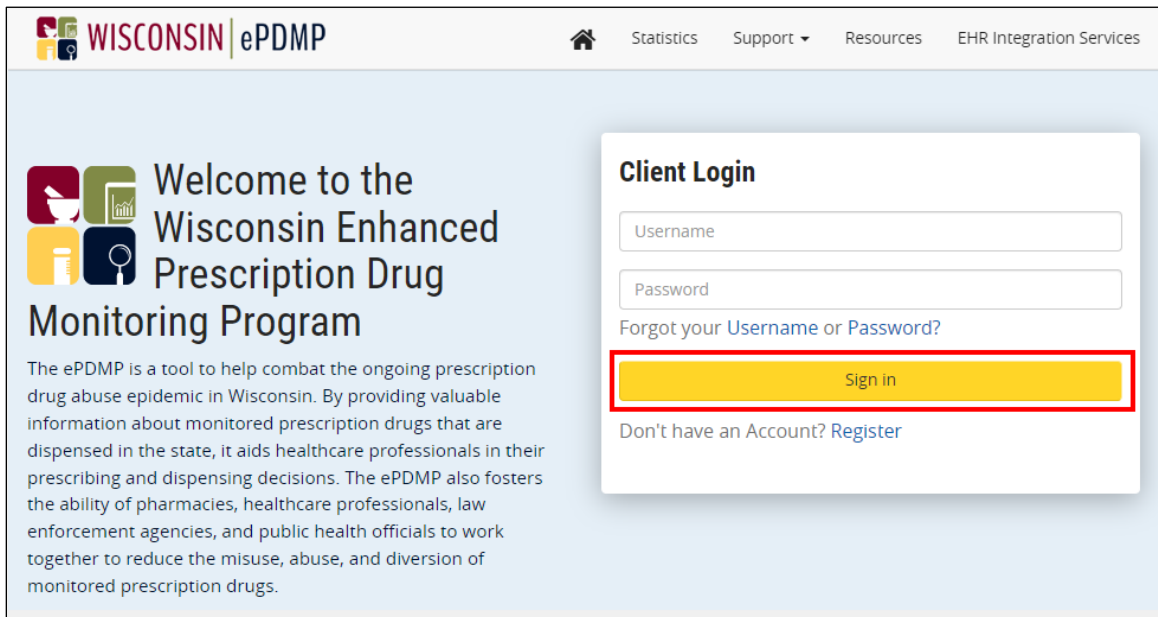
The WI ePDMP validates each file submitted, record by record, and will reject those records which do not meet the validation requirements. Per [statute](#), a record containing identified errors must be corrected within 5 business days.

NOTE: Erroneous submissions are not loaded into the WI ePDMP until they are corrected.

Dispensers that do not correct errors in a timely manner may be referred to the regulatory board that oversees their profession for investigation and disciplinary action. Pharmacies will be notified via email and will see an indication of the submissions to be corrected in the “Errors” tab on the [WI ePDMP website](#).

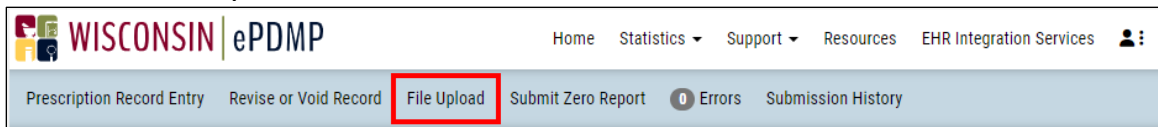
Submitting an ASAP 4.2B-Compliant File via the Web Application

1. Navigate to: <https://pdmp.wi.gov/>.
2. Enter your username and password.
3. Click on “Sign In”.



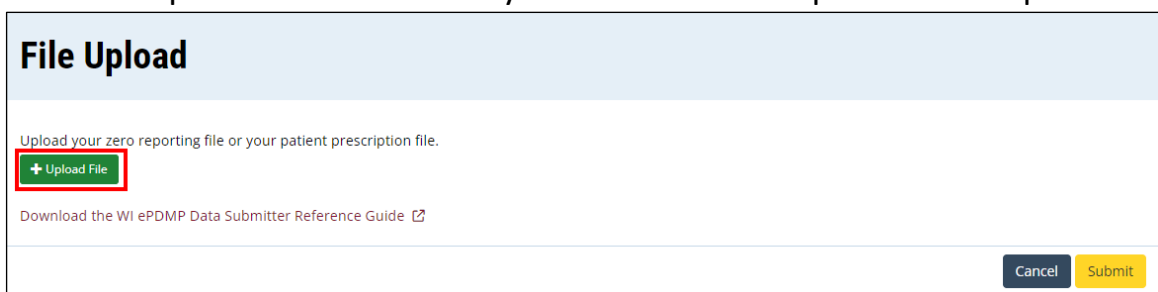
The screenshot shows the Wisconsin ePDMP Client Login page. The header includes the Wisconsin ePDMP logo and navigation links for Home, Statistics, Support, Resources, and EHR Integration Services. The main content area features a welcome message and a description of the ePDMP tool. On the right, there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

4. Click on “File Upload”.



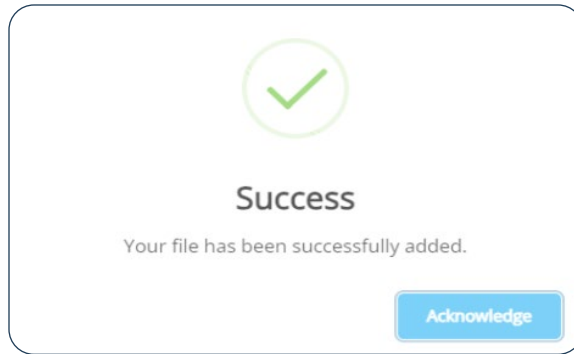
The screenshot shows the Wisconsin ePDMP File Upload menu. The header includes the Wisconsin ePDMP logo and navigation links for Home, Statistics, Support, Resources, and EHR Integration Services. The main content area features a navigation bar with links for Prescription Record Entry, Revise or Void Record, File Upload (highlighted with a red box), Submit Zero Report, Errors, and Submission History.

5. Click on “Upload File” and select your ASAP 4.2B-compliant file to upload.

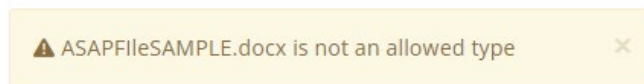


The screenshot shows the Wisconsin ePDMP File Upload page. The header includes the Wisconsin ePDMP logo and navigation links for Home, Statistics, Support, Resources, and EHR Integration Services. The main content area features a 'File Upload' section with the text 'Upload your zero reporting file or your patient prescription file.' and a green '+ Upload File' button (highlighted with a red box). Below the button is a link to 'Download the WI ePDMP Data Submitter Reference Guide'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

6. Click “Submit” to upload your file.
 - a. If your upload is successful, you will see a confirmation message:



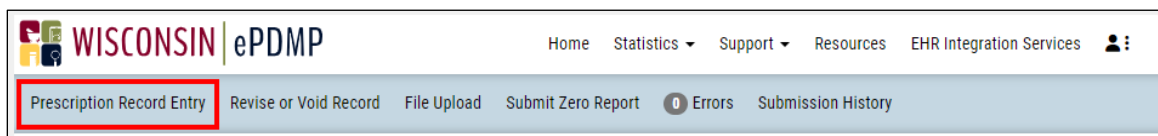
- b. If your upload is not successful because the file type you selected is not supported, you will see a file type error message:



NOTE: Your submission may not be processed immediately. In some cases, it can take up to 12 hours to process your file.

Manual Prescription Entry to the WI ePDMP

1. Navigate to: <https://pdmp.wi.gov/>.
2. Enter your username and password.
3. Click on "Sign In".
4. Click on the "Prescription Record Entry" tab.



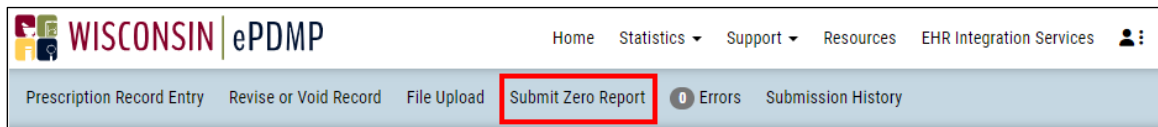
5. Ensure that the information about the dispenser is accurate and enter all required prescription information.
 - a. If you are entering a prescription on behalf of a dispenser, check the box indicating so and enter the dispenser's DEA number.
 - b. Information about the dispenser and the prescriber will automatically fill in once you enter a DEA number. Please ensure that the information displayed matches the information on the prescription order.
 - c. The drug name and strength will automatically populate once you enter an NDC number. Please ensure that the information displayed matches the information on the prescription order.
6. Click "Submit".

Zero Reporting to the WI ePDMP

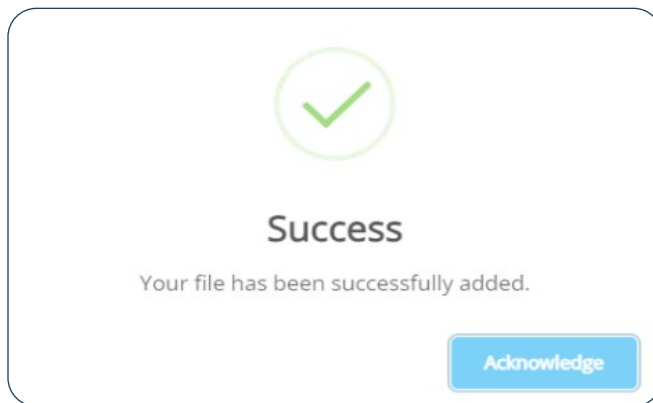
If a dispenser does not dispense any monitored prescription drug during a reporting period, the dispenser **must** submit a zero report. You may submit a zero report manually via the [WI ePDMP website](#) or through an ASAP-compliant zero reporting file.

Manual Zero Reporting (Pharmacy and Dispensing Practitioner accounts only)

1. Navigate to: <https://pdmp.wi.gov/>.
2. Enter your username and password.
3. Click on “Sign In”.
4. Click on the “Submit Zero Report” tab.



5. Modify the timeframe if necessary.
6. Click “Submit”.
7. If successfully submitted, you will see a confirmation message:



ASAP Zero Reports via File Upload

ASAP-Compliant Zero Report files can be submitted by a **Pharmacy** or a **Submitter on Behalf of Pharmacy**. They may be submitted manually on the [WI ePDMP website](#) using the “Prescription Record Entry” form or via the normal WI ePDMP ASAP file submission process (SFTP).

The Zero Report field definitions required for submitting zero reporting data files include the Transaction Headers and Trailer Segments completed as they would be with a normal ASAP file report.

The following fields within the files' Detail Segment must be filled out as follows:

- ISO03 (Message): Date Range of Report (#CCYYMMDD# - #CCYYMMDD#)
- PAT07 (First Name): "Report"
- PAT08 (Last Name): "Zero"
- DSP05 (Date Filled): Date of Submission (CCYYMMDD)

All other fields in the Detail Segment should be left blank.

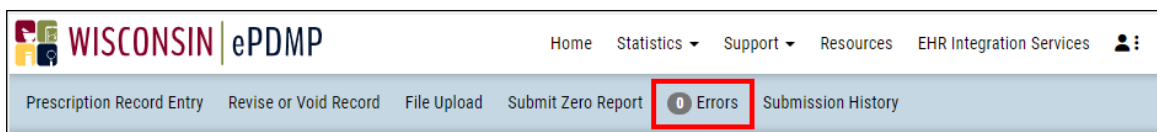
Correcting Submission Errors

The dispenser is responsible for correcting all errors in data submitted to the WI ePDMP. Neither Tyler Technologies Wisconsin nor the Wisconsin Department of Safety and Professional Services (DSPS) can delete, correct, or alter dispensings in the WI ePDMP.

All submissions with errors are queued for review by both the **Submitter on Behalf of Pharmacy** that submitted the data and the **Pharmacy** to which the data is attributed. All pharmacies with WI ePDMP accounts are able to correct errors in submissions attributed to their location even if the data was submitted by a **Submitter on Behalf of Pharmacy** account.

Reviewing, Correcting and Voiding submissions with errors using the Errors screen

1. Navigate to: <https://pdmp.wi.gov/>.
2. Enter your username and password.
3. Click on "Sign In".
4. Click on the "Errors" tab:



5. Select the "Correct Submission" action to load the submission with the respective error to be corrected:

Prescription Number	Name	DEA	Message	Data	Submission Timestamp	Submission File	Submission Fix By	Reporting Status	Actions
082301Test1		FW1149423	Invalid NDC. (DSP08)	00127165105	08/23/2023 03:42:47 PM	asapfilesample0822.dat	08/30/2023 03:42:47 PM	00 - New	Correct Hide

- a. If you are correcting the submission, update or add the information in the invalid or missing fields, then click "Submit Correction".

- b. If you are deleting the submission, click “Void Submission”.
6. If your correction is successful, you will see a confirmation message:



7. If your correction is not valid, you will see the field(s) with errors have red error text beneath it along with a banner explaining the identified error:

NDC Number	i	Drug Name/Strength
<input type="text" value="00127-1651-05"/>		<input type="text"/>
Incorrect NDC number		
		<input type="button" value="Cancel"/> <input type="button" value="Void Submission"/> <input type="button" value="Submit Correction"/>
<div style="background-color: #f8d7da; padding: 5px;"> i Invalid NDC. (DSP08) </div>		

NOTE: As of July 7, 2021, records that contain unresolved errors in the fields used to identify the record (such as unresolved missing prescriber or dispenser DEA number errors) can be voided using the Errors screen.

Revising and Voiding Records

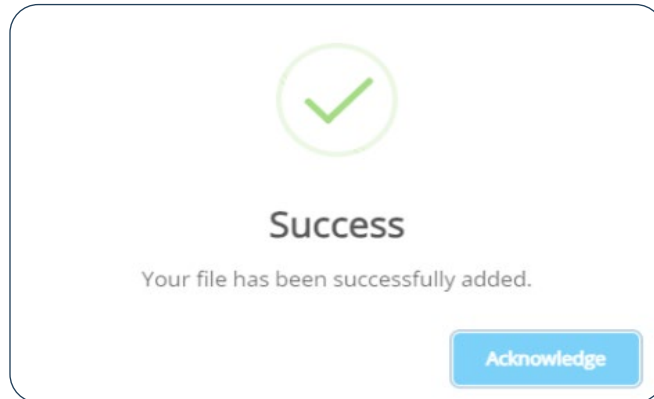
Per [statute](#), the dispenser is responsible for correcting any incorrect data submitted to the WI ePDMP. Neither Tyler Technologies Wisconsin nor the Wisconsin Department of Safety and Professional Services (DSPS) can delete, correct, or alter dispensings in the WI ePDMP.

Pharmacy and **Submitter on Behalf of Pharmacy** accounts can submit revisions and voids for records with an ASAP 4.2B-Compliant File or by using the “Prescription Record Entry” screen. **Pharmacy** accounts can also submit revisions and voids for records using the “Revise or Void Record” screen.

Revising and Voiding records using the Prescription Record Entry form

1. Navigate to: <https://pdmp.wi.gov/>.
2. Enter your username and password.
3. Click on “Sign In”.
4. Click on the “Prescription Record Entry” tab.
5. Enter the information for the record.
 - a. If you are revising the record, select “Revise” as the Reporting Status and enter the information as it should appear in the record.
 - b. If you are voiding the record, select “Void” as the Reporting Status and enter the information exactly as it already appears in the record.

6. Click "Submit".
 - a. If your upload is successful, you will see a confirmation message:

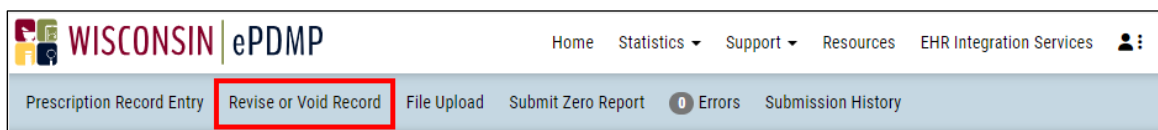


- b. If your upload is not successful, you will see the invalid field(s) have "Required" error text beneath along with the field being bordered in red:

 A screenshot of a web form with several fields. The "Address", "City", "State", and "Zip Code" fields are outlined in red. Below each of these fields is the word "Required" in a small, dark font. Below these fields is a section titled "Additional Information" with a horizontal line. Underneath this line, there is a note: "The following fields are required for Schedule II and Schedule III drugs." followed by the heading "Person Picking Up the Prescription:". Below this heading are two input fields labeled "First Name" and "Last Name". At the bottom right of the form are two buttons: a dark grey "Cancel" button and a yellow "Submit" button.

Reviewing, Revising and Voiding records using the Revise or Void Record screen

1. Navigate to: <https://pdmp.wi.gov/>.
2. Enter your username and password.
3. Click on "Sign In".
4. Click on the "Revise or Void Record" tab:



5. Enter the information necessary to identify the dispensing, and then click the "Search" button.

6. From the search results, click on the button for the action you wish to perform:

Revise or Void Record

Dispenser DEA Number

Prescriber DEA Number

Patient Date of Birth

Prescription Number

Date Submitted	Prescription Number	Patient Last Name	Patient Date of Birth	Prescriber Name	Prescriber DEA Number	Refill Number	Partial Fill	Status	Actions
08/28/2023 9:06 AM	082301Test1	Eastman	07/16/1969	JAMES WIRTH	BV4780602	0	00	00 - New	<input type="button" value="View"/> <input type="button" value="Void"/> <input type="button" value="Correct"/>

7. Click the “View” action button to view the dispensing record.
 - a. The dispensing information will be displayed below.
8. Click the “Void” action button to delete the record.
 - a. The dispensing information will be displayed below in a form, then you can delete the record by clicking the “Void this dispensing” button at the bottom of the form:

9. Click the “Correct” action button to revise the record.
 - a. The record will be displayed below in a form where you can update the information.
 - b. Click the “Submit this correction” button at the bottom of the form to submit the correction:

Revising Records using an ASAP 4.2B-Compliant File

Revisions can be made using an ASAP 4.2B-Compliant Revise file when the information being changed is not in one of the fields used to identify the record.

The Revise file should only include records needing to be revised. Please be sure to send the Revise record in a different file, **AFTER** the file containing the initial record needing correction has been successfully processed and accepted by the system.

NOTE: You may revise records by submitting an ASAP 4.2B-Compliant Revise File **ONLY** if the information being changed is not in one of the fields used to identify the record. If a field used to identify the record needs to be corrected, the original record must be voided and a new record submitted.

The fields that the WI ePDMP uses to identify the record are:

- PHA03 – Pharmacy DEA Number
- PAT18 – Patient Date of Birth
- DSP02 – Prescription Number
- DSP06 – Refill Number
- DSP13 – Partial Fill Indicator
- PRE02 – Prescriber DEA Number

If one of the above fields needs to be corrected, the original record must be voided and a new record submitted.

To indicate the file is to revise a record, field DSP01 must be “01.”

[Voiding Records using an ASAP 4.2B-Compliant File](#)

Data submitters can delete records previously submitted to the WI ePDMP using ASAP 4.2B-Compliant Void files. The file should only include the records that the submitter wants to delete.

Records that contain unresolved errors in the fields used to identify the record (such as unresolved missing prescriber DEA number errors) cannot be voided using ASAP 4.2B-Compliant Void files. Records that contain unresolved errors in these fields may be voided using the “Errors” screen.

The date and time of the Void record must be after the date and time of the initial record, as indicated by the values in the TH05 and TH06 fields.

Voids require that the DSP01 value be set to “02.”

In addition, the following fields must be the same as on the original reported data:

- PHA03 – Pharmacy DEA Number
- PAT18 – Patient Date of Birth
- DSP02 – Prescription Number
- DSP06 – Refill Number

- DSP13 – Partial Fill Indicator
- PRE02 – Prescriber DEA Number

Submission History

The WI ePDMP allows all **Pharmacy, Submitter on Behalf of Pharmacy, and Dispensing Practitioner** accounts to log in and view the status of their data submissions. A history of all submissions can be viewed by clicking on the “Submission History” icon.

ASAP files submitted via SFTP or File Upload may not be reflected in the Submission History for up to 12 hours. The same delay should not affect records submitted manually, Zero Report submissions, and manual error corrections.

Note that there might be multiple errors in a single record. Therefore, adding the total number of errors to the total number of successful records may not equal the total number of records that were submitted.

Files that contain too many errors are not accepted by the system. These files will show a File Status of “FatalError” and can be identified if the Total Errors count is 1,000 or greater.

Submission History Report File Statuses

Submitted:	This status means that your file has been validated as an ASAP-compliant file but has not yet completed the error check process.
FatalError:	This status means that your file cannot be validated as an ASAP-compliant file (or contains too many errors) and will not proceed with processing.
Loaded:	This status means that your file has completed the error check process, there are no records with errors, and the file has been successfully loaded into the WI ePDMP.
LoadedWithErrors:	This status means that your file has completed the error check process, there are records with errors, but the records without errors have been successfully loaded into the WI ePDMP.
Duplicate:	This status means that the file is a duplicate (meaning the contents are an exact match) of a previously submitted file. Duplicate files are not processed since the contents are either already present in the WI ePDMP, or the status and results of processing are already available in the submission history.

Reporting a Name Pursuant to 2013 Act 199

The requirement for dispensers to collect the name of the person to whom they dispense or deliver a Schedule II or Schedule III drug to was established in [2013 Act 199](#) and became effective in 2014. The further requirement to submit the name to the WI ePDMP became effective on April 9, 2017.

If submitting the records as an ASAP file, the following ASAP fields must be used to submit the name of the person picking up the Schedule II or III drug:

- AIR07: Legal Last Name of the person to whom the drug was physically provided to (person picking up the prescription)
- AIR08: Legal First Name of the person to whom the drug was physically provided to (person picking up the prescription)

While the nomenclature of the AIR07 and AIR08 fields in the ASAP format are “Name of Person Dropping Off or Picking Up Rx,” there is no requirement to report the name of the person who dropped off a prescription.

Records about Schedule II and Schedule III monitored prescription drugs must include the information in these fields.

If submitting the records manually, use the appropriate fields to enter the information within the “Prescription Record Entry” tab.

As with any other error, dispensers will have 5 business days to correct the error by entering the first and last name in the fields per [statute](#).

If the dispensing record regards a Schedule II or Schedule III monitored prescription drug that was delivered to a [“healthcare facility”](#) dispensers should include the following information in the fields:

- AIR07: E
- AIR08: 3

American Society for Automation in Pharmacy (ASAP) 2020 Version 4.2B Standard for Prescription Drug Monitoring Program

Please see www.asapnet.org for the complete implementation guide of the standard. The WI ePDMP accepts data submissions that are 4.2A- or 4.2B-compliant. The information in the table below identifies the specific fields that must be included in all ASAP-compliant files submitted to the WI ePDMP.

Attributes Key:

AN	Alphanumeric	An alphanumeric field can accept both numbers and characters.
N	Numeric	A numeric field is in character format, without a decimal point included.
D	Decimal	This is a numeric field in character format, with a decimal point included.
DT	Date	All dates expressed in the format CCYYMMDD.
TM	Time	Time expressed in 24-hour clock time (HHMMSS or HHMM). Time range: 000000 through 235959. Do not include colons or other nonnumeric characters.
Length		This is the maximum length the field can be.

HEADER SEGMENTS					
	Data Element Name	REQUIRED	NOT REQUIRED	ATTRIBUTES TYPE / LENGTH	
TH – Transaction Header		Use of this TH Segment is REQUIRED .			
TH01	ASAP Version/Release number	X		AN	4
TH02	Transaction Control number	X		AN	40
TH03	Transaction Type 01 Send/Request Transaction 04 Void (Used to void a specific Rx in a real-time transmission, or an entire batch file that has been transmitted.)		X	N	2
TH04	Response ID		X	AN	40
TH05	Creation date	X		AN	8
TH06	Creation time	X		AN	6
TH07	File Type	X		AN	1
TH08	Routing Number		X	AN	6
TH09	Segment Terminator Character This terminates the TH segment and sets the value of the data segment terminator for the entire transaction.	X		AN	1
IS – Information Source		Use of this IS Segment is REQUIRED .			
IS01	Unique Information Source ID	X		AN	10
IS02	Information Source Entity Name (Submitters Identifying information i.e., business name)	X		AN	60
IS03	Message		X	AN	60
PHA – Pharmacy Header		Use of this PHA Segment is REQUIRED .			
PHA01	National Provider Identifier (NPI)		X	AN	10

PHA02	NCPDP/NABP Provider ID		X	AN	7
PHA03	DEA Number	X		AN	9
PHA04	Pharmacy or Dispensing Prescriber Name	X		AN	60
PHA05	Address 1 Information		X	AN	55
PHA06	Address 2 Information This must only include address information. Do not include account notes.		X	AN	55
PHA07	City Address		X	AN	35
PHA08	State Address		X	AN	2
PHA09	ZIP Code Address - No hyphen U.S. Postal Service ZIP code.		X	AN	9
PHA10	Phone Number - No hyphens		X	AN	10
PHA11	Contact Name		X	AN	30
PHA12	Chain Site ID		X	AN	10
PHA13	Pharmacy's Permit Number/License Number		X	AN	20

DETAIL SEGMENTS

Data Element Name		REQUIRED	NOT REQUIRED	ATTRIBUTES	
PAT – Patient Information		Use of this PAT Segment is REQUIRED .			
PAT01	ID Qualifier of Patient Identifier		X	AN	2
PAT02	ID Qualifier		X	N	2
PAT03	ID of Patient		X	AN	20
PAT04	ID Qualifier of Additional Patient Identifier		X	AN	2
PAT05	Additional Patient ID Qualifier		X	N	2
PAT06	Additional ID		X	AN	20
PAT07	Last Name	X		AN	50
PAT08	First Name	X		AN	50
PAT09	Middle Name	X, if present		AN	30
PAT10	Name Prefix	X, if present		AN	10
PAT11	Name Suffix	X, if present		AN	10
PAT12	Address 1 Information Only special character allowable is forward slash /	X		AN	55
PAT13	Address 2 Information This must only include address information. Do not include account notes.	X, if present		AN	55
PAT14	City Address	X		AN	35
PAT15	State Address	X		AN	10
PAT16	ZIP Code Address – No hyphen U.S. Postal Service ZIP code. Populate with zeros if patient address is outside the U.S.	X		N	9
PAT17	Phone Number - Exclude hyphens		X	N	10
PAT18	Date of Birth	X		DT	8
PAT19	Gender Code	X		AN	1

PAT20	Species Code		X	N	2
PAT21	Patient Location Code		X	N	2
PAT22	Country of Non-U.S. Resident		X	AN	20
PAT23	Name of Animal		X	AN	30
DSP – Dispensing Record		Use of this DSP Segment is REQUIRED .			
DSP01	Reporting Status 00 New Record 01 Revise 02 Void	X		N	2
DSP02	Prescription Number	X		AN	25
DSP03	Date Written	X		DT	8
DSP04	Refills Authorized	X		N	2
DSP05	Date Filled	X		N	8
DSP06	Fill Number	X		AN	2
DSP07	Product ID Qualifier (Used to identify the type of product ID contained in DSP08.) 01 NDC 06 Compound	X		N	2
DSP08	Product ID Full product identification as indicated in DSP07, including leading zeros without punctuation. If the product is a compound, use 99999 as the first five characters of the product code. The remaining six characters are assigned by the pharmacy. The CDI then becomes a required segment.	X		AN	15
DSP09	Quantity Dispensed	X		D	11
DSP10	Days' Supply	X		N	3
DSP11	Drug Dosage Units Code	X		N	2
DSP12	Transmission Form of Rx Origin Code		X	N	2
DSP13	Partial Fill Indicator 00 Not a Partial Fill 01 First Partial Fill Note: For additional fills per prescription, increment by 1. So, the second partial fill would be reported as 02, up to a maximum of 99.	X		N	10
DSP14	Pharmacist National Provider Identifier (NPI)*		X	AN	10
DSP15	Pharmacist State License Number		X	AN	2
DSP16	Classification Code for Payment Type	X		N	2
DSP17	Date Sold		X	DT	8
DSP18	RxNorm Product Qualifier		X	N	2
DSP19	RxNorm Code		X	AN	15
DSP20	Electronic Prescription Reference Number		X	AN	35
DSP21	Electronic Prescription Order Number		X	AN	35
DSP22	Quantity Prescribed		X	N	15
DSP23	Rx SIG		X	AN	200
DSP24	Treatment Type		X	N	2
DSP25	Diagnosis Code		X	AN	7

This field is used to report the ICD-10 code. If required by a PDMP, this field would be populated only when the ICD-10 code is included with the prescription.

PRE – Prescriber Information		Use of this PRE Segment is REQUIRED .			
PRE01	National Provider Identifier (NPI)*		X	AN	10
PRE02	DEA Number	X		AN	9
PRE03	DEA Number Suffix		X	AN	7
PRE04	Prescriber State License Number		X	AN	20
PRE05	Last Name	X		AN	50
PRE06	First Name	X		AN	50
PRE07	Middle Name	X, if present		AN	30
PRE08	Phone Number - No hyphens		X	N	10
PRE09	XDEA Number		X	AN	9
PRE10	Jurisdiction or State Issuing Prescriber License Number		X	AN	2
CDI – Compound Drug Information		Use of this CDI Segment is REQUIRED when the drug dispensed is a compound drug that contains one or more monitored prescription drugs.			
CDI01	Compound Drug Ingredient Sequence Number	X		N	2
CDI02	Product ID Qualifier	X, must be 01 for NDC		N	2
CDI03	Product ID	X, must be NDC Number		AN	15
CDI04	Compound Ingredient Quantity	X		D	11
CDI05	Compound Drug Dosage Units Code		X	N	2
AIR – Additional Information Reporting		Use of this AIR Segment is NOT REQUIRED .			
AIR01	State Issuing Rx Serial Number		X	AN	2
AIR02	State Issued Rx Serial Number		X	AN	20
AIR03	ID Issuing Jurisdiction		X	AN	2
AIR04	ID Qualifier of Person Dropping Off or Picking Up Rx		X	N	2
AIR05	ID of Person Dropping Off or Picking Up Rx		X	AN	20
AIR06	Relationship of Person Dropping Off or Picking Up Rx		X	N	2
AIR07	Last Name of Person Dropping Off or Picking Up Rx ¹	X, for Schedule II and III drugs		AN	50
AIR08	First Name of Person Dropping Off or Picking Up Rx ¹	X, for Schedule II and III drugs		AN	50
AIR09	Last Name or Initials of Pharmacist		X	AN	50
AIR10	First Name of Pharmacist		X	AN	50
AIR11	Dropping Off/Picking Up Identifier Qualifier		X	N	2

¹ While the nomenclature of the AIR07 and AIR08 fields in the ASAP format are “Name of Person Dropping Off or Picking Up Rx”, there is no requirement to report the name of the person who dropped off a prescription.

SUMMARY SEGMENTS					
Data Element Name		REQUIRED	NOT REQUIRED	ATTRIBUTES	
TP – Pharmacy Trailer		Use of this TP Segment is REQUIRED .			
TP01	Detail Segment Count	X		N	10
TT – Transaction Trailer		Use of this TT Segment is REQUIRED .			
TT01	Transaction Control Number Must match TH02	X		AN	40
TT02	Segment Count	X		N	10

*Submitters now have the option to enter the NPI number as identifier information for prescriptions. NPI will become a required field for non-scheduled monitored drugs (i.e., gabapentin) when a DEA number is not present after the rule change becomes effective in 2024.