



WISCONSIN | ePDMP

HEALTHCARE PROFESSIONAL USER GUIDE DECEMBER 2025

WI Department of Safety and Professional Services
Prescription Drug Monitoring Program

PDMP@wisconsin.gov

608-266-0011

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Table of Contents

Introduction	1
Healthcare Professional Registration.....	2
Registration Troubleshooting	4
State License Number Format	4
License Not Found	4
Phone Number Field is Blank	4
Submit Doesn't Work	4
Password is Invalid	5
Passwords Do Not Match.....	5
No Email Received After Registering	5
Manage Your Account Information	6
Reset Your Password	7
Review Patient History.....	8
Manage Delegates.....	10
Adding a Delegate	10
Delegate Found	10
Delegate Not Found.....	11
New Delegate to Complete Registration	12
Removing a Delegate from your Account	12
Functionalities Available for Prescribing Practitioners	14
Manage your Default View	14
Review Patient Law Enforcement Alerts.....	16
Enter a Prescriber Alert.....	17

Introduction

The Wisconsin Prescription Drug Monitoring Program (WI ePDMP) is a tool to help combat the ongoing epidemic of prescription drug abuse in Wisconsin. By providing valuable information about monitored prescription drugs that are dispensed in the state, the WI ePDMP aids healthcare professionals in their prescribing and dispensing decisions. 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 controlled substance prescription drugs.

“Monitored prescription drug” in Wisconsin means a substance identified in s. [961.16](#), [961.18](#), [961.20](#), or [961.22](#) (Schedule II-V), or Gabapentin, a drug identified by the Controlled Substances Board by rule as having a substantial potential for abuse. See [Wisconsin Statute § 961.385](#) and [Wisconsin Administrative Code Chapter CSB 4](#) for additional information about reviewing the patient’s history in the ePDMP required of prescribing practitioners prior to issuing a monitored drug prescription.

This document is intended to provide the necessary details about how Healthcare Professional account users interact with the WI ePDMP. See [961.385\(2\)\(cm\)1](#) for a complete list of Wisconsin licensed healthcare professionals who are eligible for this account type.

Non-Wisconsin practitioners should consult their home PDMP administrators about accessing WI PDMP data via interstate query or contact us if Wisconsin is not available via interstate query.

This document explains the following:

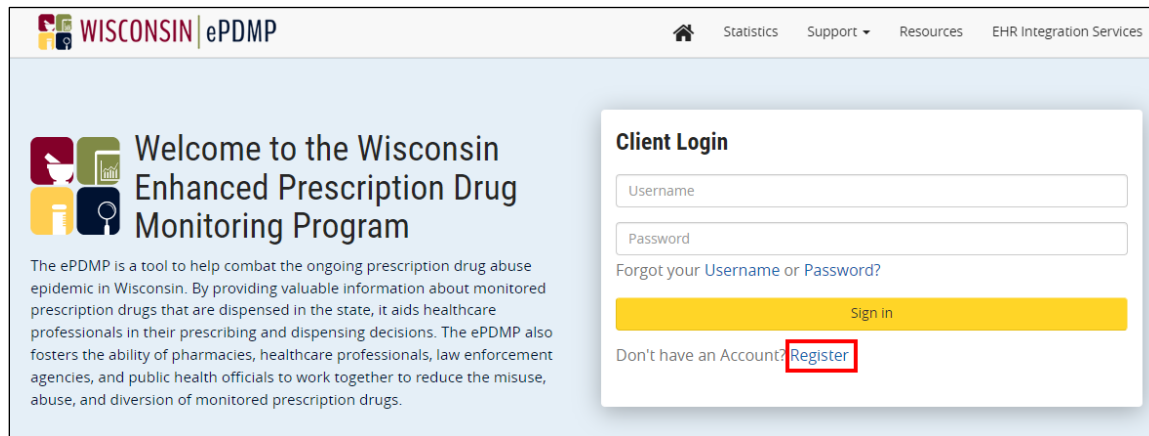
- How to register for a WI ePDMP Healthcare Professional (HCP) account
- How to add and manage delegates
- How to navigate functionalities available in the HCP account

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.

Healthcare Professional Registration

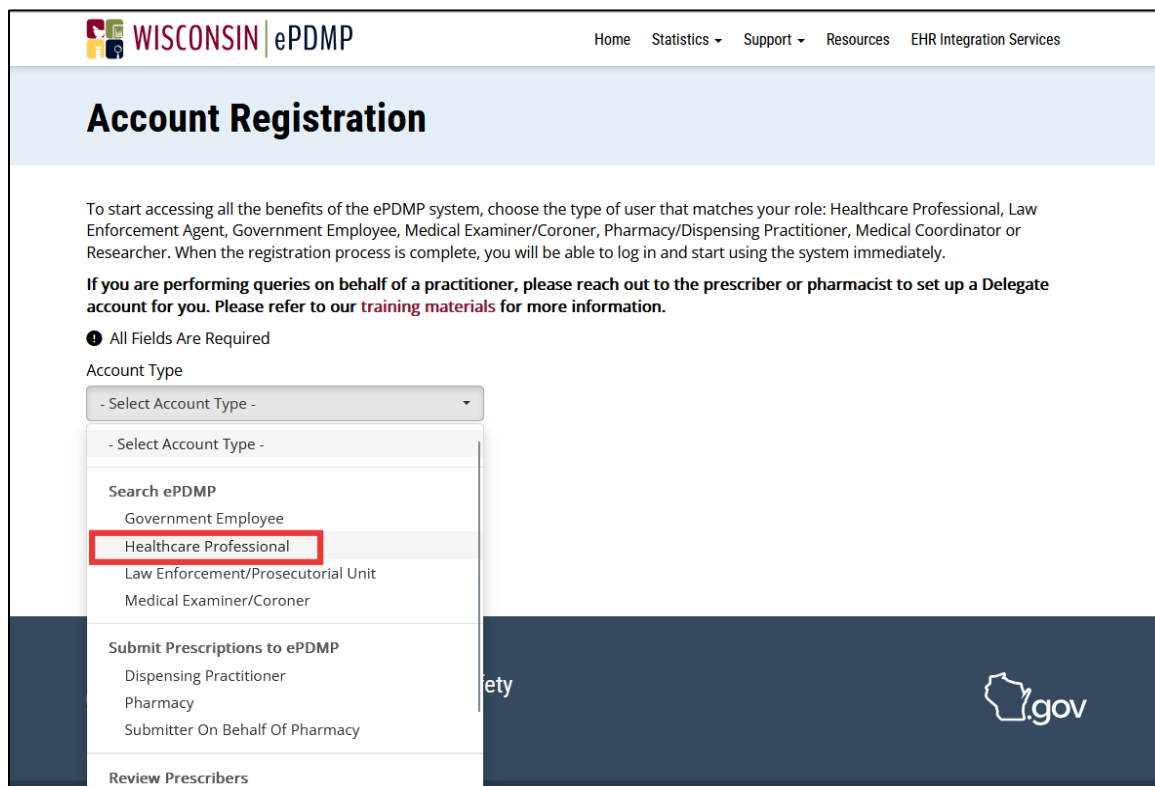
Navigate to the WI ePDMP at: <https://pdmp.wi.gov> and follow these steps to register:

1. Click on "Register".



The screenshot shows the Wisconsin ePDMP homepage. On the left, there is a 'Welcome to the Wisconsin Enhanced Prescription Drug Monitoring Program' section with a brief description of the program. On the right, there is a 'Client Login' section with fields for 'Username' and 'Password', a 'Sign in' button, and a link to 'Forgot your Username or Password?'. Below the login section, there is a link to 'Don't have an Account? Register', which is highlighted with a red box.

2. Select the Healthcare Professional account type from the drop-down list.



The screenshot shows the 'Account Registration' page. It includes instructions on how to start accessing the system and a note about performing queries on behalf of a practitioner. Below the instructions, there is a section for 'Account Type' with a drop-down menu. The menu is open, showing options: 'Search ePDMP', 'Government Employee', 'Healthcare Professional' (highlighted with a red box), 'Law Enforcement/Prosecutorial Unit', 'Medical Examiner/Coroner', 'Submit Prescriptions to ePDMP', 'Dispensing Practitioner', 'Pharmacy', 'Submitter On Behalf Of Pharmacy', and 'Review Prescribers'. The 'Wisconsin.gov' logo is visible in the bottom right corner.

3. On the prompted online form, enter your last name, the last four digits of your social security number, date of birth, and license number. Select your license type from the

drop-down and click “Lookup”. The fields must be entered exactly as they appear in your WI State licensing profile. If you are a WI-licensed healthcare professional, your information will be retrieved from the Wisconsin Department of Safety and Professional Services (DPS) licensing database (LicenseE).

Account Type

Healthcare Professional

Last Name

Last Four SSN

Date of Birth

MM/DD/YYYY

The License Number field is for the digits before the dash.
Example 12345-00

The License Type field is for the digits after the Dash. Example: 12345-00

License Number

- 00

00000 -

Lookup

- If your information is found in the DPS licensing database, a success message is displayed at the top of the screen. Scroll down and you will see the registration fields pre-populated with the information from LicenseE.
- Complete the remaining fields, select your primary practice specialty, enter your employer, NPI number (required) and DEA number (if applicable).
- Enter the email address that you would like to associate with your WI ePDMP account. This address will receive notifications for concerning patient history alerts and other communications from the PDMP administrators.
- Create your username and password. . The only special characters allowed in usernames are.(dot), and _(underscore). Passwords should 8-24 characters in length, contain at least one uppercase letter, one lowercase letter, and one number. Special characters are allowed.

Registration Information

Passwords should be at least 8 characters long, contain one uppercase letter and at least 1 number. Special characters are allowed.

Email Address

Username

Password

Confirm Password

Password

Confirm Password

- Click “Confirm” and accept the Terms and Conditions. You will receive a Registration Success message.
- Look for the “WI PDMP Registration Approved” email sent to the email address you used to register.
- Click on “Log In” in the email and log in. Your registration is now complete.

Registration Troubleshooting

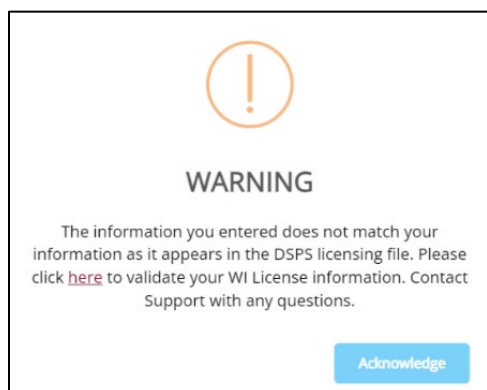
State License Number Format

Enter the license number in the License Number field. Your license number corresponds to the digits to the left of the dash. Do not add preceding zeros or the numbers that come after the dash. Select the type of license, which is the number to the right of the dash, from the drop-down.

<p>❗ The License Number field is for the digits before the dash. Example 12345-00</p> <p>License Number</p> <input type="text" value="00000 -"/>	<p>❗ The License Type field is for the digits after the Dash. Example: 12345-00</p> <p>License Type</p> <div>- 00 ▾</div>
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License Not Found

If you have a WI State license and you entered your last name, the last four of your social security number, date of birth, license number, or license type incorrectly your license information from the DSPS database will not be found. You will receive the following warning:



Please review the information that you entered and compare it to your LicenseE profile. It must match the information exactly. You can verify and update your WI State license information by accessing your [LicenseE portal](#). After updating, the next time you log in to or register for your WI ePDMP account, it will reflect the change.

Phone Number Field is Blank

If the information populating in the registration fields does not include a phone number in the phone number field (the field is not editable and shows ###-###-####), please update your licensing profile with DSPS using the steps in the “License Not Found” topic above.

Submit Doesn't Work


All fields are required for registration. If you click Submit and nothing happens, please verify that all fields have been entered.

Password is Invalid

Passwords should be 8-24 characters in length, contain at least one uppercase letter, one lowercase letter, and one number. Special characters are allowed.

Passwords Do Not Match

Make sure you re-enter the same password in the Confirm Password field:

Password	Confirm Password
<input type="password" value="....."/>	<input type="password" value="....."/>
<div> 'Confirm Password' and 'Password' do not match.</div>	

No Email Received After Registering

Check your spam filters to determine if it was flagged as spam. Work with your IT if necessary to configure your spam filters to allow emails from Wisconsin.gov and egov.com.

If you still can't find your email, please contact PDMP@wisconsin.gov or 608-266-0011 and provide your First Name, Last Name, Username, and email address. We will verify the email address associated with your registration and resend the confirmation email.

Manage Your Account Information

You can change certain information in your ePDMP account such as your primary specialty, employer, DEA or NPI numbers. You can also update your registration information such as your e-mail address and username. These changes will be reviewed and approved by a PDMP administrator. You cannot change grayed-out fields.

1. From your account icon in the upper right corner of the screen, select Account Management from the drop down.
2. Update the fields, click on Submit, and wait for an e-mail confirming your changes.

Account Management

Healthcare Professional Information

Primary Practice Specialty

First Name

Last Name

DEA Number

NPI

Employer

Licensing State

Known Active DEA Numbers

Add Additional DEA Numbers

[+ Add Additional DEA Number](#)

Registration Information

Email Address

Username

Reset Your Password

The PDMP staff does not have access to your password. Once you complete your password reset, the change is immediate.

1. From the account icon in the upper right corner of your screen, select Password Reset from the drop down.
2. Enter your current password in the existing password field.
3. Follow the requirements to enter and confirm your new password.

The screenshot shows the WISCONSIN ePDMP Password Reset page. The header includes the WISCONSIN ePDMP logo and navigation links: Home, Statistics, Support, Resources, and EHR Integration Services. The main heading is "Password Reset". On the left, there are three input fields: "Existing Password", "New Password" (with a "Password" placeholder), and "Confirm Password" (with a "Confirm Password" placeholder). A yellow "Change Password" button is at the bottom left. On the right, under "Password Requirements", a bulleted list specifies: 8 - 24 characters in length, At least one uppercase character, At least one lowercase character, At least one numeric digit, Special characters are allowed, and You may not use one of your six most recent passwords.

WISCONSIN ePDMP

Home Statistics Support Resources EHR Integration Services

Password Reset

Existing Password

New Password

Confirm Password

Change Password

Password Requirements

- 8 - 24 characters in length
- At least one uppercase character
- At least one lowercase character
- At least one numeric digit
- Special characters are allowed
- You may not use one of your six most recent passwords

Review Patient History

1. To search for a patient in the WI ePDMP, click on the Patient Query tab.
2. Enter the first and last name and Date of Birth (DOB) of the patient.
3. Select other states to query if applicable.
4. Click on Submit.
5. If the patient is found in the system, the dispensing records of the patient in the past two years will be displayed.
6. If the patient is not found, verify the information and reenter or contact PDMP@wisconsin.gov if you suspect there is an error in the ePDMP data.

NOTE: When the patient has more than one address recorded in the ePDMP or individuals have the same or similar names with the same DOB, multiple profiles or checkboxes will be displayed. HCP or delegate users must review all names and addresses and select only the record(s) that matches the search criteria of your patient.

WISCONSIN ePDMP

Home Statistics Support Resources EHR Integration Services

Patient Report Patients Panel Alerts Prescribing Practice Metrics Delegate Management ePDMP Usage Medical Coordinator Management

Patient Query

Multiple profiles will be displayed when the patient has more than one address recorded in the ePDMP or individuals have the same, or similar name, with the same DOB. Please review all names and addresses and select the record(s) that matches your search criteria.

All Fields Are Required

First Name: Sherlock Last Name: Holmes Date of Birth: 01/06/1954

States to Query: IL, MN

Data from additional states will be displayed but will not be included in analytics or visualizations.

Cancel Submit

View	First Name	Last Name	Date of Birth	Address	City	Zip Code
<input checked="" type="checkbox"/>	Sherlock	Holmes	01/06/1954	1400 E Washington Ave	Madison	53704
<input checked="" type="checkbox"/>	SHERLOCK	HOLMES	01/06/1954	330 MAIN AVE	DE PERE	54115
<input type="checkbox"/>	Sherlock	Holmes	01/06/1954	1400 W Washington Ave	Madison	53704
<input type="checkbox"/>	Sherlock	Holmes	01/06/1954	4200 E. Main Street	MADISON	53719
<input type="checkbox"/>	Sherlock	Holmes	01/06/1954	331 Galileo Dr	Madison	53718

7. If other states are selected for the patient query, click the specific state next to the WI tab to view results.

Patient History Report Results

Sherlock Holmes

Patient Alerts

+ Add a Prescriber Alert

Age: 71

Gender: Male

DOB: 01/06/1954

Latest Address:
1400 W Washington Ave,
Madison, WI 53704

History of Opioids in Last 60 Days: Yes

(Excluding Buprenorphine Commonly Used to Treat Opioid Use Disorder)

Latest Opioid Dispensing: 8/25/2025

History of Buprenorphine in Past 5 Years: Yes

(Excluding Buprenorphine Commonly Used to Treat Pain)

Latest Buprenorphine Dispensing: 6/17/2025

1 Prescriber Alerts ▾

1 Law Enforcement Alerts ▾

0 Data-Driven Alerts ▾

► Prescription History Locations

► Opioid Daily Dose and Opioid-Benzodiazepine Concurrence for the Past 100 Days

▼ Dispensing History Details

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

In State

IL

MN

*denotes searchable fields

Search

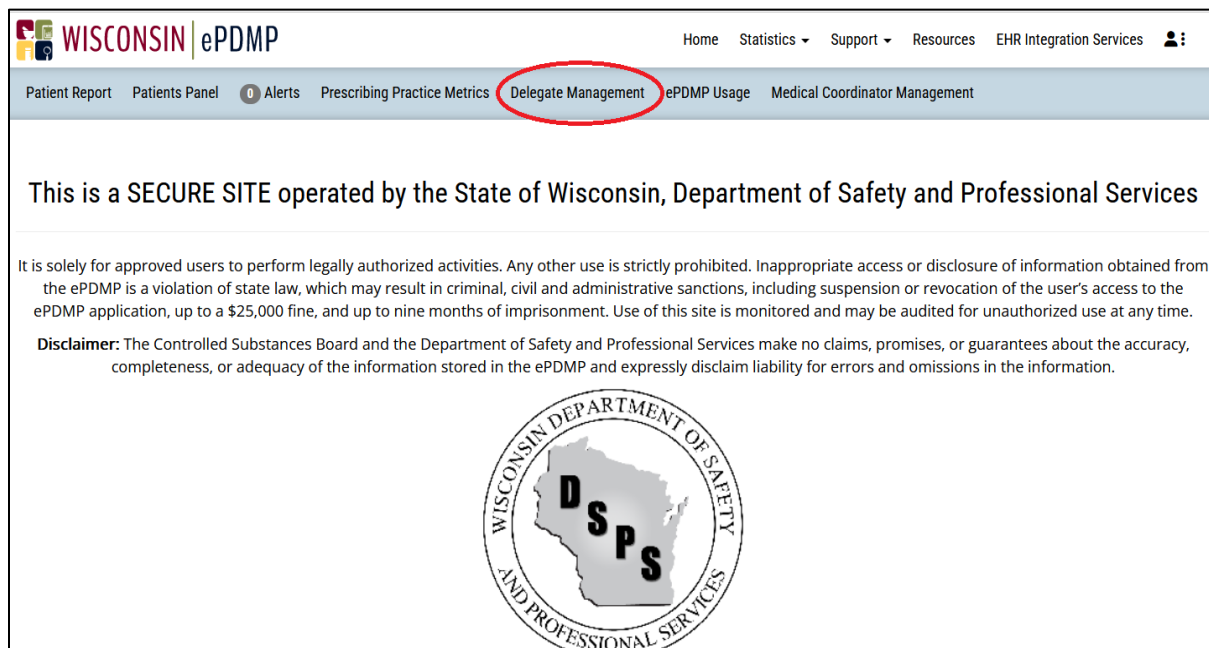
Refresh

Export ▾

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

Manage Delegates

Pharmacists and prescribing practitioners may delegate individuals to review patient histories in the ePDMP on their behalf. Delegates cannot register themselves. If the individual does not have an existing delegate account in the ePDMP, the HCP account user must initiate the account registration for the new delegate.



Adding a Delegate


1. After login, click on Delegate Management.
2. Enter your delegate's email address and click Search for Delegate.

Delegate Found

1. If you search for a delegate that is already registered in the ePDMP, you will see the online form with the delegate profile information pre-populated (see image below).
2. Verify that you have the correct delegate. Email addresses can only be associated with one name. If the information is correct, click on Add Delegate and the delegate will be added to your account.

✓ Result found, confirm and add the delegate to your account.

Email Address

 Search for Delegate

First Name

Last Name

Email Address



Phone Number

Facility Name

Delegate Not Found


1. If no matching delegate is found in the ePDMP, a blank form to create the new delegate's profile is displayed:

Search for a delegate by name and email address. If the delegates don't exist, you will need to add them. If they do exist, you will need to relate them to your account. You can also remove delegates related to your account.

 A matching delegate was not found, enter the information below to add them to your account. 

Email Address

Required

 Search for Delegate

First Name

Last Name

Email Address

Phone Number

Facility Name

2. Enter the First and Last Name, Phone Number, and Facility Name for your delegate. Click Add Delegate.
3. You will receive a message that your delegate has been added to your account. Your delegate is now displayed in your Current Account Delegates list. However, the new delegate will not have access to the WI PDMP until they complete their registration to activate the account. See instructions in the textbox below.

New Delegate to Complete Registration

After a new delegate profile is added by the prescribing practitioner or pharmacist for the first time, the Delegate must complete registration before the account is activated.

1. Delegate will receive a “Confirmation Request: WI PDMP Account Registration” email.
2. Click on Confirm Registration and be directed to the Delegate Registration page.
3. Create a Username and Password. Click on Login.
4. Review and accept the Terms and Conditions of Use.
5. Account Is Now Activated message is displayed and Delegate will be redirected to the PDMP home page.

WISCONSIN ePDMP Home Statistics Support Resources EHR Integration Services

Delegate Registration

To get started accessing all of the benefits of the PDMP system, create a username and password for PDMP. When the registration process is complete you will be able to login and get started using the system immediately.

● Passwords should be at least 8 characters long, contain one uppercase letter and at least 1 number. Special characters are allowed.

Do you hold an active license with the Wisconsin Department of Safety and Professional Services?

☐ Yes ☒ No

Username: PDMP.DELEGATE
UserName is available.

FirstName: DELEGATE

Last Name: PDMP

Password: *****

Confirm Password: *****

Login

Removing a Delegate from your Account

1. After login, click on the Delegate Management icon.
2. You may use the Search tool or sort columns to easily find the Delegate from the list that you want to remove and click on Remove Delegate under the column “Action”.
3. You will receive a message that your delegate has been removed from your account.
4. Your delegate will no longer be allowed to search for patients on your behalf.

Delegate Management

As a licensed professional, it is your decision to delegate your authority to access the WI ePDMP for information about your patients. If you choose to delegate your authority to another person, you will be responsible for any misuse or unauthorized access of the WI ePDMP by your delegates.

By adding or removing a delegate below, you acknowledge that the delegates in the list are authorized to access the WI ePDMP on your behalf.

Current Account Delegates

[Refresh](#)

First Name	Last Name	Email Address	Facility Name	Actions
Jane	Doe	jane.doe@aah.org	AAH	Remove Delegate
Ann	DSPS	DSPS1@wisconsin.gov	DSPS Test	Remove Delegate

Showing 1 to 2 of 2 rows

10

records per page

« < 1 > »

Functionalities Available for Prescribing Practitioners

Manage your Default View

There are built-in alternatives allowing you to manage your system defaults such as choosing a default landing page and adding states to your patient query parameters. The patient report landing page is set up with 3 elements that maybe moved and/or contacted. The default view has the prescription history location map at the top, followed by the opioid daily dose chart and ending with the dispensing history details.

WISCONSIN ePDMP

Home Statistics Support Resources EHR Integration Services

Manage My System Defaults

Account Management
Password Reset
Manage Defaults
Log Out

Default Landing Page: Home
Default States to Query via PDMP Website (2 max): Nothing selected
Default States to Query via EHR (2 max): Nothing selected

Cancel Save

Patient Report Element Order

Page	Action	Section Display
Prescription History Locations	Move Down Move Up	<input checked="" type="checkbox"/> Expanded
Opioid Daily Dose Chart	Move Down Move Up	<input checked="" type="checkbox"/> Expanded
Dispensing History Details	Move Down Move Up	<input checked="" type="checkbox"/> Expanded

1. To change the order of the elements, use the Move Up or Move Down buttons in the Action column.
2. To collapse an element, uncheck the Expanded checkbox in the Section Display.
3. Click on Save to retain your new system default.
4. You can change your Default Landing Page by clicking on the drop-down menu and choosing one of the options.

WISCONSIN ePDMP

Home Statistics Support Resources EHR Integration Services

Manage My System Defaults

Default Landing Page: Home
Default States to Query via PDMP Website (2 max): Nothing selected
Default States to Query via EHR (2 max): Nothing selected

Cancel Save

Home
Patient Report
Patients Panel
Prescriber Metrics
ePDMP Usage

Section Display

5. On the PDMP website there are over 25 States and the Military Health System from which you can choose to default as the interstate query, in addition to the Wisconsin ePDMP. Place a check mark next to the states you prefer from the Default State to Query via PDMP Website dropdown. You will have a maximum of two states to choose from.

WISCONSIN ePDMP

Home Statistics Support Resources EHR Integration Services

Manage My System Defaults

Default Landing Page: Patient Report

Default States to Query via PDMP Website (2 max): IL, MN

Default States to Query via EHR (2 max): Nothing selected

Cancel Save

Patient Report Element Order

Page	Action
Prescription History Locations	Move Down
Opioid Daily Dose Chart	Move Down
Dispensing History Details	Move Down

6. Your chosen states will automatically be added to your patient query. However, you will be able to choose additional states at the time of your query.
7. The same function exists within the EHR environment, but it is limited by the number of states built into the system.

WISCONSIN ePDMP

Home Statistics Support Resources EHR Integration Services

Manage My System Defaults

Default Landing Page: Home

Default States to Query via PDMP Website (2 max): Nothing selected

Default States to Query via EHR (2 max): Nothing selected

Patient Report Element Order

Page	Action	Section Display
Prescription History Locations	Move Down Move Up	<input checked="" type="checkbox"/> Expanded

Review Patient Law Enforcement Alerts

The prescribing Healthcare Professional receives email notifications when a Law Enforcement report is attached to a patient the practitioner is currently providing care or has prescribed to in the past.

1. After login, see the Alerts icon and an indication of the number of alerts associated with your account.
2. Click on the Alerts icon.

Alerts

Law Enforcement Alerts | Prescriber Alerts

Law enforcement agencies are required by Wis. Stat. § 961.37 to submit reports based on “reasonable suspicion” or “belief” under the following circumstances:

- When an officer suspects that a person violated the Controlled Substances Act with a prescription drug (such as diversion or unlawful possession)
- When the person experienced a fatal or non-fatal opioid-related overdose
- When the person reports to the agency that his or her controlled substance prescription has been stolen

Please note that an alert does not necessarily mean that the individual was arrested, convicted, or is guilty of any violation of law.

Like all of the other information available in the WI ePDMP, reports from law enforcement provide information to help healthcare professionals make prescribing, treatment, or dispensing decisions with more knowledge about the patient. The reports add to the totality of information and should not be used in isolation to make any decisions. It is up to the professional judgment of healthcare professionals to determine if or how a law enforcement report may affect their prescribing, treatment, or dispensing decisions.

Search [] Refresh Export

Alert Id	Person Affected First Name	Person Affected Last Name	Person Affected Date Of Birth	Date Of Event	Alert Type	Officer Email	Actions
----------	----------------------------	---------------------------	-------------------------------	---------------	------------	---------------	---------

3. In the Actions column, you may click on View Alert Details for the patient you wish to review.
4. After reviewing, you may click on Dismiss to remove the alert from your queue.
5. You will see that the Alert has been removed from your queue.
6. To search for a patient with Law Enforcement alerts, go to the Patient Report tab and enter the patient information.
7. Law Enforcement Alerts are displayed in the Patient Alerts summary of the Patient History Report. Click on the alert to view details.

Patient History Report Results

After "view report" has been selected from the options above, patient history report for that individual will load with alerts, patient info, patient clinic/prescriber locations, MME Patient report, and patient prescription history will load here.

Query by WI PDMP. Search date range: 05/02/2023 - 05/02/2025

[Learn About Addiction Resources](#)
[MME Calculator](#)

[Clear Search](#)
[Print](#)

Patient History Report Results

Sherlock Holmes

Age: 71

Gender: Male

DOB: 01/06/1954

Latest Address:
9876 Testington Way, Test City,
WI 53718

History of Opioids in Last 60 Days: No
(Excluding Buprenorphine Commonly Used to Treat Opioid Use Disorder)

Latest Opioid Dispensing: None

History of Buprenorphine in Past 5 Years: No
(Excluding Buprenorphine Commonly Used to Treat Pain)

Latest Buprenorphine Dispensing: 6/2/2013

Patient Alerts

[+ Add a Prescriber Alert](#)

0 Prescriber Alerts

1 Law Enforcement Alerts

Suspected Fatal Narcotic Overdose

Suspected Non-fatal Opioid Related Drug Overdose

1 Report of a Stole Controlled Substance Prescription

Suspected Violation of the Controlled Substance Act Involving Rx Drugs

▼ Prescription History Locations

Enter a Prescriber Alert

Prescribing practitioners may enter a report about a patient they are currently treating to communicate with other practitioners across departments or facilities and coordinate care for the patient. All information entered will be available and viewable to other healthcare users as part of this patient's ePDMP report. The prescriber who submitted the report may remove the alert at any time. Alerts should be removed if any information becomes inaccurate. Prescriber-reported alerts expire two years after the alert was added.

There are three types of prescriber alerts including 1) Overdose Event 2) Treatment Agreement and 3) Violation of a Treatment Agreement. If a Violation of Treatment Agreement alert is entered, a corresponding "Treatment Agreement" report needs to be in the patient history before the violation alert can be reviewed and approved by the PDMP administrator.

NOTE: The WI PDMP is not authorized to accept alerts containing any information that could potentially reveal patient's enrollment in an opioid treatment program pursuant to the federal regulation 42 CFR part II.

To enter a Prescriber Alert, go to Patient Report tab and enter the patient information to bring up the patient history. In the Patient Alerts summary, click on "Add a Prescriber Alert" and an online form will be prompted. Select the alert type from the dropdown and enter information in the open entry field and click Submit. The report will be attached to the patient history upon approval of the PDMP administrators.