



WISCONSIN | **ePDMP**

DATA SUBMITTER REFERENCE GUIDE

VERSION 1.8

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Document Change Log

Date	Version Number	Details
11/23/2016	1.0	Document Released
01/30/2017	1.1	<ul style="list-style-type: none"> Added information about reporting person picking up Rx
04/01/2017	1.2	<ul style="list-style-type: none"> Clean-up related to 2015 Act 266 requirements Clarified timing on Submission History Report Added section about 2013 Act 199 Clarified ASAP fields related to 2013 Act 199
06/09/2017	1.3	<ul style="list-style-type: none"> Clarified data correction process Added language about reporting payment type Added description of error notices to Submitters of Behalf of Pharmacies Added language about File Statuses
07/18/2017	1.4	<ul style="list-style-type: none"> Added language about reporting DEA Numbers Clarified how to revise, correct, and void records
08/17/2017	1.5	<ul style="list-style-type: none"> Clarified Void and Correction instructions
10/01/2019	1.6	<ul style="list-style-type: none"> Updated the WIN address Clarified Zero Reporting instructions Updated required fields for submitting corrections
03/08/2020	1.7	<ul style="list-style-type: none"> Update for new voids/corrections pages
04/09/2020	1.8	<ul style="list-style-type: none"> Update for voids/corrections pages, required fields

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 new Wisconsin Enhanced Prescription Drug Monitoring Program (WI ePDMP). This document explains the following:

- How to register for the WI ePDMP
- How to submit data to the WI ePDMP
- How to correct data already submitted to the WI ePDMP
- How to submit the name required by 2013 Act 199
- 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 more 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 abuse epidemic in Wisconsin. It replaces the previous PDMP system that the State of Wisconsin deployed in June 2013. The biggest differences between the systems for submitters are:

- There are now two types of accounts for submitting data for pharmacies: one for a **SUBMITTER ON BEHALF OF PHARMACY** and one for a **PHARMACY** itself. Each individual Pharmacy location should register 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 THE PHARMACY**.
- All data must be submitted electronically. The WI ePDMP does not accept data submitted to it on paper.

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 controlled substance prescriptions 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 boards, 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 prescribed controlled substance drugs.

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

Reporting Requirements

By law, “dispensers” are required to submit to the WI ePDMP data about controlled substance prescriptions that they dispense, including most starter packs and samples, no later than 11:59 PM of the business day¹ following the day on which the monitored prescription drug was dispensed in Wisconsin or to a patient located in Wisconsin, 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.

NOTE: Dispensers are required to submit information to the WI ePDMP regardless of the method of payment (private pay, commercial insurance, etc.) used.

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](#).
- Practitioners, such as physicians, physician assistants, dentists, advanced practice nurse prescribers, and others, who dispense a monitored prescription drug.

¹ Beginning on April 1, 2017, dispensers will be required to submit data to the WI ePDMP by 11:59 PM of the business day following the day on which the monitored prescription drug was dispensed.

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.

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 DEA number.
 - The WI ePDMP does not accept "X-DEA Numbers" assigned to DATA-waived prescribers. Accordingly, any records submitted that include the "X-DEA Number" instead of a prescriber's actual DEA Registration Number will be identified as erroneous and need to be corrected.
- The date dispensed.
- The prescription number.
- The NDC number of the monitored prescription drug.
- The quantity dispensed.
- The estimated number of days of drug therapy.
- The classification code for payment type.
- The number of refills authorized by the prescriber.
- The refill number of the prescription.
- The practitioner's full name.
- The practitioner 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 must submit data to the WI ePDMP electronically, either using the data standard detailed in ASAP 4.2 Specifications in this document or via the [WI ePDMP website](#). The WI ePDMP does not accept any data submitted on paper.

If a dispenser becomes aware of omissions or inaccuracies in previously submitted data, the dispenser shall submit correct information within 5 business days. The Wisconsin Interactive Network, LLC (WIN) 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 WIN for technical assistance with submitting or correcting data:

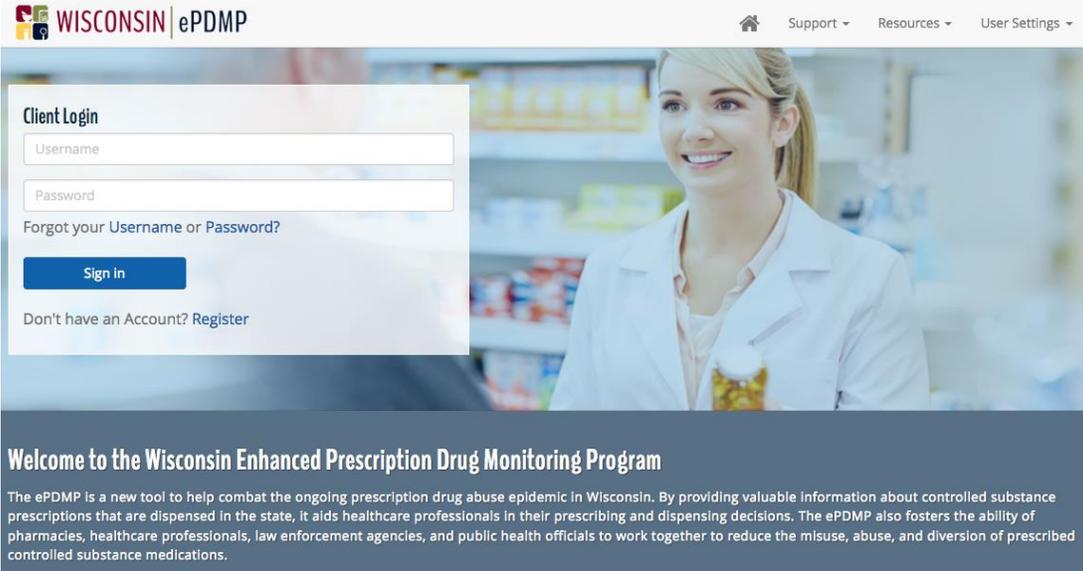
Email Assistance: PDMPsupport@egov.com

Phone Assistance: 608-250-4606

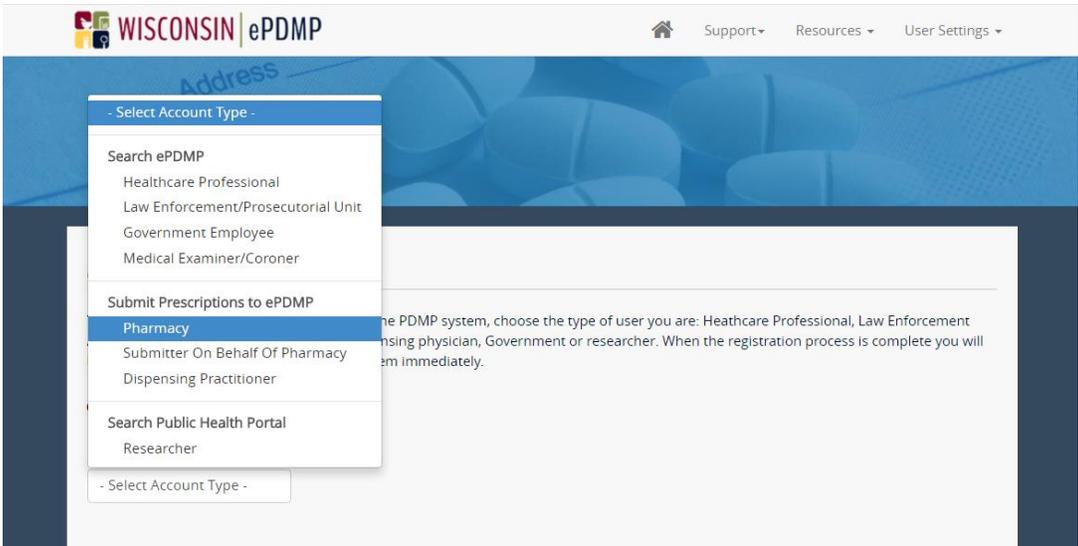
Data Submitter Registration

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 that are able to submit 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, should register for an account using the pharmacy's Wisconsin License Number. With a **PHARMACY** account, the managing pharmacist can take control of the data submitted by or on behalf of the individual pharmacy location. With a **PHARMACY** account, the managing pharmacist can submit data, monitor uploads for the pharmacy, correct errors in data attributed to the pharmacy location, 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 must register as a **SUBMITTER ON BEHALF OF PHARMACY**. With a **SUBMITTER ON BEHALF OF PHARMACY** account, the user can submit data, monitor uploads for the all of the pharmacies for which it submits data, submit zero report files, and correct errors in data attributed to any pharmacy for which it submitted the data. 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. Complete and submit the application. The WI ePDMP will send you an email to confirm your registration. 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 file with DSPS: <https://online.drl.wi.gov/UserLogin.aspx>.
4. Click on the link in the email and confirm your account information to activate your account.

Reporting Procedures and File Types

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

1. ASAP 4.2-compliant Files Submitted via Secure File Transfer Protocol (SFTP)
2. ASAP 4.2-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 4.2-Compliant File

All files submitted to the WI ePDMP must include all of the data required by law and be compliant with the ASAP 4.2 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 type extensions 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”

No two files submitted for the same pharmacy can have the same file name to keep accurate records and enable WIN to locate the files in a timely and efficient manner.

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 4.2-Compliant File via SFTP (SSL over FTP)

Once the ASAP 4.2-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 is **8604**.
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. A **PHARMACY** and a **SUBMITTER ON BEHALF OF PHARMACY** will both be notified of any errors that resulted from the upload via an email even if the data is submitted by a **SUBMITTER ON BEHALF OF PHARMACY**.
5. Both a **PHARMACY** and a **SUBMITTER ON BEHALF OF PHARMACY** can login to the [WI ePDMP website](#) and view the file submissions and review errors that need to be corrected.

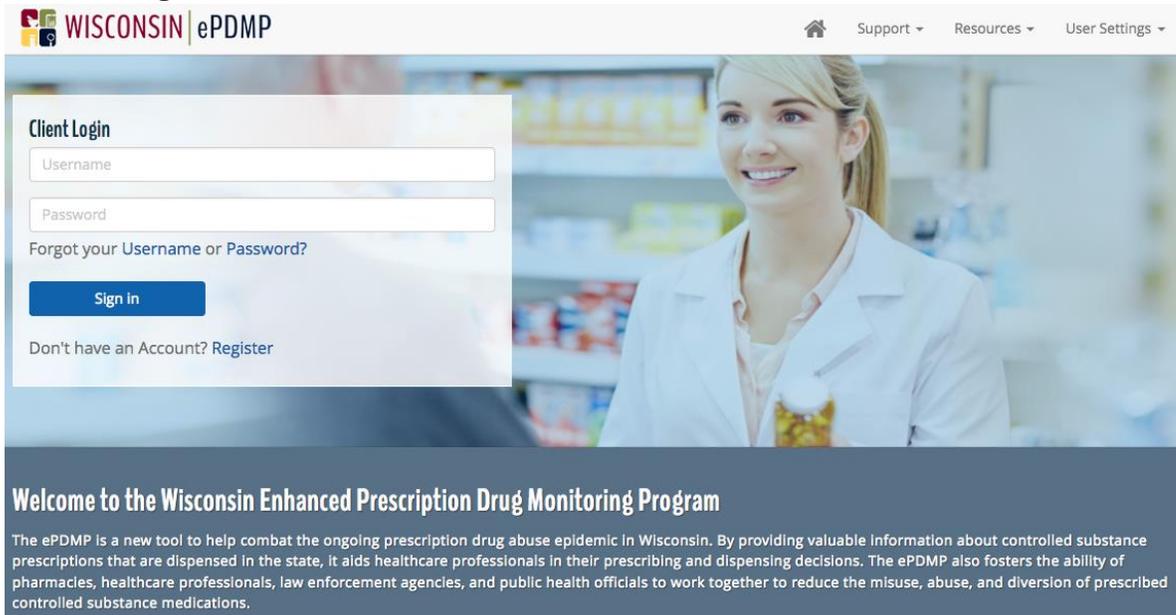
The WI ePDMP validates each file submitted, record by record, and will reject those records which do not meet the validation requirements. A record containing identified errors must be corrected within 5 business days.

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 errors to be corrected on the [WI ePDMP website](#).

Submitting an ASAP 4.2-Compliant File via the Web Application

1. Navigate to: <https://pdmp.wi.gov/>.
2. Enter your Username and Password.
3. Click on Sign In.



Client Login

Username

Password

Forgot your Username or Password?

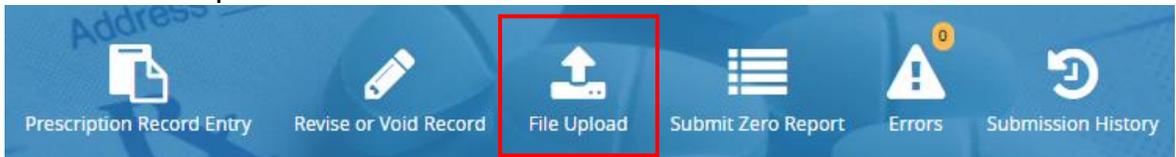
Sign in

Don't have an Account? Register

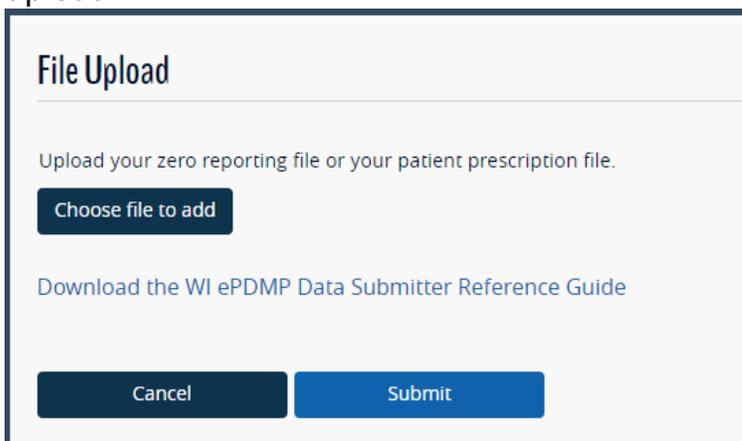
Welcome to the Wisconsin Enhanced Prescription Drug Monitoring Program

The ePDMP is a new tool to help combat the ongoing prescription drug abuse epidemic in Wisconsin. By providing valuable information about controlled substance prescriptions that are dispensed in the state, it aids healthcare professionals in their prescribing and dispensing decisions. The 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 prescribed controlled substance medications.

4. Click on File Upload.



5. Click on Choose file to add and select your ASAP 4.2-compliant file to upload.



File Upload

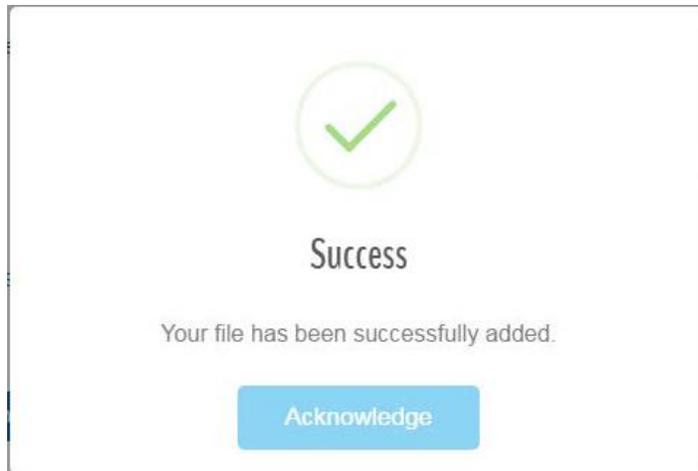
Upload your zero reporting file or your patient prescription file.

Choose file to add

[Download the WI ePDMP Data Submitter Reference Guide](#)

Cancel **Submit**

6. Click Submit to upload your file.
 - a. If your upload is successful, you will see a success 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 icon.



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 make sure

that the information displayed matches the information on the prescription order.

- c. The drug name and strength will automatically fill in once you enter an NDC number. Please make sure that the information displayed matches the information on the prescription order.

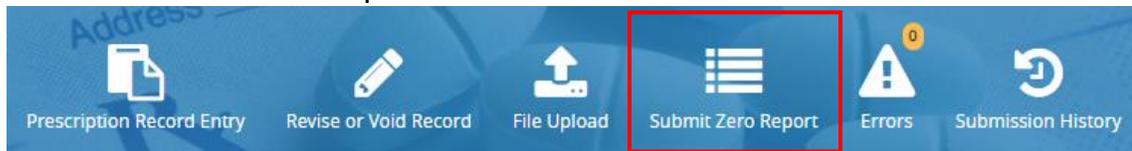
6. Click Submit.

Zero Reporting to the WI ePDMP

If a dispenser does not dispense a monitored prescription drug during a 7-day 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 accounts only)

1. Navigate to: <https://pdmp.wi.gov/>.
2. Enter your Username and Password.
3. Click on Sign In.
4. Click on Submit Zero Report.



5. Modify your Start and End Dates, if necessary.
6. Click Submit.
7. You will see a success message:

Zero File Reporting

Success! The record saved successfully to the PDMP database

Every Dispenser/Submitter is required to submit data each day. In the event you have nothing to submit, you must indicate a zero submission for the day.

Start Date	End Date
<input type="text" value="08/09/2016"/>	<input type="text" value="08/09/2016"/>

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](#) (see above) or via the normal 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 WIN nor the Wisconsin Department of Safety and Professional Services can delete, correct, or alter dispensings in the WI ePDMP.

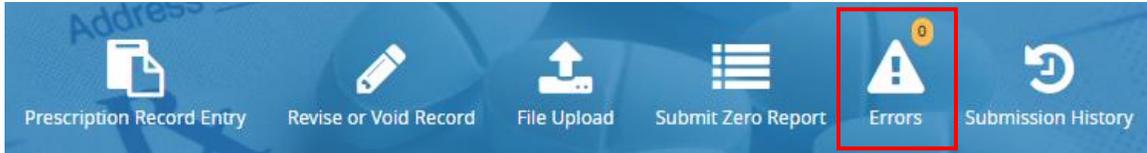
NOTE: Erroneous submissions are not loaded into the WI ePDMP until they are corrected.

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 have the ability to correct errors in submissions attributed to their location even if the data was submitted by a **SUBMITTER ON BEHALF OF PHARMACY**.

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 icon:



5. Select the Correct Submission action to load the submission with that error:

Errors

DEA	Message	Data	Error	Submission Timestamp	Submission File	Submission Fix By	Reporting Status	Actions
	INVALID NDC (Field DSP08)		DSP08	01/10/2020 02:03:00 PM	quickcreate_20200110_134852.dat	01/17/2020 02:03:00 PM	00 - New	Correct Submission Hide

- a. If you are correcting the submission, update or add the information in the invalid of missing fields, then click Submit Correction.
 - b. If you are deleting the submission, click Void Submission.
6. If your submission was successful, you will see a success message:



7. If your submission is not successful, you will see the field(s) with errors bordered in red:

Address City
 Required Required

Additional Information

The following fields are required for Schedule II and Schedule III drugs.

Person Picking Up the Prescription:

First Name Last Name

Reporting Status
 01 - Revision

[Cancel](#) [Void Submission](#) [Submit Correction](#)

Revising and Voiding Records

The dispenser is responsible for correcting any incorrect data submitted to the WI ePDMP. Neither WIN nor the Wisconsin Department of Safety and Professional Services can delete, correct, or alter dispensings in the WI ePDMP.

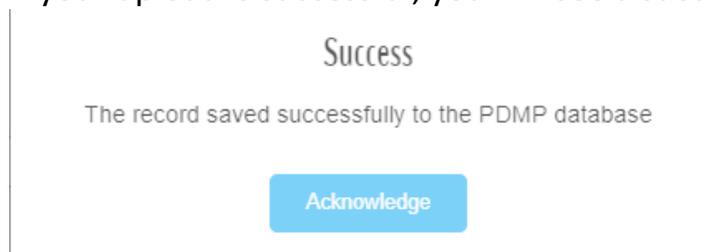
SUBMITTER ON BEHALF OF PHARMACY and **PHARMACY** accounts can submit revisions and voids for records with an ASAP 4.2-Compliant File or by using the Prescription Record Entry screen. **PHARMACY** accounts can also submit revisions and voids for records using the Revise or Void Record screen.

Revising and Voiding records using the Prescription Record Entry screen

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 icon:



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 you want it to 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 success message:



- b. If your upload is not successful, you will see the field(s) with errors bordered in red:

Address City

Required

Additional Information

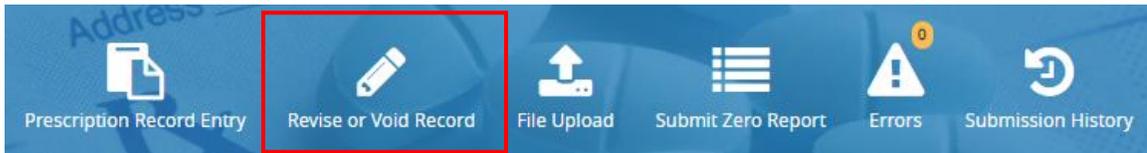
The following fields are required for Schedule II and Schedule III drugs.

Person Picking Up the Prescription:

First Name Last Name

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 icon:



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

Correct or void an existing dispensing

Dispenser DEA Number Prescriber DEA Number Patient Date of Birth

Prescription Number

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

Correct or void an existing dispensing

Dispenser DEA Number: FO7829039 Prescriber DEA Number: FH5240609 Patient Date of Birth: 08/08/1980

Prescription Number: ABC123

Date Submitted	Prescription Number	Patient Last Name	Patient Date of Birth	Prescriber Name	Prescriber DEA Number	Refill Number	Status	Actions
01/06/2020 1:34 PM	ABC123	SOLO	08/08/1980	[REDACTED]	FH5240609	0	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:

Note that the information used to identify the record cannot be updated. If you need to change a records Dispenser DEA Number, Prescriber DEA Number, Patient Date of Birth, Prescription Number, Refill Number or Partial Fill Indicator you must void the existing record and submit a new one with the updated information.

Revising Records using an ASAP 4.2-Compliant File

Revisions can be made using an ASAP 4.2-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 that contains the initial record that you wish to correct.

Revise ASAP Files:

You may revise records by submitting an ASAP 4.2-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.

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

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.

Voiding Records using an ASAP 4.2-Compliant File

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

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 **PHARMACIES, SUBMITTERS ON BEHALF OF PHARMACIES**, and **DISPENSING PRACTITIONERS** to login 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.

Submission Report

⚠ ASAP files submitted via SFTP or File Upload may not be available on this page for up to 12 hours. The same delay should not affect records submitted manually, Zero Report submissions, and manual error corrections.

Date	File	File Status	Submission Type	Submission Method	Total Records	Total Successful Records	Total Errors
06/12/2017 09:30:02 AM	test.txt	FatalError	0	WebUpload	0	0	0
06/12/2017 08:40:01 AM	test-new.txt	Submitted	Prescription	WebUpload	1	0	0

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 1000 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. Please contact the Pharmacy Examining Board at 608-266-2112 for questions about the name needing to be collected and submitted, and under what circumstances it needs to be collected.

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.

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

If the dispensing record regards a Schedule II or Schedule III monitored prescription drug that was delivered to a “health care facility”², dispensers should include the following information in the fields:

- AIR07: E
- AIR08: 3

² See [Wis. Admin. s. Phar 8.13](#) for more information about what constitutes a “health care facility” for the purposes of this requirement.

American Society for Automation in Pharmacy (ASAP) 2011 Version 4.2 Telecommunications Format for Controlled Substances

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

HEADER SEGMENTS

	Data Element Name	REQUIRED	NOT REQUIRED
TH – Transaction Header	Use of this TH Segment is REQUIRED .		
TH01	ASAP Version/Release number	X	
TH02	Transaction Control number	X	
TH03	Transaction Type		X
TH04	Response ID		X
TH05	Creation date	X	
TH06	Creation time	X	
TH07	File Type	X	
TH08	Routing Number		X
TH09	Segment Terminator Character	X	
IS – Information Source	Use of this IS Segment is REQUIRED .		
IS01	Unique Information Source ID	X	
IS02	Information Source Entity Name	X	
IS03	Message		X
PHA – Pharmacy Header	Use of this PHA Segment is REQUIRED .		
PHA01	National Provider Identifier (NPI)		X
PHA02	NCPDP/NABP Provider ID		X
PHA03	DEA Number	X	
PHA04	Pharmacy or Dispensing Prescriber Name	X	
PHA05	Address Information – 1		X
PHA06	Address Information – 2		X
PHA07	City Address		X
PHA08	State Address		X
PHA09	ZIP Code Address		X
PHA10	Phone Number		X
PHA11	Contact Name		X
PHA12	Chain Site ID		X

DETAIL SEGMENTS

Data Element Name		REQUIRED	NOT REQUIRED
PAT – Patient Information		Use of this PAT Segment is REQUIRED .	
PAT01	ID Qualifier of Patient Identifier		X
PAT02	ID Qualifier		X
PAT03	ID of Patient		X
PAT04	ID Qualifier of Additional Patient Identifier		X
PAT05	Additional Patient ID Qualifier		X
PAT06	Additional ID		X
PAT07	Last Name	X	
PAT08	First Name	X	
PAT09	Middle Name	X, If present	
PAT10	Name Prefix	X, If present	
PAT11	Name Suffix	X, If present	
PAT12	Address Information – 1	X	
PAT13	Address Information – 2	X, if present	
PAT14	City Address	X	
PAT15	State Address	X	
PAT16	ZIP Code Address	X	
PAT17	Phone Number		X
PAT18	Date of Birth	X	
PAT19	Gender Code	X	
PAT20	Species Code		X
PAT21	Patient Location Code		X
PAT22	Country of Non-U.S. Resident		X
PAT23	Name of Animal		X
DSP – Dispensing Record		Use of this DSP Segment is REQUIRED .	
DSP01	Reporting Status	X	
DSP02	Prescription Number	X	
DSP03	Date Written	X	
DSP04	Refills Authorized	X	
DSP05	Date Filled	X	
DSP06	Refill Number	X	
DSP07	Product ID Qualifier	X, must be 01 for NDC or 06 for Compound	
DSP08	Product ID	X, must be NDC Number or Compound Code	
DSP09	Quantity Dispensed	X	
DSP10	Days Supply	X	
DSP11	Drug Dosage Units Code	X	
DSP12	Transmission Form of Rx Origin Code		X
DSP13	Partial Fill Indicator	X	

DSP14	Pharmacist National Provider Identifier (NPI)		X
DSP15	Pharmacist State License Number		X
DSP16	Classification Code for Payment Type	X	
DSP17	Date Sold		X
DSP18	RxNorm Product Qualifier		X
DSP19	RxNorm Code		X
DSP20	Electronic Prescription Reference Number		X
DSP21	Electronic Prescription Order Number		X
PRE – Prescriber Information		Use of this PRE Segment is REQUIRED .	
PRE01	National Provider Identifier (NPI)		X
PRE02	DEA Number	X	
PRE03	DEA Number Suffix		X
PRE04	Prescriber State License Number		X
PRE05	Last Name	X	
PRE06	First Name	X	
PRE07	Middle Name	X, if present	
PRE08	Phone Number		X
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	
CDI02	Product ID Qualifier	X, must be 01 for NDC	
CDI03	Product ID	X, must be NDC Number	
CDI04	Compound Ingredient Quantity	X	
CDI05	Compound Drug Dosage Units Code		X
AIR – Additional Information Reporting		Use of this AIR Segment is NOT REQUIRED .	
AIR01	State Issuing Rx Serial Number		X
AIR02	State Issued Rx Serial Number		X
AIR03	ID Issuing Jurisdiction		X
AIR04	ID Qualifier of Person Dropping Off or Picking Up Rx		X
AIR05	ID of Person Dropping Off or Picking Up Rx		X
AIR06	Relationship of Person Dropping Off or Picking Up Rx		X
AIR07	Last Name of Person Dropping Off or Picking Up Rx ³	X, for Schedule II and III drugs	
AIR08	First Name of Person Dropping Off or Picking Up Rx ³	X, for Schedule II and III drugs	

³ 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.

AIR09	Last Name or Initials of Pharmacist		X
AIR10	First Name of Pharmacist		X
AIR11	Dropping Off/Picking Up Identifier Qualifier		X

SUMMARY SEGMENTS

	Data Element Name	REQUIRED	NOT REQUIRED
TP – Pharmacy Trailer	Use of this TP Segment is REQUIRED .		
TP01	Detail Segment Count	X	
TT – Transaction Trailer	Use of this TT Segment is REQUIRED .		
TT01	Transaction Control Number	X	
TT02	Segment Count	X	