Law Enforcement, Government, Medical Examiner

User Guide

Effective Date: March 1, 2017

Wisconsin Interactive Network

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Medical Examiner/Coroner

Search for a patient as a Medical Examiner/Coroner

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

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

6. You can remove any of the alias names.
7. Upload your documentation for the request
8. Click Submit
9. You will see a message displayed on the screen with your report number.

10. Your request will be sent to the PDMP Administrators
11. You will receive an email when the PDMP Administrators have either approved or denied your request

Retrieve your Patient report as a Medical Examiner/Coroner

1. After you login to Wisconsin ePDMP or https://pdmp.wi.gov/, click on the Retrieve Report icon
2. You will see a list of your reports in different status

Retrieval Report

<table>
<thead>
<tr>
<th>Query Id</th>
<th>Status</th>
<th>Report Type</th>
<th>Created</th>
<th>Start Date</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PQ350DC895</td>
<td>Pending</td>
<td>Patient</td>
<td>02/17/2017</td>
<td>02/01/2016</td>
<td>12/15/2016</td>
<td>Documentation</td>
</tr>
<tr>
<td>PQ7C88525D</td>
<td>Approved</td>
<td>Patient</td>
<td>02/06/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>Review Report</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 rows 10 records per page

3. If the Status is Pending, you can view your Documentation and your Query

4. If the Status is Approved, you can Review your Report

5. If the status is Denied, you can view the reason for the denial.

6. The reports will show in your queue for 45 days from the date of the request. After that, it will be removed from your queue.
7. If you click on Skip it will remove the report from displaying in the queue only for the current session. After you login in again, you will see the report displayed.
8. On the Patient History Report you can Print the report by clicking on the Print icon.
9. You can export the Dispensing History Details to CSV by clicking on Export and then CSV.
Search for a patient as a Government Employee

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

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

6. You can remove any of the alias names.
7. Upload your documentation for the request
8. Click Submit
9. You will see a message displayed on the screen with your report number.

10. Your request will be sent to the PDMP Administrators
11. You will receive an email when the PDMP Administrators have either approved or denied your request

Search for a Prescriber as a Government employee

10. After you login to Wisconsin ePDMP or https://pdmp.wi.gov/, click on the Prescriber Query icon

11. Enter the start and end date for your search
12. Enter the Prescriber’s DEA number
13. Click on Check DEA Number to confirm the person you are searching for.
14. The Last name must be exact. The First name should be complete. No abbreviations or partial names.

15. Upload your documentation for the request

16. Click Submit

17. You will see a message displayed on the screen with your report number.
18. Your request will be sent to the PDMP Administrators
19. You will receive an email when the PDMP Administrators have either approved or denied your request

**Conduct a Household Query as a Government employee**

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

2. Enter the start and end date for your search
3. Enter the Address information
4. Upload your documentation for the request
5. Click Submit

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

Retrieve your Patient, Prescriber and Household reports as a Government Employee

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

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

<table>
<thead>
<tr>
<th>Query Id</th>
<th>Status</th>
<th>Report Type</th>
<th>Created</th>
<th>Start Date</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQ831259</td>
<td>Pending</td>
<td>Household</td>
<td>02/17/2017</td>
<td>01/01/2013</td>
<td>02/13/2017</td>
<td>Documentation</td>
</tr>
<tr>
<td>PQ7CEEAD0</td>
<td>Approved</td>
<td>Patient</td>
<td>02/10/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>View Report</td>
</tr>
<tr>
<td>PQ6466C3C</td>
<td>Pending</td>
<td>Patient</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>Documentation</td>
</tr>
<tr>
<td>PQAI85923</td>
<td>Pending</td>
<td>Patient</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>View Query</td>
</tr>
<tr>
<td>PQ4E2EFF</td>
<td>Pending</td>
<td>Patient</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>Documentation</td>
</tr>
<tr>
<td>RQZ999C4C</td>
<td>Pending</td>
<td>Prescriber</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>View Query</td>
</tr>
<tr>
<td>PQ28EB9F41</td>
<td>Approved</td>
<td>Patient</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>Review Report</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 rows 10+ records per page
5. If the status is Denied, you can view the reason for the denial.

6. The reports will show in your queue for 45 days from the date of the request. After that, it will be removed from your queue.

7. If you click on Skip it will remove the report from displaying in the queue only for the current session. After you login in again, you will see the report displayed.

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

9. You can export the Dispensing History Details to CSV by clicking on Export and then CSV.
Law Enforcement

Search for a patient as a Law Enforcement professional

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

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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Date of Birth</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>sherlock</td>
<td>holmes</td>
<td>01/06/1954</td>
<td>Optional</td>
</tr>
</tbody>
</table>

6. You can remove any of the alias names.
7.
8. Upload your documentation for the request
9. Click Submit
10. You will see a message displayed on the screen with your report number.

11. Your request will be sent to the PDMP Administrators

12. You will receive an email when the PDMP Administrators have either approved or denied your request

Search for a Prescriber as a Law Enforcement professional

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

2. Enter the start and end date for your search
3. Enter the Prescriber’s DEA number
4. Click on Check DEA Number to confirm the person you are searching for.
5. The Last name must be exact. The First name should be complete. No abbreviations or partial names.
6. Upload your documentation for the request
7. Click Submit
8. You will see a message displayed on the screen with your report number.
9. Your request will be sent to the PDMP Administrators
10. You will receive an email when the PDMP Administrators have either approved or denied your request

**Conduct a Household Query as a Law Enforcement professional**

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

2. Enter the start and end date for your search
3. Enter the Address information
4. Upload your documentation for the request
5. Click Submit
6. You will see a message displayed on the screen with your report number.

7. Your request will be sent to the PDMP Administrators
8. You will receive an email when the PDMP Administrators have either approved or denied your request

Retrieve your Patient, Prescriber and Household reports as a Law Enforcement professional

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

2. You will see a list of your reports in different status
<table>
<thead>
<tr>
<th>Query Id</th>
<th>Status</th>
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<th>Created</th>
<th>Start Date</th>
<th>End Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>HQB351259</td>
<td>Pending</td>
<td>Household</td>
<td>02/17/2017</td>
<td>01/01/2013</td>
<td>02/13/2017</td>
<td>Documentation</td>
</tr>
<tr>
<td>PQ7C5FEO0D</td>
<td>Approved</td>
<td>Patient</td>
<td>02/10/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>View Report</td>
</tr>
<tr>
<td>PQ4F6666C3C</td>
<td>Pending</td>
<td>Patient</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>Documentation</td>
</tr>
<tr>
<td>PQA41S6923</td>
<td>Pending</td>
<td>Patient</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>View Report</td>
</tr>
<tr>
<td>PQ4E2F2EFF</td>
<td>Pending</td>
<td>Patient</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>Documentation</td>
</tr>
<tr>
<td>RKLZ9096C4C</td>
<td>Pending</td>
<td>Prescriber</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>View Report</td>
</tr>
<tr>
<td>PQ28689F4A</td>
<td>Approved</td>
<td>Patient</td>
<td>02/09/2017</td>
<td>01/01/2013</td>
<td>02/02/2017</td>
<td>View Report</td>
</tr>
</tbody>
</table>

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6. The reports will show in your queue for 45 days from the date of the request. After that, it will be removed from your queue.

7. If you click on Skip it will remove the report from displaying in the queue only for the current session. After you login in again, you will see the report displayed.

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

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

**Enter Alerts as a Law Enforcement professional**

1. After you login to **Wisconsin ePDMP** or **https://pdmp.wi.gov/**, click on the Alerts icon
2. You will see the Submit an Alert screen

Submit an Alert

Wisconsin Act 266, which became effective on March 16, 2016, creates a duty for law enforcement agencies to submit information to the Wisconsin Prescription Drug Monitoring Program (PDMP) in four specific situations. The situations described in the law are:

1. When a law enforcement officer reasonably suspects that a violation of the Controlled Substances Act involving a prescribed drug is occurring or has occurred.
2. When a law enforcement officer believes someone is undergoing or has immediately prior experienced an opioid-related drug overdose.
3. When a law enforcement officer believes someone died as a result of using a narcotic drug.
4. When a law enforcement officer receives a report of a stolen controlled substance prescription.

When any of these situations occur, the law enforcement officer is required to submit to PDMP. Select a type of alert to get started.

- Select -

Date of Event

MM/DD/YYYY

Alert

Date of Event

MM/DD/YYYY

Person Affected by the Event

First Name

Last Name

Date of Birth

MM/DD/YYYY

Prescription Label Information

Prescriber First Name

Prescriber Last Name

3. Select one of the Alert types
4. Enter the Date of the Event
5. Enter the First Name, Last Name and Date of Birth for the Person Affected by the Event
6. This is information is required to submit an alert
7. The following information is optional:
   a. Prescriber First and Last Name
   b. Patient First and Last Name
   c. Patient Date of Birth
   d. Prescription Number
   e. Drug Name
   f. Additional Information (Notes)
8. Click Submit
9. You will see a message that Your Alert Has Been Submitted to PDMP

10. The PDMP Administrators will review your alert and either approve or deny the alert.
11. Approved alerts show on the patient affected.
### Patient Demographics

**SHERLOCK HOLMES**

### Prescription History Locations

[Map of prescription history locations]