

INDIANA PRESCRIPTION MONITORING PROGRAM

DATA COLLECTION MANUAL

Effective Date: November 1, 2015



Appriss, Inc.

400 West Wilson Bridge Rd., Suite 305, Columbus, OH 43085

Contact Information

Phone: 844-446-4767

Fax: 866-282-7076

INRxReport@Appriss.com

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Indiana Prescription Monitoring Program

In accordance with Indiana Code IC 35-48-7, the Indiana Board of Pharmacy (Board) has established an electronic prescription drug monitoring program (PMP) for the purpose of compiling records of all scheduled controlled substances dispensed by Indiana pharmacies.

The Indiana Scheduled Prescription Electronic Collection and Tracking (INSPECT) program collects and monitors controlled substance prescription data. All pharmacies licensed to do business in Indiana must report all controlled substance prescription data to INSPECT within **twenty-four (24) hours** (or next business day) from the date on which a drug is dispensed to an Indiana resident. Under certain conditions, as defined by Indiana law, that prescription information is then made available upon request to licensed healthcare practitioners and sworn law enforcement officials in the form of a patient Rx History report.

An INSPECT patient Rx History Report provides users with a summary of the Schedule II, III, IV, and V controlled substances a patient has been prescribed. It also lists the practitioners who have prescribed to the patient, as well as the pharmacies that have dispensed to them. Registered INSPECT users may request Rx History Reports 24/7 from any computer with internet access. For information on how to register, please see the FAQs or visit www.inspect.in.gov.

Reporting Requirements and Schedules

Dispensers will report the required dispensing information to Appriss, Inc. (Appriss), a private contractor that will collect all data and manage the technical aspects of the program.

Email Assistance:	INRxReport@Appriss.com
Toll Free Number:	1-844-446-4767
Fax:	1-866-282-7076

Such reporting without individual authorization by the patient is allowed under HIPAA, 45CFR § 164.512, paragraphs (a) and (d). The Indiana Professional Licensing Agency is a health oversight agency and Appriss, Inc. will be acting as an agent of the Indiana Professional Licensing Agency in the collection of this information.

Subsequent Reporting:

Submissions of controlled substance data must occur within twenty-four (24) hours (or next business day) of the dispensation of that controlled substance. Submissions must occur every twenty-four (24) hours if the facility is dispensing at least one (1) controlled substance prescription per week.

Effective January 1, 2016, all errant records must be corrected and resubmitted within twenty-four (24) hours. All controlled substances dispensed, including zero reports, must be reported within twenty-four (24) hours.

Note: Hospital pharmacies with zero reporting must report every 30 days.

Reporting Procedures and File Types

Only **Schedule II-V** prescription dispensing information is to be reported. All dispensers who are licensed by the State of Indiana that dispense Schedule II-V controlled substances are required to submit the information by one of the four (4) following data submission options.

1. Website Upload/Prescription File Upload:

The user will need to use the login credential provided to sign into their Uploader account at the following website: <https://extranet.pla.in.gov/PMPWebCenter/Login.aspx>. You must be a registered user to access the website. Please see www.inspect.in.gov for registration details or to submit a registration application. Pharmacies must be able to access the secure website via an Internet connection either in the pharmacy, or at the location that is responsible for transmitting data (e.g. a main office or corporate office of the pharmacy).

This secure website address is provided for uploading data to Appriss, which utilizes 256-bit encryption. Dispensers are able to access the secure website via a web browser.

You will need to be able to upload your data in the ASAP 2011 v4.2 format as a .DAT or .TXT file.

Your file will need to be named according to the following rules: your NABP number, the date submitted, followed by **.DAT** or **.TXT**

Therefore, if your NABP number is 1234567 and you are submitting on August 1, 2013, the file would look like this: **1234567080113.dat** or **1234567080113.txt**.

Please name your files accordingly when submitting your controlled substance information. This will assist you with keeping accurate records of the information reported to Appriss and will assist with locating this information in a timely and efficient manner, should this be necessary.

Uploading your file:

1. Go to the **Data Collection menu** > Choose **File Upload**
2. **Click Browse** to locate your file,
3. Highlight the File, then **Click Open** (the file will populate in the File Name field)
4. **Click Upload** to send the file to Appriss

5. You will receive confirmation via the web page that your file was successfully submitted and will be processed by the batch processor within 24 hours.

You may view all uploaded files, and their status, on the 'View Uploaded Files' tab on the 'File Upload' page. This page will show a history of all files submitted to the program, their status, and any errors contained within the file. Corrections may also be made via the 'View Uploaded Files' tab (*see the section "Errors and Corrections."*)

2. Secure FTP:

Chain Pharmacies and Community Pharmacies with multiple facilities may submit one data transmission on behalf of all of their facilities. In fact, the program prefers that chain pharmacies and community pharmacies with multiple facilities submit one transmission with the data for all of their facilities. They may do so utilizing the secure FTP (SSL over FTP) procedure. Chain pharmacies should seek direction from their corporate offices concerning how their data will be reported. Corporate offices and their software vendors should send FTP account requests to INSPECT at: inspect@pla.in.gov.

Please include the following information in your request:

Company name and address

Contact name (only one) and telephone number

Email address

FTP requestors will then be contacted with login information by the INSPECT program if approved.

3. Manual Entry:

A dispenser may submit prescriptions on the Manual Entry Page via a link on the prescription upload website: <https://extranet.pla.in.gov/PMPWebCenter/Login.aspx>.

Use the following instructions to access the Manual Entry Form:

- a) Login to <https://extranet.pla.in.gov/PMPWebCenter/Login.aspx> with your username and password
- b) Hover over the **Data Collection Menu**
- c) Click on **Manual Entry**
- d) Enter the prescription information. If you would like information regarding which fields must be populated during a manual entry, please refer to the section entitled "Required Information and Formatting."
- e) To enter another prescription, please repeat steps two and three to access a blank form. Failure to do so will create flawed/incorrect prescription records.

Zero Reporting

If a dispenser does not prescribe controlled substances in Schedules II-V during a reporting period, a “zero” report must be submitted. This may be done via a link on the STATE WEBSITE NAME website <https://extranet.pla.in.gov/PMPWebCenter/Login.aspx>, or through an uploaded file.

To File a Zero Report in the Data Collection Portal:

1. Login to <https://extranet.pla.in.gov/PMPWebCenter/Login.aspx> with your username and password
2. Go to the **Data Collection** menu
3. Click on the option **Upload Pharmacy Zero Report**
4. Select the reporting period for zero report submission
5. Click **Submit**
6. Click the ‘View submitted reports’ tab to view a history of zero reporting for your pharmacy

Chain pharmacies should seek direction from their corporate offices concerning how their data (zero reports) will be submitted.

Zero Reporting may also be done via file upload (through either the website or a secure FTP transfer.) The Zero Report standard is a complete transaction and includes all fields required by the PMP program according to the states requirements. Transaction Headers and Trailer Segments are completed as they would be with a normal controlled substance report. All required detail segments are to be sent and left blank with the exception of the PAT07; PAT08; DSP05; and IS03. The segments should be completed accordingly: PAT07 = Report; PAT08 = Zero; DSP05 = Date sent; IS03 = Date range.

ASAP 2011/ v4.2 Zero Report Summary

Ref. Code	Data Element Name	Format	Attributes*
TH TRANSACTION HEADER – (TH01-TH09)			Required Data
TH01	Version/Release Number	4.2	Yes
TH02	Transaction Control Number	See TT01; GUID is recommended	Yes
TH05	Created Date	CCYYMMDD	Yes
TH06	Creation Time	HHMMSS or HHMM	Yes
TH07	File Type	P = Production; T = Test	Yes
TH09	Segment Terminator Character	Examples: ~~ or or ::	Yes
IS INFORMATION SOURCE – (IS01-IS03)			
IS01	Unique Information Source		Yes
IS02	Information Source Entity Name	Pharmacy Name	Yes
IS03	Message: Free Form	Date Range of Zero Report: #CCYYMMDD#-#CCYYMMDD#	Yes

Ref. Code	Data Element Name	Format	Attributes*
PHA DISPENSING PHARMACY – (PHA01-PHA12)			
PHA02	NABP Number		Yes
PAT - PATIENT DETAIL SEGMENT – (PAT01-PAT23)			
PAT07	Last Name	Report	Yes
PAT08	First Name	Zero	Yes
DSP - DISPENSING DETAIL SEGMENT - REQUIRED			
DSP05	Date Filled	Date submitted: CCYYMMDD	Yes
TP - PHARMACY TRAILER – REQUIRED			
TP01	Detail Segment Count	Includes PHA; all Detail segments & TP segment	Yes
TT01	Transaction Control Number	Must match TH02	Yes
TT02	Segment Count	Total # of segments, including header and trailer segments	Yes

Example ASAP zero report for Jan 01 2012 to Jan 15 2012:

```

TH*4.2*1700121700***20120116*1700*P**\
IS*190256000*Pharmacy Name*#20120101#-#20120115#\
PHA***1234567\
PAT*****Report*Zero*****\
DSP*****20120116*****\
PRE**\
TP*5\
TT*1700121700*8\

```

Errors and Corrections

Rejections:

A file containing prescription errors must be corrected by the dispenser otherwise the prescription will not be entered into the PMP database, and thus the dispenser could be held accountable.

The INSPECT application will validate each file submitted, record by record, and will reject those records which do not meet the validation requirements. If there are a limited number of errors, only those records with errors will be rejected. The user will be notified via email and the message center of the status of the file, and the errors contained within.

If the records in a file do not meet the required data specifications, the entire file may be rejected. In this instance, the submitter will be notified via email and/or the 'Message Center' of the reason for this failure. A valid email address is required for email notification.

Appriss is not authorized to modify any data, therefore, the dispenser will be required to correct these errors through the website or resubmit the entire file, if necessary.

Viewing Your Errors and File Upload Status:

The Data Collection Portal allows all users to login and view the status of their Uploaded Files. A history of all files submitted to the program can be viewed under the 'View Uploaded Files' tab under the 'File Upload' page. This page will also show the user any errors associated with a particular file, and will allow the user to make corrections to these errors through the website. Please follow the details below to view your uploaded files and any errors associated with those files.

Note: Only files uploaded with the same username you have logged in with will be visible to you.

View File Upload Errors:

1. Login to <https://extranet.pla.in.gov/PMPWebCenter/Login.aspx> with your username and password
2. Go to the Data Collection Menu → Click on **File Upload**
3. Click on the **View Uploaded Files** tab. This will display a history of all files submitted
4. Click on the file containing errors that you wish to correct
5. Click on each individual error to see a detailed description at the bottom of the page

Corrections for File Uploads:

Indiana requires that the prescriptions reported be submitted according to the deadlines outlined in the previous sections. Therefore, if you have any rejected records, you may view them and correct them manually via the secure website.

If the dispenser has errors in the submitted file, you may correct these errors in one of two ways:

1. Correct the data in your retail prescription software or dispensing practitioner software; regenerate the file and upload the data.
 - a. Please note this process may result in duplicate records as a portion of the records originally submitted were accepted. The duplicate records require no action on the part of the pharmacy or dispenser.
 - b. You may also choose to correct only those records that were rejected and create a separate file to submit.

2. Correct the data online via the Data Collection Portal. This type of correction is manually performed and preferred when there are minimal errors.
 - a. Login to <https://extranet.pla.in.gov/PMPWebCenter/Login.aspx> with your username and password
 - b. Go to the Data Collection Menu → Click on **File Upload**
 - c. Click on the **View Uploaded Files** tab. This will display a history of all files submitted
 - d. Click on the file containing errors that you wish to correct
 - e. To the right of each error, click on the paper/pencil icon . You will then be shown the **Prescription Correction** screen
 - f. Correct the fields indicated, click the authorization checkbox, and click **Save**
 - g. You will receive an online confirmation that your prescription was successfully saved

Prescription Maintenance

For security purposes, data cannot be deleted or altered by Appriss once it has been *submitted* and *accepted* to the program. To remedy this situation, go to the 'Prescription Maintenance' page under the Data Management menu. Search for the prescription by prescription number, prescriber DEA, date filled or any combination of these criteria. You can then update the information by clicking on the prescription in question, correcting the information, checking the authorization check box, and clicking the 'Save' button. To delete the prescription, click on the prescription in question, check the authorization checkbox, and click 'Delete' button.

Test Run Upload Feature

This feature is provided to assist the user with identifying errors within a file, prior to submitting data to Appriss for reporting purposes. It is located under "Data Collection" within the INSPECT website. The feature can be used for any type of file that it is submitted directly through the <https://extranet.pla.in.gov/PMPWebCenter/Login.aspx> website.

The process is similar to submitting your completed file, but will allow the user to see any errors prior to your submission to the Indiana reporting agency. Correct these errors within your pharmacy software, and create a new file to be uploaded.

If you have attempted to submit your file, and are receiving rejection notices or extensive errors, please utilize this function. This function may also assist your software vendor by helping to identify any corrections that may be needed related to software or the format of your file.

Required Information and Formatting

ASAP 2011 v4.2 Telecommunications Format for Controlled Substances

All required ASAP fields

Please see www.asapnet.org for a complete implementation guide

Ref. Code	Data Element Name	Format	Attributes*
HEADER SEGMENTS			
TH- TRANSACTION HEADER – REQUIRED			Required Data
TH01	Version/Release Number	4.2	Yes
TH02	Transaction Control Number	<p>Sender Assigned Code Uniquely Identifying a Transaction.</p> <p>Recommendation: Use a Globally Unique Identifier (GUID) or Other Nonrepeating Alphanumeric Combination to Populate this Field</p>	Yes
TH05	Creation Date	<p>Date the Transaction was Created</p> <p>Format: CCYYMMDD</p>	Yes
TH06	Creation Time	<p>Time the Transaction was Created</p> <p>Format: HHMMSS or HHMM</p>	Yes
TH07	File Type	<p>Code Specifying the Type of Transaction:</p> <p>P = Production T = Test</p>	Yes
TH09	Segment Terminator Character	<p>This Terminates the TH Segment and Sets the Actual Value of the Data Segment Terminator for the Entire Transaction.</p> <p>Examples: / or ~</p>	Yes
IS- INFORMATION SOURCE – REQUIRED			
IS01	Unique Information Source ID	<p>Reference Number or Identification Number as Defined by the Business Partners.</p> <p>Example: Phone Number. However, if a Phone Number is Used to Populate this Field, Do Not Include Hyphens.</p>	Yes
IS02	Information Source Entity Name	Entity Name of the Information Source (Pharmacy)	Yes

PHA– DISPENSING PHARMACY – REQUIRED			
PHA02	NCPDP/NABP Provider ID	Identifier Assigned to Pharmacy by the National Council for Prescription Drug Programs	Yes
DETAIL SEGMENTS			
PAT– PATIENT DETAIL SEGMENT – REQUIRED			
PAT02	ID Qualifier	<p>Code to Identify the Type of ID in PAT03. If PAT02 is Used PAT03 is Required.</p> <p>01 = Military ID 02 = State Issued ID 03 = Unique System ID 04 = Permanent Resident Card (Green Card) 05 = Passport ID 06 = Driver’s License ID 07 = Social Security Number 08 = Tribal ID 99 = Other</p>	Yes
PAT03	ID of Patient	Identification Number for the Patient as Indicated in PAT02	Yes
PAT07	Last Name	Patient’s Last Name	Yes
PAT08	First Name	Patient’s First Name	Yes
PAT09	Middle Name	Patient’s Middle Name or Initial if available	Optional
PAT12	Address Information – 1	Freeform Text for Address Information	Yes
PAT13	Address Information – 2	Freeform Text for Address Information	Optional
PAT14	City Address	Freeform Text for City Name	Yes
PAT15	State Address	U.S. Postal Service State Code if Required by the PMP	Yes
PAT16	ZIP Code Address	<p>U.S. Postal Service ZIP Code</p> <p>Populate With Zeros if Patient Address is Outside the U.S.</p>	Yes
PAT18	Date of Birth	<p>Date Patient was Born</p> <p>Format: CCYYMMDD</p>	Yes

PAT19	Gender Code	Code Indicating the Sex of the Patient if Required by the PMP F = Female M = Male U = Unknown	Yes
PAT20	Species Code	Used if Required by the PMP to Differentiate a Prescription for an Individual from one Prescribed for an Animal 01 = Human 02 = Veterinary Patient	Yes
DSP - DISPENSING DETAIL SEGMENT - REQUIRED			
DSP01	Reporting Status	00 = New Record 01 = Revise 02 = Void	Yes
DSP02	Prescription Number	Serial Number Assigned to the Prescription by the Pharmacy	Yes
DSP03	Date Written	Date the Prescription was Written Format: CCYYMMDD	Yes
DSP04	Refills Authorized	Number of Refills Authorized by the Prescriber	Yes
DSP05	Date Filled	Date Prescription was Dispensed Format: CCYYMMDD	Yes
DSP06	Refill Number	Number of the Fill of the Prescription 0 = Indicates Original Dispensing; 01-99 is the refill number	Yes
DSP07	Product ID Qualifier	Used to Identify the Type of Product ID Contained is DPS08 01 = National Drug Code 02 = UPC 03 = HRI 04 = UPN 05 = DIN 06 = Compound (Used to Indicate it is a Compound. The CDI Segment the Becomes a Required Segment.)	Yes

DSP08	Product ID	Full Product Identification as Indicated in DSP07, Including Leading Zeros without Punctuation. If the product is a Compound, Use 9999999999 as the Product ID	Yes
DSP09	Quantity Dispensed	Number of Metric Units Dispensed in Metric Decimal Format	Yes
DSP10	Days Supply	The Calculated or Estimated Number of Days the Medication will Cover.	Yes
DSP11	Drug Dosage Units Code	Identifies the Unit of Measure for the Quantity Dispensed in DSP09 01 = Each (Used to Report Solid Dosage Units or Indivisible Package) 02 = Milliliters (For Liters Adjust to the Decimal Milliliters Equivalent) 03 = Grams (For Milligrams Adjust to the Decimal Gram Equivalent)	Yes
DSP16	Classification Code for Payment Type	Code Identifying the Type of Payment, i.e. how it was paid for 01 = Private Pay (Cash/Charge) 02 = Medicaid 03 = Medicare 04 = Commercial Insurance 05 = Military Insurance and VA 06 = Workers' Compensation 07 = Indian Nations 99 = Other	Yes
PRE - PRESCRIBER DETAIL SEGMENT – REQUIRED			
PRE02	DEA Number	Identifying Number Assigned to a Prescriber by an Institution by the Drug Enforcement Administration (DEA)	Yes
PRE03	DEA Number Suffix	Identifying Number Assigned to a Prescriber by an Institution When the Institution's DEA Number is Used	Situational
CDI - COMPOUND DRUG INGREDIENT DETAIL SEGMENT If DSP07 = 06 all CDI segments required			
CDI01	Compound Drug Ingredient Sequence number	The First Reportable Ingredient is 1. Each additional Reportable Ingredient is Incremented by 1.	Required for Compound Prescription

CDI02	Product ID Qualifier	Code to Identify the Type of Product ID Contained in CDI03. 01 = NDC 02 = UPC 03 = HRI 04 = UPN 05 = DIN	Required for Compound Prescription
CDI03	Product ID	Full Product Identified as Indicated in CDI02, Including Leading Zeros Without Punctuation.	Required for Compound Prescription
CDI04	Compound Ingredient Quantity	Metric Decimal Quantity of the Ingredient Identified in CDI03.	Required for Compound Prescription
CDI05	Compound Drug Dosage Units Code	Identifies the Unit of Measure for the Quantity Dispensed in CDI04 01 = Each (Used to Report Solid Dosage Units or Indivisible Package) 02 = Milliliters (For Liters Adjust to the Decimal Milliliter Equivalent) 03 = Grams (For Milligrams adjust to the Decimal Gram Equivalent)	Situational for Compound Prescription
AIR– ADDITIONAL INFORMATION REPORTING – SITUATIONAL			
SUMMARY SEGMENTS			
TP– PHARMACY TRAILER – REQUIRED			
TP01	Detail Segment Count	Number of Detail Segments Included for the Pharmacy Including the Pharmacy Header (PHA) Including the Pharmacy Trailer (TP) Segments	Yes
TT– TRANSACTION TRAILER – REQUIRED			
TT01	Transaction Control Number	Identifying Control Number that Must be Unique. Assigned the Originator of the Transaction. Must Match the Number in TH02.	Yes
TT02	Segment Count	Total Number of Segments Included in the Transaction Including the Header and Trailer Segments	Yes

The table constitutes a summary of the required ASAP information for controlled substance reporting in Indiana. Additional information must be obtained by purchasing an implementation guide at www.asapnet.org.

Frequently Asked Questions

Passwords and Sign-In Information:

How do I obtain a username and password to access the INSPECT PMP WebCenter?

Visit www.inspect.in.gov and click “Register” to open the registration application. If you need to register a pharmacy to upload controlled substance data, click “Pharmacy” as the user job and provide the NABP number (NCPDP) of the pharmacy. If you are a Practitioner (Physician, Nurse Practitioner, Pharmacist, Doctor of Osteopathy, Physician’s Assistant, etc.) wishing to register for an individual account to request Patient Rx History reports, then choose “Practitioner” as your user job and provide both your professional license number and DEA number. Pharmacists registering for individual accounts may leave the space for a DEA number blank.

Be sure to provide a secure, private email address for the registering individual, as it is against policy to send a user’s confidential login information to an office-wide email or a third-party email address. Applications are reviewed within 1-2 business days and a response is sent to the email address in the registration.

Does my password expire?

For security purposes, passwords will expire every 180 days. You do not need to remember to update your password, as the system will automatically prompt you to change your password after 180 days.

Please note that your account will require you to update your password upon your initial sign-in. At this time, please answer the security questions provided. This will allow you to change/update your password during the evening/weekend hours.

I have entered my password numerous times, I am sure that it is correct? Why is this happening?

Please go to the link ‘Forgot/Reset Password.’ If you are able to correctly answer the security questions provided, you will be able to reset your password using this function.

Prescription Data and Reporting Requirements:

What is the NDC Number?

The NDC or National Drug Code is an 11 digit number used to identify drug strength, name, quantity etc. This number is found on the medication bottle.

What drugs should be reported?

INSPECT collects drug schedules II-V.

How often should I submit data?

Submissions of controlled substance data must occur within twenty-four (24) hours (or next business day) of the dispensation of that controlled substance. Submissions must occur every twenty-four (24) hours if the facility is dispensing at least one (1) controlled substance prescription per week.

Effective January 1, 2016, all errant records must be corrected and resubmitted within twenty-four (24) hours. All controlled substances dispensed, including zero reports, must be reported within twenty-four (24) hours.

Note: Hospital pharmacies with zero reporting must report every 30 days.

What if the pharmacy did not fill any scheduled prescriptions during the reporting period?

Please submit a zero report for the reporting period. For more details please see the section entitled “Zero Reporting”

Are nursing home prescriptions required to be reported to the PMP?

Prescription records for patients residing in long-term care facilities are not subject to reporting requirements. However, prescriptions *dispensed* to assisted living facility patients are subject to reporting requirements.

Are hospital prescriptions required to be reported to the PMP?

Inpatient prescriptions dispensed are exempt. Outpatient prescriptions including employee prescriptions must be reported.

How are compounded prescriptions to be recorded?

Prescriptions compounded by the pharmacist and containing a controlled substance must be reported. Please follow the ASAP 4.2 standard for reporting controlled substances. Information for format requirements can be found in the section entitled “Required Information and Formatting.”

What is exempt from reporting?

- Any controlled drug administered directly to a patient
- Any controlled drug dispensed by a licensed health care facility provided that the quantity dispensed is limited to an amount adequate to treat the patient for a maximum of seventy-two (72) hours
- Any dispensed controlled drug sample
- Any controlled drug dispensed by a facility that is registered by the United States Drug Enforcement Administration (DEA) as a narcotic treatment program and that is subject to the record keeping provisions of 21 CFR 1304.24
- Any controlled substance dispensed to an inpatient in a hospital or long-term care facility (exemption does not apply to a patient in an assisted living facility or group home)

- Any controlled drug dispensed to an inpatient in a hospice facility (exemption does not apply to a home hospice patient or to a hospice patient in an assisted living facility or group home)

Why is the system rejecting the input metric quantity?

The metric quantity should be the number of metric units dispensed in metric decimal format.

What should I do if the pharmacy or doctor is exempt from reporting?

Please see the section entitled “Exemptions from Reporting.”

I use a common login for multiple locations, but one location did not dispense any controlled substances. How do I submit a Zero Report?

Zero Reports should be submitted using the account which uses the DEA number as the username, or via FTPs transfer in the ASAP v4.2 format (please see section entitled “Zero Reporting”). A Zero Report should not be submitted in the same file with prescription information. If you need to submit a Zero Report for a single location, please submit a separate file.

I received a Delinquency Letter; what should I do?

If you received a Delinquency letter and would like to check the status of your data, please send an email to INRxReport@Appriss.com with the following information (If you are unsure if your data was submitted, resubmit the time period in question. The data will take one day to process, before we are able to review the information):

1. Username
2. Reporting period(s) in question
3. NABP Number

If a confirmation is required, you may forward our email response to the INSPECT State Administrator as confirmation your data was received.

What forms of customer identification are acceptable?

- A. A valid driver’s license of a recipient or a recipient’s representative issued under Indiana law of the law of any other state
- B. A recipient’s or a recipient representative’s valid military identification card
- C. A valid identification card of a recipient or a recipient’s representative issued by:
 - i. the bureau of motor vehicles as described in IC 9-24-16-3; or
 - ii. any other state and that is similar to the identification card issued by the bureau of motor vehicles
- D. If the recipient is an animal:
 - i. the valid driver’s license under Indiana law of the law of any other state;
 - ii. the valid military identification card; or

- iii. the valid identification card issued by the bureau of motor vehicles and described in IC 9-24-16-3 or a valid identification card of similar description that is issued by any other state; of the animals owner

Please note that the following numbers should be submitted only if a BMV-issued ID number is not available.

1. Social Security Number
2. "2" followed by the unique number on a passport
3. "3" followed by the unique number on an official identification issued by the US Citizenship and Immigration Services

What should I use for a customer ID number if no license or SSN is available?

It is acceptable to use the program designated number "9999999" to submit for a customer ID if none is available (IC 35-48-7-5)

File Issues and Error Corrections:

What should the filename be?

The filename should be the NABP number, followed by the date of submission, followed by **.dat** or **.txt**. Chain pharmacies may use the chain name, followed by the date of submission. The filename is less important than the contents of the file.

What does the file status 'Pending' mean?

Uploaded files will be processed overnight by a batch processor; therefore they will be in a "Pending" status until the following day. You will receive notification via the message center and email (valid email required) once the file has processed. You can update your email address through the "My Account" section of the website.

How do I know if my file uploaded?

1. Go to Data Collection → File Upload
2. Click on the 'View Uploaded Files' tab
3. You will be able to view all file submitted with your username

If you are not receiving email notifications, you will need to verify that your email address is listed correctly. Go to 'My Account' and enter your email address in the appropriate field. You will also receive file status notifications in the section of your account titled 'Messages.'

I do not work with a software vendor; how should I submit controlled substance data?

If you do not work with a software vendor, you will need to manually enter controlled substance data. To submit manually go to "Data Collection → Manual Entry." Complete all required fields, check the authorization checkbox, and click "Save;" no further action is required.

I accidentally submitted incorrect information. Can I delete a record/entry?

Please login to your pharmacy's account, and go to "Data Management → Prescription Maintenance." Search for the prescription that needs to be deleted. Click on the prescription to be taken to the "Prescription Correction" page. Scroll to the bottom of the page, click on the authorization checkbox, and click the orange "Delete" button.

The ASAP 2011 v4.2 formatting allows for the following functions: 'new, revise, or void.' For those sending electronic files, please refer to DSP01 in the formatting table. Please contact your pharmacy software vendor to see if they are able to send the record as 'void.' This will overwrite the incorrect data within the system.

Why are there no menus displayed on the web page?

If you are using Internet Explorer, please make sure you are using version 7.0 or higher. To accomplish this go to "Help → About Internet Explorer." If you are using a version older than 7.0 you may want to consider upgrading your browser.

If you are using a recent version, please make sure compatibility view is enabled. Compatibility view can be found in your "tools" menu.

Why is nothing happening when I click on the browse button to upload my file?

If you are using a recent version of Internet Explorer, please make sure Compatibility View is enabled. Compatibility View can be found in your "tools" menu within your browser.

How do I fix a "duplicate" error?

A duplicate error message displays when a data record is received and processed more than once. This normally occurs when a file is uploaded after correcting errors in your prescription software or when a file is uploaded twice in error for a different reporting period. The duplicate records occurring as a result of duplicate file uploads require no action on the part of the pharmacy or dispenser.

Other Questions:

Should a suffix be included in the Last Name Field?

No. The ASAP 2011 v4.2 Standard calls for just the last name of the patient to be included in the 'last name' field when reporting controlled substance data to INSPECT.

How should the address for a patient not from the U.S. be entered to be accepted by the program?

If a patient resides outside the U.S, (and **ONLY** if the patient resides outside the U.S.) you may enter all zeros in the zip code field '00000'.

What should I do if the pharmacy is closing?

Contact the PMP Administrator at inspect@pla.in.gov

Assistance and Support

Appriss is available to provide assistance and information to individual pharmacies, chain pharmacies, software vendors, and other entities required to submit data. Technical support is available to meet the program requirements. Questions concerning interpretation of technical and compliance matters may be referred to Appriss. Pharmacies are advised to first contact their software vendor to obtain modifications and instructions on compliance and participation. Software vendors may also contact Appriss directly for assistance.

The Indiana Professional Licensing Agency will act as the final interpreter of regulations. Unresolved disagreements between a dispenser and the vendor will be resolved by the State.