Indiana Board of Pharmacy / Prescription Monitoring Program

INspect

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GUIDE FOR SORTING RX HISTORY REPORTS IN MICROSOFT EXCEL

1. Log in to your INSPECT WebCenter Account.

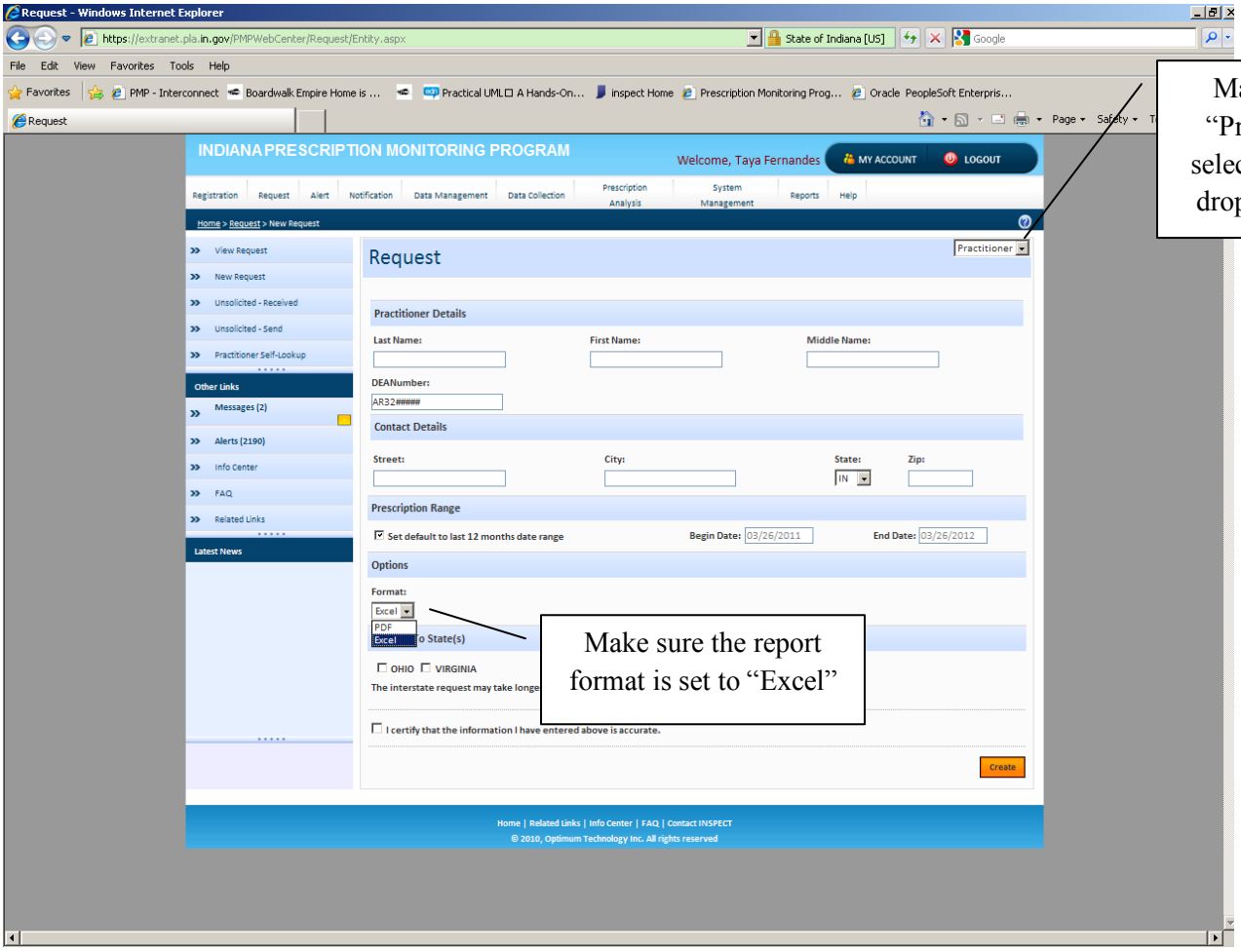
2. Go to the Requests tab on the left, and select “New Request”.

3. Select “Practitioner” from the drop-down menu and enter **only** the DEA number you’d like to request in the required field.

4. The default time period for a search is one calendar year. You can un-check the box and enter in a different date range if you wish, but that range cannot exceed 365 days. (If you need data for multiple years you can request year-long ranges, for example: 1/1/2009-12/31/2009, 1/1/2010-12/31/2010, etc.)

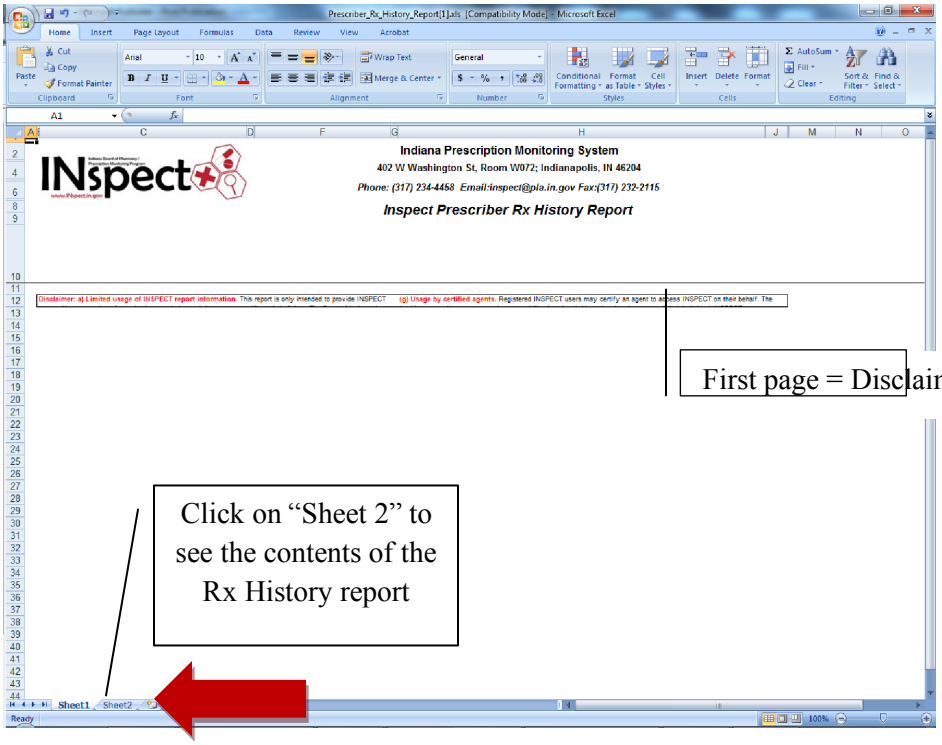
5. Select “Excel” as the format.

6. Check the certification checkbox once the information is correct, and click “Create”.

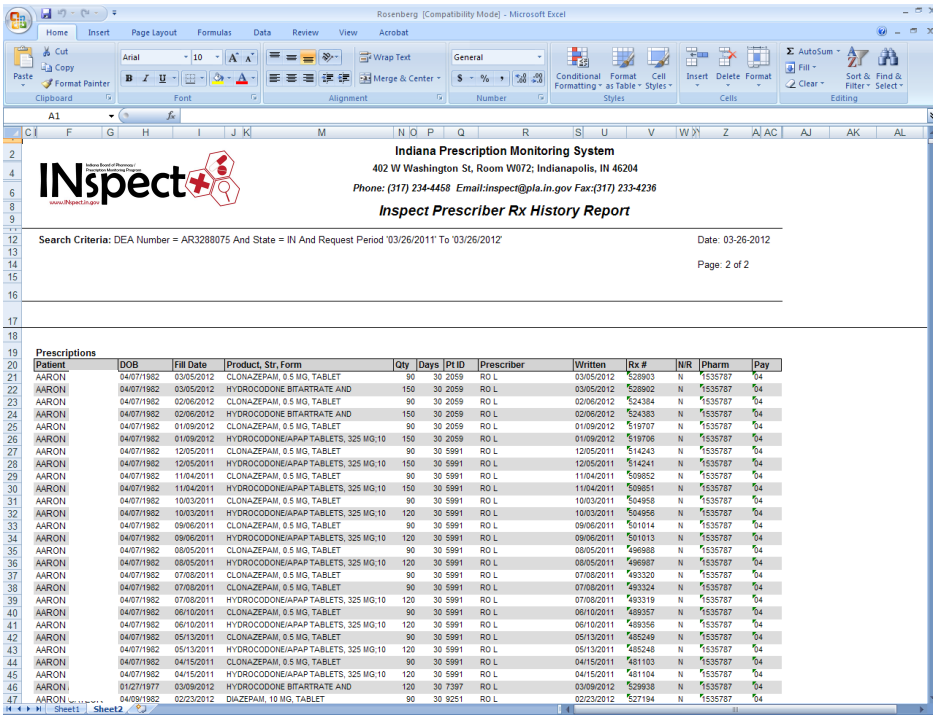


7. Your report will be returned to you as a Microsoft Excel spreadsheet. You **must** have Excel installed on your computer in order to properly view the document if the report format is requested in Excel.

8. When you open the Microsoft Excel spreadsheet, the entire first sheet will contain only our disclaimer. You **must** click on "Sheet 2" in order to see the actual report.

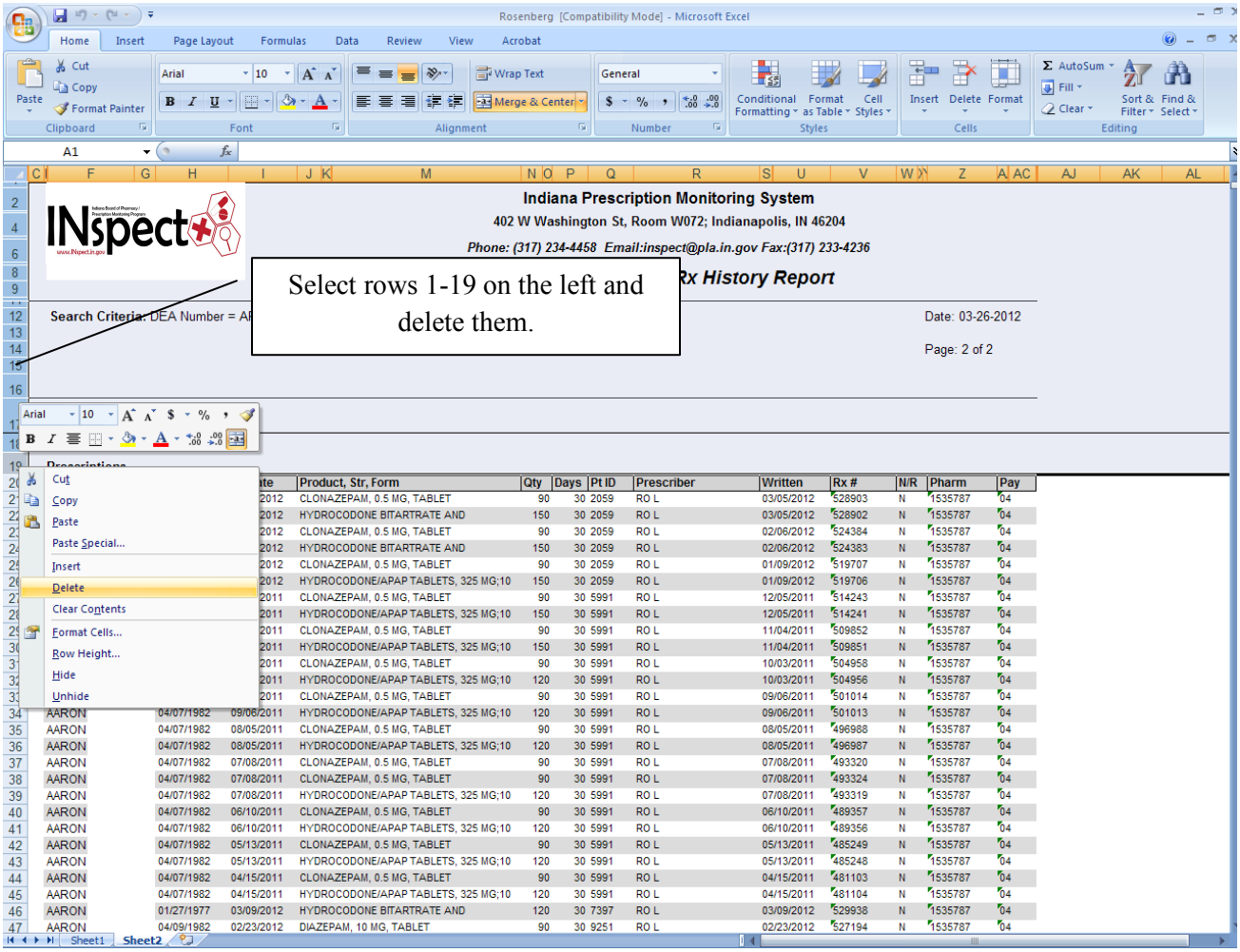


9. When you open Sheet 2 of the Excel document, you will see the Prescriber Rx History report.



Patient	DOB	Fill Date	Product, Str, Form	Qty	Days	Pt ID	Prescriber	Written	Rx #	N/R	Pharm	Pay
AARON	04/07/1982	03/05/2012	CLONAZEPAM, 0.5 MG, TABLET	90	30	2059	RO L	03/05/2012	528903	N	1535787	04
AARON	04/07/1982	03/05/2012	HYDROCODONE BITARTRATE AND	150	30	2059	RO L	03/05/2012	528902	N	1535787	04
AARON	04/07/1982	02/06/2012	CLONAZEPAM, 0.5 MG, TABLET	90	30	2059	RO L	02/06/2012	524384	N	1535787	04
AARON	04/07/1982	02/06/2012	HYDROCODONE BITARTRATE AND	150	30	2059	RO L	02/06/2012	524383	N	1535787	04
AARON	04/07/1982	01/09/2012	CLONAZEPAM, 0.5 MG, TABLET	90	30	2059	RO L	01/09/2012	519707	N	1535787	04
AARON	04/07/1982	01/09/2012	HYDROCODONE/APAP TABLETS, 325 MG;10	150	30	2059	RO L	01/09/2012	519706	N	1535787	04
AARON	04/07/1982	12/05/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	12/05/2011	514243	N	1535787	04
AARON	04/07/1982	12/05/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	150	30	5991	RO L	12/05/2011	514241	N	1535787	04
AARON	04/07/1982	11/04/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	11/04/2011	509852	N	1535787	04
AARON	04/07/1982	11/04/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	150	30	5991	RO L	11/04/2011	509851	N	1535787	04
AARON	04/07/1982	10/03/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	10/03/2011	504958	N	1535787	04
AARON	04/07/1982	10/03/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	120	30	5991	RO L	10/03/2011	504956	N	1535787	04
AARON	04/07/1982	09/06/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	09/06/2011	501014	N	1535787	04
AARON	04/07/1982	09/06/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	120	30	5991	RO L	09/06/2011	501013	N	1535787	04
AARON	04/07/1982	08/05/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	08/05/2011	496988	N	1535787	04
AARON	04/07/1982	08/05/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	120	30	5991	RO L	08/05/2011	496987	N	1535787	04
AARON	04/07/1982	07/08/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	07/08/2011	493320	N	1535787	04
AARON	04/07/1982	07/08/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	07/08/2011	493324	N	1535787	04
AARON	04/07/1982	07/08/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	120	30	5991	RO L	07/08/2011	493319	N	1535787	04
AARON	04/07/1982	06/10/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	06/10/2011	489357	N	1535787	04
AARON	04/07/1982	06/10/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	120	30	5991	RO L	06/10/2011	489356	N	1535787	04
AARON	04/07/1982	05/13/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	05/13/2011	485249	N	1535787	04
AARON	04/07/1982	05/13/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	120	30	5991	RO L	05/13/2011	485248	N	1535787	04
AARON	04/07/1982	04/15/2011	CLONAZEPAM, 0.5 MG, TABLET	90	30	5991	RO L	04/15/2011	481103	N	1535787	04
AARON	04/07/1982	04/15/2011	HYDROCODONE/APAP TABLETS, 325 MG;10	120	30	5991	RO L	04/15/2011	481104	N	1535787	04
AARON	01/27/1977	03/09/2012	HYDROCODONE BITARTRATE AND	120	30	7397	RO L	03/09/2012	529938	N	1535787	04
AARON	04/09/1982	02/23/2012	DIAZEPAM, 10 MG, TABLET	90	30	9251	RO L	02/23/2012	527194	N	1535787	04

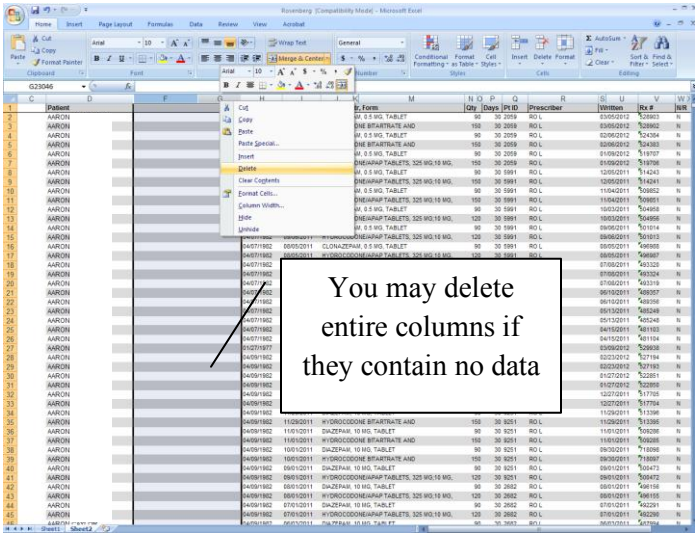
10. Select the first 19 rows of the spreadsheet, right-click and DELETE those rows.



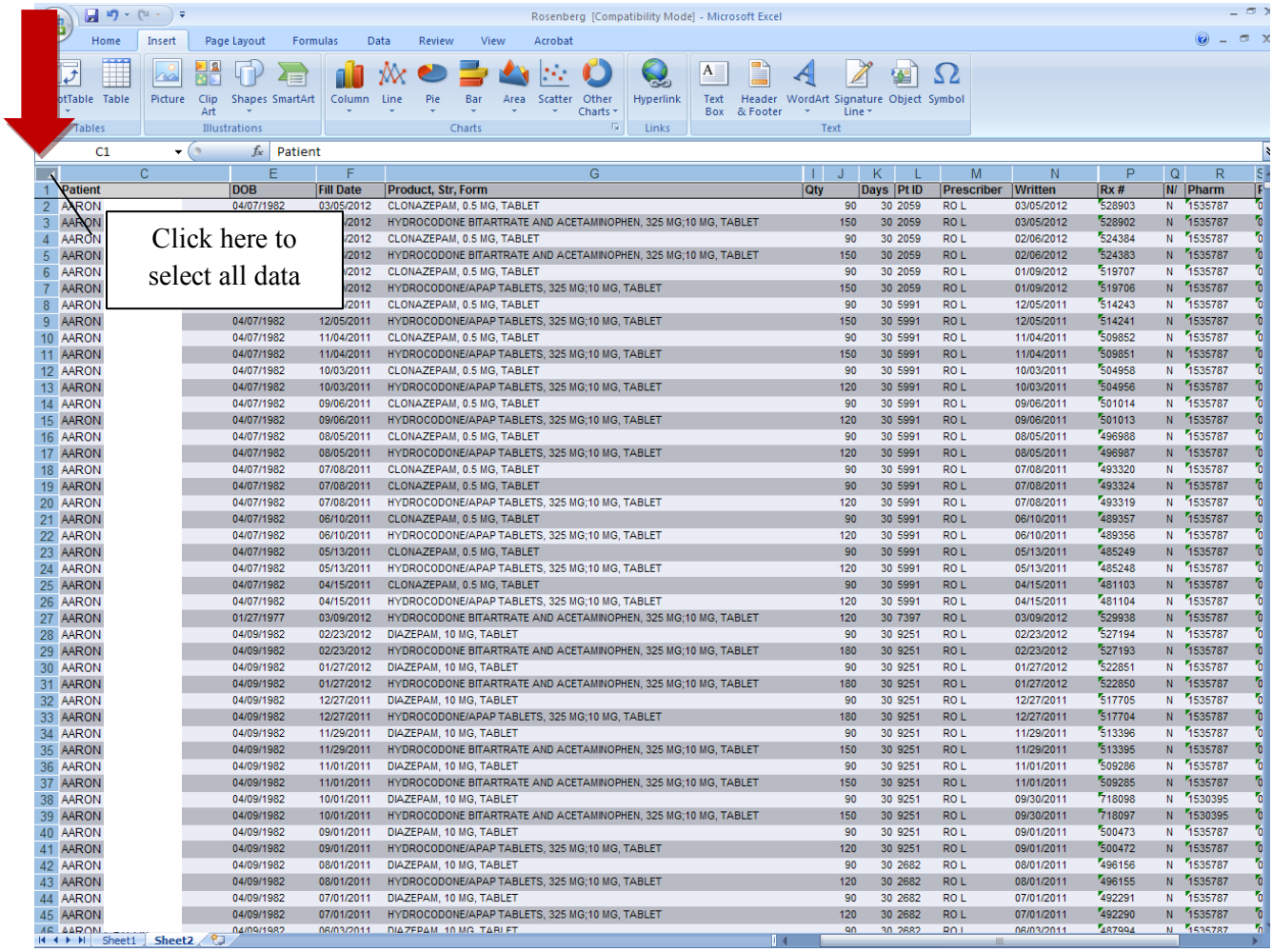
11. Once the top 19 rows have been deleted, you will be left with the patient data, and a heading row.

12. Go to the bottom of the report and delete any data after the patient information ends, **including** the Prescriber Key and Pharmacy Key.

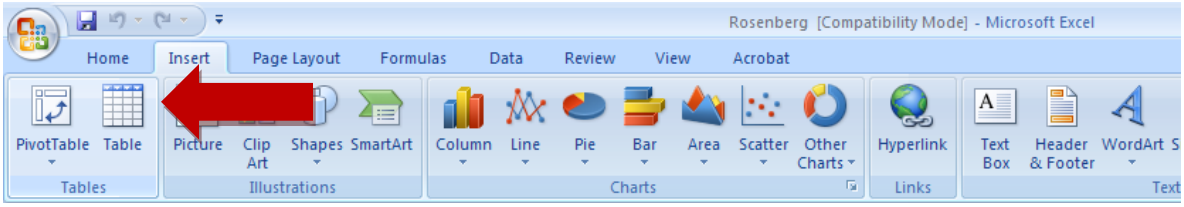
12. At this time you may delete any blank columns if you wish. (It is not necessary to continue, but may make the spreadsheet more legible.) You may also want to lengthen certain columns (like **Product**) to see all the data in the field.



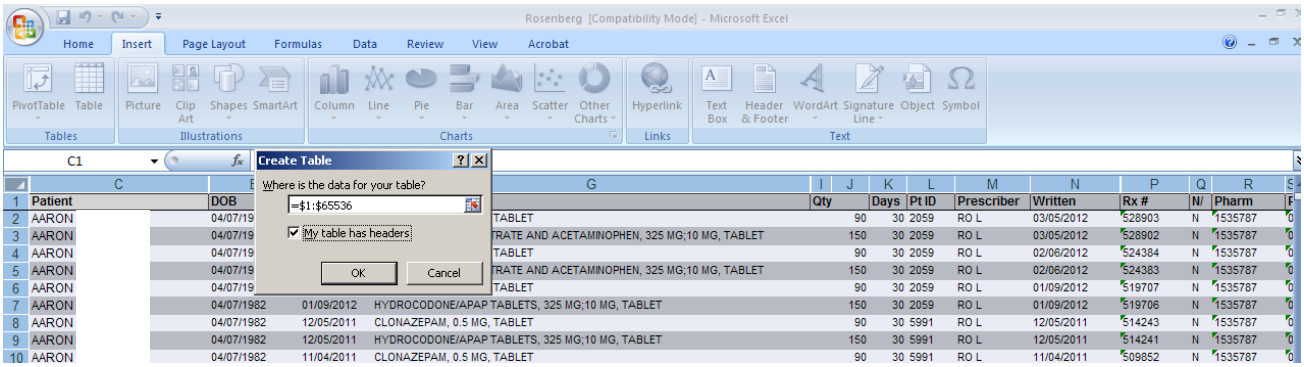
13. You are now left with only patient data and the heading row at the top. Select the entire spreadsheet by clicking the box in the upper left hand corner of the spreadsheet. This will "Select All" the data so that it can be made into a table to enable sorting.



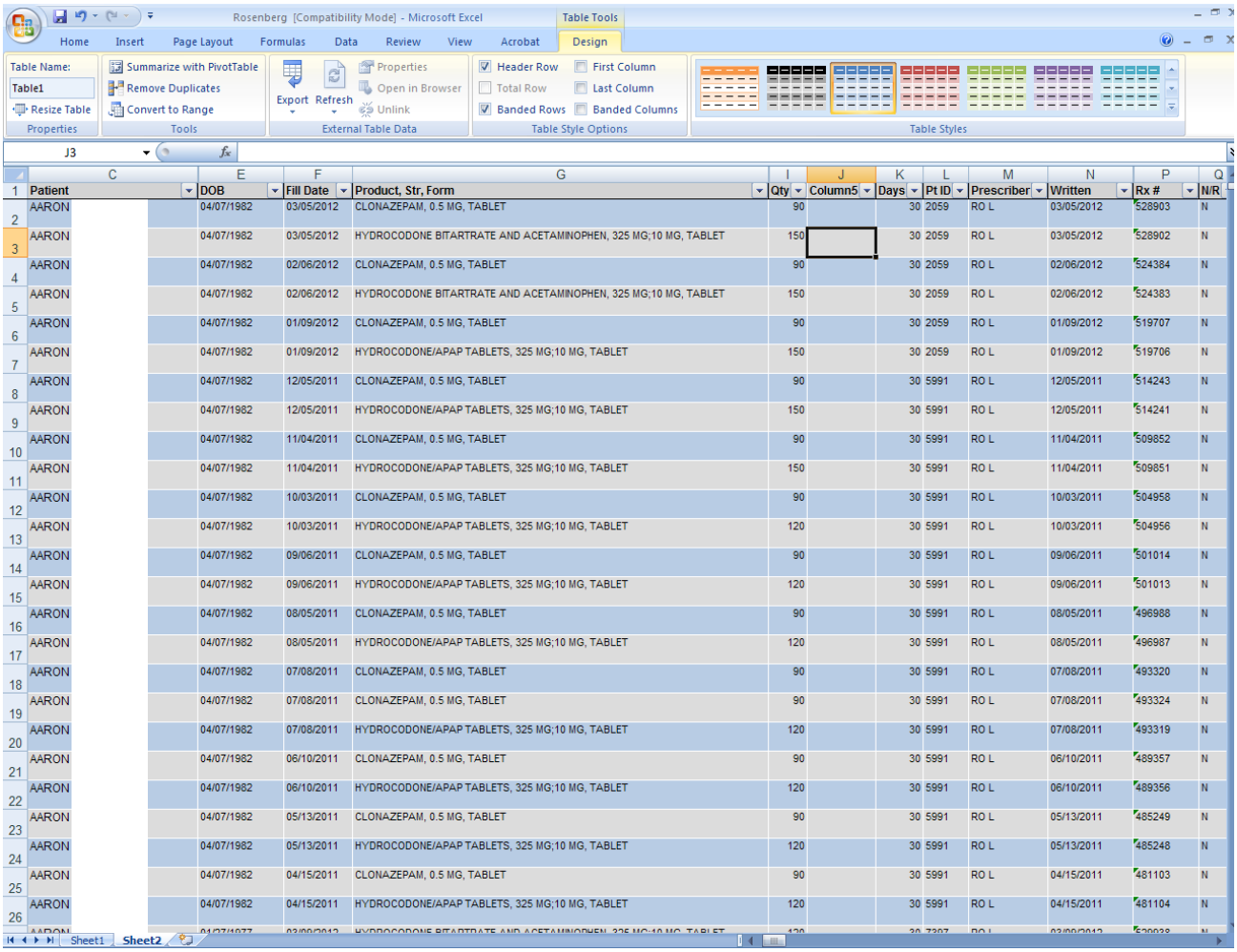
14. Once you have selected the entire spreadsheet, click the "Table" button, under the "Insert" tab.



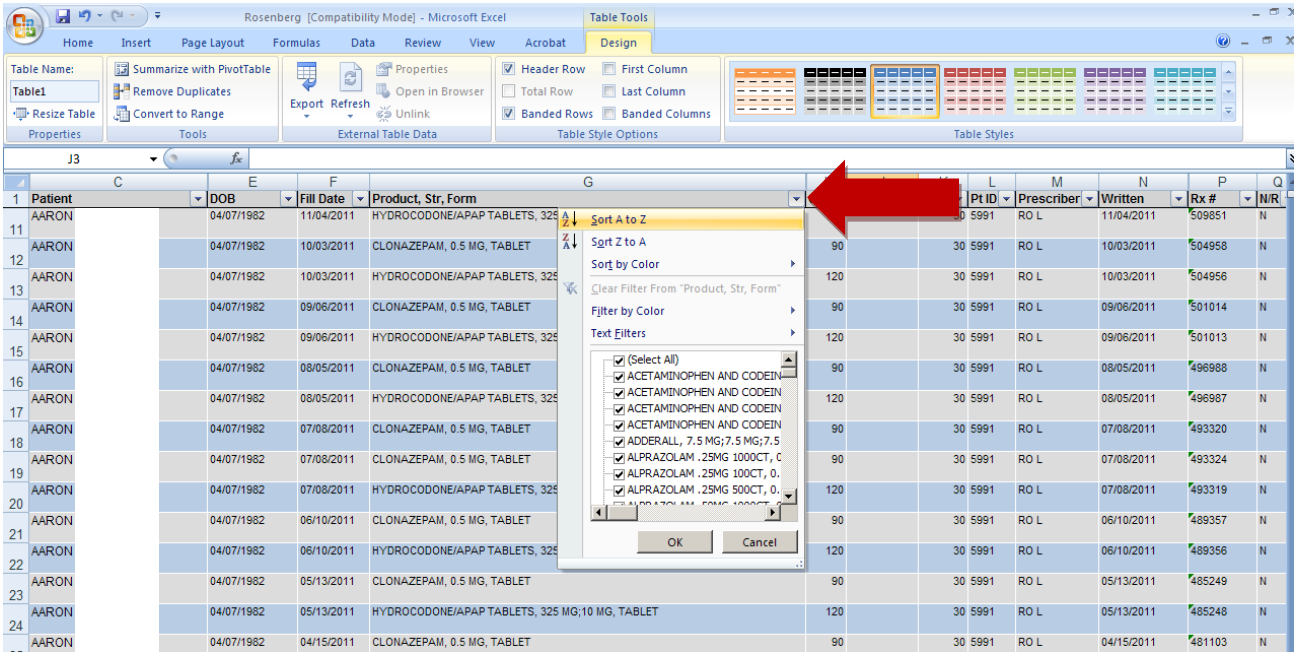
15. Once you click the "Table" button, it will ask you if your table has headers. Check mark the box to indicate your table **does** have headers.



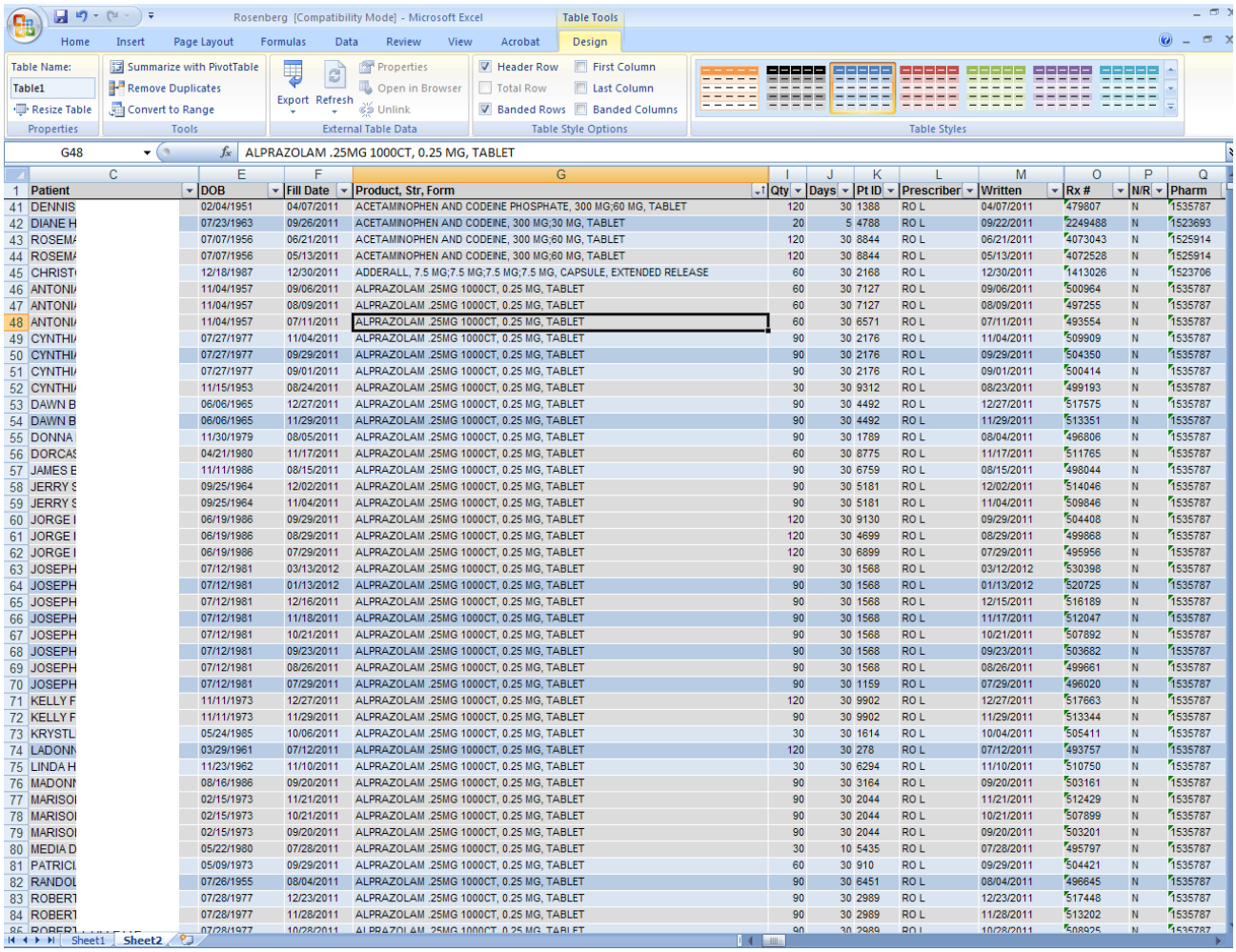
16. Now your spreadsheet is a Table, and can be sorted by any variable in the header column. At first the Table will be sorted alphabetically by patient name. You can change this by selecting the arrow and sorting any variable heading a column.



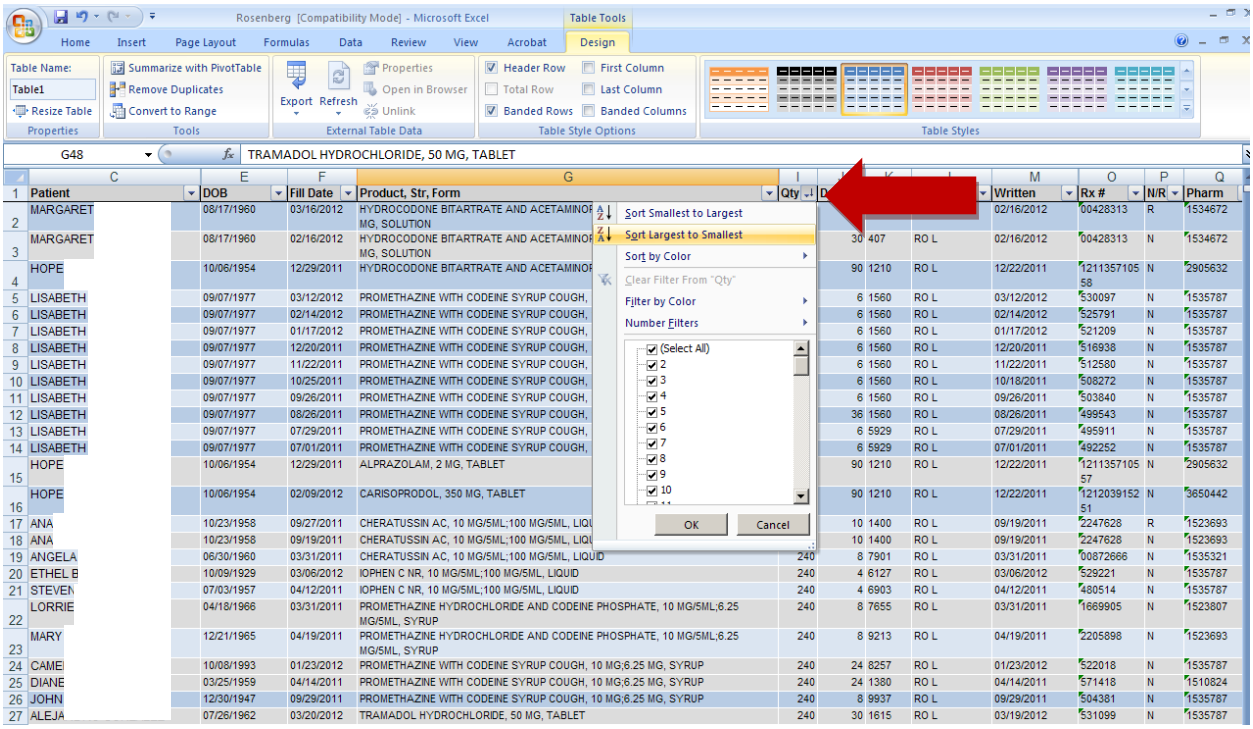
17. For example, to sort by the **Product** (Alprazolam, Hydrocodone, etc.) you would select the arrow next to "Product, Str, Form" and sort "A to Z", then click "Ok".



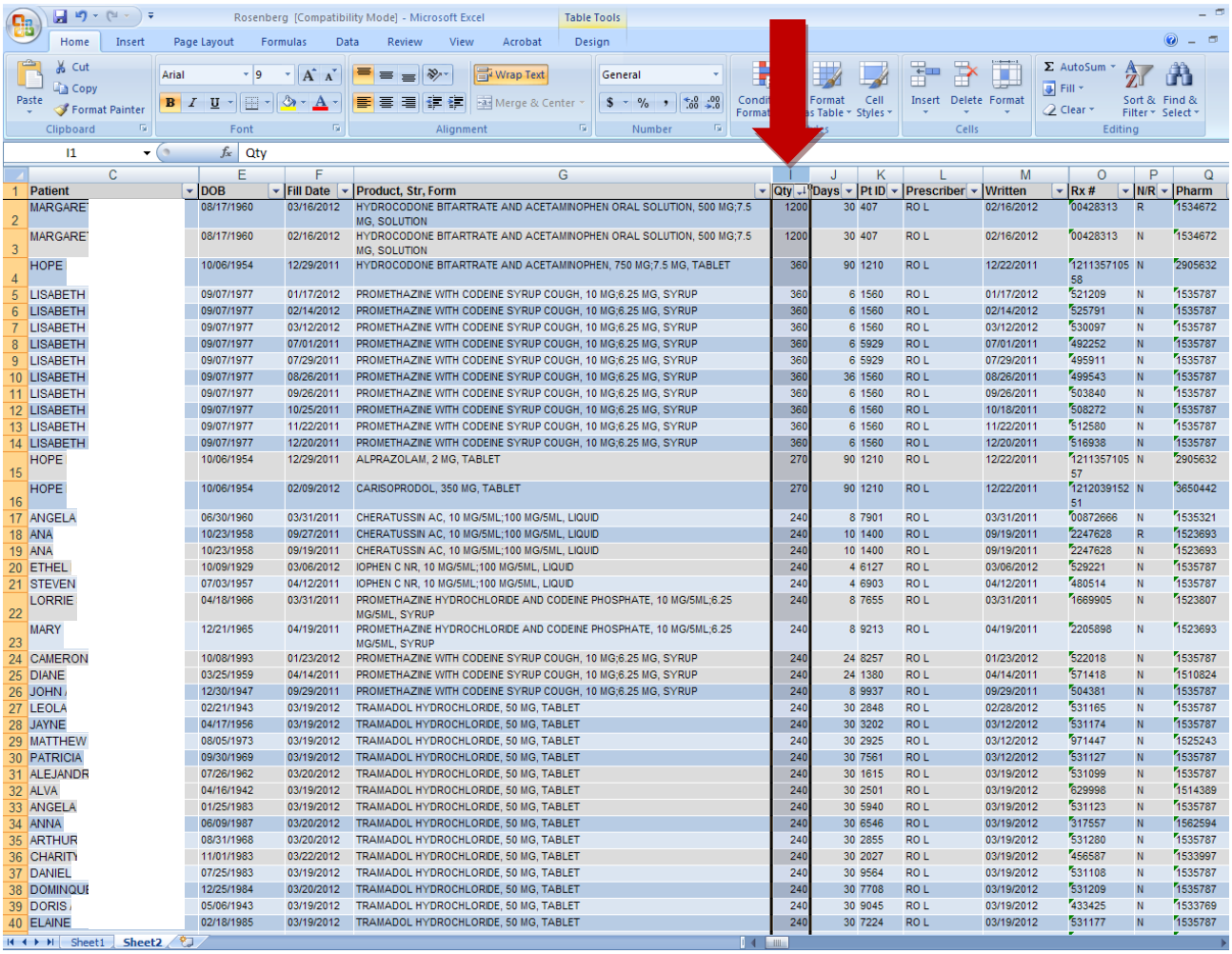
18. Now you can see all the data sorted by product. You can group those similar products together or copy that portion and start a new sheet to further analyze that data, if you wish.



19. You may also wish to sort by Quantity Dispensed to view patients receiving the highest quantities.

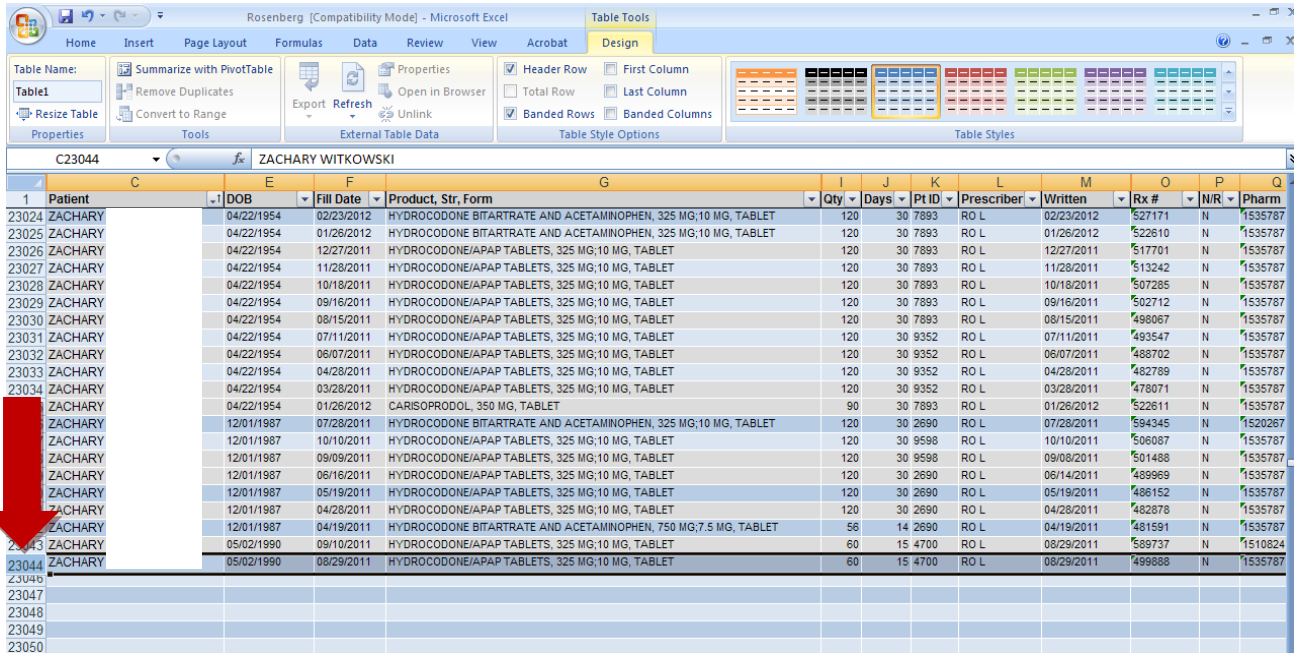


20. The sorted Quantity column will allow you to see recipients of the largest doses dispensed.



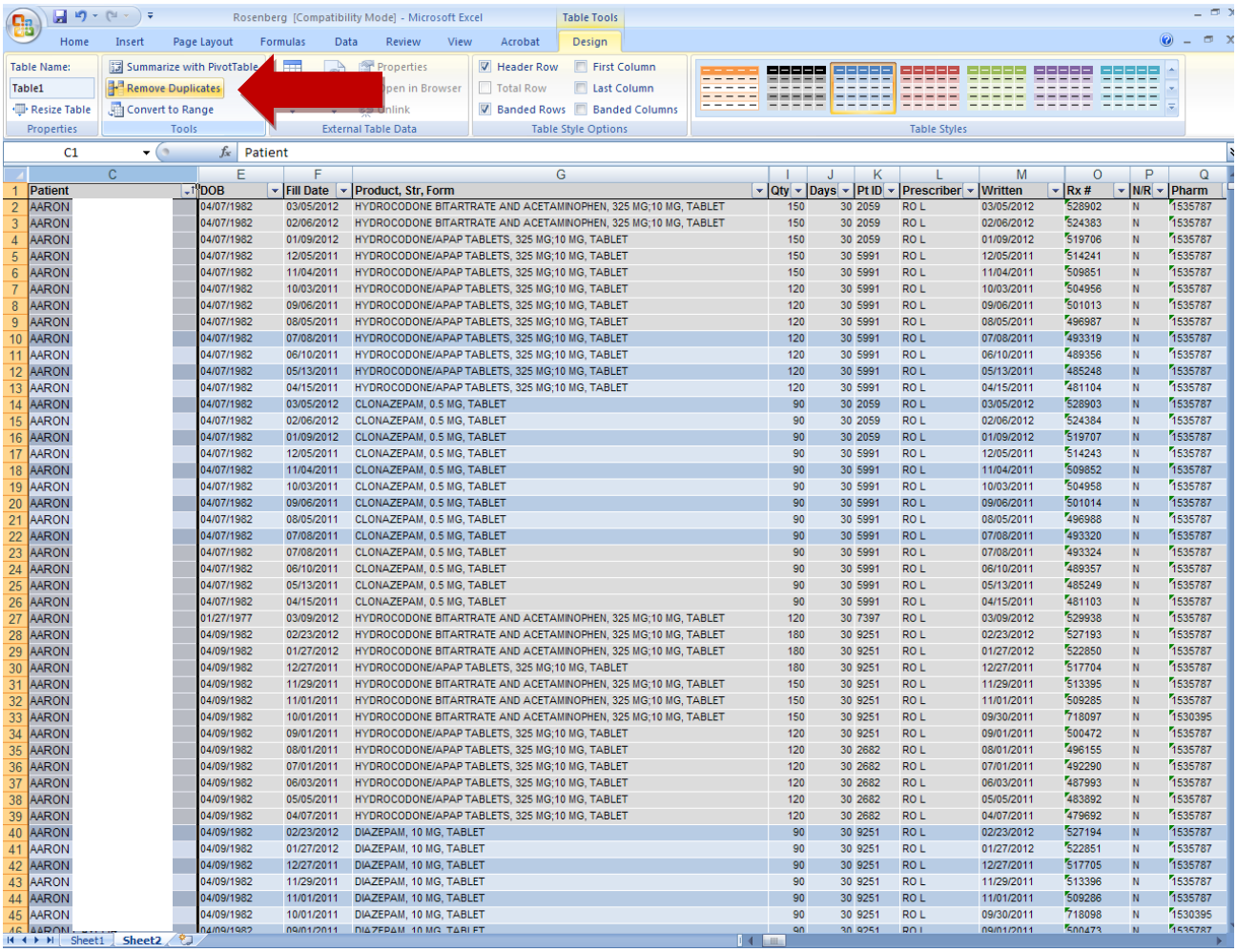
	C	E	F	G	I	J	K	L	M	O	P	Q
1	Patient	DOB	Fill Date	Product, Str, Form	Qty	Days	Pt ID	Prescriber	Written	Rx #	N/R	Pharm
2	MARGARET	08/17/1960	03/16/2012	HYDROCODONE BITARTRATE AND ACETAMINOPHEN ORAL SOLUTION, 500 MG;7.5 MG, SOLUTION	1200	30	407	RO L	02/16/2012	00428313	R	1534672
3	MARGARET	08/17/1960	02/16/2012	HYDROCODONE BITARTRATE AND ACETAMINOPHEN ORAL SOLUTION, 500 MG;7.5 MG, SOLUTION	1200	30	407	RO L	02/16/2012	00428313	N	1534672
4	HOPE	10/06/1954	12/29/2011	HYDROCODONE BITARTRATE AND ACETAMINOPHEN, 750 MG;7.5 MG, TABLET	360	90	1210	RO L	12/22/2011	121135710558	N	2905632
5	LISABETH	09/07/1977	01/17/2012	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	1560	RO L	01/17/2012	521209	N	1535787
6	LISABETH	09/07/1977	02/14/2012	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	1560	RO L	02/14/2012	525791	N	1535787
7	LISABETH	09/07/1977	03/12/2012	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	1560	RO L	03/12/2012	530097	N	1535787
8	LISABETH	09/07/1977	07/01/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	5929	RO L	07/01/2011	492252	N	1535787
9	LISABETH	09/07/1977	07/29/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	5929	RO L	07/29/2011	495911	N	1535787
10	LISABETH	09/07/1977	08/26/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	36	1560	RO L	08/26/2011	499543	N	1535787
11	LISABETH	09/07/1977	09/26/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	1560	RO L	09/26/2011	503840	N	1535787
12	LISABETH	09/07/1977	10/25/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	1560	RO L	10/18/2011	508272	N	1535787
13	LISABETH	09/07/1977	11/22/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	1560	RO L	11/22/2011	512580	N	1535787
14	LISABETH	09/07/1977	12/20/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	360	6	1560	RO L	12/20/2011	516938	N	1535787
15	HOPE	10/06/1954	12/29/2011	ALPRAZOLAM, 2 MG, TABLET	270	90	1210	RO L	12/22/2011	121135710557	N	2905632
16	HOPE	10/06/1954	02/09/2012	CARISOPRODOL, 350 MG, TABLET	270	90	1210	RO L	12/22/2011	121203915251	N	3650442
17	ANGELA	06/30/1960	03/31/2011	CHERATUSSIN AC, 10 MG/5ML;100 MG/5ML, LIQUID	240	8	7901	RO L	03/31/2011	00872666	N	1535321
18	ANA	10/23/1958	09/27/2011	CHERATUSSIN AC, 10 MG/5ML;100 MG/5ML, LIQUID	240	10	1400	RO L	09/19/2011	2247628	R	1523693
19	ANA	10/23/1958	09/19/2011	CHERATUSSIN AC, 10 MG/5ML;100 MG/5ML, LIQUID	240	10	1400	RO L	09/19/2011	2247628	N	1523693
20	ETHEL	10/09/1929	03/06/2012	IOPHEN C NR, 10 MG/5ML;100 MG/5ML, LIQUID	240	4	6127	RO L	03/06/2012	529221	N	1535787
21	STEVEN	07/03/1957	04/12/2011	IOPHEN C NR, 10 MG/5ML;100 MG/5ML, LIQUID	240	4	6903	RO L	04/12/2011	480514	N	1535787
22	LORRIE	04/18/1966	03/31/2011	PROMETHAZINE HYDROCHLORIDE AND CODEINE PHOSPHATE, 10 MG/5ML;6.25 MG/5ML, SYRUP	240	8	7655	RO L	03/31/2011	1669905	N	1523807
23	MARY	12/21/1965	04/19/2011	PROMETHAZINE HYDROCHLORIDE AND CODEINE PHOSPHATE, 10 MG/5ML;6.25 MG/5ML, SYRUP	240	8	9213	RO L	04/19/2011	2205898	N	1523693
24	CAMERON	10/08/1993	01/23/2012	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	240	24	8257	RO L	01/23/2012	522018	N	1535787
25	DIANE	03/25/1959	04/14/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	240	24	1380	RO L	04/14/2011	571418	N	1510824
26	JOHN	12/30/1947	09/29/2011	PROMETHAZINE WITH CODEINE SYRUP COUGH, 10 MG;6.25 MG, SYRUP	240	8	9937	RO L	09/29/2011	504381	N	1535787
27	LEOLA	02/21/1943	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	2848	RO L	02/28/2012	531165	N	1535787
28	JAYNE	04/17/1956	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	3202	RO L	03/12/2012	531174	N	1535787
29	MATTHEW	08/05/1973	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	2925	RO L	03/12/2012	971447	N	1525243
30	PATRICIA	09/30/1969	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	7561	RO L	03/12/2012	531127	N	1535787
31	ALEJANDR	07/26/1962	03/20/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	1615	RO L	03/19/2012	531099	N	1535787
32	ALVA	04/16/1942	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	2501	RO L	03/19/2012	529998	N	1514389
33	ANGELA	01/25/1983	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	5940	RO L	03/19/2012	531123	N	1535787
34	ANNA	06/09/1987	03/20/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	6546	RO L	03/19/2012	317557	N	1562594
35	ARTHUR	08/31/1968	03/20/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	2855	RO L	03/19/2012	531280	N	1535787
36	CHARITY	11/01/1983	03/22/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	2027	RO L	03/19/2012	456587	N	1533997
37	DANIEL	07/25/1983	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	9564	RO L	03/19/2012	531108	N	1535787
38	DOMINQUE	12/25/1984	03/20/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	7708	RO L	03/19/2012	531209	N	1535787
39	DORIS	05/06/1943	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	9045	RO L	03/19/2012	433425	N	1533769
40	ELAINE	02/18/1985	03/19/2012	TRAMADOL HYDROCHLORIDE, 50 MG, TABLET	240	30	7224	RO L	03/19/2012	531177	N	1535787

21. To obtain total number of prescriptions written during the time frame, scroll to the bottom and view the number next to the last patient name. From 3/26/11-3/26/12, a total of 23,044 prescriptions were dispensed under this DEA.

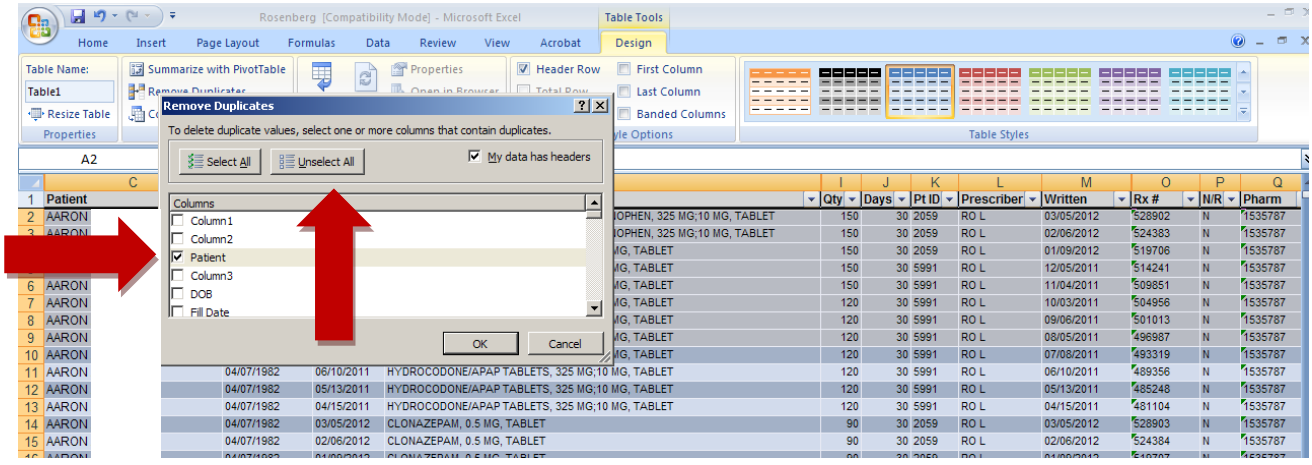


	C	E	F	G	I	J	K	L	M	O	P	Q
1	Patient	DOB	Fill Date	Product, Str, Form	Qty	Days	Pt ID	Prescriber	Written	Rx #	N/R	Pharm
23024	ZACHARY	04/22/1954	02/23/2012	HYDROCODONE BITARTRATE AND ACETAMINOPHEN, 325 MG;10 MG, TABLET	120	30	7893	RO L	02/23/2012	527171	N	1535787
23025	ZACHARY	04/22/1954	01/26/2012	HYDROCODONE BITARTRATE AND ACETAMINOPHEN, 325 MG;10 MG, TABLET	120	30	7893	RO L	01/26/2012	522610	N	1535787
23026	ZACHARY	04/22/1954	12/27/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	7893	RO L	12/27/2011	517701	N	1535787
23027	ZACHARY	04/22/1954	11/28/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	7893	RO L	11/28/2011	513242	N	1535787
23028	ZACHARY	04/22/1954	10/18/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	7893	RO L	10/18/2011	507285	N	1535787
23029	ZACHARY	04/22/1954	09/16/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	7893	RO L	09/16/2011	502712	N	1535787
23030	ZACHARY	04/22/1954	08/15/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	7893	RO L	08/15/2011	498067	N	1535787
23031	ZACHARY	04/22/1954	07/11/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	9352	RO L	07/11/2011	493547	N	1535787
23032	ZACHARY	04/22/1954	06/07/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	9352	RO L	06/07/2011	488702	N	1535787
23033	ZACHARY	04/22/1954	04/28/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	9352	RO L	04/28/2011	482789	N	1535787
23034	ZACHARY	04/22/1954	03/28/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	9352	RO L	03/28/2011	478071	N	1535787
	ZACHARY	04/22/1954	01/26/2012	CARISOPRODOL, 350 MG, TABLET	90	30	7893	RO L	01/26/2012	522611	N	1535787
	ZACHARY	12/01/1987	07/28/2011	HYDROCODONE BITARTRATE AND ACETAMINOPHEN, 325 MG;10 MG, TABLET	120	30	2690	RO L	07/28/2011	494345	N	1520267
	ZACHARY	12/01/1987	10/10/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	9598	RO L	10/10/2011	506087	N	1535787
	ZACHARY	12/01/1987	09/09/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	9598	RO L	09/08/2011	501488	N	1535787
	ZACHARY	12/01/1987	06/16/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	2690	RO L	06/14/2011	489969	N	1535787
	ZACHARY	12/01/1987	05/19/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	2690	RO L	05/19/2011	486152	N	1535787
	ZACHARY	12/01/1987	04/28/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	120	30	2690	RO L	04/28/2011	482878	N	1535787
	ZACHARY	12/01/1987	04/19/2011	HYDROCODONE BITARTRATE AND ACETAMINOPHEN, 750 MG;7.5 MG, TABLET	56	14	2690	RO L	04/19/2011	481591	N	1535787
23043	ZACHARY	05/02/1990	09/10/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	60	15	4700	RO L	08/29/2011	589737	N	1510824
23044	ZACHARY	05/02/1990	08/29/2011	HYDROCODONE/APAP TABLETS, 325 MG;10 MG, TABLET	60	15	4700	RO L	08/29/2011	499888	N	1535787
23046												
23047												
23048												
23049												
23050												

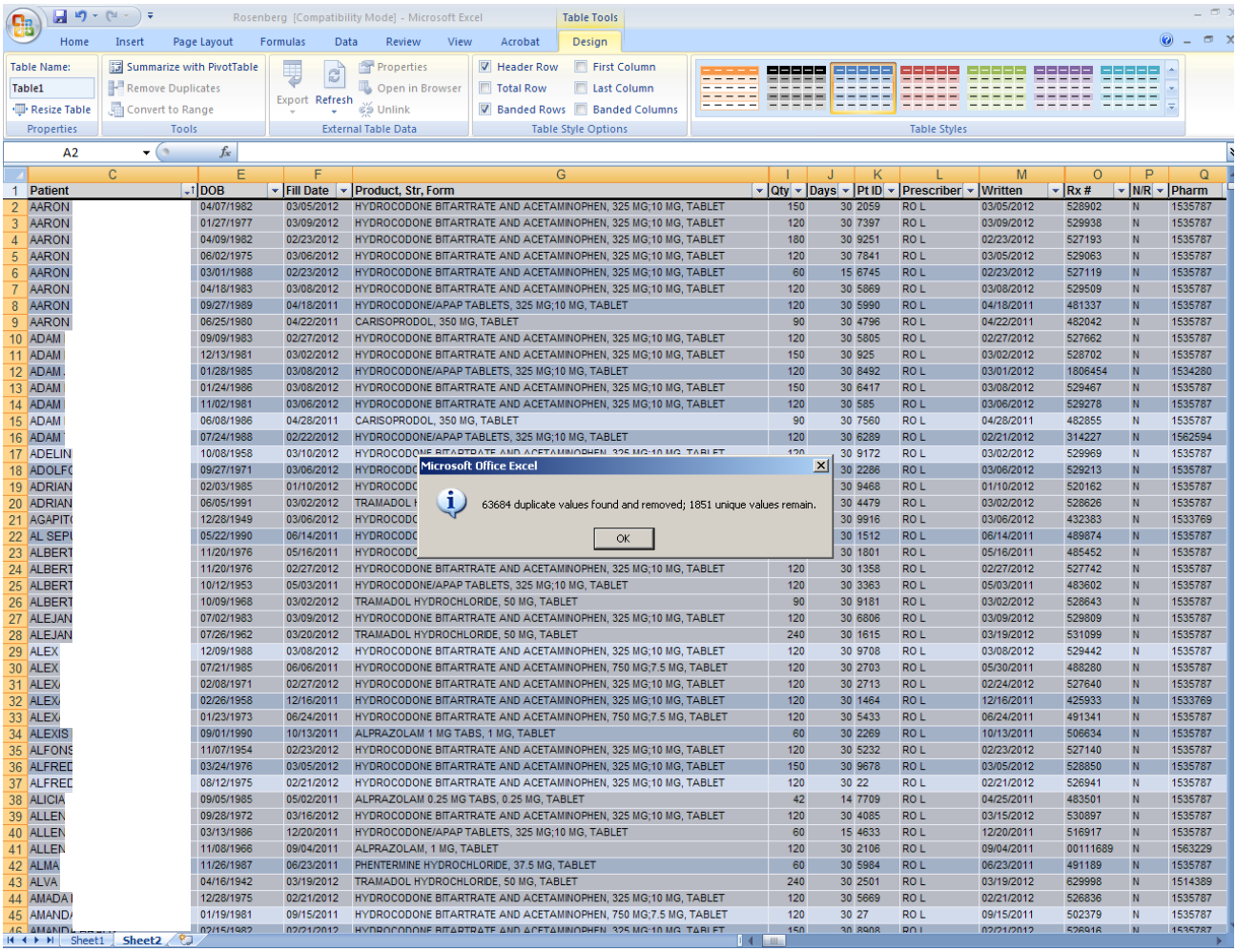
20. In order to see how many unique individual patients received a prescription, you can remove all duplicates from the **Patient** column. To do so, select the entire patient column and then click "Remove Duplicates" under the Design tab.



21. When the Remove Duplicates box appears, click the "Unselect All" button, then check **only** the box next to the word **Patient**.



22. A message from Excel will appear, saying the number of duplicates found and the number of remaining unique values. In this instance, 1851 unique patients received a prescription from this prescriber.



You can also parse out certain data to make new sheets within Excel. For example, copying all Rx's written on 1/3/2012 and placing the data in a new sheet shows that on 1/3, 220 prescriptions were dispensed under this DEA number. Or you can copy all rows that contain a certain product, like ALPRAZOLAM and paste those in a different sheet to further analyze / sort if needed.

The formula above can be followed to figure out the number of patients who see this prescriber in a year. After requesting year to year reports (1/1/2009-12/31/2009) Sort the report and remove the Duplicates in the PATIENT column. The number of unique values left (after duplicates have been removed) is the number of patients.