

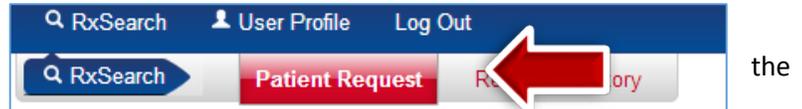
## Kansas Quick Reference Guide: Making a Request in PMP AWARxE®

Email

Password  [I forgot my password.](#)

1. Go to the PMP AWARxE login page for Idaho (<https://kansas.pmpaware.net>) and enter your username (email address) and password, then click **Login**. (If a password reset is needed, use the "I Forgot My Password" link.)

2. Once you have logged in, select



**RxSearch** tab, then choose **Patient Request**.

3. Enter the information on the individual you wish to search. At a minimum you must provide first name, last name and date of birth. **We highly recommend adding a zip code to improve your ability to identify a patient. This will improve searching capabilities, including variances in the name being searched.** You may adjust the dates in the *Prescription Fill Dates* boxes to search a different time period.

4. If you wish to search other states for information on this patient, you may check the box presented next to any state that is available under the *PMP Interconnect Search* heading, to the right of the *Patient Location* information.

5. Once you have completed entering the information on the individual for whom you wish to search, click **Search** at the bottom of the screen to submit your request.

6. Your request will either return results on that patient for you to view immediately or it will give you a message regarding your search.

- **"No matching patient identified"** = No patient was found in the database matching the search criteria used during this time period. You can try to adjust the Prescription Fill Dates or enter in additional information on the patient to see if that will return results.
- **"Multiple patients identified"** = The request returned multiple patient records that could be a possible match. Please do one of the following:
  - **Recommended** - Select **"Refine Search Criteria"** and provide additional information, preferably **address, city, state, and/or zip code**. Because this software uses an algorithm to identify your patient, additional details increases the likelihood of a successful match.
  - Click on "Send to the Administrator". The administrator will conduct a patient matching search for you. Once it is ready, it will be available to view under the **Requests History** tab.

7. You can go back and view the results of any search you have previously made under the **Requests History** tab.

