



Kansas Pharmacies Reporting to K-TRACS: Deadline Extended to March 31

The K-TRACS vendor, Bamboo Health, is requiring pharmacies to update their data submission account credentials by ~~January 31~~ **March 31**, 2023, to ensure prescription data reported to K-TRACS can continue to be transmitted securely. The specific steps to follow are included in the attachment to this document.

Most Kansas pharmacies have individual data submission accounts through the PMP Clearinghouse, and those accounts also have sFTP accounts to allow for the automated transfer of prescription information. Most likely, your pharmacy has shared PMP Clearinghouse account credentials with your pharmacy dispensing system vendor to handle the file submission process for you.

What do you need to do?

1. Login to your pharmacy's [PMP Clearinghouse account](#). If you do not know your current login credentials, please contact K-TRACS for assistance at pmpadmin@ks.gov.
2. Follow the three-step process outlined on the attachment.
3. Share this information with your pharmacy dispensing system vendor, in addition to your new account credentials.
4. Do all of this well in advance of ~~January 31~~ **March 31** to ensure secure and timely data submissions to K-TRACS.

Exceptions:

- Pharmacies submitting data through methods other than sFTP (alternative file upload, file transfer formats or manual data entry).
- Chain pharmacies where all prescription reporting occurs at a corporate level using a corporate data reporting account.
- Pharmacies using Computer-Rx as a vendor. The vendor submits all pharmacy prescriptions under the vendor's PMP Clearinghouse account. These pharmacies should still ensure the vendor makes the necessary changes to their account; however, the pharmacies do not have to take the actions below.

Attachment: sFTP Server Transition Instructions

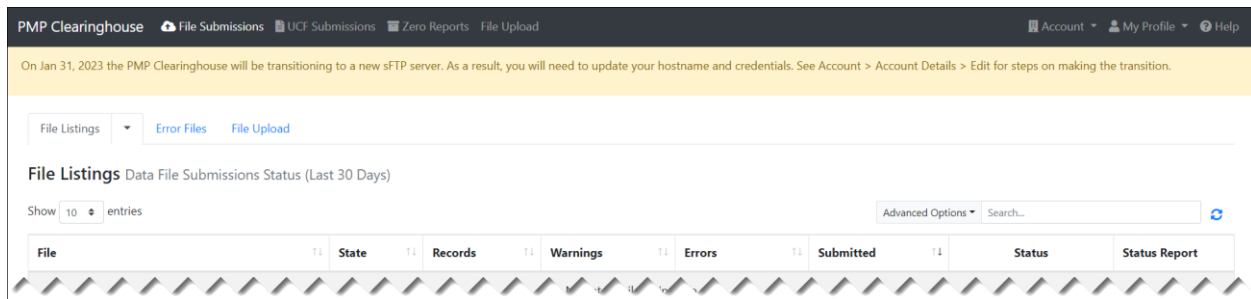
SFTP Server Transition Instructions

On January 31st, 2023, the PMP Clearinghouse will transition to a new sFTP server. This will require you to update the sFTP hostname you currently submit to, as well as creating new credentials (username and password). This document will aid you with the transition process. There are three primary steps that must be completed by you.

1. [Create new sFTP server credentials](#)
2. [Switch to new sFTP server](#)
3. [Update your pharmacy management software/SSH client](#)

NOTE: Steps 2 and 3 must be performed simultaneously, so that there is no interruption with your reporting compliance.

During the transition period, you will see a banner message within the PMP Clearinghouse application and on submission status reports. The message will direct you to complete the steps outlined in this document. The message will disappear after you make the transition to the new server.



Step 1 – Create New sFTP Credentials

In most cases, you will be prompted to perform this step at login once the transition period begins. A modal screen as below will be seen. Click *Continue*.

! SFTP transition

The PMP Clearinghouse will be transitioning to a new SFTP server. This transition will require you to update your current SFTP account credentials and hostname for your substance reports to be submitted.

[Continue](#)

The next screen will present you with the hostname (submissions.healthcarecoordination.net) along with text fields for you to enter your username and password. Write down the hostname, username, and password for use in Step 3.

NOTE: Creating the new account credentials will not affect your current submissions.

! SFTP transition

Create new SFTP account
Creating a new account will not affect your current SFTP submissions. The account details below will be used once you transition to the new SFTP server.

Account details

Hostname

SFTP Username

SFTP Password

SFTP Password Confirmation

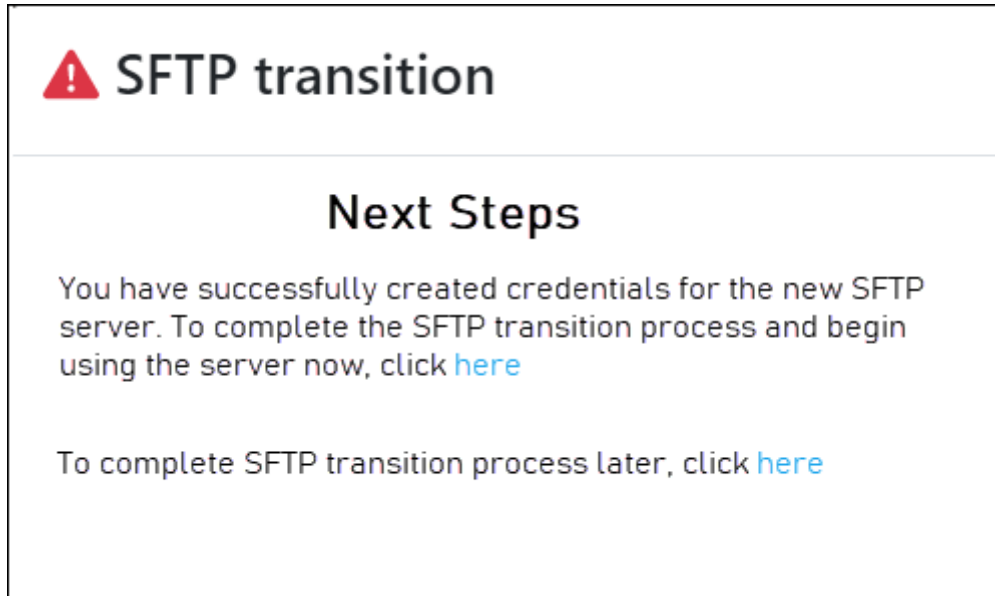
Password must include at least 8 characters, including 1 capital letter, 1 lowercase letter, and 1 special character (such as !,@,#,\$)

*Write down the hostname, username, and password for later use.

[Continue](#)

On the final modal screen:

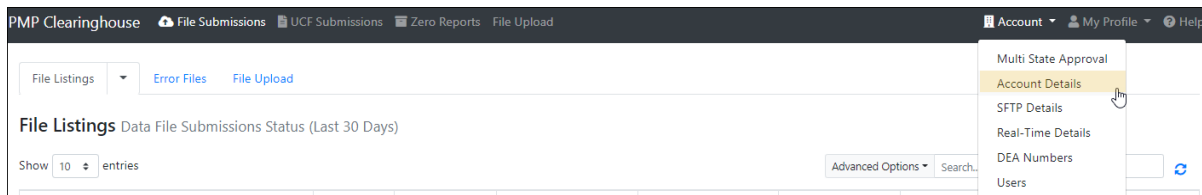
Read each option and take appropriate action. Completing the transition requires Step 2 and Step 3 to be completed.



Step 2 – Switch to new sFTP Server

NOTE: To begin using the new sFTP server you must complete Step 2 and Step 3 simultaneously. If you are not updating your pharmacy software/SSH Client at this time, please do not transition to the new sFTP server.

Navigate to **Account > Account Details > Edit > scroll to SFTP Account section**



From the Host Server drop-down select "New" then click, *Save Changes* the changes.

NOTE: If you've forgotten your new sFTP password, it can be updated at this time by clicking *Edit* under New SFTP Account Details. Once updated, proceed with setting Host Server.

SFTP Account

Follow the steps below to complete the SFTP transition process.

1. Select NEW in the Host Server drop down and click Save Changes
2. Add the new Hostname and credentials to your SSH Client/Pharmacy Software Management Software

Legacy SFTP Account Details

Hostname: sftp.pmpclearinghouse.net
Username: a502555555@preppmpsftp

[Edit Password](#)

New SFTP Account Details

Hostname: submissions.healthcarecoordination.net
Username: a502555555

[Edit Password](#)

Host Server

LEGACY - sftp.pmpclearinghouse.net
LEGACY
NEW - submissions.healthcarecoordination.net

[Save Changes](#) [Cancel](#)

After saving the form, verify that the host server says "New".

You must complete with Step 3 to complete transition process.

Step 3 – Update Your Pharmacy Management Software/SSH Client

A detailed process for updating your local software is outside the scope of this document. In general, the process involves updating your software with the new hostname, username, and password that this document assisted you with creating. For additional assistance with this step, please contact your software vendor. Be sure to have the following available to provide them:

Hostname: submissions.healthcarecoordination.net

Username: <YourUserName>

Password: <YourPassword>

Port: 22