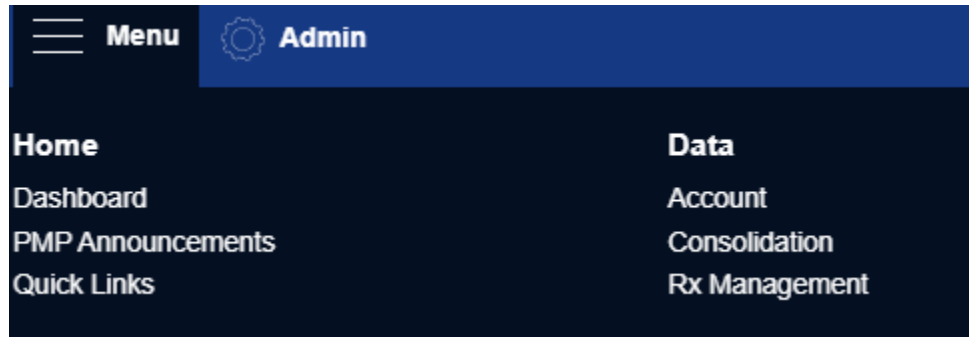


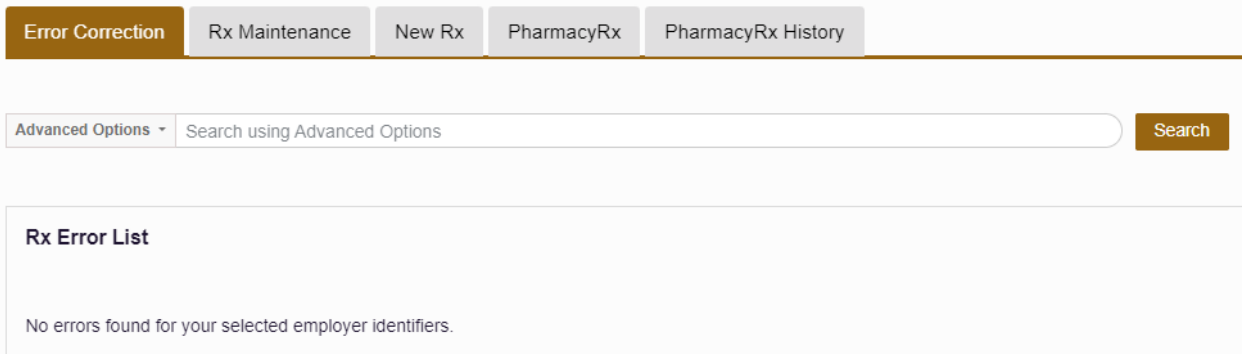
How to Correct K-TRACS Errors

Only a pharmacist that is designated as the PIC has access to correct errors. Follow these steps: Navigate to the K-TRACS portal at <https://kansas.pmpaware.net/login> and login to your account.

- 1.) To view errors, navigate to **Menu>Rx Management>Error Correction**.



Data > Rx Management > Error Correction



- 2.) Prescriptions that contain an error will be listed. Click on the prescription number to open each record.
 - a. Information is only allowed to be corrected in fields outlined in red. If you notice additional incorrect information in the prescription but it is not outlined in red, you will need to make the correction in your pharmacy dispensing system and work with your vendor or data submitter to ensure the corrected information is submitted to K-TRACS.

How to Correct K-TRACS Errors

Patient

Patient Type:
 Human Animal

First Name PAT08*

✘
First name value must be present.

Middle Name PAT09

Last Name PAT07*

✘
Last name value must be present.

DOB PAT18*

✘
Birthdate value must be between 11/14/1904 and 11/14/2022

Gender PAT19

Animal Name PAT23**

Address PAT12*

✘
Address one value must be present.

Address Line 2 PAT13

City PAT14*

✘
City value must be present.

State PAT15*

✘
State has invalid character
State value must be present.

Postal Code PAT16*

✘
Postal code value must be present.

- 3.) Enter the correct information, then scroll to the bottom of the page to submit. Once submitted, the prescription will no longer be accessible on the list of prescriptions with errors.