

# Data Submission Guide for Dispensers

Idaho Prescription Monitoring Program



April 2024 Version 4.2A



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# 1 Document Overview

This document serves as a training guide and support manual for dispensers of Schedule II through Schedule V controlled substances and opioid antagonists in or into Idaho who use Bamboo Health's PMP Clearinghouse repository to report their dispensations. It includes such topics as:

- Reporting requirements for dispensers in or into the State of Idaho
- Data file submission guidelines and methods
- Creating a PMP Clearinghouse account
- Creating a data file
- Uploading or reporting data
- Understanding and correcting errors

This guide is intended for use by all dispensers in or into the State of Idaho required to report the dispensing of controlled substances or opioid antagonists.

# 2 Data Collection and Tracking

#### 2.1 Data Collection Overview

This guide provides information regarding the Idaho Prescription Monitoring Program (PMP). The Idaho PMP is the Idaho Board of Pharmacy's solution for monitoring IDAPA 24.36.01.600, which states, "Specified data on controlled substances must be reported by end of the next business day by all drug outlets that dispense controlled substances in or into Idaho and prescribers that dispense controlled substances to humans. Data on controlled substance prescription drug samples does not need to be reported."

A pharmacy that knowingly submits false information or fails to submit the required controlled substance prescription information to the Idaho Board of Pharmacy as required under 24.36.01.600 and Idaho Code 37-2726 is subject to discipline by the Idaho Board of Pharmacy.

## 2.2 Reporting Requirements

- Dispensations for Schedules II, III, IV, and V controlled substances and opioid antagonists are required to be reported.
- Effective March 30, 2017, you must report your data by the end of the next business day.
- All data submissions must be submitted in the American Society for Automation in Pharmacy (ASAP) 4.2A format adopted by the Idaho Board of Pharmacy.

# 3 Data Submission

This chapter provides information and instructions for submitting data to the PMP Clearinghouse repository.

## 3.1 Timeline and Requirements

Pharmacies and software vendors can establish submission accounts upon receipt of this guide. See <u>Creating Your Account</u> for more information. You can begin submitting data to PMP Clearinghouse as soon as your account has been created.

# 3.2 Upload Specifications

- Files should be in the ASAP 4.2A format, as defined in <u>Appendix A: ASAP 4.2A Specifications</u>. Files for upload should be named in a unique fashion, with a prefix constructed from the date (YYYYMMDD) and a suffix of ".dat". An example file name would be "20220415.dat". All of your upload files will be kept separate from the files of others.
- Reports for multiple pharmacies can be in the same upload file in any order.
- Prescription information must be reported on the next business day.

# 4 Accessing Clearinghouse

This chapter describes how to create your PMP Clearinghouse account and how to log in to the PMP Clearinghouse web portal.

## 4.1 Creating Your Account

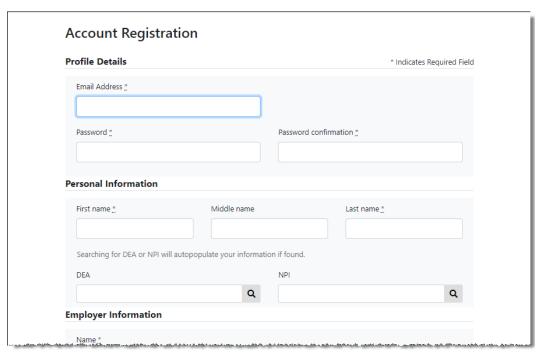
Prior to submitting data, you must create an account. If you are currently registered with the Bamboo Health PMP Clearinghouse system, you do not need to register for a new account—you will be able to add Idaho to your existing account for data submissions. If you have an existing PMP Clearinghouse account, please refer to Adding PMPs to Your Upload Account to add PMPs to your account.

#### Notes:

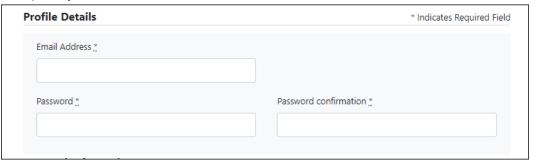
- Data from multiple pharmacies can be uploaded in the same file. For example, chain pharmacies may send in one file containing controlled substance dispensing information for all their pharmacies licensed in the State of Idaho. Therefore, chains with multiple stores need only to set up one account to upload a file.
- PMP Clearinghouse allows users to submit data through the web portal via manual entry (UCF) or upload of ASAP files. For users who prefer an encrypted transfer method, SFTP access is also available. You may set up your SFTP account during the account creation process.
- If you need to make changes to an existing PMP Clearinghouse upload account, please refer to <u>Managing Your Upload Account</u>.

Perform the following steps to create an account:

 Open an internet browser window and navigate to the PMP Clearinghouse Account Registration page located at <a href="https://pmpclearinghouse.net/registrations/new">https://pmpclearinghouse.net/registrations/new</a>.



2. Complete your Profile Details.



a. Enter your current, valid email address in the Email Address field.

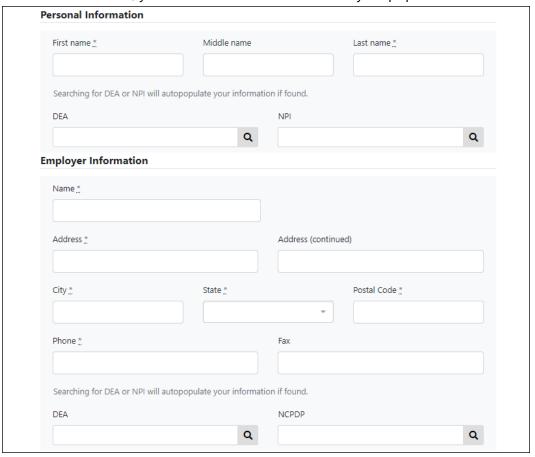
**Note:** The email address you provide here will act as your username when logging into the PMP Clearinghouse system.

b. Enter a password for your account in the **Password** field, then re-enter it in the **Password Confirmation** field. The password requirements are provided below.

#### Passwords must contain:

- At least eight (8) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.
- 3. Complete your Personal and Employer information, noting the following:
  - Required fields are marked with a red asterisk (\*).

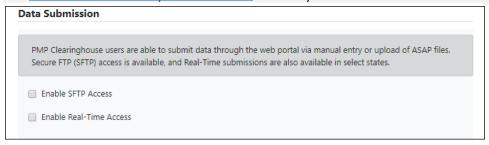
You may be able to auto-populate your Personal and/or Employer information by entering your (or your employer's) DEA, NPI, and/or NCPDP number, then clicking the search icon ( ). If the number you entered is found, your information will automatically be populated.



4. If secure file transfer protocol (SFTP) is required, complete the Data Submission section of the page.

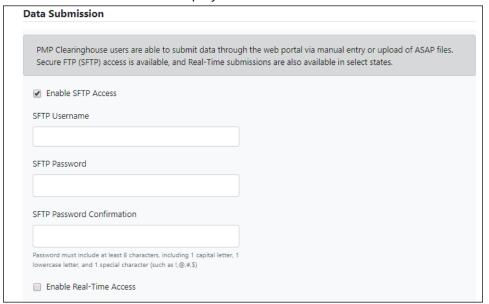
#### Notes:

- If SFTP access is not required, you do not need to complete the Data Submission section and you may continue to step 5.
- You may add SFTP access to an existing account. Please refer to <u>Adding</u> <u>SFTP Access to an Upload Account</u> for complete instructions.



a. Click to select the Enable SFTP Access checkbox.

The SFTP access fields are displayed.



- b. Your **SFTP Username** is automatically generated using the first five characters of your employer's name + your employer's phone number. For example, if you entered "Test" as your employer's name and "555-555-5555" as your employer's phone number, your SFTP username would be *test5555555555*.
- c. Enter a password for your SFTP account in the **SFTP Password** field, then re-enter it in the **SFTP Password Confirmation** field. The password requirements are provided below.

#### Passwords must contain:

- At least eight (8) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.

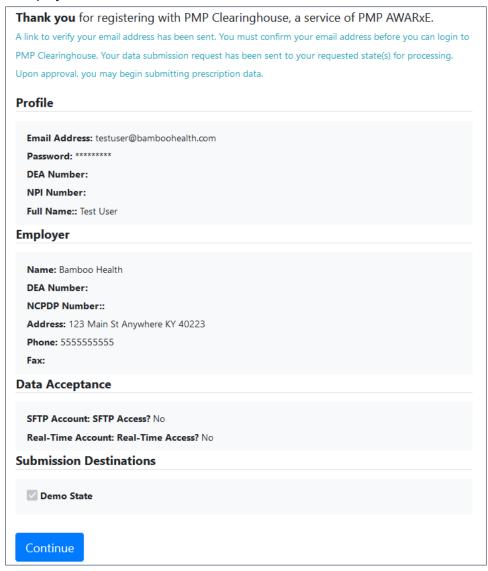
This password will be input into the pharmacy software so that submissions can be automated.

#### Notes:

- This password can be the same as the one previously entered under Profile.
- Unlike the Profile password (i.e., your user account password), the SFTP password does not expire.
- The URL to connect via SFTP is submissions.healthcarecoordination.net/.

- Additional details on SFTP configuration can be found in <u>Appendix C:</u> <u>SFTP Configuration</u>.
- 5. In the Submission Destinations section of the page, select the PMP(s) for which you will be submitting data.
- 6. Click Submit.

The request is submitted to the PMP administrator for each of the PMPs you selected for data submission, and the Registration Information Overview page is displayed.

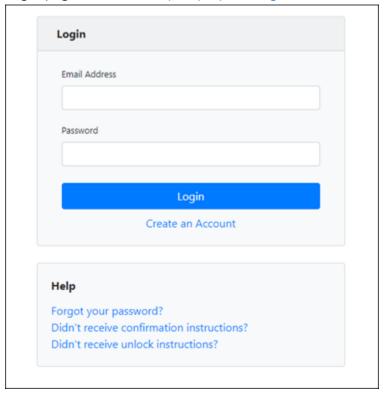


#### 7. Click Continue.

The PMP Clearinghouse Login page is displayed; however, you will not be able to log in until your account has been approved. Once the PMP administrator has approved your request, you will receive a welcome email instructing you to confirm your account. Follow the instructions in the email to confirm your account and begin submitting data to PMP AWARXE.

# 4.2 Logging In to PMP Clearinghouse

1. Open an internet browser window and navigate to the PMP Clearinghouse Login page located at <a href="https://pmpclearinghouse.net/users/sign\_in">https://pmpclearinghouse.net/users/sign\_in</a>.

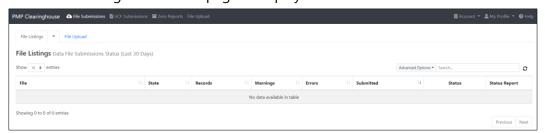


- 2. Enter the email address you used to create your account in the **Email Address** field.
- 3. Enter your password in the **Password** field.

**Note:** If you have forgotten your password, have completed your registration but did not receive the account confirmation email, or your account has been locked and you did not receive the email with instructions for unlocking your account, please refer to the links in the Help section of the page. For detailed instructions on resetting your password, refer to <u>Resetting Your Password</u>.

4. Click Login.

The PMP Clearinghouse home page is displayed.



# 5 Data Delivery Methods

This chapter provides information about data delivery methods you can use to upload your controlled substance reporting data file(s) to PMP Clearinghouse.

For quick reference, you may click the desired hyperlink in the following table to view the step-by-step instructions for your chosen data delivery method:

Delivery Method	Page
Secure FTP	10
Web Portal Upload	11
Manual Entry (UCF)	12
Zero Reports	15

#### 5.1 Secure FTP

If you are submitting data to PMP Clearinghouse using SFTP, you must configure individual subfolders for the PMP systems to which you are submitting data. These subfolders must be created in the *homedir/directory* folder, which is where you are directed once authenticated, and **should be named using the PMP abbreviation (e.g., DC, GU, ID, KS, MS, PR, etc.)**. Data files not submitted to a PMP subfolder will be required to have a manual PMP assignment made on the <u>File Listings</u> page. Please refer to <u>PMP Subfolders</u> for additional details on this process.

1. If you do not have a PMP Clearinghouse account, perform the steps in <a href="Creating Your Account">Creating Your Account</a>.

Or

- 2. If you have a PMP Clearinghouse account but have not enabled SFTP access, perform the steps in <u>Adding SFTP Access to an Upload Account</u>.
- 3. Prepare the data file(s) for submission, using the ASAP specifications described in <u>Appendix A: ASAP 4.2A Specifications</u>.
- 4. SFTP the file to <u>submissions.healthcarecoordination.net/</u>.
- 5. When prompted, enter the username and password you created when setting up the SFTP account.
- 6. Place the file in the appropriate PMP-abbreviated directory.
- 7. You can view the results of the transfer/upload on the Submissions page in PMP Clearinghouse.

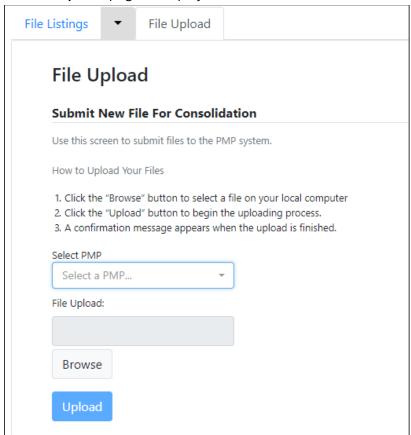
**Note:** If you place the data file in the root directory and not a PDMP sub-folder, a symbol with a mouse over hint of "Determine PMP" is displayed on the File Status page, and you will be prompted to select a destination PMP to which the data should be sent.

## 5.2 Web Portal Upload

- 1. If you do not have an account, perform the steps in Creating Your Account.
- 2. Prepare the data file(s) for submission, using the ASAP specifications described in Appendix A: ASAP 4.2A Specifications.
- 3. Log in to PMP Clearinghouse.
- 4. From the home page, click the File Upload tab.



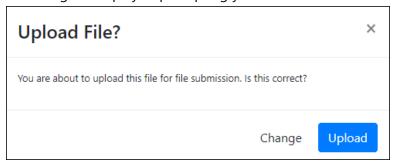
#### The File Upload page is displayed.



- 5. Select the PMP to which you are submitting the file from the drop-down list in the **Select a PMP** field.
- 6. Click the **Browse** button, located next to the **File Upload** field, and select the file you created in step 2.

#### 7. Click **Upload**.

A message is displayed prompting you to confirm the submission.



8. Click **Upload** to continue with the file submission.

Your file is uploaded, and you can view the results of the upload on the File Submissions page.

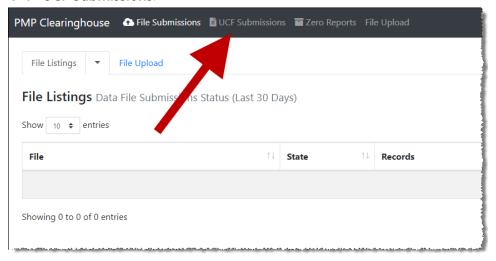
**Note:** When uploading a file, the file name must be unique. If the file name is not unique, a message is displayed indicating that the file name has already been taken.

# 5.3 Manual Entry (UCF)

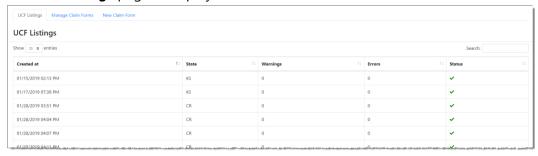
You can manually enter your prescription information into the PMP Clearinghouse system using the Universal Claim Form (UCF) within the PMP Clearinghouse web portal. This form allows you to enter patient, prescriber, dispenser, and prescription information.

Please refer to <u>Reporting Requirements</u> for the complete list of reporting requirements.

- 1. If you do not have an account, perform the steps in Creating Your Account.
- 2. Log in to PMP Clearinghouse.
- Click UCF Submissions.

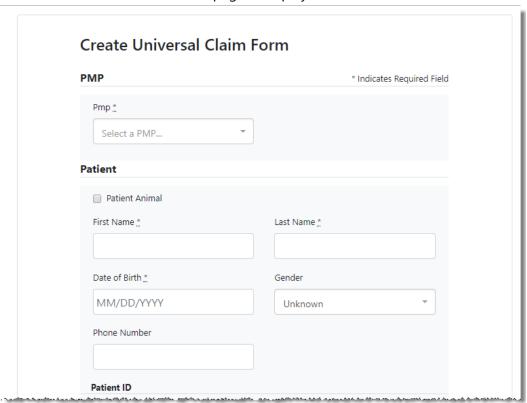


The **UCF Listings** page is displayed.



4. Click the New Claim Form tab, located at the top of the page.

The Create Universal Claim Form page is displayed.

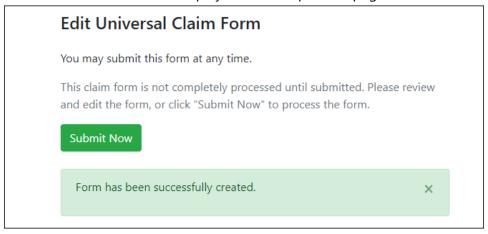


- 5. Select the state PMP to which you are submitting data from the drop-down list in the **Select a PMP** field.
- 6. Complete the required fields.

#### Notes:

- An asterisk (\*) indicates a required field.
- If you are entering a compound, click the Compound checkbox in the Drug Information section of the page, complete the required fields for the first drug ingredient, then click Add New to add additional drug ingredients.
- 7. Once you have completed all required fields, click Save.

The **Submit Now** button is displayed at the top of the page.

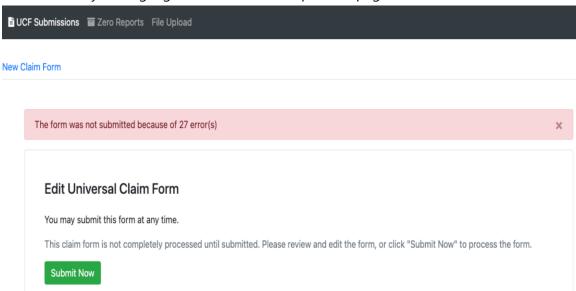


Click Submit Now to continue with the data submission process.
 A message is displayed prompting you to confirm the data submission.



9. Click OK.

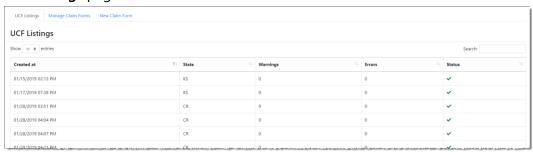
Your data will be validated upon submission. If there are any errors on the UCF form, they are highlighted in red at the top of the page.



**Note:** If there are no errors, you are returned to the **Submitted Claim Forms** page and your report is listed there.

10. Correct the indicated errors, then repeat steps 7–9.

11. Once your data has been successfully submitted, your report is listed on the **UCF Listings** page.



## 5.4 Zero Reports

If you have no dispensations to report for the preceding reporting period, you must report this information to the Idaho PMP.

You may submit your zero report through the PMP Clearinghouse web portal by following the steps below or via SFTP using the ASAP Standard for Zero Reports. For additional details on submitting via SFTP, please refer to <a href="Appendix B: ASAP">Appendix B: ASAP</a> <a href="Zero Report Specifications">Zero Report Specifications</a>.

You may submit zero reports through the PMP Clearinghouse web portal using one of the following methods:

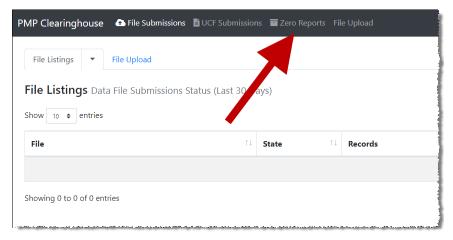
- Submit a single-click zero report
- Create a new zero report

### 5.4.1 Submit a Single-Click Zero Report

Single-click zero reporting allows you to create a profile for the pharmacy that includes its identifiers (e.g., DEA, NPI, NCPDP), so you do not have to enter it each time you submit a zero report.

To create a pharmacy profile and begin submitting single-click zero reports:

- 1. If you do not have an account, perform the steps in <u>Creating Your Account</u>.
- 2. <u>Log in to PMP Clearinghouse</u>.
- 3. Click Zero Reports.



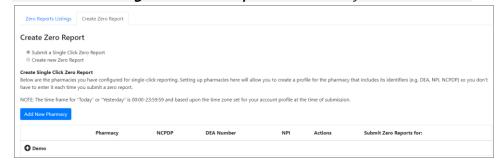
The Zero Report Listings page is displayed.



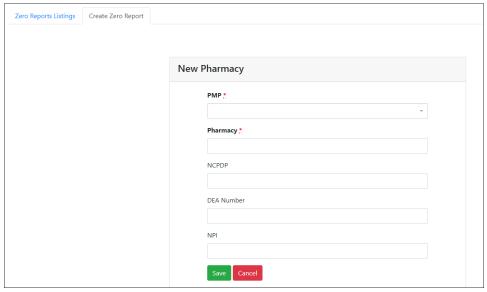
4. Click the Create Zero Report tab.

The Create Zero Report page is displayed.

#### Note: Submit a Single Click Zero Report is selected by default.



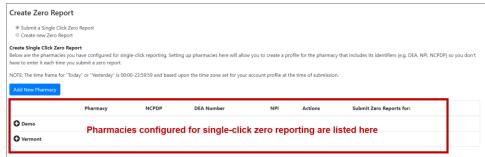
- Any pharmacies you have already configured for single-click zero reporting are displayed at the bottom of the page. Continue to step 10 to submit a zero report for those pharmacies.
- If you have not configured your pharmacy for single-click zero reporting, continue to <u>step 5</u>.
- 5. Click Add New Pharmacy.



#### The **New Pharmacy** page is displayed.

- 6. Select the PMP for which you are submitting a zero report from the drop-down list in the **PMP** field.
- 7. Enter the pharmacy's name in the **Pharmacy** field.
- 8. Populate the **NCPDP**, **DEA Number**, and/or **NPI** fields as required by the PMP you selected in step 6. If any of these fields are required, a red asterisk (\*) will be displayed next to that field once you have selected a PMP.
- 9. Click Save.

The pharmacy is saved and will be listed under the drop-down for the selected PMP, which is located at the bottom of the page.



10. Click the plus sign ("+") next to the PMP for which you wish to submit a zero report.

The list of pharmacies you have configured for single-click zero reporting for that PMP is displayed.

**Note**: This page allows you to submit a zero report for the current date (**Today**) or the previous day (**Yesterday**).



- 11. Click *Today* to submit a zero report for the current date; Or
- 12. Click *Yesterday* to submit a zero report for the previous date.

  Once the report is submitted, the submission is indicated on the screen, and the zero report is displayed on the **Zero Report Listings** tab.

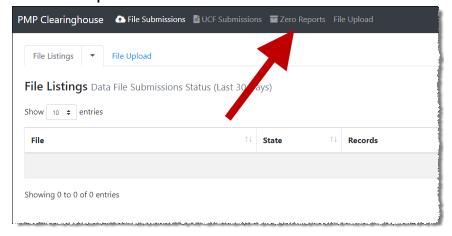


Note: You may edit or delete a pharmacy from this page.

- To edit a pharmacy, click **Edit** to display the Edit Pharmacy page and make any necessary changes. Refer to steps 6–9 for guidance on entering pharmacy information.
- To delete a pharmacy, click **Delete**. You will be prompted to confirm the deletion. Once you confirm the deletion, the pharmacy configuration will be removed.

## 5.4.2 Create a New Zero Report

- 1. If you do not have an account, perform the steps in <u>Creating Your</u> Account.
- 2. Log in to PMP Clearinghouse.
- 3. Click Zero Reports.



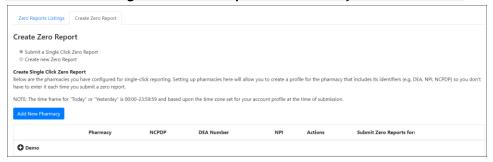
The **Zero Report Listings** page is displayed.



4. Click the Create Zero Report tab.

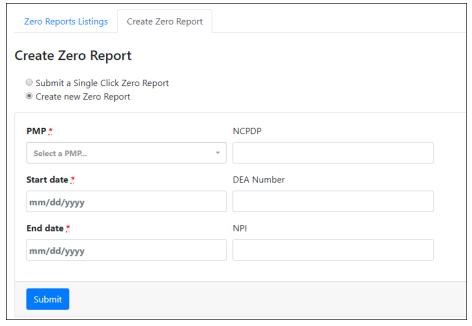
The Create Zero Report page is displayed.

Note: Submit a Single Click Zero Report is selected by default.

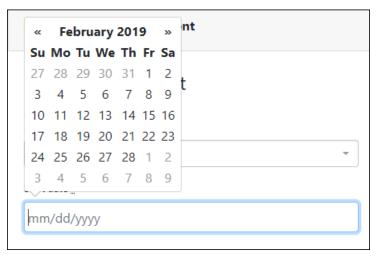


5. Click the button to select **Create new Zero Report**.

The Create Zero Report page is displayed.



- 6. Select the PMP for which you are submitting a zero report from the drop-down list in the **Select a PMP** field.
- 7. Enter the start date and end date for the zero report in the **Start date** and **End date** fields using the *MM/DD/YYYY* format. You may also select the dates from the calendar that is displayed when you click in these fields.



8. Enter your NCPDP, DEA, and/or NPI numbers, if required by your state's PMP.

**Note:** If any of these fields are required by your PMP, they will be marked with a red asterisk (\*).

9. Click **Submit**.

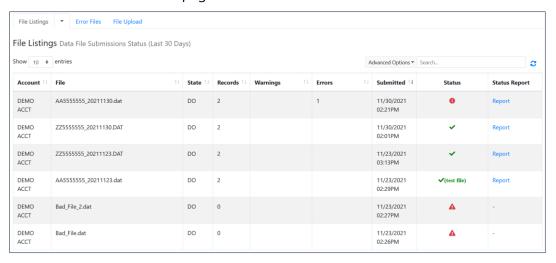
Your zero report is submitted to PMP Clearinghouse and will be displayed on the **Zero Report Listings** tab.

# 6 Data Compliance

This chapter describes how to view the status of your submitted data files and how to correct errors.

# 6.1 File Listings

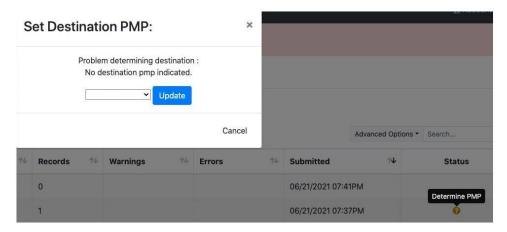
The File Listings page displays information extracted from the data files submitted to PMP Clearinghouse, including the file name, number of records identified within the data file, number of records that contain warnings, number of records that contain errors, and the date and time of submission. Click **File Submissions** to access this page.



- The **Status** column, located at the end of each row, displays the file status via color-coded icon. Hovering over the icon will display the status message.
- The Status Report column, located next to the Status column, contains a link to the status report for that file. Please refer to <u>File Status Report</u> for more information on how to read and interpret this report.

If a file contains errors, it will have a symbol with a mouse over hint of "Pending Dispensation Error" within the status column. You can click the error icon in the Status column to display the Error Correction page, which allows you to view the records containing errors (see View Records for more information). Please refer to Error Correction for instructions on how to correct errors.

If you submitted a file via SFTP without using a PMP-specific sub-folder, the file will be displayed, and symbol will be displayed in the status column with a mouse over hint of "Determine PMP." Clicking the icon will prompt you to select a destination PMP to which the data file will be transferred.

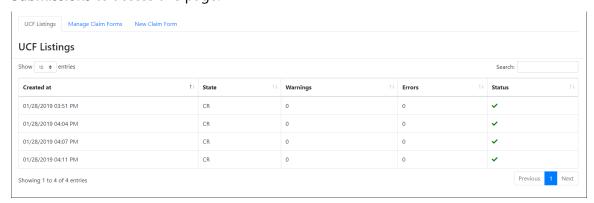


If you submitted a zero report via file upload or SFTP that is malformed or missing information, the file will be displayed, and an exclamation mark icon inside a red triangle will be displayed in the status column. Hovering over the icon will display the "Invalid Zero Report" error. Clicking on the icon will display the detailed error message. To correct these errors, a new zero report must be submitted. Error example:



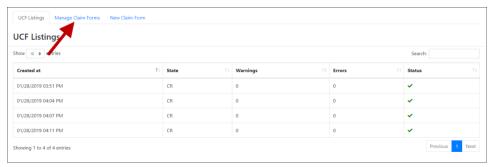
# 6.2 UCF Listings

The UCF Listings page displays information about the UCFs submitted to PMP Clearinghouse, including the number of warnings and errors. Click **UCF Submissions** to access this page.



The **Status** column, located at the end of each row, displays the UCF's status. Data entered into the UCF is validated upon submission; therefore, successfully submitted UCFs should not contain errors. However, if you have attempted to submit a UCF with errors and did not immediately correct those errors and submit the record, you have up to one (1) year to make updates to these records in Clearinghouse.

1. To view pending or incomplete submissions, click the **Manage Claim Forms** tab.



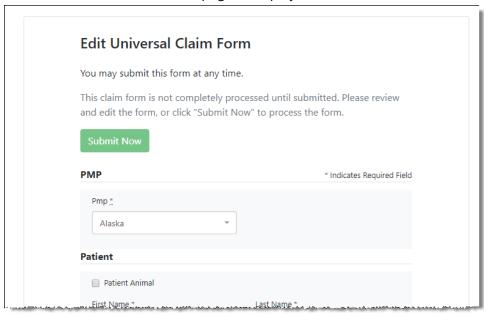
The **Pending Claim Forms** page is displayed.



2. Click **Edit** next to the form you wish to update.

**Note:** If it has been longer than 1 year, the **Edit** option will not be available. You must click **Delete** to delete the record and start over.

The Edit Universal Claim Form page is displayed.



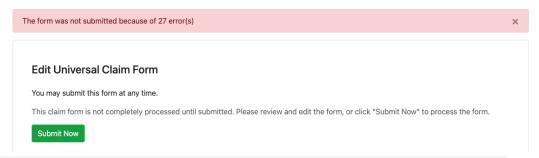
3. Make the necessary corrections or changes, and then click **Submit Now**, located at the top of the page.

A message is displayed prompting you to confirm the data submission.



#### 4. Click OK.

Your data will be validated upon submission. If there are any remaining errors on the UCF form, they are highlighted in red at the top of the page.



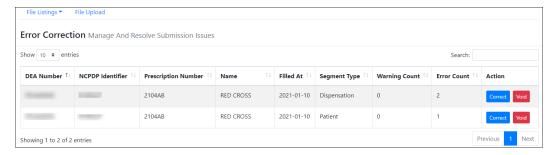
**Note:** If there are no errors, you are returned to the UCF Listings page and your report is listed there.

- 5. Correct the indicated errors, then repeat steps 3-4.
- 6. Once your data has been successfully submitted, your report is listed on the **UCF Listings** page.

## 6.3 Error Correction Page

#### 6.3.1 View Records with Errors

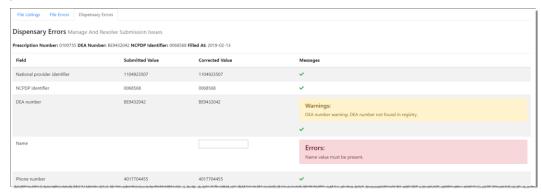
The Error Correction page displays more information about the records within a selected data file that need correcting, including **Prescription Number**, **Segment Type**, **Warning Count**, and **Error Count**. To access this page, click the "**Pending Dispensation Error**" message in the **Status** column of the File Listings page.



The **Correct** button, located at the end of each row, allows you to make corrections to the record.

#### 6.3.2 Error Correction via PMP Clearinghouse

Once you click **Correct** on the **Error Correction** page, the **Errors** page is displayed. This page displays detailed information about the records within a selected data file that need correcting, including all the fields contained within the record and the originally submitted value, and allows you to correct those records.



- The Corrected Value column allows you to enter a new value to correct the error.
- The **Message** column displays the relevant error message explaining why the value entered in that field did not pass the validation rules.

For files that failed to parse, the error identified is "best effort" and any information we could not parse is listed as "unparseable" in the file. In this case, you must submit a corrected file.

#### To correct records:

- 1. Identify the fields that require corrections. Fields containing errors are highlighted in red, as shown in the screenshot above.
- 2. Enter the corrected value in the Corrected Value column.
- 3. Click Submit.

The error is processed through the validation rules.

- a. If the changes pass the validation rules, the record is valid, and a message is displayed indicating that the errors have been corrected. The <u>File Listings</u> and <u>Error Correction</u> pages are also updated.
- b. If the changes fail the validation rules, a message is displayed indicating that there was a problem correcting the errors, and the Message column is updated with any new error message. Repeat steps 2–3 until the errors have been corrected and the file can be successfully submitted.

#### 6.3.3 Error Correction via File Submission

The ASAP 4.2A standard requires a pharmacy to select an indicator in the **DSP01** (Reporting Status) field. These indicators allow you to submit new records, revise and resubmit records, and void (delete) erroneous records. These actions are indicated by supplying one of the following values in the **DSP01** field:

- 00 New Record indicates a new record
- **01 Revise** indicates that one or more data elements in a previously-submitted record have been revised
- 02 Void indicates that the original record should be removed

#### To revise a record:

- 1. Create a record with the value *01* in the **DSP01** field.
- 2. Populate the following fields with the same information originally submitted in the erroneous record:
  - Dispensary identifier (e.g., DEA number)
  - Prescription number (DSP02)
  - Date filled (DSP05)
  - Refill number (DSP06)
  - Quantity (DSP09)

**Note:** If you need to revise any of the fields listed above, you must delete the original record and submit a new one with the correct information. Otherwise, a duplicate record will be created.

- 3. Fill in all other data fields with the correct information. This information will override the original data linked to the fields referenced in step 2.
- 4. Submit the record.

# 7 Email Reports

Email status reports are automatically sent to all users associated with a specific data submitter account. These reports are used to identify errors in files that have been submitted and to confirm zero report submissions. This chapter describes the status reports you may receive via email.

## 7.1 File Failed Report

You will receive the *File Failed Report* if a submitted file was not able to be parsed and was not processed into PMP Clearinghouse. The report contains a description of the error encountered within the file. In the event of a failed file, a new file should be submitted with the necessary corrections.

**Note:** Failed files are not parsed into Clearinghouse and do not require a voided ASAP file to remove it from the system.

An example File Failed Report is provided below.

SUBJ: Idaho ASAP file: fake-test3.txt - Parse Failure

BODY:

Error Message

-----

Failed to decode the value '04' for the bean id 'transactionControlType'.

#### Summary:

- \* File Name: fake-test3.txt
- \* ASAP Version: 4.2A
- \* Transaction Control Number: unparseable
- \* Transaction Control Type: unparseable
- \* Date of Submission: January 30, 2022

NOTE: This file could not be received into the system because the system could not recognize its content as a valid ASAP format. Action is required to resolve the issues and a subsequent file should be submitted. As such the information provided in this report is "best effort" and any information we could not parse is listed as "unparseable" in the fields above.

# 7.2 File Status Report

The *File Status Report* serves as notification that a data file is currently being parsed by the PMP system.

This report identifies specific records in the submitted data file and returns identifying information about the record, including specific errors identified

during the validation process. It uses fixed-width columns and contains a summary section after the error listings. Each column contains a blank two-digit pad at the end of the data.

The columns are set to the following lengths:

Column	Length
DEA	11 (9 + pad)
NCPDP	9 (7 + pad)
NPI	12 (10 + pad)
Prescription	27 (25 + pad)
Filled	10 (8 + pad)
Segment	18 (16 + pad)
Field	18 (16 + pad)
Туре	9 (7 + pad)
Message	Arbitrary

The File Status Report notifies you of the following scenarios:

- Total records: The total number of records contained in the submitted data file.
- **Duplicate records**: The number of records that were identified as already existing within the PMP system. Duplicate records are not imported to prevent improper patient information.
- **Records in process**: The number of records remaining to be processed into the system (usually only displays a number if the file has not finished loading at the time the report is sent out).

**Note:** Records remaining to be processed will continue to be processed even after the status report is sent.

- Records with errors: The number of records that contain errors. These errors
  must be corrected for the record to be imported into the system. If a zero (0)
  is displayed, there are no errors in the data. Please refer to <a href="Error Correction">Error Correction</a>
  for instructions on correcting errors.
- Records with warnings: The number of records that contain warnings. These warnings do not need to be corrected for the record to be imported into the system. If a zero (0) is displayed, there are no warnings in the data.
- Records imported with warnings: The number of records with warnings that
  were imported. If a record contains both warnings and errors, the errors must
  be corrected to be submitted to the system. Please refer to <a href="Error Correction">Error Correction</a>
  for instructions on correcting errors.
- **Records imported without warnings**: The number of records without warnings that were imported.

**Note:** The initial File Status Report is sent out two (2) hours after the file has been submitted to the system. Additional reports will be sent out every 24 hours if errors continue to be identified within a submitted data file.

An example File Status Report is provided on the following page.

\* Records Imported with Warning Count: ###

SUBJ: Idaho ASAP file: fake-test3.txt - Status Report								
BODY: DEA	NCPDP	NPI	Prescription	Filled	Segment	Field	Туре	Message
			123486379596-0 357199504833-345		Dispensation Dispensation	refill_number days_supply	WARNING ERROR	message example message example
* Transactio	sion: 4.2A on Control on Control ubmission: ord Count: Records: # Count: ##	Number: 234 Type: send January 30, 2 ### ### Edunt: ###						

# 7.3 Zero Report Confirmation

You will receive a *Zero Report Confirmation* after successfully submitting a zero report to PMP Clearinghouse. This report displays the PMP to which the zero report was submitted, date range for the zero report, date the zero report was submitted to PMP Clearinghouse, and date the report was originally created.

An example Zero Report Confirmation is provided below.

SUBJ: ASAP Zero Report: zero\_reports\_20220306KSMCPS.DAT

BODY: Summary:

\* File Name: zero\_reports\_20130306KSMCPS.DAT

\* PMP Name: Idaho

\* Date Range: 2022-03-06 - 2022-03-06

\* Submission Date: 2022-03-07 \* ASAP Creation Date: 2022-03-07

# 8 Managing Your Upload Account

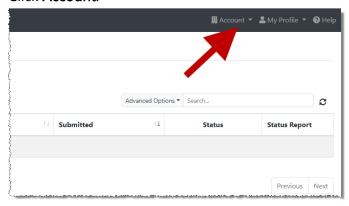
The **Account** menu option allows you to manage the information associated with your organization's upload account, including adding users, PMPs, and SFTP access to your account as well as editing your organization's account information.

**Note:** This chapter contains information for managing the upload account with which your user account is associated. For information about editing and managing your individual user account, including how to change your password, please refer to <u>Managing Your User Profile</u>.

## 8.1 Adding Users to Your Upload Account

PMP Clearinghouse allows data submitters to add new users to the system who have the same rights and access to submitting data and viewing file status. This practice allows you to create an account to be used for a backup individual.

- 1. Log in to PMP Clearinghouse.
- 2. Click Account.



3. Select **Users** from the **Account** drop-down menu.

The Account Users page is displayed.



4. Click **New User**, located in the top right corner of the page.

# New Data Submitter User MANAGE DATA SUBMITTER USERS Account Information \* Email \* First name \* Last name Submit Cancel

The **New Data Submitter User** page is displayed.

5. Enter the new data submitter's email address, first name, and last name in the appropriate fields.

Note: All fields are required.

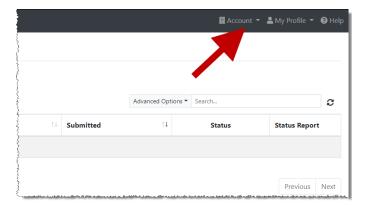
6. Click Submit.

The user is added to the list of data submitters for your organization, and you are returned to the **Account Users** page.

- 7. Please inform the new user of the account creation.
  - a. The user will receive an email with a link for them to confirm their account.
  - b. Once the account has been confirmed, the user will need to navigate to the PMP Clearinghouse Login page and click *Forgot your password?* to create a password for their account and log in.
  - c. Upon logging in, the user will be able to view all files submitted for your organization's upload account.

### 8.1.1 Changing Another User's Password

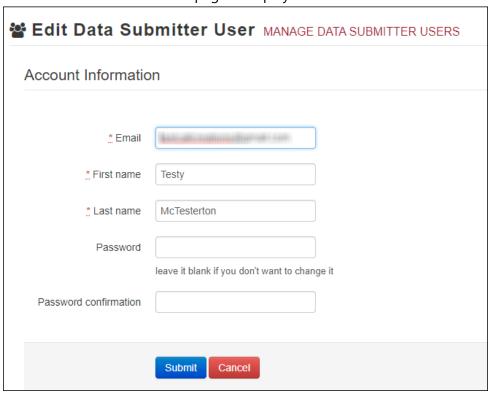
- 1. Log in to PMP Clearinghouse.
- 2. Click Account.



3. Select **Users** from the **Account** drop-down menu. The **Account Users** page is displayed.



4. Click the *Edit* button, located to the right of the user's information. The **Edit Data Submitter User** page is displayed.



5. Enter a new password for the user in the **Password** field, then re-enter it in the **Password confirmation** field. The password requirements are provided below.

#### Passwords must contain:

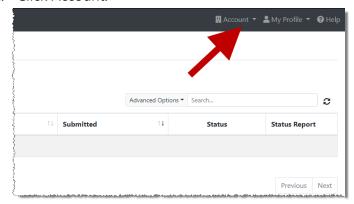
- At least eight (8) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.
- 6. Click Submit.

The password is changed.

# 8.2 Adding PMPs to Your Upload Account

If your organization needs to submit data files to an additional PMP that uses PMP AWARXE, you can submit the request through PMP Clearinghouse.

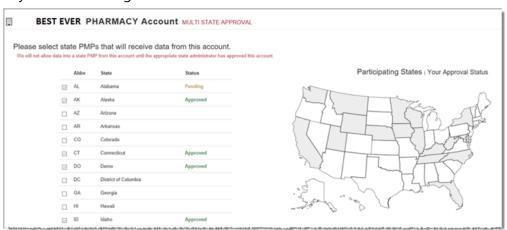
- 1. Log in to PMP Clearinghouse.
- 2. Click Account.



3. Select Multi State Approval from the Account drop-down menu.

The Multi State Approval page is displayed.

This page displays all PMPs currently using the PMP AWARxE system as well as your data sharing status with each PMP.



4. To request to submit data to another PMP, click to select the checkbox next to that PMP.

PMP Clearinghouse automatically saves your changes, and your request is submitted to the PMP administrator for review and approval. Once the request has been approved, the status for that PMP will change from "Pending" to "Approved," and you may begin submitting data to that PMP.

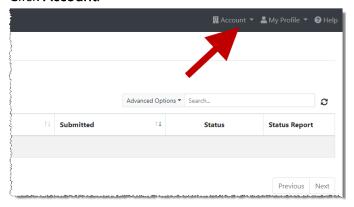
#### Notes:

- If you are submitting data via SFTP, the file must be located in the proper subfolder to ensure delivery to the desired PMP.
- To cancel data submission to a PMP, uncheck the box for that PMP. Note that if you need to submit data to that PMP again in the future, you will have to go through the approval process again.

## 8.3 Adding SFTP Access to an Upload Account

If a registered upload account did not request an SFTP account during the account creation process, you can request one at any time using the **Account** menu option.

- 1. Log in to PMP Clearinghouse.
- Click Account.



3. Select SFTP Details.

The **SFTP Account** page is displayed.



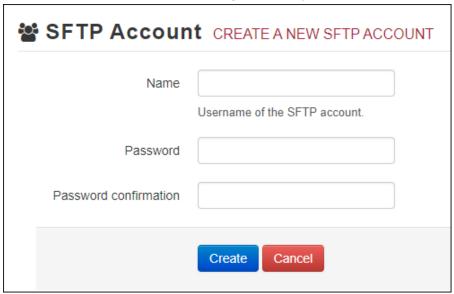
**Note:** If an SFTP account already exists for the upload account, the username is displayed on the **SFTP Account** page.



You cannot change the SFTP account username; however, you can update the password by clicking **Edit**.

4. Click Create.

The Create a New SFTP Account page is displayed.



5. Enter a username for the account in the **Name** field.

#### Notes:

- The username must contain a minimum of eight (8) characters.
- Once the SFTP account has been created, you cannot change the username.
- 6. Enter a password for the account in the **Password** field, then re-enter it in the **Password confirmation** field. The password requirements are provided below.

Passwords must contain:

- At least eight (8) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.

Once the account has been successfully created, this password will be input into the pharmacy software so that submissions can be automated.

#### Notes:

- This password can be the same as the one used when the upload account was created.
- Unlike your Profile password (i.e., your user account password), the SFTP password does not expire.
- The URL to connect via SFTP is <u>submissions.healthcarecoordination.net/</u>.
- Additional details on SFTP configuration can be found in <u>Appendix C:</u> <u>SFTP Configuration</u>.

#### 7. Click Create.

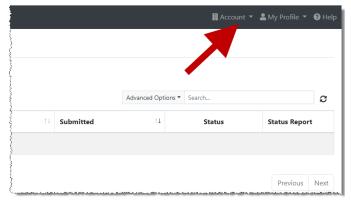
The account is created, and the username is displayed.



# 8.4 Editing Your Upload Account

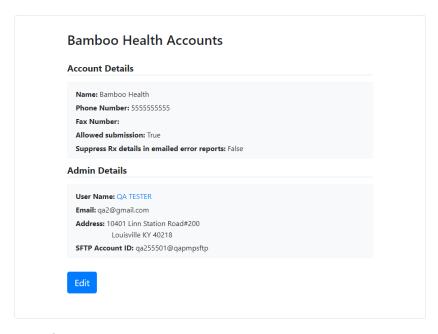
**Note:** This function only allows you to edit your organization's upload account. If you need to edit your individual profile information, please refer to <u>Editing Your</u> Profile.

- 1. Log in to PMP Clearinghouse.
- 2. Click Account.



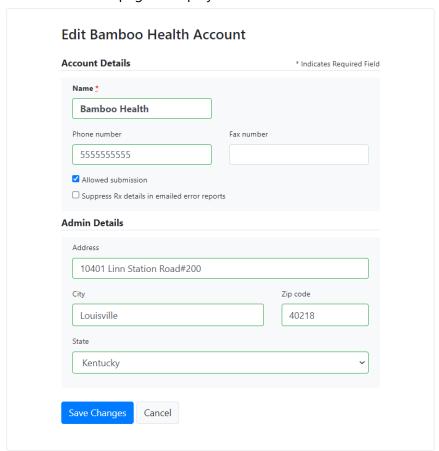
3. Select Account Details.

The **Account** page is displayed as shown on the following page.



4. Click **Edit**.

The **Edit Account** page is displayed.



5. Update the information as necessary, then click *Submit*. The account information is updated.

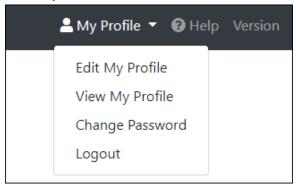
# 9 Managing Your Password

This chapter describes how to manage your password.

# 9.1 Changing Your Password

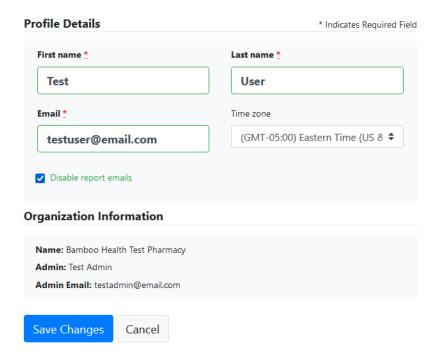
**Note:** Clearinghouse passwords expire every 90 days. You can use this function to proactively change your password before it expires. If your password has already expired, or you have forgotten your password, navigate to the PMP Clearinghouse Login page and click **Forgot your password?** to reset it. Please refer to <u>Resetting Your Password</u> for more information.

- 1. Log in to PMP Clearinghouse.
- 1. Click My Profile.



2. Select Change Password.

**Edit Profile** 



- 3. Enter your current password in the **Current Password** field.
- 4. Enter your new password in the **Password** field, then re-enter it in the **Password confirmation** field. The password requirements are provided below.

Passwords must contain:

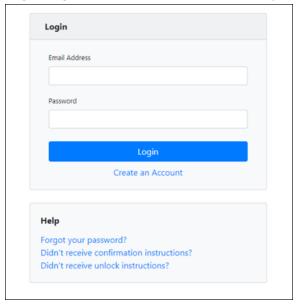
- At least eight (8) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.
- 5. Click **Update**.

Your password is updated, and you will use it the next time you log in to PMP Clearinghouse.

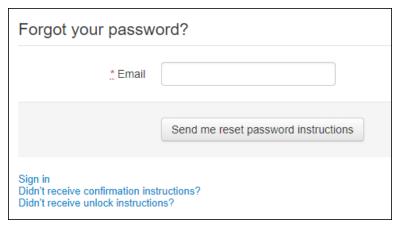
## 9.2 Resetting Your Password

If you have forgotten your password or your password has expired, perform the following steps to reset it.

1. Open an internet browser window and navigate to the PMP Clearinghouse Login page located at <a href="https://pmpclearinghouse.net/users/sign">https://pmpclearinghouse.net/users/sign</a> in.

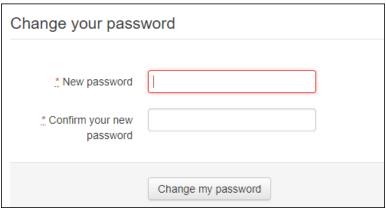


2. Click the **Forgot your password?** link, located in the Help section of the page. The **Forgot your password** page is displayed.



- 3. Enter the email address associated with your user account, then click **Send me** reset password instructions.
- 4. Once you receive the reset password email, click the **Change my password** link within the email.

The Change your password page is displayed.



5. Enter your new password in the **New password** field, then re-enter it in the **Confirm your new password** field. The password requirements are provided below.

Passwords must contain:

- At least eight (8) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.
- 6. Click Change my password.

Your password has changed, and you can now use it to log in to PMP Clearinghouse.

# 10 Assistance and Support

## 10.1 Technical Assistance

If you need additional help with any of the procedures outlined in this guide, you can:

- Contact Bamboo Health at 1-855-543-4767 (1-855-5ID-4PMP);
   OR
- Create a support request at the following URL: <a href="https://pmpclearinghouse.zendesk.com/hc/en-us/">https://pmpclearinghouse.zendesk.com/hc/en-us/</a>
- Technical assistance is available 24 hours per day, 7 days per week, 365 days per year.

### 10.2 Administrative Assistance

If you have non-technical questions regarding the Idaho PMP, please contact:

Idaho Prescription Monitoring Program 11341 W. Chinden Blvd. Bldg #4 Boise, ID 83714

Phone: 208-605-4703

Email: pdmp@dopl.idaho.gov

# 11 Document Information

## 11.1 Disclaimer

Bamboo Health has made every effort to ensure the accuracy of the information in this document at the time of printing. However, information is subject to change.

# 11.2 Change Log

Version	Date	Chapter/Section	Change Made
1.0		N/A	Initial publication
2.0	10/28/2019	Global	Updated to current document template
			Updated screenshots to reflect updated user interface (note that this is only a cosmetic change; no functionality changes are included)
		2.2/Reporting Requirements	Added naloxone reporting requirement
		6.2/UCF Listings	Added clarification on correcting UCF errors
2.1	02/10/2020	5.4/Zero Reports	Separated into two sections (Submit a Single-Click Zero Report and Create a New Zero Report) to reflect the addition of the single-click zero report submission functionality
		5.4.1/Submit a Single-Click Zero Report	Added new section with instructions for submitting a single-click zero report
2.2	10/7/2021	Appendix A/ASAP 4.1 Specifications	Update DSP17 to Required
3.0	07/20/2022	Global	Updated guide to reflect Bamboo Health branding
		10.2/Assistance and Support	Updated state contact info
3.1	5/24/23	10.2/Assistance and Support	Update for number for state contact

4.0	04/17/2024	Global	Updated guide from ASAP 4.1 reporting requirements to ASAP 4.2A Reporting Requirements
		Global	Updated SFTP host information throughout the document
		6.2/UCF Listings	Updated timeframe to be able to revise a UCF record from 30 days as 1 year
		10.2/Assistance and Support	Updated email address and address for state contact per state's request
		General	Changed references of naloxone to opioid antagonists per state's request
		2.1/Data Collection Overview	Updated state statute #'s per state's request

# Appendix A: ASAP 4.2A Specifications

The information on the following pages contains the definitions for the specific contents required of uploaded records in the American Society for Automation in Pharmacy (ASAP) format to comply with the Idaho PMP requirements. The definitions contain a mix of fields required by ASAP and additional requirements established by the Idaho PMP.

The following elements are used in each upload file:

- Segment Identifier indicates the beginning of a new segment, for example, PHA.
- **Data Delimiter** character used to separate segments and the data elements within a segment, for example, an asterisk (\*).
  - Each completed field should be followed by an asterisk, and each blank field should contain a single asterisk.
  - If the last field in the segment is blank, it should contain an asterisk and a tilde (~).
- **Segment Terminator** character used to mark the end of a segment, for example, the tilde (~).

**Note**: Field TH09 in the Transaction Header segment contains a built-in segment terminator. Since TH09 also signifies the end of the segment, it should contain two tildes (~~).

#### Requirement

- R = Required by Idaho
- N = Not required
- S = Situational

**Note**: For more information, contact the American Society for Automation in Pharmacy for the full Implementation Guide for the ASAP Standard for Prescription-Monitoring Programs. That guide includes field lengths, acceptable attributes, and examples.

Segment	Element ID	Element Name	Requirement
Jsed to ind	ction Header (I licate the start and control n	of a transaction. It also assigns the data element separator, s	egment
·	TH01	Version/Release Number Code uniquely identifying the transaction. Format = x.xx	R
	TH02	Transaction Control Number Sender assigned code uniquely identifying a transaction.	R
	TH03	<ul> <li>Transaction Type</li> <li>Identifies the purpose of initiating the transaction.</li> <li>01 Send/Request Transaction</li> <li>02 Acknowledgement (used in Response only)</li> <li>03 Error Receiving (used in Response only)</li> <li>04 Void (used to void a specific Rx in a real-time transmission or an entire batch that has been transmitted)</li> </ul>	N
	TH04	Response ID  Contains the Transaction Control Number of a transaction that initiated the transaction. Required in response transaction only.	N
	TH05	Creation Date  Date the transaction was created.  Format: CCYYMMDD.	R
	TH06	Creation Time Time the transaction was created. Format: HHMMSS or HHMM.	R
	TH07	File Type  P = Production T = Test	R
	TH08	Routing Number  Reserved for real-time transmissions that go through a network switch to indicate, if necessary, the specific PMP the transaction should be routed to.	N
	TH09	Segment Terminator Character This terminates the TH segment and sets the actual value	R

Segment	Element ID	Element Name	Requirement
	IS01	Unique Information Source ID	N
		Reference number or identification number.	
		(Example: phone number)	
	IS02	Information Source Entity Name	N
		Entity name of the Information Source.	
	IS03	Message	N
		Free-form text message.	

#### PHA: Pharmacy Header (required)

Used to identify the pharmacy.

**Note:** It is required that information be provided in at least one of the following fields: PHA01, PHA02, or PHA03.

31 1 1 17 (0 3 :		
PHA01	National Provider Identifier (NPI)	N
	Identifier assigned to the pharmacy by CMS.	
PHA02	NCPDP/NABP Provider ID	N
	Identifier assigned to pharmacy by the National Council for Prescription Drug Programs.	
PHA03	DEA Number	R
	Identifier assigned to the pharmacy by the Drug Enforcement Administration.	
PHA04	Pharmacy Name	R
	Free-form name of the pharmacy.	
PHA05	Address Information – 1	N
	Free-form text for address information.	
PHA06	Address Information – 2	N
	Free-form text for address information.	
PHA07	City Address	N
	Free-form text for city name.	
PHA08	State Address	N
	U.S. Postal Service state or other regional jurisdiction	
	code.	
PHA09	ZIP Code Address	N
	U.S. Postal Service ZIP Code.	
PHA10	Phone Number	N
	Complete phone number including area code.	
	Do not include hyphens.	
PHA11	Contact Name	N
	Free-form name.	

Segment	Element ID	Element Name	Requirement
	PHA12	Chain Site ID  Store number assigned by the chain to the pharmacy location. Used when the PMP needs to identify the specific pharmacy from which information is required.	N
	PHA13	Pharmacy's Permit Number/License Number Helps identify the sending pharmacy.	R
	t Information ( ort the patient	required) t's name and basic information as contained in the pharmacy	record.
	PAT01	ID Qualifier of Patient Identifier Code identifying the jurisdiction that issues the ID in PAT03.	N
	PAT02	ID Qualifier Code to identify the type of ID in PAT03. If PAT02 is used, PAT03 is required.  • 01 Military ID  • 02 State Issued ID  • 03 Unique System ID  • 05 Passport ID  • 06 Driver's License ID  • 07 Social Security Number  • 08 Tribal ID  • 99 Other (agreed upon ID)	R (must be included if ID of Patient used)
	PAT03	ID of Patient Identification number for the patient as indicated in PAT02. An example would be the driver's license number.	R (if available)
	PAT04	ID Qualifier of Additional Patient Identifier Code identifying the jurisdiction that issues the ID in PAT06. Used if the PMP requires such identification.	N

Segment	Element ID	Element Name	Requirement
	PAT05	Additional Patient ID Qualifier  Code to identify the type of ID in PAT06 if the PMP requires a second identifier. If PAT05 is used, PAT06 is required.  • 01 Military ID  • 02 State Issued ID  • 03 Unique System ID  • 05 Passport ID  • 06 Driver's License ID  • 07 Social Security Number  • 08 Tribal ID  • 99 Other (agreed upon ID)	N
	PAT06	Additional ID  Identification that might be required by the PMP to further identify the individual. An example might be that in PAT03 driver's license is required and in PAT06 Social Security number is also required.	N
	PAT07	Last Name Patient's last name.	R
	PAT08	First Name Patient's first name.	R
	PAT09	Middle Name Patient's middle name or initial if available.	R (if available)
	PAT10	Name Prefix Patient's name prefix such as Mr. or Dr.	N
	PAT11	Name Suffix Patient's name suffix such as <i>Jr.</i> or <i>the III</i> .	N
	PAT12	Address Information – 1 Free-form text for street address information.	R
	PAT13	Address Information – 2 Free-form text for additional address information.	N
	PAT14	City Address Free-form text for city name.	R
	PAT15	State Address U.S. Postal Service state or other regional jurisdiction code.	R

Segment	Element ID	Element Name	Requirement
	PAT16	ZIP Code Address	R
		U.S. Postal Service ZIP code.	
		Populate with zeros if patient address is outside the U.S.	
	PAT17	Phone Number	R
		Complete phone number including area code.	
		Do not include hyphens.	
	PAT18	Date of Birth	R
		Date patient was born.	
		Format: CCYYMMDD	
	PAT19	Gender Code	R
		Code indicating the sex of the patient.	
		F Female	
		M Male	
		U Unknown	
	PAT20	Species Code	R
		Used if required by the PMP to differentiate a	(if available)
		prescription for an individual from one prescribed for an	
		animal.	
		• 01 Human	
		02 Veterinary Patient	
	PAT21	Patient Location Code	N
		Code indicating where patient is located when receiving	
		pharmacy services.	
		• 01 Home	
		02 Intermediary Care	
		03 Nursing Home	
		04 Long-Term/Extended Care     05 B    144	
		05 Rest Home     C Resulting House	
		06 Boarding Home     07 Skilled Core Facility	
		07 Skilled-Care Facility     08 Sub Acuta Care Facility	
		08 Sub-Acute Care Facility     09 Acute Care Facility	
		09 Acute Care Facility     10 Outpatient	
		<ul><li>10 Outpatient</li><li>11 Hospice</li></ul>	
		98 Unknown	
		99 Other	
	DATOO		N1
	PAT22	Country of Non-U.S. Resident	N
		Used when the patient's address is a foreign country.	

Segment	Element ID	Element Name	Requirement
	PAT23	Name of Animal	R
		Used if required by the PMP for prescriptions written by a veterinarian and the pharmacist has access to this information at the time of dispensing the prescription.	(if available)
-	-	(required) c components of a dispensing of a given prescription order inc	cluding the date
	DSP01	<ul> <li>Reporting Status</li> <li>DSP01 requires one of the following codes, and an empty or blank field no longer indicates a new prescription transaction:</li> <li>00 New Record (indicates a new prescription dispensing transaction)</li> <li>01 Revise (indicates that one or more data element values in a previously submitted transaction are being revised)</li> <li>02 Void (message to the PMP to remove the original prescription transaction from its data, or to mark the record as invalid or to be ignored).</li> </ul>	R
	DSP02	Prescription Number  Serial number assigned to the prescription by the pharmacy.	R
	DSP03	Date Written  Date the prescription was written (authorized).  Format: CCYYMMDD	R
	DSP04	Refills Authorized  The number of refills authorized by the prescriber.	R
	DSP05	Date Filled Date prescription was filled. Format: CCYYMMDD	R
	DSP06	Refill Number  Number of the fill of the prescription.  0 indicates New Rx; 01-99 indicate additional fills after the original fill.	R
	DSP07	Product ID Qualifier Used to identify the type of product ID contained in DSP08.  • 01 NDC  • 06 Compound (indicates a compound; if used, the CDI segment becomes a required segment)	R

Segment	Element ID	Element Name	Requirement
	DSP08	Product ID  Full 11-digit NDC number (01) as indicated in DSP07, including leading zeros in each segment to create a 5-4-2 format, without punctuation. For compounds, submit 11 nines.	R
	DSP09	Quantity Dispensed  Number of metric units dispensed in metric decimal format.  Example: 2.5  Note: For compounds show the first quantity in CDI04.	R
	DSP10	Days' Supply Estimated number of days the medication will last.	R
	DSP11	Drug Dosage Units Code Identifies the unit of measure for the quantity dispensed in DSP09.  • 01 Each • 02 Milliliters (ml) • 03 Grams (gm)	R
	DSP12	Transmission Form of Rx Origin Code Code indicating how the pharmacy received the prescription.  O1 Written Prescription  O2 Telephone Prescription  O3 Telephone Emergency Prescription  O4 Fax Prescription  O5 Electronic Prescription  99 Other	R
	DSP13	Partial Fill Indicator Used when the quantity in DSP 09 is less than the metric quantity per dispensing authorized by the prescriber. This dispensing activity is often referred to as a split filling.  • 01 Yes  • 02 No	N
	DSP14	Pharmacist National Provider Identifier (NPI) Identifier assigned to the pharmacist by CMS. This number can be used to identify the pharmacist dispensing the medication.	N

Segment	Element ID	Element Name	Requirement
	DSP15	Pharmacist State License Number This data element can be used to identify the pharmacist dispensing the medication. Assigned to the pharmacist by the Licensing Board.	N
	DSP16	Classification Code for Payment Type Code identifying the type of payment (i.e., how it was paid for).  • 01 Private Pay  • 02 Medicaid  • 03 Medicare  • 04 Commercial Insurance  • 05 Military Installations and VA  • 06 Workers' Compensation  • 07 Indian Nations  • 99 Other	R
	DSP17	Date Sold Usage of this field depends on the pharmacy management system having the ability to capture the date of possession transfer to the patient or patient representative.	R
	DSP18	RxNorm Code Qualifier RxNorm Code that is populated in the DrugDBCodeQualifier field in XML in the SCRIPT transaction.  • 01 Semantic Clinical Drug (SCD)  • 02 Semantic Branded Drug (SBD)  • 03 Generic Package (GPCK)  • 04 Branded Package (BPCK)	N
	DSP19	RxNorm Code  Used for electronic prescriptions to capture the prescribed drug product identification.	N
	DSP20	Electronic Prescription Reference Number This field should be populated with the Initiator Reference Number from field MessageID in XML in the SCRIPT transaction.	S
	DSP21	Electronic Prescription Order Number This field should be populated with the Initiator Control Reference from field PrescriberOrderNumber in XML in the SCRIPT standard.	S

Segment	Element ID	Element Name	Requirement
	DSP22	Quantity Prescribed	S
		This field adds clarity to the value reported in DSP13, Partial Fill Indicator.	
	DSP23	Rx SIG	S
		This field captures the actual directions printed on the prescription via label. If the directions exceed 200 characters, truncation would be allowed.	
	DSP24	Treatment Type	S
		This field indicates that the prescription was for opioid dependency treatment when Code 02 is used.	
		<ul> <li>01 = Not used for opioid dependency treatment</li> <li>02 = Used for opioid dependency treatment</li> </ul>	
	DSP25	Diagnosis Code	S
		This field is used to report the ICD-10 code. If required by a PDMP, this field would be populated only when the ICD-10 code is included with the prescription.	
PRE: Prescri	ber Informatio	n (required)	
Used to ide	ntify the prescr	riber of the prescription.	
	PRE01	National Provider Identifier (NPI)	N
		Identifier assigned to the prescriber by CMS.	_
	PRE02	DEA Number	R
		Identifying number assigned to a prescriber or an institution by the Drug Enforcement Administration (DEA).	
	PRE03	DEA Number Suffix	R
		Identifying number assigned to a prescriber by an institution when the institution's number is used as the DEA number.	(if available)
	PRE04	Prescriber State License Number	R
		Identification assigned to the prescriber by the Licensing Board.	(if available)
	PRE05	Last Name	N
		Prescriber's last name.	
	PRE06	First Name	N
		Prescriber's first name.	_
	PRE07	Middle Name	N
		Prescriber's middle name or initial.	

Segment	Element ID	Element Name	Requirement
PRE08		Phone Number Complete phone number including area code. Do not include hyphens.	S
	PRE09	XDEA Number This field is in addition to Treatment Type in the DSP segment. This gives PDMPs the option to require the XDEA NUMBER (NADEAN) in the PRE segment.	S

#### CDI: Compound Drug Ingredient Detail (situational)

Use of this segment is required when medication dispensed is a compound and one of the ingredients is a PMP reporting drug. If more than one ingredient is for a prescription monitoring program reporting drug, then this would be incremented by one for each compound ingredient being reported.

If CDI is filled in, the NDC of DSP08 must be 99999999999.

CDI01	Compound Drug Ingredient Sequence Number First reportable ingredient is 1; each additional reportable ingredient is incremented by 1.	R
CDI02	Product ID Qualifier  Code to identify the type of product ID contained in CDI03.  • 01 NDC	R
CDI03	Product ID  Full 11-digit NDC number as indicated in CDI02, including leading zeros in each segment to create a 5-4-2 format, without punctuation.	R
CDI04	Compound Ingredient Quantity  Metric decimal quantity of the ingredient identified in CDI03.  Example: 2.5	R
CDI05	Compound Drug Dosage Units Code Identifies the unit of measure for the quantity dispensed in CDI04.  • 01 Each (used to report as package)  • 02 Milliliters (ml) (for liters, adjust to the decimal milliliter equivalent)  • 03 Grams (gm) (for milligrams, adjust to the decimal gram equivalent)	R

#### AIR: Additional Information Reporting (situational)

Used when serialized Rx pads are used, the PMP requires information on the person dropping off or picking up the prescription, or for data elements not included in other detail segments.

Note: If this segment is used, at least one of the data elements (fields) will be required.

Segment	Element ID	Element Name	Requirement
	AIR01	State Issuing Rx Serial Number U.S.P.S. code of state or other regional jurisdiction that issued serialized prescription blank. This is required if AIR02 is used.	N
	AIR02	State Issued Rx Serial Number Number assigned to serialized prescription blank.	N
	AIR03  Issuing Jurisdiction  Code identifying the jurisdiction that issues the ID in AIR04.  Used if AIR04 is equal to 02 or 06.		
	AIR04	ID Qualifier of Person Dropping Off or Picking Up Rx Used to identify the type of ID contained in AIR05 for person dropping off or picking up the prescription.  • 01 Military ID  • 02 State Issued ID  • 03 Unique System ID  • 05 Passport ID  • 06 Driver's License ID  • 07 Social Security Number  • 08 Tribal ID  • 99 Other (agreed upon ID)	N
	AIR05	ID of Person Dropping Off or Picking Up Rx ID number of patient or person picking up or dropping off the prescription.	N
	AIR06	Relationship of Person Dropping Off or Picking Up Rx Code indicating the relationship of the person.  O1 Patient O2 Parent/Legal Guardian O3 Spouse O4 Caregiver 99 Other	N
	AIR07	Last Name of Person Dropping Off or Picking Up Rx Last name of person picking up the prescription.	N
	AIR08	First Name of Person Dropping Off or Picking Up Rx First name of person picking up the prescription.	N
	AIR09	Last Name or Initials of Pharmacist Last name or initials of pharmacist dispensing the medication.	N

Segment	Element ID	Element Name	Requirement
	AIR10	First Name of Pharmacist	N
		First name of pharmacist dispensing the medication.	
	AIR11	Dropping Off/Picking Up Identifier Qualifier	N
		Additional qualifier for the ID contained in AIR05.	
		01 Person Dropping Off	
		02 Person Picking Up	
		98 Unknown/Not Applicable	
TP: Pharma	cy Trailer (requ	iired)	
	•	of data for a given pharmacy and provide the count of the tot for the pharmacy, including the PHA and TP segment.	al number of
	TP01	TP01 Detail Segment Count	
		Number of detail segments included for the pharmacy including the pharmacy header (PHA) and the pharmacy trailer (TP) segments.	
TT: Transact	tion Trailer (red	quired)	
	icate the end o	of the transaction and provide the count of the total number n.	of segments
	TT01	Transaction Control Number	R
		Identifying control number that must be unique.	
		Assigned by the originator of the transaction.	
		Must match the number in TH02.	
	TT02	Segment Count	R
		Total number of segments included in the transaction including the header and trailer segments.	

# Appendix B: ASAP Zero Report Specifications

The following table contains the required definitions for submitting zero reports via SFTP or manual upload to the Idaho PMP. It lists the **Segment** and **Element ID** with prepopulated data to be used as an example for constructing a zero report. For more details regarding these Segment or Elements IDs, or for details on reporting actual dispensations, please refer to <u>Appendix A: ASAP 4.2A Specifications</u>.

The Requirement column uses the following values:

- R = Required by ASAP
- N = Not Required by ASAP

Segment	Element ID	Element Name	Requirement			
	TH: Transaction Header (required)					
in: iransa	1		_			
	TH01	Version/Release Number: 4.2A	R			
	TH02	Transaction Control Number	R			
	11102	Sender assigned code uniquely identifying a transaction.				
		Transaction Type	R			
	TH03	Identifies the purpose of initiating the transaction.				
		01 Send/Request Transaction				
	TH04	Response ID	N			
		Creation Date	R			
	TH05	Date the transaction was created.				
		Format: yyyy/mm/dd				
	TH06	Creation Time	R			
		Time the transaction was created.				
		Format: HHMMSS or HHMM.				
	T1107	File Type	R			
	TH07	P = Production				
	TH08	Routing Number	N			
		Segment Terminator Character	R			
	TH09	TH09 also signifies the end of this segment. Therefore, it				
		should contain two backslashes \\				
IS: Informa	ntion Source (req	uired)				
	IS01	770555555	R			
	IS02	PHARMACY NAME	R			
	1600	Date Range of Report	R			
	IS03	#YYYYMMDD#-#YYYYMMDD#				
	1					

riiA, ri	narmacy Header	(required)	1
	PHA01	National Provider Identifier (NPI)	N
	-	Identifier assigned to the pharmacy by CMS.	
	D	NCPDP/NABP Provider ID	N
	PHA02	Identifier assigned to the pharmacy by the National Council for Prescription Drug Programs.	
		DEA Number	R
	PHA03	Identifier assigned to the pharmacy by the Drug Enforcement Administration.	
PAT: Pa	tient Information	n (required)	
	PAT01	ID Qualifier of Patient Identifier	N
	PAT02	ID Qualifier	N
	PAT03	ID of Patient	N
	PAT04	ID Qualifier of Additional Patient Identifier	N
	PAT05	Additional Patient ID Qualifier	N
	PAT06	Additional ID	N
	PAT07	REPORT	R
	PAT08		
	PAT09	AT09 Midde Name	
	PAT10	Name Prefix	N
	PAT11	Name Suffix	N
	PAT12	Address Information – 1	N
	PAT13	Address Information – 2	N
	PAT14	City	N
	PAT15	State	N
	PAT16	Zip Code	N
	PAT17	Phone Number	N
	PAT18	Date of Birth	N
	PAT19	Gender Code	N
SP: Di	spensing Record	(required)	
	DSP01	Reporting Status	N
	DSP02	Prescription Number	N
	DSP03	Date Written	N
	DSP04	Refills Authorized	N
		Date Filled	R
	DSP05	Enter as the fate the report is sent.	

	DSP06	Refill Number	N		
	DSP09	DSP09 Quantity Dispensed			
	DSP10	Days' Supply	N		
PRE: Prescr	iber Information (	(required; can be null as follows: PRE******\)			
CDI: Comp	ound Drug Ingred	lient Detail			
AIR: Additi	onal Information	Reporting			
TP: Pharma	acy Trailer (require	ed)			
		Detail Segment Count	R		
	TP01	Number of detail segments included for the pharmacy			
		including the pharmacy header (PHA) including the			
		pharmacy trailer (TP) segments.			
TT: Transac	TT: Transaction Trailer (required)				
	TT01	123456	R		
	TT02	10	R		

# Sample Zero Report

The following example illustrates a zero report using the above values.

```
TH*4.2A*123456*01**20220108*223000*P**\\
IS*7705555555*PHARMACY NAME*#20220101#-#20220107#\
PHA*** ZZ1234567\
PAT******REPORT*ZERO*********\
DSP*****20220108******\
PRE*\
CDI*\
AIR*\
TP*7\
TT*123456*10\
```

# Appendix C: SFTP Client Compatibility Chart

# Known OpenSSH Client Versions

Version	Released	Works with DIFTP @ Usernames
3.6.1	04/01/2003	
>3.7	09/16/2003	(We have not tested all variants, but they should work.)

## **Linux Clients**

System Name	Kernel Version	SFTP Version	EOL Date	Pass Test	Notes
Fedora Core 1	2.4.22-1	3.6.1p1	09/20/2004	0	Correctly connects
RHEL/CentOS 3.1	2.4.21-9	3.6.1p2-18		0	Correctly connects
SLES9 GA	2.6.5-7	3.8p1	11/08/2004	0	Correctly connects
SLES9 SP3	2.6.5-7	4.1p1	11/08/2004	•	Correctly connects
SLES10 SP2	2.6.16.60	4.2p1	04/12/2010	0	Correctly connects
SLES10 SP4	2.6.16.60	5.1p1	07/31/2013	0	Correctly connects
SLES11 SP2	3.0.34	5.1p1		•	Correctly connects

## Windows Clients

Program Name	Pass Test	Notes
WinSCP > 3.0	•	Correctly connects (but sometimes asks for a password twice - best to use a key-based auth)
WS_FTP		
CuteFTP 9.0 (2013)	•	Correctly connects
FileZilla > 3.0 (2007)	•	Correctly connects
Bitvise 4.62	0	Correctly connects, but must disable "Open Terminal" under the Options tab

# Appendix D: SFTP Configuration

This appendix describes the SFTP configurations required to upload your data to PMP Clearinghouse.

**Note:** Submitting data via SFTP requires that you have an existing PMP Clearinghouse account with SFTP access.

- If you need to create a PMP Clearinghouse account, please refer to <u>Creating Your Account</u>. You will be able to set up your SFTP account during the account creation process.
- If you have an existing PMP Clearinghouse account but do not have SFTP access, please refer to Adding SFTP Access to an Upload Account.

#### SFTP Connection Details

Hostname: submissions.healthcarecoordination.net/

Bamboo Health recommends that you use the hostname when configuring the connection rather than the IP address, as the IP address is subject to change.

Port: 22

Note: The port will always be 22.

- Credentials: Your SFTP account credentials (username and password) can be found
  within the PMP Clearinghouse website. To locate your credentials, <u>log in to PMP</u>
  Clearinghouse, then click *Account > SFTP Details > Edit*.
- Your username cannot be modified; however, you can update your password.
   Note: Your current SFTP password cannot be seen or recovered. If you have forgotten or lost it, you will need to create a new one. For more information on changing the SFTP password, please refer to <u>Adding SFTP Access to an Upload Account</u>.
- Once you have established SFTP access, you can test the SFTP connection, but you
  will not be able to submit data to a PMP until your account has been approved by
  the PMP administrator.

## **PMP Subfolders**

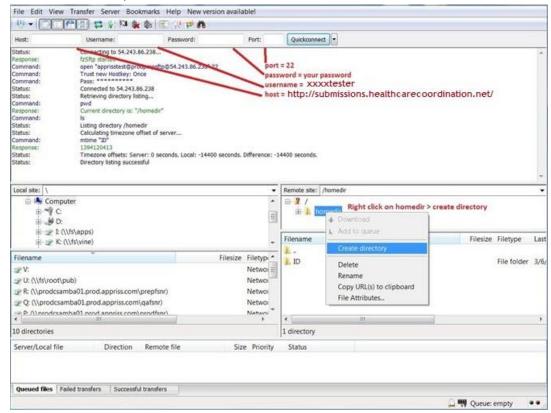
PMP Clearinghouse is the data repository for numerous PMPs. As such, data submitted via SFTP must be placed in the appropriate folder for the PMP for which you are submitting data so that it can be properly imported to that PMP. The creation of subfolders must be done outside of the PMP Clearinghouse website using third-party software, such as an SSH client or a command line utility. Files placed in the root/home directory of the SFTP server will not be imported, as this will cause the dispensing entity to appear as noncompliant/delinquent.

Your pharmacy software will need to be configured to place files in the appropriate PMP folder when submitting. You may need to contact your software vendor for additional assistance with this process.

**NOTE**: Capitalization of the abbreviated PMP folders' names has no bearing on whether or not Clearinghouse processes the files; however, some pharmacy systems, especially \*nix-based systems, will require that the exact case is used when specifying the target folder.

There are two methods by which to create PMP subfolders for SFTP submissions:

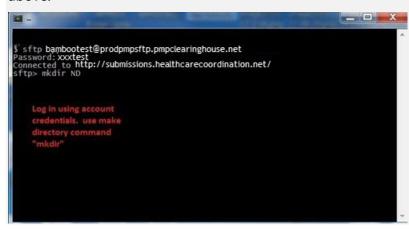
- 1. Via SSH client (e.g., WinSCP, FileZilla, etc.)
  - a. Log in to your SFTP account.
  - b. Create the required directories under /homedir.



#### 2. Via command prompt

- a. Log in to your SFTP account using command prompt.
- b. Type "**mkdir**" followed by a space and then the PMP abbreviation you are using (e.g., *mkdir ID*).

**NOTE:** The PMP folder must be titled with the two-letter abbreviation as specified above.

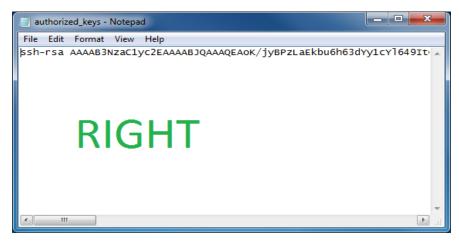


## Public (SSH/RSA) Key Authentication

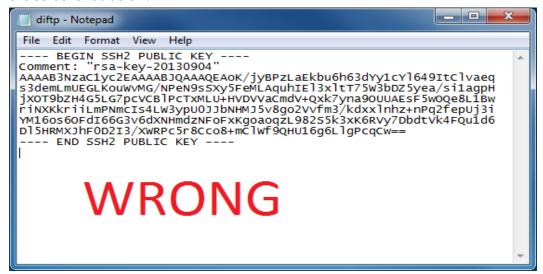
PMP Clearinghouse supports SSH key authentication. The generation of the key is outside the scope of this document; however, general guidelines about the key, along with how to import/load it, are provided below.

#### Note: PGP Encryption is not supported.

- Supported Key Types:
  - SSH-2 RSA 2048 bit length
- Unsupported Key Types:
  - SSH-1 RSA
  - SSH-2 DSA
- Correct Public Key Format: If opened in a text editor, the key should look like the screenshot below.



 Incorrect Public Key Format: If opened in a text editor, the key SHOULD NOT look like the screenshot below.



Once the key has been generated, it should be named "authorized\_keys".

#### Notes:

- There is no file extension.
- There is an underscore between the words authorized and keys.
- A .ssh subfolder needs to be created in the SFTP account's home directory. The
   "authorized\_keys" file must be placed in the .ssh folder. The creation of this folder
   follows the same process as creating a PMP subfolder. Please refer to PMP
   Subfolders for steps on creating subfolders.