MISSISSIPPI PRESCRIPTION MONITORING PROGRAM GUIDELINES

**Submission or reporting of dispensing information shall be mandatory and required every 24 hours or next business day by the State Board of Pharmacy for any entity dispensing controlled substances and drugs of concern in or into the State of Mississippi. This includes dispensing physicians, medical cannabis dispensaries, and mail order pharmacies:*

***Errors are required to be corrected and resubmitted to the database as soon as possible and no later than 7 days of the notice of error by the clearinghouse.*

Pharmacies, Medical Cannabis Dispensaries, and their vendors must have a process in place for error correction including:

- The reporting of dispensations of prescriptions and zero reports to the PMP Clearinghouse
- The receipt of information regarding prescriptions which contain invalid or missing data fields
- That reject or load with error to the PMP Clearinghouse and any records that contain errors
- Revision of erroneous record(s) in the pharmacy/dispenser computer system
- Reporting of revisions, voids, or new prescriptions to the MSPMP via the PMP Clearinghouse
- Correction to be made in Rx Management for errors that have not been reported to the PMP clearinghouse.

MSPMP staff cannot change any information in the MSPMP database. All changes must be made via the PMP Clearinghouse or via Rx Management (Pharmacies) by the dispensing entity who originally reported the information. This is the responsibility of the dispensing entity.

Non-Controlled substances should not be reported to the MSPMP unless otherwise specified. Zero reporting to the PMP Clearinghouse is required should a facility have a period of no prescriptions, as defined, to report to the clearinghouse. ***(cannabis and gabapentin are required to be reported to the MSPMP)***

Registration for an account via MSPMP AWARxE for individuals shall be done personally by the individual wishing to become a user. All licensed practitioners as defined under 73-21-73 shall register as users of the MSPMP and shall use the MSPMP for legitimate purposes as it pertains to their user type. All registrants will use an email address that is personal/private and not shared with other individuals. MSPMP staff may request documentation of certain criteria for any registrants for verification purposes.

All communication concerning a user's account shall be discussed directly with the account holder. Any changes made to a user account must be submitted in writing via email. A registrant shall not share their username or password information with anyone. The sharing of accounts, account information, usernames and passwords is strictly prohibited and is considered misuse. No one shall log in to a PMP account except the owner of that account.

Delegates are allowed to register and assist pharmacists, physicians, physician assistants, nurse practitioners, and dentists in Mississippi. A pharmacist is required to have pharmacy technician, all other prescribers may have delegates as defined by their respective Board***.

A delegate must personally register for their own account using the appropriate delegate role and list each supervisor for which they will run queries. You must list each supervisor you will need associated with your account. Reports may not be pulled under one supervisor for multiple providers/dispensers. A prescriber or dispenser shall cancel the delegate's access to the database upon the end of the prescriber/dispenser relationship. A prescriber/dispenser may have as many delegates as he or she feels can be properly supervised. The selected supervisor is responsible for all MSPMP queries run by the delegated individual. A delegate may have more than one supervisor. A facility/clinic may not hold one account that all staff members share. A delegate may not log into their supervisor's, or anyone else's account for any purpose.

A prescriber, dispenser, or his/her delegate must have had recent contact with a patient for care or be actively providing medical care or dispensing medications to the patient to run a MSPMP report. MSPMP reports may be run back to 36 months. The MSPMP report is solely to be used by that prescriber or dispenser for providing medical and pharmaceutical care to patients.

The MSPMP report shall never be provided to anyone not involved directly in the treatment of that same patient. PMP reports are prohibited from being mailed, emailed, or faxed to anyone, including other prescribers or dispensers. If a referral of a patient is made to another provider or pharmacist, they will need to run their own PMP report personally. Should a patient want a copy of their MSPMP profile report, they shall contact the MSPMP directly. Any person wanting to obtain a copy of his or her personal profile is required to make this request through MSPMP staff and follow the steps required - this includes a notarized form and a copy of photo identification. Users of the MSPMP are not permitted to print his or her profile for personal reasons or personal use. Should a user of the MSPMP need a copy of their personal PMP profile, they must follow the state requirements as well to gain a copy. If a MSPMP report is printed by a user, it shall be reviewed and then destroyed.

After proper registration and approval, local, state, and federal law enforcement officials in the state of Mississippi may utilize the MSPMP while engaged in the administration, investigation or enforcement of the laws governing illicit drug use. A MSPMP report is a TOOL and shall not be used in court. All information should be verified from the source i.e. physician records and prescriptions at the pharmacy level. A valid active case number is required to be provided and documented in the system along with the request before law enforcement runs a MSPMP report. Information obtained from the database may be shared only with other law enforcement personnel or prosecutorial officials upon the direction of the officer or agent who originally requested the report. The PMP report may only be shared with law enforcement personnel from other law enforcement agencies who are directly participating in an official joint criminal investigation. Law enforcement, or any other individual, should never ask a prescriber, pharmacist, delegate, or any user to run a MSPMP report for them; and should never run a report for another agency. Proper protocol is required to be followed.

MSPMP collected prescription information will be given to judicial authorities under grand jury subpoena for investigation and prosecution of criminal conduct. MSPMP collected prescription information will NOT be provided by the Board of Pharmacy for any civil proceeding.

It is not a HIPAA violation to discuss information contained in the MSPMP report with the patient and/or any practitioner or dispenser listed on the report. If a prescriber or patient believes there are errors on a MSPMP report, please contact the dispensing entity for correction first before contacting MSPMP staff. If a practitioner believes an individual is diverting controlled substances, MBN (Mississippi Bureau of Narcotics) or the MS Board of Pharmacy should be contacted directly. If a practitioner feels an individual is addicted, please follow your internal protocol for treatment/referral.

Using the MSPMP in a manner other than specified by your user type and/or distributing MSPMP information to individuals not authorized to view MSPMP information is considered misuse.
Those misusing the MSPMP will be brought before the Board for possible fines up to $50,000 per violation and referral to any licensing or regulatory authority for further action.
Please ensure to read the acknowledgement box that is checked before a report is requested.

Administrative or back-end audit information will NOT be provided to any entity or individual.
This includes who has run a MSPMP report on a specific individual. This is not public information, and shall not be released.

A "MyRx" can be run as far back as 36 months by a prescriber on his/her personal DEA number within their MSPMP account. A collaborating physician or medical director may request his mid-level practitioner run a "MyRx" and that report may then be given to the supervisor **in person**.
This report may not be emailed, faxed, or mailed via any mailing service to the collaborating physician, the medical director, nor to anyone else. No one may run a "MyRx" for another prescriber. The "MyRx" is tied to the user account and DEA # of the prescriber only. If there are prescriptions attributed to your DEA # but not written by you, please contact the dispensing entity listed on the "MyRx" report first for possible DEA # errors. The reporting entity is required to correct the error. If the entity refuses or does not correct the issue, please contact the MSPMP staff. If these prescriptions are believed to be forgeries, please contact the Board of Pharmacy, DEA, and the Mississippi Bureau of Narcotics.

Prescription Monitoring Program Record Retention: The Board shall retain the prescription information submitted to the PMP database from the date the controlled substance was dispensed three years prior. This data will be used for review by users authorized to access such information. All data prior to three years shall be transferred to archives.

**In Statutes 73-21-127 or 73-21-103*
***In Regulations Article XLIII*
****All users are required to adhere to the rules and regulations set forth by their own licensing/regulatory board relating to the registration and use (mandated or suggested) of the MSPMP. Please visit your licensing authority for guidance and additional requirements. For those who fall under the Board of Pharmacy, please see the Pharmacy Regulations on our webpage, specifically Article XLIII for the Prescription Monitoring mandatory registration and use regulations.*