Bamboo Health PMP AWARxE®

Data Submission Guide for Medical Marijuana Dispensers

Mississippi Prescription Monitoring Program

October 2022 Version 1.0



9901 Linn Station Road, Suite 500 | Louisville, KY 40223 | bamboohealth.com

Table of Contents

1	Docu	ment Ov	verview	1
2	Data	Collectio	on and Tracking	2
	2.1	Data Co	ollection Overview	2
	2.1	Report	ing Requirements	2
3	Data	Submiss	ion	3
	3.1	Timelin	e and Requirements	3
	3.2	Upload	Specifications	3
4	Acces	ssing Cle	aringhouse	4
	4.1	Creating	g Your Account	4
	4.2	Logging	g In to PMP Clearinghouse	9
5	Data	Delivery	Methods	10
	5.1	Secure	FTP	. 10
	5.2	Web Pc	rtal Upload	11
	5.3	Manual	Entry (UCF)	12
	5.4	Zero Re	ports	15
		5.4.1	Submit a Single-Click Zero Report	15
		5.4.2	Create a New Zero Report	18
6	Data	Complia	nce	21
	6.1	File List	ings	21
	6.2	UCF List	tings	22
	6.3	Error Co	prrection Page	24
		6.3.1	View Records with Errors	24
		6.3.2	Error Correction via PMP Clearinghouse	25
		6.3.3	Error Correction via File Submission	26
7	Emai	Reports		27
	7.1	File Fail	ed Report	27
	7.2	File Stat	tus Report	. 27
	7.3	Zero Re	port Confirmation	29
8	Mana	aging Yo	ur Upload Account	30

	8.1	Adding Users to Your Upload Account	
		8.1.1 Changing Another User's Password	
	8.2	Adding PMPs to Your Upload Account	
	8.3	Adding SFTP Access to an Upload Account	
	8.4	Editing Your Upload Account	
9	Mana	naging Your User Profile	
	9.1	Editing Your Profile	
	9.2	Changing Your Password	
	9.3	Resetting Your Password	
10		Assistance and Support	42
10	10.1		
10			
10 11		Technical Assistance	
		Technical Assistance Administrative Assistance Document Information	
	10.2 11.1	Technical Assistance Administrative Assistance Document Information	
11	10.2 11.1 11.2	Technical Assistance Administrative Assistance Document Information Disclaimer	
11 Ар	10.2 11.1 11.2 Dendi	Technical Assistance Administrative Assistance Document Information Disclaimer 2 Change Log	

1 Document Overview

This document serves as a training guide and support manual for dispensers of medical marijuana in Mississippi who use Bamboo Health's PMP Clearinghouse repository to report their dispensations. It includes such topics as:

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

2 Data Collection and Tracking

2.1 Data Requirements

The Mississippi Prescription Monitoring Program (MS PMP) is Mississippi's solution for the monitoring of medical marijuana by healthcare providers. Senate Bill 2095 set for the legal requirement to report medical marijuana to the MS PMP and to follow Mississippi state statute 73-21-127. The reporting of medical marijuana is required every 24 hours. This includes zero reports. All medical marijuana is to be reported in MECUs

There are 4 categories of medical marijuana and the NDCs that will be reported are as follows.

NDC 67660000001 Marijuana Flower Smoked: 1 each = 1MCEU

NDC 67660000002 Marijuana Concentrate vape/tincture: 1 each = 1MCEU

NDC 67660000003 Marijuana Infused Edibles: 1 each = 1MCEU

NDC 67660000004 Marijuana Infused Non-Edibles 1 each = 1MCEU

The primary beneficiaries of the Mississippi PMP are patients throughout Mississippi. Because of the Mississippi PMP, healthcare providers can make better and more informed treatment decisions that allow them to provide the most appropriate medical care for their patients.

3 Data Submission

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

3.1 Timeline and Requirements

- Dispensaries can create their PMP Clearinghouse 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 approved. Dispensers are required to transmit their data using PMP Clearinghouse in accordance with the guidelines outlined under <u>Reporting Requirements</u>.
- If a dispensary does not dispense any medical marijuana for the preceding reporting period, it must file a zero report for that reporting period, or it will be considered noncompliant. See <u>Zero Reports</u> for additional details.

3.2 Upload Specifications

Files should be in the ASAP 4.2B format as defined in <u>Appendix A: ASAP 4.2B</u> <u>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 dispensaries can be in the same upload file in any order.

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. s

Notes:

- Data from multiple dispensaries can be uploaded in the same file. For example, dispensaries may send in one file containing medical marijuana information for all their dispensaries licensed in the state. Dispensaries 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 https://pmpclearinghouse.net/registrations/new.

			* Indicates Required I
Email Address <u>"</u>			
Password		Password confirma	ation
Personal Information			
First name	Middle name		Last name
Searching for DEA or NPI	will autopopulate your information	on if found.	
		NPI	
DEA			

2. Complete your Profile Details.

Profile Details	* Indicates Required Field
Email Address	
Descured *	
Password	Password confirmation <u>*</u>

a. Enter your current, valid email address in the **Email Address** field. This email address will need to be access daily by the dispensary for reporting purposes.

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 will list your license number issued to you by the Mississippi Department of Revenue.

First name <u>*</u>	Middle name		Last name <u>*</u>	
Searching for DEA or NPI	will autopopulate your informat	tion if found.		
DEA		NPI		
	Q			Q
nployer Information				
Name				
Address		Address (continu	ed)	
City	State*		Postal Code	
City	State "	•	Postal Code	
City	State "*	Fax	Postal Code <u>*</u>	
	State "		Postal Code <u>*</u>	
Phone	State State will autopopulate your informat	Fax	Postal Code <u>*</u>	

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.

ata Submissio	n
2	se users are able to submit data through the web portal via manual entry or upload of ASAP files.) access is available, and Real-Time submissions are also available in select states.
Enable SFTP A	ccess
Enable Real-T	me Access

a. Click to select the Enable SFTP Access checkbox.

The SFTP access fields are displayed.

ta Submission
PMP Clearinghouse users are able to submit data through the web portal via manual entry or upload of ASAP file Secure FTP (SFTP) access is available, and Real-Time submissions are also available in select states.
Enable SFTP Access
FTP Username
FTP Password
FTP Password Confirmation
assword must include at least 8 characters, including 1 capital letter, 1 overcase letter, and 1 special character (such as $!, @, \#, \$)$
Enable Real-Time Access

- b. Your SFTP Username is automatically generated using the first five characters of your employer's name + your employer's phone number + @prodpmpsftp. 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 *test55555555556prodpmpsftp*.
- 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 <u>sftp://sftp.pmpclearinghouse.net</u>.
- 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 Mississippi to submit data to
- 6. Click Submit.

The request is submitted to the PMP administrator and the **Registration Information Overview** page is displayed.

Thank you for registering with PMP Clearinghouse, a service of PMP AWAR	
A link to verify your email address has been sent. You must confirm your email address before you	can login to
PMP Clearinghouse. Your data submission request has been sent to your requested state(s) for pr	ocessing.
Upon approval, you may begin submitting prescription data.	
Profile	
Email Address: testuser@bamboohealth.com	
Password: *******	
DEA Number:	
NPI Number:	
Full Name:: Test User	
Employer	
Name: Bamboo Health	
DEA Number:	
NCPDP Number::	
Address: 123 Main St Anywhere KY 40223	
Phone: 5555555555	
Fax:	
Data Acceptance	
SFTP Account: SFTP Access? No	
Real-Time Account: Real-Time Access? No	
Submission Destinations	
🔽 Demo State	
Continue	

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 state 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 <u>https://pmpclearinghouse.net/users/sign_in</u>.

Lo	ogin
E	mail Address
P	assword
	Login
	Create an Account
He	lp
For	got your password?
Did	In't receive confirmation instructions?
Did	In't receive unlock instructions?

- 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.

PN	IP Clearinghouse	File Submission	🗴 📔 UCF Submission								🚨 My Profile 🔻	
[File Listings 👻	File Upload										
F	File Listings Data File Submissions Status (Last 30 Days)											
s	ihow 10 + entries								Advanced Options •	Search		C
	File			State	Records 11	Warnings	Errors	Submitted	11	Status	Status Report	
					,	No data available in table						
s	howing 0 to 0 of 0 ent	ries										
											Previous	Next

5 Data Delivery Methods

This chapter provides information about data delivery methods you can use to upload your medical marijuana 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, KS, MS, PR, etc.).** Data files not submitted to a PMP subfolder will be required to have a manual PMP assignment made on the File Listings page. Please refer to PMP Subfolders for additional details on this process.

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

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 4.2B Specifications</u>.
- 4. SFTP the file to sftp://sftp.pmpclearinghouse.net.
- 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 <u>Appendix A: ASAP 4.2B Specifications</u>.
- 3. Log in to PMP Clearinghouse.
- 4. From the home page, click the **File Upload** tab.

File Listings	File Listings 🔹 Error Files File Upload ile Listings Data File Submissions Status (Last 30 Days)									
Show 10 ¢	ihow 10 • entries Q Advanced Options • Search									
Account	File	State 11	Records	Warnings	Errors	Submitted 11	Status	Status Report		
PillPack	pdmp_OH_20220110082508.DAT	он	5			01/10/2022 09:23AM	~	Report		
PillPack	pdmp_NC_20220110082508.DAT	NC	3			01/10/2022 09:22AM	~	Report		
PillPack	pdmp_NJ_20220110082508.DAT	IJ	11			01/10/2022 09:22AM	~	Report		

The File Upload page is displayed as shown on the following page.

Listings	•	File Upload		
File U	pload	I		
Submit	New File	For Consoli	lation	
Use this sci	reen to sub	omit files to the P	MP system.	
How to Up	load Your I	Files		
2. Click the	e "Upload" mation me	button to select button to begin ssage appears w	the uploading p	rocess.
Select a	PMP		·]	
File Upload	1:			
Browse	•			
Upload				

- 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.

Upload File?	×
You are about to upload this file for file submission. Is this correct?	
Change	Upload

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 dispensing 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.
- 3. Click UCF Submissions.

PMP Clearinghouse	🚹 File Submissions 📱	UCF Submission	ns 🧧 Zero Re	eports Fil	e Upload	
File Listings 🔻	File Upload					
File Listings Data	i File Submissi ns Sta	tus (Last 30 Da	ays)			
Show 10 🗢 entries						
File		ţţ	State	¢↓	Records	
Showing 0 to 0 of 0 entr	ies					
، سه العرب مثالكم مستحرب وقر ف المار معاصل الم	an a	¹ 44, 1, 10 ¹⁰ 11, 14, 14, 14, 14, 14, 14, 14, 14, 14,	hadan maada kata kata kata			

The UCF Listings page is displayed.

UCF Listings Manage Claim Forms New Claim Form								
UCF Listings								
Show to entries Search:								
Created at	11	State 11	Warnings	Errors	Status			
01/15/2019 02:13 PM		KS	0	0	*			
01/17/2019 07:38 PM		KS	0	0	×			
01/28/2019 03:51 PM		CR	0	0	~			
01/28/2019 04:04 PM		CR	0	0	~			
01/28/2019 04:07 PM		CR	0	0	~			
01/28/2019 04:11 PM		CP	0	0				

4. Click the **New Claim Form** tab, located at the top of the page. The **Create Universal Claim Form** page is displayed.

PMP	* Indicates Required
Pmp	
Select a PMP	•
Detient	
Patient	
Patient Animal	
First Name	Last Name
Date of Birth	Gender
MM/DD/YYYY	Unknown
Phone Number	

- 5. Select the 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.
- 7. Once you have completed all required fields, click Save.

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

Edit Universal Claim Form	
You may submit this form at any time.	
This claim form is not completely processed until submitted. and edit the form, or click "Submit Now" to process the form Submit Now	
Form has been successfully created.	×

8. Click **Submit Now** to continue with the data submission process.

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

pmpclearinghouse.net says		
Are you sure you are ready to submit?		
	ОК	Cancel

9. Click OK.

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

Edit	Universal Claim Form						
You ma	y submit this form at any time.						
	im form is not completely processed until submitted. Please review t the form, or click "Submit Now" to process the form.						
Subm	it Now						
Forn	has errors and was unable to be submitted.						
0	Drug Segment is invalid						
0	Patient last name can't be blank						
	Patient first name can't be blank						
	 Date of Birth can't be blank 						
 Pharmacy name can't be blank 							
	Pharmacy address can't be blank						
	Pharmacy city can't be blank						
	Pharmacy state can't be blank Prescriber last name can't be blank						
	Prescriber fast name can't be blank						
	Pharmacy zip code can't be blank						
	Claim fill number can't be blank						
	Claim fill number is not a number						
	Date written can't be blank						
0	Date filled can't be blank						
	Claim days supply can't be blank						
	Claim days supply is not a number						
0							

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.

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

UCF Listings Manage Claim Forms New Claim Form							
UCF Listings							
Show 10 a entries Search:							
Created at 1	State 11	Warnings	Errors	Status 11			
01/15/2019 02:13 PM	KS	0	0	~			
01/17/2019 07:38 PM	KS	0	0	×			
01/28/2019 03:51 PM	CR	0	0	~			
01/28/2019 04:04 PM	CR	0	0	~			
01/28/2019 04:07 PM	CR	0	0	~			
01/28/2019 0413 PM	£8						

5.4 Zero Reports

If you have no dispensations to report for the preceding reporting period, you must report this information to the Mississippi 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 <u>Appendix B: ASAP</u> <u>Zero Report Specifications</u>.

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 dispensary that includes its identifiers (e.g., state license), 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</u> <u>Account</u>.
- 2. Log in to PMP Clearinghouse.
- 3. Click Zero Reports.

Mississippi Prescription Monitoring Program Data Submission Guide for Medical Marijuana Dispensers

PMP Clearinghouse	File Submissions	UCF Submissions	Zero R	eports Fil	
File Listings 🔻	File Upload	•			
File Listings Data	ta File Submissions S	Status (Last 30, a)	ys)		
File		ţţ	State	ţţ	Records
Showing 0 to 0 of 0 en	tries				

The Zero Report Listings page is displayed.

ero Reports Listings									
how 25 ¢ entries								Advanced Options Search	
Account	State 1	Start Date	End Date	NCPDP	DEA 11	NPI 11	ASAP File		Date Submitted
MOCHOME NELSON	AL	01/16/2020	01/16/2020	11188040	BCHTRUDT.	1071011000			01/16/2020 5:13 PM
Hillington (Flammary, System);	AL	01/16/2020	01/16/2020		PERCOON		miles/1452398746	lanoilanaoilla AL 20080118, Decolar	01/16/2020 5:04 PM

4. Click the **Create Zero Report** tab.

The Create Zero Report page is displayed. *Note that Submit a Single Click Zero Report is selected by default.*

Zero Reports Listings	Create Zero Report								
Create Zero Report									
 Submit a Single Click Create new Zero Rep 									
Below are the pharmacies	Create Single Click Zero Report Below are the pharmacies you have configured for single-click reporting. Setting up pharmacies here will allow you to create a profile for the pharmacy that includes its identifiers (e.g. DEA, NPL NCPDP) so you don't have to enter it each time you submit a zero report.								
NOTE: The time frame for	"Today" or "Yesterday" is 00:00-	23:59:59 and based up	oon the time zone set for yo	ur account profile at the ti	ime of submission.				
Add New Pharmacy									
	Pharmacy	NCPDP	DEA Number	NPI	Actions	Submit Zero Reports for:			
O Demo									

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

The New Pharmacy page is displayed. This will be your dispensary name.

Zero Reports Listings	Create Zero Report		
		New Pharmacy	
		PMP	
		Pharmacy 📩	
		NCPDP	
		DEA Number	
		NPI	
		Save Cancel	

- 6. Select the PMP for which you are submitting a zero report from the drop-down list in the **PMP** field.
- 7. Enter the dispensary's name in the **Pharmacy** field.
- 8. Populate the **s state license number** 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 dispensary is saved and will be listed under the drop-down for the selected PMP, which is located at the bottom of the page.

Create Zero Report							
 Submit a Single Click Zero Create new Zero Report 	Report						
Create Single Click Zero Repor Below are the pharmacies you h have to enter it each time you so	ave configured for sing	le-click reporting. Setti	ng up pharmacies here will allo	w you to create a pr	ofile for the pharmac	y that includes its identifiers (e.g. DEA, NPI, N	CPDP) so you don't
NOTE: The time frame for "Today	y" or "Yesterday" is 00:0	10-23:59:59 and based u	upon the time zone set for you	r account profile at t	he time of submissio	n.	
Add New Pharmacy							
	Pharmacy	NCPDP	DEA Number	NPI	Actions	Submit Zero Reports for:	
C Demo	Pharmacie	es configure	d for single-clic	k zero rep	orting are I	isted here	
O Vermont		g					
-			DEA Number				

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

The list of dispensaries you have configured for single-click zero reporting for that PMP is displayed. *Note that this page allows you to submit a zero report for the current date (Today) or the previous day (Yesterday).*

	Pharmacy	License Number	NCPDP	DEA Number	NPI	Actions	Submit Zero Reports for:
Demo							
	Another Test Pharmacy			81111111111111		Edit Delete	Today Yesterday 12/22/2021 12/21/2021
	Bamboo Health Test Pharmacy			Environmental		Edit Delete	Today Yesterday 12/22/2021 12/21/2021

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.

	Pharmacy	License Number	NCPDP	DEA Number	NPI	Actions	Submit Zero Repor	ts for:
Demo								
	Another Test Pharmacy			HUMPHES		Edit Delete	Today 12/22/2021	Yesterday 12/21/2021
	Bamboo Health Test Pharmacy			INTERNET		Edit Delete	✓ Submitted	Yesterday 12/21/2021

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

- To edit a dispensary, 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 dispensary, 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> <u>Account</u>.
- 2. Log in to PMP Clearinghouse.
- 3. Click Zero Reports.

PMP Clearinghouse File Submiss	ions 🔋 UCF Submissions	s 📑 Zero Reports	File Upload
File Listings File Upload	•		
File Listings Data File Submissic	ons Status (Last 30) a	ys)	
Show 10 🗢 entries			
File	↑↓	State	î↓ Records
Showing 0 to 0 of 0 entries			
e maillea a stillea stata mada da tea administrativa de la dada administrativa			

The Zero Report Listings page is displayed.

Zero Reports Listings								
how 25 🗢 entries							Advanced Options Search	
Account	State	Start Date	End Date	NCPDP	DEA 11	NPI 11	ASAP File	Date Submitted
NOCIONE NELSON	AL	01/16/2020	01/16/2020	110000	BOAT THEORY	1027001145000		01/16/2020 5:13 PM
Hidinaan (Plantary, Spiletta	AL	01/16/2020	01/16/2020		PRECOON		nika/1462108748profemality/k.20080118.3ecola	01/16/2020 5:04 PM

4. Click the Create Zero Report tab.

The Create Zero Report page is displayed. *Note that Submit a Single Click Zero Report is selected by default.*

Zero Reports Listings	Create Zero Report					
Create Zero Repor	rt					
❀ Submit a Single Click Create new Zero Repo						
Create Single Click Zero R Below are the pharmacies y have to enter it each time y	ou have configured for single	e-click reporting. Settir	ng up pharmacies here will allo	w you to create a prof	file for the pharmad	cy that includes its identifiers (e.g. DEA, NPI, NCPDP) so you don't
NOTE: The time frame for " Add New Pharmacy	Today" or "Yesterday" is 00:00	1-23:59:59 and based u	pon the time zone set for your	account profile at the	e time of submissio	n.
	Pharmacy	NCPDP	DEA Number	NPI	Actions	Submit Zero Reports for:
O Demo						

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

The Create Zero Report page is displayed.

Zero Reports Listings	Create Zero Report	
Create Zero Repo	ort	
 ○ Submit a Single Clicl ● Create new Zero Rep 		
PMP *		NCPDP
Select a PMP		•
Start date <u>*</u>		DEA Number
mm/dd/yyyy		
End date <u>*</u>		NPI
mm/dd/yyyy		
Submit		

- 6. Select the PMP for which you are submitting a zero report from the drop-down list in the **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.

February 2019 » u Mo Tu We Th Fr Sa 7 28 29 30 31 1 2 4 5 6 7 8 9 0 11 12 13 14 15 16
4 5 6 7 8 9 0 11 12 13 14 15 16
0 11 12 13 14 15 16
7 18 19 20 21 22 23
4 25 26 27 28 1 2
4 5 6 7 8 9

8. Enter your state license numbers, if required by your 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.

ow 10 🗢 entr	ies		Advanced Options *	Search				
Account 11	File	State 11	Records 11	Warnings 11	Errors 14	Submitted 11	Status	Status Report
SMITHERMANS PHARMACY	pa_test.dat	PA	45	-	-	06/07/2019 02:50PM	Error Threshold Exceeded	45 of 45
SMITHERMANS PHARMACY	6ee803f3-7704-4ee4-8288-058a5d1a4d13p.dat	DO	20			05/31/2019 06:13PM	~	Report
SMITHERMANS PHARMACY	6ee803f3-7704-4ee4-8288-058a5d1a4d13.dat	DO	20			05/31/2019 05:46PM	✓(test file)	Report

- The Status column, located at the end of each row, displays the file status.
- 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 <u>View Records</u> for more information). Please refer to <u>Error Correction</u> for instructions on how to correct errors.

If a file is unable to be parsed into the PMP Clearinghouse application, it will have an A symbol with a mouse over hint of "ASAP Errors." Clicking the icon will display the detailed error, which indicates what element was missing or malformed. To correct these errors, a new file must be submitted to PMP Clearinghouse. It is not necessary to void a file that failed parsing since it was not successfully submitted to PMP Clearinghouse.

If you submitted a file via SFTP without using a PMP-specific sub-folder, the file will be displayed, and ⁽²⁾ 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.

S	et Dest	inati	on PMP:			×			
			m determining d estination pmp i		1:				
					Cancel	E Contraction		Advanced Options -	Search
T¥-	Records	N	Warnings	N	Errors	Ť¥.	Submitted	¢ψ	Status
	0						06/21/2021 07	41PM	Determine PMP
							06/21/2021 07		

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.

ICF Listings								
how 10 ¢ entries Search:								
Created at	State 11	Warnings 11	Errors 11	Status				
01/28/2019 03:51 PM	CR	0	0	~				
01/28/2019 04:04 PM	CR	0	0	~				
01/28/2019 04:07 PM	CR	0	0	~				
01/28/2019 04:11 PM	CR	0	0	~				

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 30 days to make updates to these records in Clearinghouse.

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

CF Listings				
ow 10 Contries				Search:
Created at	State 11	Warnings	Errors 11	Status
01/28/2019 03:51 PM	CR	0	0	~
1/28/2019 04:04 PM	CR	0	0	~
1/28/2019 04:07 PM	CR	0	0	×
01/28/2019 04:11 PM	CR	0	0	×

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

UCF Listings Manage Claim For	ms New	Claim Form					
Pending Claim Forms	- SMITH	IERMANS PHARMACY UC	F FORMS (LA	AST 30 DAYS)		View S	ubmitted Forms
Show 10 ¢ entries						Search:	
Created At	ţ1	Created By		Last Updated By	State		
06/10/2019 5:51 PM		rweaver@appriss.com		rweaver@appriss.com	AK	Edit Delete	
Showing 1 to 1 of 1 entries						Previo	1 Next

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

Note: If it has been longer than 30 days, 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.

Edit Universal Claim Form	
You may submit this form at any time.	
This claim form is not completely processed and edit the form, or click "Submit Now" to	
Submit Now	
PMP	* Indicates Required Field
PMP Pmp * Alaska *	* Indicates Required Field
Pmp <u>*</u> .	* Indicates Required Field
Pmp <u>*</u> Alaska •	* Indicates Required Field

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 displayed at the top of the page.

Edit Universal Claim Form	
You may submit this form at any time.	
This claim form is not completely processed until submitted. F and edit the form, or click "Submit Now" to process the form. Submit Now	Please review
 Form has errors and was unable to be submitted. Drug Segment is invalid Date of Birth can't be blank 	×

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.

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

Errors are required to be corrected within 7 days of the notice of the error. 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.

File Listings 👻 File U	load							
Error Correction	lanage And Resolve Submissio	on Issues						
Show 10 © entries							Search	
DEA Number 1	NCPDP Identifier	Prescription Number	Name 11	Filled At	Segment Type	Warning Count	Error Count	
BM4601616		ERROR_DSP25_CORRECT	MEDICINE SHOPPE	2019-01-27	Patient	0	1	Correct
Showing 1 to 1 of 1 entries								Previous 1 Next

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.

File Listings File Errors Dispensary	Errors		
Dispensary Errors Manage And I rescription Number: 0100755 DEA Numb		568 Filled At: 2019-02-13	
Field	Submitted Value	Corrected Value	Messages
National provider identifier	1104923507	1104923507	✓
NCPDP identifier	0068568	0068568	×
DEA number	BE9432042	BE9432042	Warnings: DEA number warning: DEA number not found in registry.
			×
Name			Errors: Name value must be present.
Phone number	4017704455	4017704455	✓

- 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 4.2B 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 previouslysubmitted record have been revised
- 02 Void indicates that the original record should be removed

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: Mississippi 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: 4.2B

 * Transaction Control Number: unparseable

- * Transaction Control Type: unparseable
- * Date of Submission: April 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.

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

The columns are set to the following lengths:

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 <u>Error Correction</u> 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 <u>Error Correction</u> 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.

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_20220306KSMCPS.DAT

* PMP Name: Mississippi

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

* Submission Date: 2022-03-07

* ASAP Creation Date: 2022-03-07

8 Managing Your Upload Account

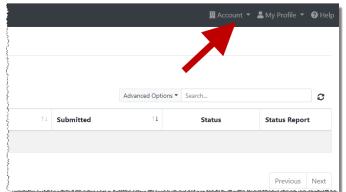
The **Account** menu option allows you to manage the information associated with your organization's upload account, including adding users, PMPs, and SFTP access to your account as well as editing your organization's account information.

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.

Test Pharmacy	Account Users	8 MANAGE DATA SUBI MANAGE DATA SUBI	MITTER USERS				New User
Show 10 • entries	First Name 🗄	Last Name	Organization Name	Phone Number	Admin Name	Search: Admin Email	
here all continues and continues	Testy	McTesterton	Test Pharmacy	555-123-5555	Test User	Nyterer (grafter)	Edit Deactivate
(Admin)	Test	User	Test Pharmacy	555-123-5555	Test User	thy have a signal on	Edit
Showing 1 to 2 of 2 entries						- Pre	vious 1 Next→

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

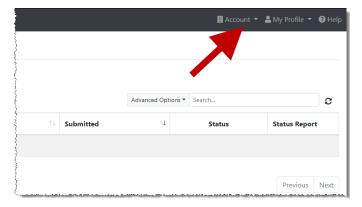
The New Data Submitter User page is displayed.

_	OMITTER USER MANAGE DATA SUBMITTER USERS
Account Information	n
<u>*</u> Email	
* First name	
* Last name	
	Submit Cancel

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

ow 10 • entries						Search:	
mail \$	First Name	Last Name φ	Organization Name	Phone Number 🗄	Admin Name	Admin Email	
ali di cadi maganati con	Testy	McTesterton	Test Pharmacy	555-123-5555	Test User	tilg/fearer regignali on	Edit Deactivate
Admin)	Test	User	Test Pharmacy	555-123-5555	Test User	NUMBER OF STREET	Edit

4. Click the **Edit** button, located to the right of the user's information.

The Edit Data Submitter User page is displayed.

📽 Edit Data Sul	DMITTER USER MANAGE DATA SUBMITTER USERS
Account Information	on
<u>*</u> Email	
* First name	Testy
* Last name	McTesterton
Password	
	leave it blank if you don't want to change it
Password confirmation	
	Submit Cancel

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:

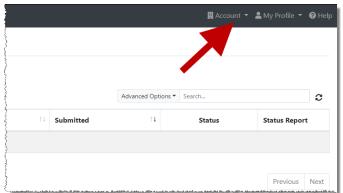
- At least eight (8) characters
- One (1) uppercase letter
- One (1) lowercase letter
- One (1) number
- One (1) special character, such as !, @, #, \$, etc.
- 6. Click Submit.

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 states currently using the PMP AWARxE system as well as your data sharing status with each state.

		IPs that will receive da		
e will not allow d	Abby	MP from this account until the appr State	ropriate state administrator has approved this account.	Participating States Your Approval S
	AL	Alabama	Pending	A
	AK	Alaska	Approved	hand the second
	🗆 AZ	Arizona		
	AR	Arkansas		THE HAR
	□ co	Colorado		
	🖂 СТ	Connecticut	Approved	W F
	D0 🖸	Demo	Approved	NO I LATO
	D DC	District of Columbia		AND THE
	GA	Georgia		" system " and

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.
- 2. Click Account.

	Advanced Options	· Search	£
↑↓ Submitted	ţ1	Status	Status Report

3. Select SFTP Details.

The SFTP Account page is displayed.



Copyright © 2017-2022 Bamboo Health, Inc. All rights reserved. Do not copy or distribute without the express written permission of Bamboo Health.

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.

📽 SFTP Accour	CREATE A NEW SFTP ACCOUNT
Name	Username of the SFTP account.
Password	
Password confirmation	
	Create

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>sftp://sftp.pmpclearinghouse.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.

SFTP Account VIEW SFTP ACCOUNT DETAILS
Username: testuser@preppmpsftp
Edit

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> <u>Profile</u>.

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

		📕 Account	▼ 💄 My Profile 🔻	Help
- - -				
	Advanced Options	Search		0
î↓ Submitted	†1	Status	Status Report	
}			Previous	Next

3. Select Account Details.

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

Account Details	
Name: Bamboo Health	
Phone Number: 555555555	
Fax Number:	
Allowed submission: True	
Suppress Rx details in emailed error reports: Fal	lse
dmin Details	
User Name: QA TESTER	
Email: qa2@gmail.com	
Address: 10401 Linn Station Road#200	
Louisville KY 40218	
SFTP Account ID: qa255501@qapmpsftp	

4. Click Edit.

The Edit Account page is displayed.

Name *		
Bamboo Health		
Phone number	Fax number	
555555555		
Allowed submission		
□ Suppress Rx details in emailed error r	eports	
dmin Details		
Address		
10401 Linn Station Road#200		
10401 Linn Station Road#200 City		Zip code
		Zip code
City Louisville		
City		

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

9 Managing Your User Profile

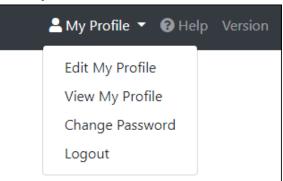
This chapter describes how to manage your individual user profile, including how to edit your profile and manage your password.

Note: This chapter contains information for managing your individual user profile. For information about managing your organization's upload account, including how to add users, please refer to <u>Managing Your Upload Account</u>.

9.1 Editing Your Profile

Note: This function only allows you to edit your individual profile information. If you need to edit the Organization Information, please refer to <u>Editing Your</u> <u>Upload Account</u>.

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



3. Select Edit My Profile.

Edit Profile

Profile Details	* Indicates Required Field
First name 🎽	Last name 📩
Test	User
Email *	Time zone
testuser@email.com	(GMT-05:00) Eastern Time (US 8 🗢
 Disable report emails Organization Information 	
Name: Bamboo Health Test Pharmacy Admin: Test Admin Admin Email: testadmin@email.com	
Save Changes Cancel	

4. Update your information as necessary, then click **Submit**.

Your changes are saved, and your updated profile is displayed.

9.2 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.
- 2. Click My Profile.

And the second s		
Edit My Profile		
View My Profile		
Change Password		
Logout		

3. Select Change Password.

Change Password	
Profile Details	* Indicates Required Field
Email: testuser@email.com Current password *	
we need your current password to confirm your changes	
Password	Password confirmation
Update Cancel	

- 4. Enter your current password in the Current Password field.
- 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.
- 6. Click Update.

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

9.3 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 <u>https://pmpclearinghouse.net/users/sign in</u>.

Log	···
Em	ail Address
Pas	ssword
Fa:	
	Login
	Create an Account
Help	
	ot your password?
	't receive confirmation instructions?
Didn	't receive unlock instructions?

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

Forgot your passwo	ord?
" Email	
	Send me reset password instructions
Sign in Didn't receive confirmation inst Didn't receive unlock instruction	

- 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.

Change your pass	word
* New password	
password	Change my password

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 is 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 1-855-5MS-4PMP (1-855-567-4767);
 OR
- Create a support request at the following URL: <u>https://pmpclearinghouse.zendesk.com/hc/en-us/</u>

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 Mississippi PMP, please contact:

Mississippi Prescription Monitoring Program 6360 I-55 North Suite 400 Jackson, MS 39211

PMP: (601) 899-0138 Email: <u>MSPMPASSIST@mbp.ms.gov</u>

Website: https://pmp.mbp.ms.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	N/A; initial publication

Appendix A: ASAP 4.2B 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 Mississippi PMP requirements.

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 Mississippi
 - N = Not required but accepted if submitted
 - 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	Notes
Used to inc	tion Heade dicate the sta , and contro	art of a transaction. It also assigns the data elemen	t separator, segm	ient
	TH01	Version/Release Number Code uniquely identifying the transaction. Format = xx.x (4.2b)	Required	
	TH02	Transaction Control Number Sender assigned code uniquely identifying a transaction.	Required	
	ТН03	 Transaction Type Identifies the purpose of initiating the transaction. 01 Send/Request Transaction 04 Void (used to void a specific Rx in a real-time transmission or an entire batch that has been transmitted) 	Not Required	
	TH04	Response ID Contains the Transaction Control Number of a transaction that initiated the transaction. Required in response transaction only.	Not Required	
	ТН05	Creation Date Date the transaction was created. Format: CCYYMMDD.	Required	
	тно6	Creation Time Time the transaction was created. Format: HHMMSS or HHMM.	Required	
	ТН07	File Type • P = Production • T = Test	Required	
	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.	Not Required	
	ТН09	Segment Terminator Character This terminates the TH segment and sets the actual value of the data segment terminator for the entire transaction.	Required	

Segment	Element ID	Element Name	Requirement	Notes
	2	(required) me and identification numbers of the entity supply	ing the	
	IS01	Unique Information Source ID Reference number or identification number. (Example: phone number)	Required	
	IS02	Information Source Entity Name Entity name of the Information Source.	Required	
	IS03	Message Free-form text message.	Not Required	
Used to ide	nacy Header entify the <mark>D</mark> required tha		owing fields: PH	401, PHA02, or
	PHA01	National Provider Identifier (NPI) Identifier assigned to the dispensary by CMS.	Not Required	
	PHA02	NCPDP/NABP Provider ID Identifier assigned to pharmacy by the National Council for Prescription Drug Programs.	Not Required	
	PHA03	DEA Number Identifier assigned to the dispensary by the Drug Enforcement Administration.	Not Required	
	PHA04	Dispensary Name Free-form name of the <mark>dispensary</mark> .	Required	This is the Dispensary name.
	PHA05	Address Information – 1 Free-form text for address information.	Required	
	PHA06	Address Information – 2 Free-form text for address information.	Not Required	
	PHA07	City Address Free-form text for city name.	Required	
	PHA08	State Address U.S. Postal Service state code or other regional jurisdiction code.	Required	
	PHA09	ZIP Code Address U.S. Postal Service ZIP Code.	Required	

Segment	Element ID	Element Name	Requirement	Notes
	PHA10	Phone Number Complete phone number including area code. Do not include hyphens.	Not Required	
	PHA11	Contact Name Free-form name.	Not Required	
	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.	Not Required	
	PHA13	Dispensary Permit/License Number Identification assigned to the dispensary by the Licensing Board to be utilized for medical marijuana in this instance, leave PHA01 and PHA03 blank and insert the dispensary's Mississippi license number in PHA13.	Required	This will be the MM License number, example lic format DSPY123456
		n (required) ient's name and basic information as contained in t	he pharmacy rec	ord.
	PAT01	ID Qualifier of Patient Identifier Code identifying the jurisdiction that issues the ID in PAT03.	Not Required	
	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 • 04 Permanent Resident Card (Green Card) • 05 Passport ID • 06 Driver's License ID • 07 Social Security Number • 08 Tribal ID	Not Required	
	PAT03	ID of Patient Identification number for the patient as indicated in PAT02. input the medical marijuana certification number <i>Note: This field can only be populated with code</i> <i>09 or 10 when provided on the prescription.</i>	Required	input the medical marijuana certification number

Segment	Element ID	Element Name	Requirement	Notes
	PAT04	ID Qualifier of Additional Patient Identifier	Not Required	
		Code identifying the jurisdiction that issues the ID in PAT06.		
	PAT05	Additional Patient ID Qualifier Code to identify the type of ID in PAT06 if the	Not Required	
		 PMP requires a second identifier. If PAT05 is used, PAT06 is required. 01 Military ID 02 State Issued ID 03 Unique System ID 04 Permanent Resident Card 05 Passport ID 06 Driver's License ID 07 Social Security Number 08 Tribal ID 99 Other (agreed upon ID) 		
	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.	Not Required	
	PAT07	Last Name Patient's last name.	Required	
	PAT08	First Name Patient's first name.	Required	
	PAT09	Middle Name Patient's middle name or initial if available.	Not Required	
	PAT10	Name Prefix Patient's name prefix such as <i>Mr.</i> or <i>Dr.</i> , if available.	Not Required	
	PAT11	Name Suffix Patient's name suffix such as <i>Jr.</i> or <i>the III</i> , if available	Not Required	
	PAT12	Address Information – 1 Free-form text for address information.	Required	
	PAT13	Address Information – 2 Free-form text for additional address information.	Not Required	

Segment	Element ID	Element Name	Requirement	Notes
	PAT14	City Address Free-form text for city name.	Required	
	PAT15	State Address U.S. Postal Service state code or other regional jurisdiction code.	Required	
	PAT16	ZIP Code Address U.S. Postal Service ZIP code. Do not include hyphens. Note: Populate with zeros if patient address is outside the U.S.	Required	
	PAT17	Phone Number Complete phone number including area code. Do not include hyphens.	Required	
	PAT18	Date of Birth Date patient was born. Format: CCYYMMDD	Required	
	PAT19	Gender Code Code indicating the sex of the patient. • F Female • M Male • U Unknown	Required	
	PAT20	Species Code Used if required by the PMP to differentiate a prescription for an individual from one prescribed for an animal. • 01 Human	Required	
	PAT21	 Patient Location Code Code indicating where patient is located when receiving pharmacy services. 03 Nursing Home 04 Long-Term/Extended Care 05 Rest Home 07 Skilled-Care Facility 11 Hospice 99 Other 	Not Required	
	PAT22	Country of Non-U.S. Resident Used when the patient's address is a foreign country.	Not Required	

Segment	Element ID	Element Name	Requirement	Notes
	PAT23	Name of Animal 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.	Not Required	
•	entify the b	rd (required) asic components of a dispensing of a given prescrip	ntion order incluc	ling the date
	DSP01	 Reporting Status DSP01 requires one of the following codes, and an empty or blank field no longer indicates a new prescription transaction: 00 New Record (indicates a new prescription dispensing transaction) 01 Revise (indicates that one or more data element values in a previously submitted transaction are being revised) 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). *Note: For prescriptions voided with code "02", a limited data set is being offered as an option PDMPs can elect to use rather than requiring the entire prescription to be voided. This option is offered in order to streamline the process in the pharmacy when voiding a prescription.		
	DSP02	Prescription Number Serial number assigned to the prescription by the pharmacy.	Required	
	DSP03	Date Written Date the patient was certified for medical marijuana. Format: CCYYMMDD	Required	Date the patient was certified for medical marijuana.
	DSP04	Refills Authorized	Required	Allows be 0
	DSP05	Date Filled Date prescription was filled. Format: CCYYMMDD	Required	Day it was sold to patient.

Segment	Element ID	Element Name	Requirement	Notes
	DSP06	Fill Number Number of the fill of the prescription.	Required	Allows be 00
	DSP07	 Product ID Qualifier Used to identify the type of product ID contained in DSP08. 01 NDC 	Required	

Segment	Element ID	Element Name	Requirement	Notes
	DSP08	Product ID Full 11 digit NDC number, created by adding a leading zero to the appropriate segment to result in a 5-4-2 formatted NDC number, without punctuation.		The following are the only acceptable MM NDCs: 67660000001 :Marijuana flower (smoked):1 each = 1 MCEU
				67660000002 :Marijuana concentrate (vape/tincture):1 each = 1 MCEU
				67660000003 :Marijuana infused (edibles):1 each = 1 MCEU
				67660000004 Marijuana infused (non- edibles) 1 each = 1 MCEU

Segment	Element ID	Element Name	Requirement	Notes
	DSP09	Quantity Dispensed Number of metric units dispensed in metric decimal format. Example: 2.5	Required	
	DSP10	Days' Supply Estimated number of days the medication will last.	Required	Per Law can not exceed 3 oz within 30 day supply.
	DSP11	 Drug Dosage Units Code Identifies the unit of measure for the quantity dispensed in DSP09. 01 Each 	Required	Per Law can not exceed 24 units in 30 days
	DSP12	 Transmission Form of Rx Origin Code Code indicating how the pharmacy received the prescription. 01 Written Prescription 02 Telephone Prescription 03 Telephone Emergency Prescription 04 Fax Prescription 05 Electronic Prescription 06 Transfer/Forwarded 99 Other 	Not Required	
	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. 00 Not a Partial Fill 01 First Partial Fill Note: For additional fills per prescription, increment by 1. So, the second partial fill would be reported as 02, up to a maximum of 99. 	Not Required	
	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.	Not Required	

Segment	Element ID	Element Name	Requirement	Notes
	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.	Not Required	
	DSP16	 Classification Code for Payment Type Code identifying the type of payment (i.e., how it was paid for). 01 Private Pay 	Required	
	DSP17	Date Sold Used to determine the date the prescription left the dispensaary, not the date it was filled, if the dates differ. Format: CCYYMMDD	Situational	If you have this information submit. Should be equivalent to Day Filled.
	DSP18	 RxNorm Code Qualifier RxNorm Code that is populated in the DRU-010- 09 field in the SCRIPT transaction. 01 Semantic Clinical Drug (SCD) 02 Semantic Branded Drug (SBD) 03 Generic Package (GPCK) 04 Branded Package (BPCK) 	Not Required	
	DSP19	RxNorm Code Used for electronic prescriptions to capture the prescribed drug product identification.	Not Required	
	DSP20	Electronic Prescription Reference Number This field should be populated with the Initiator Reference Number from field UIB-030-01 in the SCRIPT transaction.	Not Required	
	DSP21	Electronic Prescription Order Number This field should be populated with the Initiator Control Reference from field UIH-030-01 in the SCRIPT standard.	Not Required	
	DSP22	Quantity Prescribed This field adds clarity to the value reported in DSP13, Partial Fill Indicator. <i>Note: ASAP 4.2B increases this field size to a</i> <i>maximum of 100 characters.</i>	Not Required	

Rx SIG Not Required DSP23 Tris field captures the actual directions printed on the prescription vial label. Not Required Treatment Type This field is used to explain the reason for an opioid, this field should not be used. Not Required • 01 Not used for opioid dependency treatment • 02 Used for opioid dependency treatment Not Required • 02 Used for opioid dependency treatment • 04 Palliative care in conjunction with a serious illness So End-of-life and hospice care • 05 End-of-life and hospice care • 06 A pregnant individual with a pre-existing prescription for opioid prescription for chronic pain • 08 Individuals pursuing an active taper of opioid medications • 09 Patient is participating in a pain management contract • 10 Acute Opioid Therapy • 11 Chronic Opioid Therapy • 11 Chronic Opioid Therapy • 11 Chronic Opioid Therapy • 11 Chronic Opioid Therapy • 10 Acute Opioid Therapy • 10 Acute Opioid Therapy • 11 Chronic Opioid Therapy • 10 Acute Opioid Therapy • 10 Chronic Opioid Therapy • 05P25 Diagnosis Code polated on the prescription. Not Required Not Required DSP25 Diagnosis Code included with the prescription. Not Required Not Required RE Prescriber Information (required) ised to ideentify the pr	Segment	Element ID	Element Name	Requirement	Notes
DSP24 This field is used to explain the reason for an opioid prescription. If the prescription is not for an opioid, this field should not be used. 01 Not used for opioid dependency treatment 02 Used for opioid dependency treatment 03 Pain associated with active and aftercare cancer treatment 04 Palliative care in conjunction with a serious illness 05 End-of-life and hospice care 06 A pregnant individual with a pre-existing prescription for opioids 07 Acute pain for an individual with an existing opioid prescription for chronic pain 08 Individuals pursuing an active taper of opioid medications 09 Patient is participating in a pain management contract 10 Acute Opioid Therapy 11 Chronic Opiod Therapy 11 Chronic Opiod Therapy 99 Other (trading partner agreed upon reason) "Note: Codes 03-11 can only be reported if the PMP has mandated that they be provided by the prescriber on the prescription. DSP25 Diagnosis Code Divid of the opport the ICD-10 code or CDT. If required by a PDMP, this field would be populated only when the ICD-10 or CDT code is included with the prescription. Exclude the decimal point when reporting this field. RE Prescriber Information (required) Is de to identify the prescriber of the prescription.		DSP23	This field captures the actual directions printed	Not Required	
DSP25 This field is used to report the ICD-10 code or CDT. If required by a PDMP, this field would be populated only when the ICD-10 or CDT code is included with the prescription. Exclude the decimal point when reporting this field. RE: Prescriber Information (required) Ised to identify the prescriber of the prescription.		DSP24	 Treatment Type This field is used to explain the reason for an opioid prescription. If the prescription is not for an opioid, this field should not be used. 01 Not used for opioid dependency treatment 02 Used for opioid dependency treatment 03 Pain associated with active and aftercare cancer treatment 04 Palliative care in conjunction with a serious illness 05 End-of-life and hospice care 06 A pregnant individual with a pre-existing prescription for opioids 07 Acute pain for an individual with an existing opioid prescription for chronic pain 08 Individuals pursuing an active taper of opioid medications 09 Patient is participating in a pain management contract 10 Acute Opioid Therapy 11 Chronic Opioid Therapy 99 Other (trading partner agreed upon reason) 	Not Required	
RE: Prescriber Information (required) Ised to identify the prescriber of the prescription.		DSP25	This field is used to report the ICD-10 code or CDT. If required by a PDMP, this field would be populated only when the ICD-10 or CDT code is included with the prescription. Exclude the decimal point when reporting this	Not Required	
			ation (required)		
PRE01 National Provider Identifier (NPI) Not Required	Jseu to ide			1 1	
Identifier assigned to the prescriber by CMS.		PRE01		Not Required	

Do not copy or distribute without the express written permission of Bamboo Health.

gment	Element ID	Element Name	Requirement	Notes
	PRE02	DEA NumberIdentifying number assigned to a prescriber or an institution by the Drug Enforcement Administration (DEA).Note: This field is required when the prescription is for a DEA-defined medical marijuana.	Not Required	
	PRE03	DEA Number Suffix Identifying number assigned to a prescriber by an institution when the institution's number is used as the DEA number.	Not Required	
	PRE04	Prescriber License Number Identification assigned to the prescriber by the Mississippi Department of Health	Required	This shoul be the Prescriber MM Licens number.
	PRE05	Last Name Prescriber's last name.	Not Required	
	PRE06	First Name Prescriber's first name.	Not Required	
	PRE07	Middle Name Prescriber's middle name or initial.	Not Required	
	PRE08	Phone Number Complete phone number including area code. Do not include hyphens.	Not Required	
	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.	Not Required	
	PRE10	Jurisdiction or State Issuing Prescriber License Number Use this field to further identify the information provided in PRE04.	Not Required	

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.

Segment	Element ID	Element Name	Requirement	Notes
	CDI01	Compound Drug Ingredient Sequence Number First reportable ingredient is 1; each additional reportable ingredient is incremented by 1.	Not Required	
	CDI02	 Product ID Qualifier Code to identify the type of product ID contained in CDI03. 01 NDC 	Not Required	
	CDI03	Product ID Full 11-digit NDC number, created by adding a leading zero to the appropriate segment to result in a 5-4-2 formatted NDC number, without punctuation.	Not Required	
	CD104	Compound Ingredient Quantity Metric decimal quantity of the ingredient identified in CDI03. Example: 2.5	Not Required	
	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) 	Not Required	
Used when or picking	issued serioup the prese	ation Reporting (situational) alized Rx pads are used, the PMP requires informati cription, or for data elements not included in other s used, at least one of the data elements (fields) wil	detail segments.	n dropping off
	AIR01	State Issuing Rx Serial Number U.S.P.S. state code or other regional jurisdiction code that issued serialized prescription blank. This is required if AIR02 is used.	Not Required	
	AIR02	State Issued Rx Serial Number Number assigned to issued serialized prescription blank.	Not Required	
	AIR03	Issuing Jurisdiction Code identifying the jurisdiction that issues the ID in AIR04. Used if required by the PMP and AIR04 is equal to 02 or 06.	Not Required	

Segment	Element ID	Element Name	Requirement	Notes
	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 04 Permanent Resident Card (Green Card) 05 Passport ID 06 Driver's License ID 07 Social Security Number 08 Tribal ID 	Not Required	
	AIR05	ID of Person Dropping Off or Picking Up Rx ID number of patient or person picking up or dropping off the prescription.	Not Required	
	AIR06	 Relationship of Person Dropping Off or Picking Up Rx Code indicating the relationship of the person. 01 Patient 02 Parent/Legal Guardian 03 Spouse 04 Caregiver 99 Other 	Not Required	
	AIR07	Last Name of Person Dropping Off or Picking Up Rx Last name of person picking up the prescription.	Not Required	
	AIR08	First Name of Person Dropping Off or Picking Up Rx First name of person picking up the prescription.	Not Required	
	AIR09	Last Name or Initials of Pharmacist Last name or initials of pharmacist dispensing the medication.	Not Required	
	AIR10	First Name of Pharmacist First name of pharmacist dispensing the medication.	Not Required	

Segment	Element ID	Element Name	Requirement	Notes
TP: Pharma	AIR11 cy Trailer (re	 Dropping Off/Picking Up Identifier Qualifier Additional qualifier for the ID contained in AIR05 01 Person Dropping Off 02 Person Picking Up 03 Unknown/Not Applicable equired) 	Not Required	
		d of data for a given pharmacy and provide the core ed for the pharmacy, including the PHA and TP seg		umber of
	TP01	Detail Segment Count Number of detail segments included for the pharmacy including the pharmacy header (PHA) and the pharmacy trailer (TP) segments.	Required	
Used to inc	tion Trailer (licate the er the transac	nd of the transaction and provide the count of the t	otal number of s	egments
	тто1	Transaction Control Number Identifying control number that must be unique. Assigned by the originator of the transaction. Must match the number in TH02.	Required	
	TT02	Segment Count Total number of segments included in the transaction including the header and trailer segments.	Required	

Appendix B: ASAP Zero Report Specifications

The following table contains the required definitions for submitting zero reports via SFTP or manual upload to the Mississippi 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 4.2B Specifications</u>.

Segment	Element ID	Element Name	Requirement
TH: Transad	ction Header (req	uired)	
	TH01	4.2B	R
	TH02	123456	R
	TH05	20220501	R
	TH06	223000	R
	TH07	Р	R
	ТН09	W	R
IS: Informa	tion Source (requ	ired)	
	IS01	7705555555	R
	IS02	Dispensary NAME	R
	IS03	Date Range of Report	R
		#YYYYMMDD#-#YYYYMMDD#	
PHA: Pharn	nacy Header (requ		_
	PHA13	DSPY123456	R
PAT: Patier	t Information (red	quired)	
	PAT07	REPORT	R
	PAT08	ZERO	R
DSP: Dispe	nsing Record (req	uired)	
	DSP05	20220501	R
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	cy Trailer (require	ed)	
	TP01	7	R
TT: Transac	tion Trailer (requi	red)	
	TT01	123456	R

Do not copy or distribute without the express written permission of Bamboo Health.

TT02 10 R

Sample Zero Report

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

TH*4.2B*123456*01**20220108*223000*P**\\ IS*7705555555*DISPENCEARY NAME*#20220101#-#20220107#\ PHA*** DSPY123456\ PAT*****REPORT*ZERO******\ DSP****20220108*****\ PRE*\ CDI*\ AIR*\ TP*7\ TT*123456*10\

Appendix C: 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</u> <u>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 <u>Adding SFTP Access to an Upload Account</u>.

SFTP Connection Details

Hostname: sftp.pmpclearinghouse.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> <u>Clearinghouse</u>, 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</u> <u>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.

5 sftp://appriss	test@prodpmpsftp@54.24	13.86.238 - FileZilla					x
File Edit View	v Transfer Server Bool	kmarks Help New v	ersion available!				
	(P) 😫 🕼 🌬	\$ E Q \$ A					
Host:	Username:	Password:	Port:	Quickconne	ect 💌		
Status: Status: Command: Command: Command: Status: Status: Status: Command: Response: Status: Status: Status: Status: Status: Status: Status: Status:	Connecting to 54.243. fz5ftp storters open "apprisstest@pri Trust new Hostkey: Or Pass: Connected to 54.243.8 Retrieving directory lis: "/ lis Listing directory /home Calculating timezone o mtime "D" 1394120413	16.238 openastp@54.243.86.238 cce 6.238 ing homedir" rdir ffset of server ver: 0 seconds. Local: -14	por pas	t = 22 isword = your irname = xxxx it = sftp.pmpc			
							~
Local site: \				Remote site:	/homedir		-
				Filename	Bornedin Right click on homedir > Soundad Add to queue	Filesize Filetype	Las
Filename	*		Filesize Filetyp	- 1	Create directory Delete	File fold	er 3/6
♀ Q: (\\prodcsa	amba01.prod.appriss.com amba01.prod.appriss.com	(qafsnr)	Netwoi Netwoi Netwoi	1	Rename Copy URL(s) to clipboard File Attributes		
P: A\nrodesa	imha01 prod appriss com\ III	nrodfsnr)	Netwoi *	•	III		Þ
10 directories				1 directory			
Server/Local file	e Direction	Remote file	Size Priority	Status			
Queued files	Failed transfers Successfu	l transfers				💭 👯 Queue: empty	••

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 MS*).

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

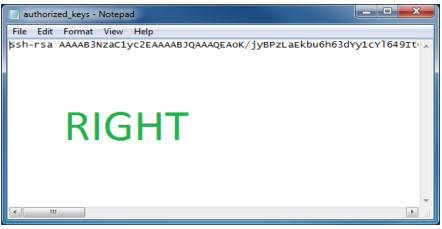
\$`sftp_apprisstest@prodpmpsftp@sftp.pmpclearinghouse.net Password: Connected to sftp.pmpclearinghouse.net. sftp> mkdir ND	*
Log in using account credentials. use make directory command "mkdir"	
	Ŧ

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.

📄 diftp - Notepad	
File Edit Format View Help	
BEGIN SSH2 PUBLIC KEY Comment: "rsa-key-20130904" AAAAB3NzaClyc2EAAAABJQAAAQEAOK/jyBPzLaEkbu6h63dYy1cYl649ItClvaeq s3demLmUEGLKouWvMG/NPEN9sSXy5FeMLAquhIEl3xltT75W3bDZ5yea/silagpH jXOT9bZH4G5LG7pcVcBlPcTXMLU+HVDVVaCmdV+Qxk7yna9OUUAEsF5wOQe8L1Bw riNXKkriiLmPNmcIs4Lw3ypU0JJbNHMJ5v8go2Vvfm3/kdxxlnhz+nPq2fepUj3i YM16os60FdI66G3v6dXNHmdzNFoFxKgoaoqzL982S5k3xK6RVy7DbdtVk4FQu1d6 Dl5HRMXJhF0D2I3/XWRPc5r8cco8+mclWf9QHU16g6LlgPcqCw== END SSH2 PUBLIC KEY	*
WRONG	Ŧ

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 <u>PMP</u> <u>Subfolders</u> for steps on creating subfolders.