

PRESCRIPTION MONITORING PROGRAM INSTRUCTIONS TO CREATE AN ACCOUNT OR RUN SELF QUERY REPORTS

CREATE AN ACCOUNT:

Click on link to PMP website: <https://nevada.pmpaware.net>.

Click "Create an account".

Enter your email and a password.

Select Healthcare Professional and Dentist. Click "Update User Roles and Continue".

Enter your demographic information. Required fields are marked with a red asterisk.

Check your email for further instructions .

1. You will receive an email verification. Open the email and click on the link within the email. If the email has expired, click the link to have a new email verification link sent. Then click on the link in the new email.
2. You will receive a second email with a validation document. The completed document can be uploaded or faxed to the number on the form.

After the online demographic information is provided, the email is verified and the validation document is received, your account will be activated.

FOR EXISTING PMP ACCOUNT HOLDERS OR TO RUN A SELF QUERY REPORT:

1. Once logged-in to your PMP account, click on the Menu button which will bring up the drop down topic categories.
2. Under the Heading "Rx Search," select "MyRx"
3. On the MyRx page, your DEA number should auto-populate. You are prompted to selected the time period of the prescriptions you want to search. For example January 1, 2019 to May 28, 2019.
4. We suggest leaving the space for "drug" name blank. However, a search can be run by drug type.
5. The result of the search will be provided for your review. The resulting report can be printed in a PDF or Excel spreadsheet format. Keep a copy for your records and the date you ran the report.