



LAW ENFORCEMENT USER GUIDE

www.inspect.in.gov

Email: inspect@pla.in.gov

LOGIN PAGE: Prescription Monitoring Program Login or you may visit www.inspect.in.gov and click the link "Logon to the WebCenter" under Online Services to be taken to the Login page.

Have your username (ex: tttester) and password ready.

1. Login to the PMP with your username and password.

If you do not know your password, you may reset it by clicking [Forgot Password?](#) You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: inspect@pla.in.gov.

2. Click the Requests tab in the upper left corner, then click New Request to submit a search for a new report. You can also view previous requests made by this account by clicking View Request.

Request

Patient

Patient Details

Last Name: dummy First Name: patient
 Birth Date: 05/05/1975 Gender: Male

Family Members Add

Prescription Range

Set default to last 12 months date range Begin Date: 12/05/2009 End Date: 12/05/2010

Options

Format: PDF Send to: Manager

I certify that the information I have entered above is accurate.

Create

3. Enter the patient information you wish to search for. The default time period to search is 1 year but you may change the date range by unchecking the box and entering new information.

The time period for requests is limited to 365 days, but you may make multiple requests for different years if you wish. (Ex. 1/1/2012-12/31/2012, 6/1/2013-6/1/2013)

4. To request a report showing all dispensations under a particular DEA number, change the drop-down menu in the right corner from "Patient" to "Practitioner", and provide only the DEA number in the required field.

5. You must check the authorization box at the bottom of the screen to continue.

6. Click Create when you have completed the request.

Request

View Request

Request

User Name	Response	Sent On	Attachment	Delete
T Tester	Your request has been processed automatically	12/5/2010 5:37:00 PM	Patient Rx History Report.PDF	

Current Response

T Tester on Sun 12/5/2010 5:37 PM Attachment: Patient Rx History Report.PDF

Your request has been processed automatically

Browse...

Patient Details

Last Name: dummy First Name: patient Middle Name:
 Birth Date: 05/05/1975 Gender: Unknown

Contact Details

Street: City: State: Zip:

Family Members

Alias	Last Name	First Name	Middle Name	Date of Birth	Remove

Prescription Range

Set default to last 12 months date range Begin Date: 12/5/2009 End Date: 12/5/2010

Options

Format: PDF Send to: Manager

7. Click the blue attachment that says: Patient Rx History Report. This will bring up the report in a new window. You must scroll down past the disclaimer to view the actual report. ** If your report is a Microsoft Excel spreadsheet, the report is present on Sheet 2.

If you received an error message (request exceeded threshold) and did not receive the report right away, it has been sent to the INSPECT office for manual processing. Your report will be returned and available for viewing within 24 business hours.

The default report format is Adobe .PDF. If you switch the report format to "Excel" on the Request page, your report can be exported to Microsoft Excel, where you can create a table to sort records if needed.