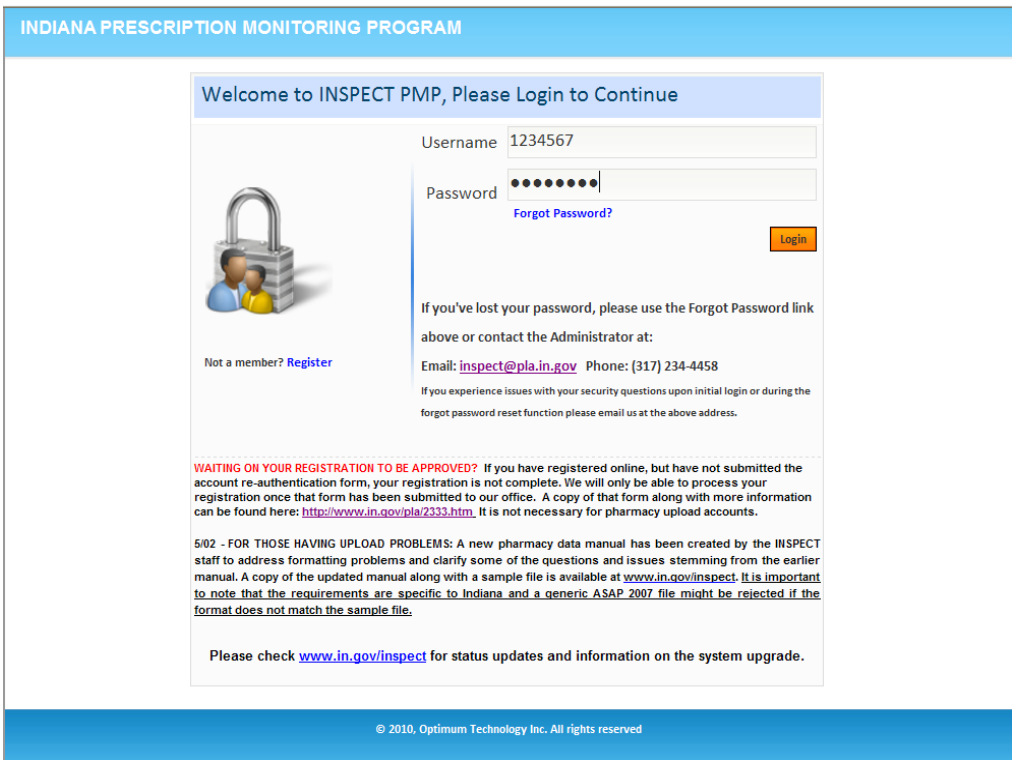
ERROR CORRECTION USER GUIDE

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 on the link "Logon to the WebCenter" under Online Services to be taken to the Login page.

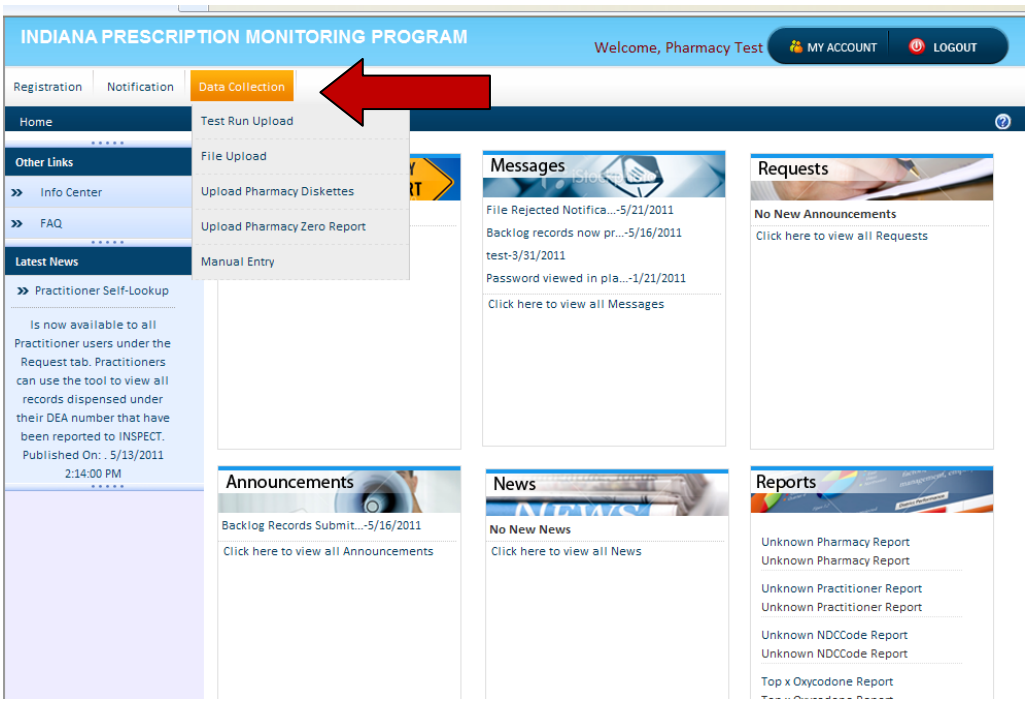
Have your username (ex: 1512236) and password ready.



LOGIN:

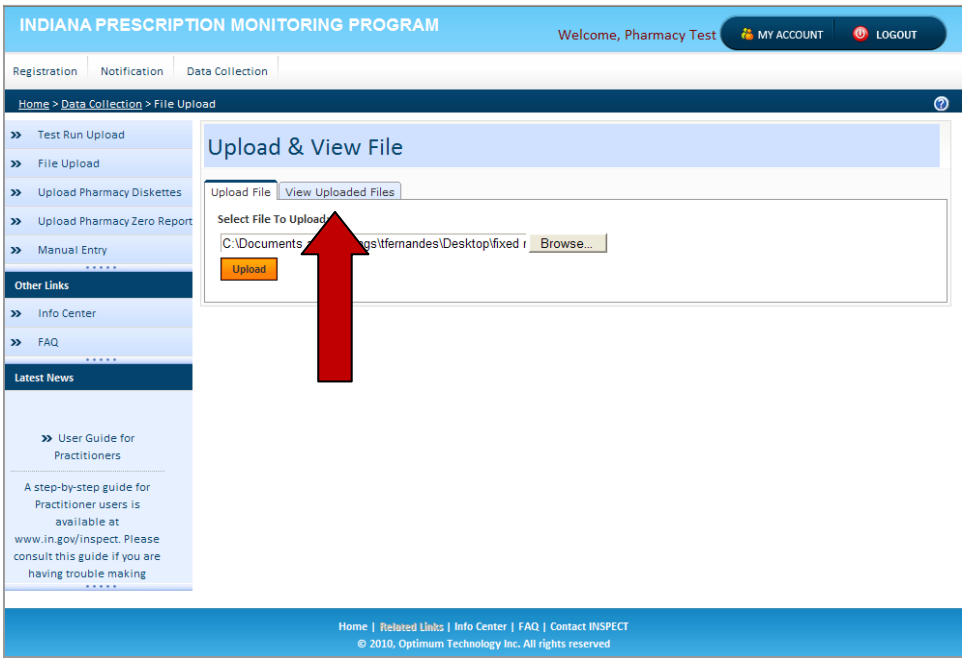
Login to the PMP with your username and password.

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.

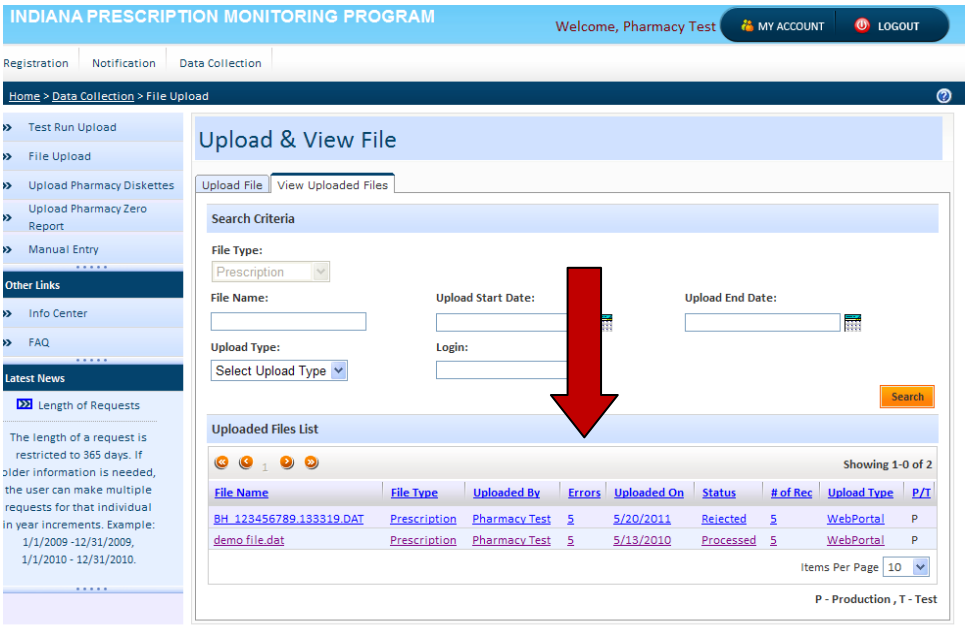


LOCATING ERRORS:

Click the ***Data Collection*** tab in the upper left corner, and then click ***File Upload.***



Select the ***View Uploaded Files*** tab.



ERROR CORRECTION:

Click the name of an uploaded file or on the number in the error column to view the ***File Upload Details***.

Please contact inspect@pla.in.gov with any questions.

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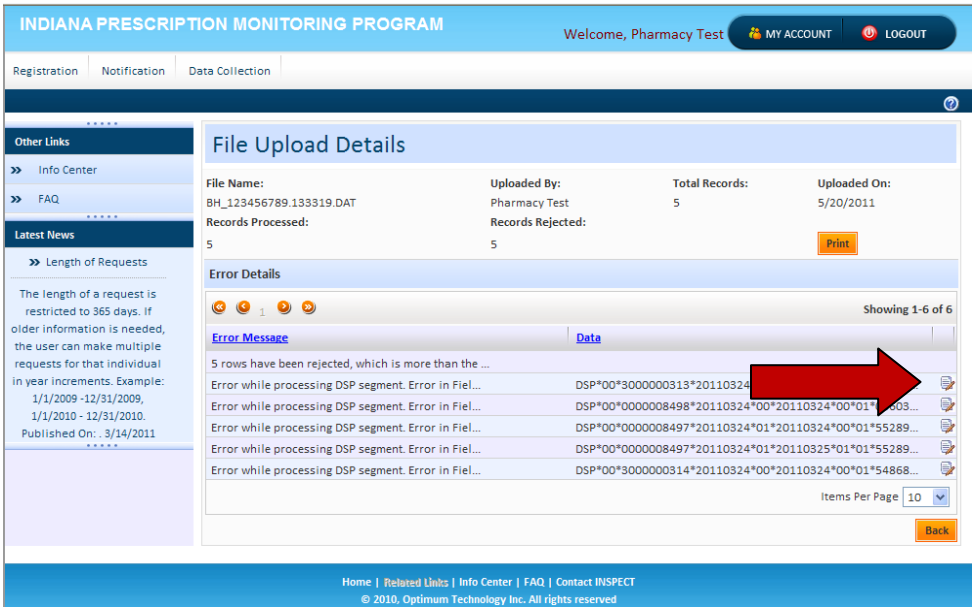

INSPECT's ASAP 2007 v. 4.0 requirements, along with a sample file, can be found at www.inspect.in.gov or you may email us at inspect@pla.in.gov.

Click on an individual error to see the details for that error, which will appear below the Error Messages box.

You can hit the ***Print*** key to get a full printout of error messages in Adobe .PDF format.

Most errors you should be able to correct by providing the missing information. Errors can be corrected either manually or through resubmission of pharmacy data.

To manually correct an error, click on the pencil & paper icon to the right of the error. Provide the piece of information requested, (Customer ID number, Fill Date, etc.) and hit ***Save*** to correct the prescription.

Make sure to correct the patient's record in the pharmacy software as well so that future reporting to INSPECT does not contain this error. This step can be done first, then the data can be resubmitted to the INSPECT database to correct records as well.

Remember that leaving errors uncorrected constitutes noncompliance with IC 35-48-7.

Please contact INSPECT at inspect@pla.in.gov if you receive any errors you do not understand or if errors are related to the format of the file.