

5 Data Delivery Methods

About This Chapter

This chapter provides information about data delivery methods you can use to upload your controlled substance reporting data file(s).

For quick reference, click the desired hyperlink in the following table to view the step-by-step instructions for your chosen data delivery method:

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Secure FTP over SSH

There are many free software products that support Secure FTP. Neither DHMH nor Appriss Health is in a position to direct or support your installation of operating system software for Secure FTP; however, we have information that WinSCP (<http://winscp.net>) has been used successfully by other pharmacies.

1. If an account has not yet been created, perform the steps in [Creating Your Account](#).
2. Prepare the data file for submission, using the ASAP specifications described in [Appendix A: ASAP 4.2 Specifications](#).

Important Notes:

- The file name should be constructed using the date of submission to the MD PDMP as the file name and should have a *.dat* extension. For example, name the file *20130801.dat* if it is submitted on August 1, 2013.
- Do not include spaces in the file name.
- If more than one file is submitted within the same day, each file must be uniquely named so that existing uploaded files are not overwritten. For example, if uploading three files within the same day, the following file names could be used: *20130801a.dat*, *20130801b.dat*, and *20130801c.dat*.
- Zipped files can be accepted and should be named using the date of submission. For example, name the file *20130801.zip* if it is submitted on August 1, 2013.
- **Before transmitting your file**, rename it to include the suffix *.up* (e.g., *20130801.dat.up*). This will ensure that we do not try to load the file while you are transmitting it. Once

transmission is complete, rename the file back to the original name (e.g., *20130801.dat*).

3. SFTP the file to <sftp://mdpdmpreporting.rxsentry.net>.
4. When prompted, type *mdpdm* (lower case) in front of your DEA number (or Generic ID) as your user ID and enter the password supplied when you created your account.
5. Place the file in the new directory.
6. Once the transmission is complete, rename the file without the *.up* extension (e.g., *20130801.dat*).
7. If desired, view the results of the transfer/upload in your user directory. The file name is **YYYYMMDD.rpt**.
8. Log off when the file transfer/upload is complete.

Appriss Health tracks the use of the web-based tool, and incoming files are date stamped. You are notified of a successful file transmission. After the file is reviewed for accuracy, you are notified of the status of the submitted file.

Encrypted File with OpenPGP via FTP

There are many free software products that support file encryption using the PGP standard. Neither DHMH nor Appriss Health is in a position to direct or support your installation of PGP compatible software utilities; however, our usage indicates that software from the GnuPG Project (<http://gnupg.org>) should be compatible with many operating systems.

1. If an account has not yet been created, perform the steps in [Creating Your Account](#).
2. Import the PGP public key, supplied during the account creation, into your PGP key ring.
3. Prepare the data file for submission, using the ASAP specifications described in [Appendix A: ASAP 4.2 Specifications](#).

Important notes:

- The file name should be constructed using the date of submission as the file name and should have a *.pgp* extension. For example, name the file *20130801.pgp* if it is submitted on August 1, 2013.
 - Do not include spaces in the file name.
 - If more than one file is submitted within the same day, each file must be uniquely named so that existing uploaded files are not overwritten. For example, if uploading three files within the same day, the following file names could be used: *20130801a.pgp*, *20130801b.pgp*, and *20130801c.pgp*.
 - **Before transmitting your file**, rename it to include the suffix *.up* (e.g., *20130801.pgp.up*). This will ensure that we do not try to load the file while you are transmitting it. Once transmission is complete, rename the file back to the original name (e.g., *20130801.pgp*).
4. Encrypt the file with the PGP software, using the public key supplied during account creation.

Note: PGP encryption performs a single compression as it encrypts, so there is no need to zip the file.

5. FTP the file to <ftp://mdpdmpreporting.rxsentry.net>.
6. When prompted, type *mdpdm* (lower case) in front of your DEA number (or Generic ID) as your user ID and enter the password supplied when you created your account.
7. Place the file in the new directory.
8. Once the transmission is complete, rename the file without the *.up* extension (e.g., *20130801.pgp*).
9. If desired, view the results of the transfer/upload in your user directory. The file name is **YYYYMMDD.rpt**.
10. Log off when the file transfer/upload is complete.

Appriss Health tracks the use of the web-based tool, and incoming files are date stamped. You are notified of a successful file transmission. After the file is reviewed for accuracy, you are notified of the status of the submitted file.

SSL Website

1. If an account has not yet been created, perform the steps in [Creating Your Account](#).
2. Prepare the data file for submission, using the ASAP specifications described in [Appendix A: ASAP 4.2 Specifications](#).

Important notes:

- The file name should be constructed using the date of submission to the MD PDMP as the file name and should have a *.dat* extension. For example, name the file *20130801.dat* if it is submitted on August 1, 2013.
- Do not include spaces or parentheses in the file name.
- If more than one file is submitted within the same day, each file must be uniquely named so that existing uploaded files are not overwritten. For example, if uploading three files within the same day, the following file names could be used: *20130801a.dat*, *20130801b.dat*, and *20130801c.dat*.
- Zipped files can be accepted and should be named using the date of submission. For example, name the file *20130801.zip* if it is submitted on August 1, 2013.

3. Open a web browser and enter the following URL: www.rxsentry.net/mdpdmp.
4. Click **Dispenser**, and then click **RxSentry Data Upload**.
5. When prompted, enter the user ID and password supplied when you created your account.
6. Click **Upload a File**.
7. Click **Browse** to navigate to the location where you saved the file created in step 2.
8. If not previously named according to upload requirements, rename the file using the format *YYYYMMDD.dat*, for example, *20130801.dat*.

9. Click to select the file, and then click **Open**.
10. Click **Send File**.

Appriss Health tracks the use of the web-based tool, and incoming files are date stamped. You are notified of a successful file transmission. After the file is reviewed for accuracy, you are notified of the status of the submitted file.

Universal Claim Form (UCF) Submission

If you have Internet access, but are unable to submit your data in a batch upload, you may submit prescription information using RxSentry's online universal claim form (UCF).

When submitting information using the online UCF, the information provided must be complete and accurate. Only complete and accurate submissions are entered into the MD PDMP database. Please use the information in the [Notes about NDC Numbers](#) section below as a guideline for providing accurate NDC numbers.

Reporting Requirements for UCF Submissions

See the [Required Prescription Information](#) topic for details for reporting requirements.

Notes about NDC Numbers

Use the following information when entering NDC numbers on the UCF:

- NDCs are 11 digits and use the format *99999-9999-99*.
- When adding an NDC, do not include the dashes, for example, *99999999999*.
- NDCs are typically located on the original medication bottle on the top right corner of the label, prefaced with "NDC-" and followed by the number.
- Manufacturers often leave off a zero in the NDC. In these instances, you should add the 0 where appropriate, using the following examples as a guideline:

If the NDC appears this way ...	Enter it this way ...
1234-5678-90 (missing 0 in first segment)	01234568790
54321-123-98 (missing 0 in 2nd segment)	54321012398

Online UCF Submission

If you do not have an automated record-keeping system capable of producing an electronic report using the ASAP 4.2 format, you may submit prescription information using RxSentry's online UCF.

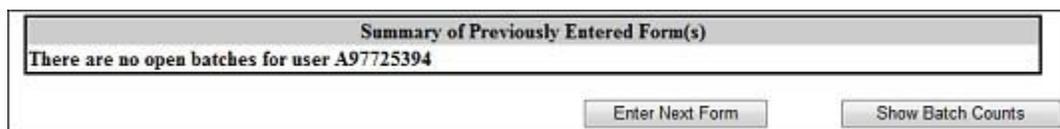
The following new terms are introduced in this topic:

- **Record** – the patient, dispenser, and prescription information that you enter for one patient on the UCF
- **Batch** – a single record, or group of records, that you upload using the **Submit Batch** function

Note: Records can be continually added to a batch—a convenient feature that allows you to enter records at your convenience and not all at one time. We recommend that you add as many records as possible to a batch before submitting it; however, you must submit and close batches in accordance with the required reporting timeframe.

Perform the following steps to use the online UCF to submit prescription information:

1. If you do not have an account, perform the steps in [Creating Your Account](#).
2. Open an Internet browser window and type the following URL in the address bar:
www.rxsentry.net/mdpdmp.
3. Click **Dispenser**, and then click **RxSentry Data Upload**.
A login window is displayed.
4. Type your user name in the **User Name** field.
5. Type your password in the **Password** field.
6. Click **OK**.
7. From the RxSentry home page, click **UCF Form Entry**. A window similar to the following is displayed:



The screenshot shows a window titled "Summary of Previously Entered Form(s)". Inside the window, the text reads "There are no open batches for user A97725394". Below the text, there are two buttons: "Enter Next Form" and "Show Batch Counts".

- **Enter Next Form** allows you to prepare one or more records for submission.
 - **Show Batch Counts** displays the number of records in the batch currently being prepared for submission and the number of records that have been previously submitted.
8. Click **Enter Next Form**.

A window similar to the following is displayed:

UCF Form/Manual Entry

Patient Information

Identification Number (ex 1234567890)

Identification Number Identifier
 Military ID State Issued ID Unique System ID Permanent Resident Card (Green Card) Passport ID Driver's License ID Social Security Number Tribal ID Other

Telephone# (ex 3344567890)

First Name Middle Initial Last Name

DOB
(ex 01/01/2006) Male Female Unknown

Address City

State Zip

Dispenser Information

NPI DEA# Dispenser Name

Phone Fax

Address City

State Zip

Prescription Information

Prescription #1

Rx# Date Filled Date Written
(ex 01/25/2008) (ex 01/25/2008)

NDC Drug Name (Strength)

Quantity Days Supply Refill #

Prescriber DEA Name

Payment Type: Private Pay Medicaid Medicare Commercial Insurance Military Installations/VA Workers' Compensation Indian Nations Other

Reporting Status: New Revise Void Refills Authorized

Prescription #2 Use Prescriber Information from above

Rx# Date Filled Date Written
(ex 01/25/2008) (ex 01/25/2008)

NDC Drug Name (Strength)

Quantity Days Supply Refill #

The UCF contains three sections—Patient Information, Dispenser Information, and Prescription Information. Refer to the following information to complete these sections on the UCF:

- Patient Information – Complete all fields in this section.
- Dispenser Information – In this section, supply your DEA number in the DEA field. Once this information is provided, all associated pharmacy information available within the RxSentry database is auto-populated in the appropriate fields.
- Prescription Information – Information for up to three prescriptions may be entered in this section, and all fields for each prescription must be completed.

If entering more than one prescription for the same prescriber, you may select the **Use Prescriber Information From Above** check box to auto-populate each prescription with the previously-used prescriber information.

9. Once all information has been entered, click **Submit**.

Notes:

- If information is missing from any required fields on the UCF, the UCF window will display again with the required fields indicated. Click **Modify** to add the missing information, and then click **Submit**.
- If the system indicates that the DEA number or the NDC number you have provided is invalid, and you are certain you have provided the correct number, contact Appriss Health using the information supplied in [Assistance and Support](#).

10. The UCF is displayed for your review. If all information is correct, click **Submit**. If you need to modify any information, click **Modify**.

Once you click **Submit**, a window similar to the following is displayed:

Summary of Previously Entered Form(s)	
Patient Name: JANE DOE	DOB 04/19/73
Prescriber	Pharmacy PAYSON APOTHECARY PHARMACY, LLC
Rx# 1234	Drug Name HYDROCODONE SYRUP
Filed 09/02/09	Written 09/02/09
Load Status ENTERED	

There are 1 Record(s) in Current Batch for A97725394

11. Perform one of the following functions:
 - Click **Enter Next Form** to add additional records to this batch.
 - Click **Show Batch Counts** to display the number of records in the current batch.
 - Click **Submit/Close Batch** to upload this batch of records.