

PMP File Upload Process

To Access the File Upload screen:


1. Single click left mouse button on Upload Center.
2. Single click left mouse button on File Upload.

To Locate and Upload the File:

1. Choose the File Type – Prescription.
2. Enter the File Name as Username*mddyy*. For example: 0201009999060106.
3. File To Upload - Single click left mouse button on “Browse” button and locate the file on your pc. (Path or directory where file is saved).
4. Double click left mouse button on file.
5. Single click left mouse button on “Upload” button.
6. Single click left mouse button on File Upload to refresh the status of the file.
7. The file should be listed in the Uploaded Files area on the File Upload screen.

To View and Correct errors on the File Upload Errors screen:

1. Single click left mouse button on file name listed under Uploaded Files.
2. Error messages are listed under the Description column.
3. Single click left mouse button on the error message.
4. Example: Required Field(s) missing data: ExtZipCode

Description	Data	Edit
<u>Required Field(s) missing data: ExtZipCode</u>	ASB0000000xx000xxxxx xxx0000xx...	

Description:

Required Field(s) missing data: ExtZipCode


Data:

ASB00000001014321012 2401989061022006053101410060000030003100603107558XX5842756
2006053100000 009994441 DOE JOHN 1600 ANYWHERE AVE VA24017 2

This will display the patient record that needs corrected and the prescription number of the patient. The blue text above shows the prescription number.

There are two options to correct the data as detailed below.

1. Correct the data in your prescription software and then regenerate and upload the data.

2. Use Exception Maintenance to correct the errors. This type of correction is manually performed and makes sense when there are minimal errors.
 - a. To correct the errors using Exception Maintenance, do the following:
 - i. Single click left mouse button on the Edit icon.

 - ii. Make the appropriate corrections.
 - iii. Single click left mouse on the Submit button.
 - iv. If additional errors exist, single click left mouse on the Back to Exceptions button.
 - v. Repeat the process for each error received.
 - b. Confirm all errors are corrected, do the following:
 - i. Single click left mouse button on File Upload.
 - ii. The Errors column should now be zero. If not take appropriate actions.

Verify this by accessing the File Upload Errors screen and verify the records processed field.

Zero Report Submission

If a dispenser dispenses no prescriptions in Schedules II, III, IV or V during a reporting period, a “zero” report must be submitted.

To Access the Zero Reporting screen in the data collection portal:

1. Single click left mouse button on Upload Center.
2. Single click left mouse button on Submit Zero Report.
3. Select the Zero reporting period from the ‘Date From’ dropdown.
4. Single click left mouse button on Submit button.

Manual Entry Processing

A dispenser, who does not have an automated record keeping system capable of producing an electronic report in a format described above, may submit prescription information on the industry standard Universal Claim form via a link on the prescription upload website.

To Access the UCF Manual Entry screen in the data collection portal:

1. Single click left mouse button on Upload Center.
2. Single click left mouse button on Manual Entry.
3. Enter the appropriate data and single click left mouse button on Submit to submit the data.