Reporting Zero Dispensing

If you do not dispense a controlled substance on a specific day, you must report this information to the Alabama Department of Public Health.

You may report zero dispensing by using the functionality provided within RxSentry via the Report Zero Activity menu item or by creating and uploading a zero report data file. The steps you must perform for each method are provided in the following sections.

Report Zero Activity – RxSentry

The information in the following topics explains the processes single dispensers and dispensers reporting for a group of pharmacies should use to report zero activity using RxSentry’s Report Zero Activity menu function.

Single Dispensers

If you are a single dispenser, perform the following steps to report zero activity using RxSentry:

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: https://pdmreporting.hidinc.com.

   A window similar to the following is displayed:

   ![Windows Security Window]

3. Type your user name in the User name field.

4. Type your password in the Password field.

5. Click OK.

6. From the RxSentry home page, click Report Zero Activity.
A window similar to the following is displayed:

![Report Zero Activity]

7 Type the start date for this report in the **Period Start Date** field, using the *mm/dd/yy* format.

**Notes:**
- The **Period End Date** field is populated with the current date. You may adjust this date, if necessary.
- All other pharmacy information is populated with the information provided when you created your account.

8 Click **Continue**. A message similar to the following is displayed:

![Report Zero Activity]

**Group Pharmacies**

If you are responsible for reporting for a group of pharmacies, perform the following steps to report zero activity using RxSentry.

**Note:** You are required to repeat this process for every pharmacy for which you are responsible for reporting.

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: [https://pdmreporting.hidinc.com](https://pdmreporting.hidinc.com).
A window similar to the following is displayed:

3 Type your user name in the **User name** field.

4 Type your password in the **Password** field.

5 Click **OK**.

6 From the RxSentry home page, click **Report Zero Activity**.

A window similar to the following is displayed:

7 Type the start date for this report in the **Period Start Date** field, using the **mm/dd/yy** format.

**Notes:**

- The **Period End Date** field is populated with the current date. You may adjust this date to reflect the dates during which no dispensing occurred.
- All other pharmacy information is populated with the information provided when you created your account.
8 Select the **Use ID/Name listed above** option to manually enter the pharmacy ID whose information you are reporting. If you choose to enter the pharmacy ID manually, type the pharmacy ID in the **Pharmacy ID/Name** field.

Or

Select the **Choose from list** option to select the pharmacy ID whose information you are reporting from a list of pharmacies with a name similar to your pharmacy.

9 Click **Continue**.

If you selected the **Use ID/Name listed above** option, a message similar to the following is displayed:

```
Report Zero Activity

Zero report for 02/15/13 through 2/25/13
has been registered for:
Drugs, Inc.
```

Or

If you selected the **Choose from list** option, a window similar to the following is displayed:

```
Report Zero Activity

This utility will allow you to record periods of zero activity for a given pharmacy. Note that if you are responsible for a group of pharmacies, you may enter the pharmacy's ID and/or Name in the fields provided or you may request a list of potential names to choose from.

Dispenser: Nanook, Fairbanks Professional Group
Address: Pharmacy, Inc Fairbanks 99701
Phone: 234562326
Fax:
Email: april@holinc.com
Period Start Date:
Period End Date:
```

10 Click the radio button next to the correct pharmacy ID.

11 Click **Continue**.

A window similar to the following is displayed:

```
Report Zero Activity

Zero report for 02/15/13 through 2/25/13
has been registered for:
Drugs, Inc.
```
Report Zero Activity – File Upload

Perform the following steps to report zero activity by uploading a zero report data file:

1. If you have not created an account, perform the steps in [Creating Your Account](#).

2. Prepare the zero report data file for submission, using the specifications described in [Appendix B: Zero Report Specifications](#).

**Important Notes:**

- The file name should be constructed using the date of submission to HID as the file name and should have a `.dat` extension. For example, name the file `20090101.dat` if submitted on January 1, 2009.

- Do not include spaces in the file name.

- If you submit more than one file within the same day, you must uniquely name each file so the system does not overwrite existing uploaded files. For example, if uploading three files within the same day, you could use the following file names: `20090101a.dat`, `20090101b.dat`, and `20090101c.dat`.

- The system will accept zipped files and you should name them using the date of submission to HID. For example, name the file `20090101.zip` if you submit it on January 1, 2009.

- Before transmitting your file, rename it to include the suffix `.up` (e.g., `20090101.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., `20090101.dat`).

3. Upload the file using the steps provided in one of the following data delivery topics:
   - [Secure FTP over SSH](#)
   - [Encrypted File with OpenPGP Via FTP](#)
   - [SSL Web Site](#)

HID tracks the use of the Web-based tool, date stamps incoming files, and notifies you of a successful file transmission. After the file is reviewed for accuracy, you are notified of the status of the submitted file.
Mail the media to:
Health Information Designs, LLC
ADPH PDM Program
391 Industry Drive
Auburn, AL 36832

Universal Claim Form (UCF) Submission

If you do not have an automated record-keeping system capable of producing an electronic report using the ASAP 4.1 format, prescription information may be submitted on the Universal Claim Form (UCF).

Effective October 1, 2010, all licensed dispensers must electronically transmit Schedule II through V controlled substances data to the PDMP controlled substances database using the instructions below titled Online UCF Submission. In the event that electronic transmission of data is not feasible, a PDMP Manual Reporting Waiver must be requested from the Alabama Department of Public Health.

To request a PDMP Manual Report Waiver, please log onto the PDMP website at www.adph.org/pdmp and click on the link located in the left hand column that reads “Dispenser Packets.” For additional assistance, please feel free to contact the PDMP staff at 334-206-5226.

If your waiver request is denied, please use the online UCF submission method as instructed in the topic in this section titled Online UCF Submission. If a waiver is granted, you may use the paper submission method following the instructions provided in the Paper Submission topic.

Important notes:

- When using either the manual or online submission methods, the information provided must be complete and accurate; only complete and accurate submissions are entered into the AL PDMP database.
- Please use the information in the Notes about NDC Numbers topic below as a guideline for providing accurate NDC numbers.

Reporting Requirements for UCF Submissions

The following can be used as a patient identifier:

- 01 Military ID
- 02 State Issued ID
- 03 Unique System ID
- 05 Passport ID
- 06 Driver’s License ID
- 07 Social Security Number
- 08 Tribal ID
The following patient identifiers will no longer be accepted for a social security number or a unique patient identification number:

- **000-00-0001** — Child who has not been assigned an SSN
- **000-00-0002** — Adult who has not been assigned an SSN
- **000-00-0003** — Person who refuses to provide the SSN of the patient (either themselves or picking up a prescription for someone else)
- **000-00-0004** — Person who does not know the SSN of the patient (either themselves or picking up Rx for someone else)

The identifier **000-00-0005** can be used by dispensers reporting data on animals.

*If the patient does not or cannot provide a social security number, a unique number with the following information can be used: the patient’s area code followed by the patient’s date of birth (month, day, year). If the patient’s area code is not available, the dispensing facility’s area code should be used.

**Example:**

33408041975

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Date of Birth – Month</th>
<th>Date of Birth – Day</th>
<th>Date of Birth – Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>334</td>
<td>08</td>
<td>04</td>
<td>1975</td>
</tr>
</tbody>
</table>

**UCF Form Fields**

<table>
<thead>
<tr>
<th>Field Name in ASAP Standard</th>
<th>Field Description on UCF Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID of Patient</td>
<td>SSN or DL#</td>
</tr>
<tr>
<td>Last Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>First Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Address Information – 1</td>
<td>Address</td>
</tr>
<tr>
<td>City Address</td>
<td>City</td>
</tr>
<tr>
<td>State Address</td>
<td>State</td>
</tr>
<tr>
<td>ZIP Code Address</td>
<td>Zip</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>DOB (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Gender Code</td>
<td>Gender</td>
</tr>
<tr>
<td>Species Code</td>
<td>Species</td>
</tr>
<tr>
<td>Patient Location Code</td>
<td>Patient Location</td>
</tr>
</tbody>
</table>

Pharmacy Header
<table>
<thead>
<tr>
<th>Field Name in ASAP Standard</th>
<th>Field Description on UCF Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEA Number</td>
<td>DEA in Dispenser Information Section</td>
</tr>
<tr>
<td>Prescription Number</td>
<td>Rx #</td>
</tr>
<tr>
<td>Date Filled</td>
<td>Date filled</td>
</tr>
<tr>
<td>Refill Number</td>
<td>Check one: New or Refill</td>
</tr>
<tr>
<td>Product ID (an 11 digit NDC is required)</td>
<td>NDC</td>
</tr>
<tr>
<td>Quantity Dispensed</td>
<td>Quantity dispensed</td>
</tr>
<tr>
<td>Days Supply</td>
<td>Days supply</td>
</tr>
<tr>
<td>Drug Dosage Units Code</td>
<td>Check one: Each, Milliliters, or Grams</td>
</tr>
<tr>
<td>Transmission Form of Rx Origin Code</td>
<td>Check one: Written, Faxed or Phoned Rx</td>
</tr>
<tr>
<td>Classification Code for Payment Type</td>
<td>Check one: PvtPay, Mdcaid, Mdcare, ComIns, Mil/VA, WkCmp, Ind-Nat, Other</td>
</tr>
<tr>
<td>DEA Number</td>
<td>DEA in Prescription Information Section</td>
</tr>
<tr>
<td>Prescriber State License Number</td>
<td>State License # in Prescription Information Section</td>
</tr>
<tr>
<td>Last Name</td>
<td>Prescriber Name in Prescription Information Section</td>
</tr>
<tr>
<td>First Name</td>
<td>Prescriber Name in Prescription Information Section</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>If the NDC appears this way …</th>
<th>Enter it this way …</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234-5678-90 (missing 0 in first segment)</td>
<td>01234568790</td>
</tr>
<tr>
<td>54321-123-98 (missing 0 in 2nd segment)</td>
<td>54321012398</td>
</tr>
</tbody>
</table>
Paper Submission

If you do not have an automated record keeping system capable of producing an electronic report following the provided ASAP 4.1 format, you may submit prescription information on the ADPH PDM-Universal Claim Form (UCF) after obtaining approval from the Alabama Department of Public Health.

To request a PDMP Manual Report Waiver, please log onto the PDMP website at www.adph.org/pdmp and click on the link located in the left hand column that reads “Dispenser Packets.” For additional assistance, please feel free to contact the PDMP staff at 334-206-5226.

If your waiver request is denied, please use the online UCF submission method as instructed in the topic in this section titled Online UCF Submission. If a waiver has been submitted and approved, completed UCFs may be faxed to 1-888-288-0337 or mailed to:

Health Information Designs, LLC
ATTN: ADPH PDM Program
PO BOX 3210
Auburn, AL 36832-3210

Online UCF Submission

If you do not have an automated record-keeping system capable of producing an electronic report using the ASAP 4.1 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 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 should submit and close batches in accordance with your state’s reporting time frame.

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: https://pdmreporting.hidinc.com.
A window similar to the following is displayed:

![Windows Security Dialog]

3. Type your user name in the **User name** field.
4. Type your password in the **Password** field.
5. Click **OK**.
6. From the RxSentry home page, click **UCF Form Entry**.

A window similar to the following is displayed:

![Summary of Previously Entered Form(s)]

- **Show Previous Forms** allows you to view forms that have been previously entered into the system.
- **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 previously been submitted.

7. Click **Enter Next Form**.
A window similar to the following is displayed:

8 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 dispenser information available within the RxSentry database is 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.

   **Note**: 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 HID 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:

Perform one of the following functions:

- Click Show Previous Forms to view forms that have been previously entered into the system.
- 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.

11 To print a UCF previously entered in the system, click Show Previous Forms.

A window similar to the following is displayed:

- Click Print out this form to screen-print the selected form.
- Click Previous to view the UCF entered prior to the current form.
- Click Next to view the UCF entered after the current form.
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