

Podiatry**Risk**  Group



NEMOHealth™

GUIDE TO THE MAPS SYSTEM FOR PHYSICIANS

Manual on how to register for the MAPS
system for physicians writing controlled
substances in Michigan

New
Legislation
In Michigan
Has
Mandated
Use Of The
Online
MAPS
System For
Physicians



Thank you to **NEMO Health** and **Podiatry Risk Group** for reproducing this registration manual on the MAPS system for MPMA physicians. Another great membership benefit of the Michigan Podiatric Medical Association – Jeff Frederick, DPM

If you are writing for controlled substances in your practice it is mandated that you register with the MAPS (Michigan Automated Prescription System) system in Michigan. The law requires a licensed prescriber to obtain and review a patient's report before prescribing a controlled substance to the patient from the MAPS system (does not apply to inpatient hospital setting). This brochure will walk you through how to register with the MAPS system.

Here are the deadlines for writing for controlled substances:



Beginning July 1, 2018, if a prescriber is treating a patient for acute pain, the prescriber shall not prescribe the patient more than a 7-day supply of an opioid within a 7-day period.

Beginning June 1, 2018, before prescribing or dispensing to a patient a controlled substance in a quantity that exceeds a 3-day supply, a licensed prescriber shall obtain and review a report concerning that patient from the electronic system for monitoring schedule 2, 3, 4, and 5 controlled substances established under section 7333a

YOU MUST REGISTER ONLINE FOR THE MAPS SYSTEM



To begin the registration process for the MAPS (Michigan Automated Prescription System) system you will need to go to the following site:

<https://michigan.pmpaware.net/login>

LANGUAGE IN THE LEGISLATION:

[http://www.legislature.mi.gov/\(S\(lfy0rq2pvnhiu4m00vfsfgl\)\)/documents/2017-2018/publicact/pdf/2017-PA-0249.pdf](http://www.legislature.mi.gov/(S(lfy0rq2pvnhiu4m00vfsfgl))/documents/2017-2018/publicact/pdf/2017-PA-0249.pdf)

The People of the State of Michigan enact:

Sec. 7303a. (1) A prescriber who holds a controlled substances license may administer or dispense a controlled substance listed in schedules 2 to 5 without a separate controlled substances license for those activities.

(2) Except as otherwise provided in rules promulgated under section 16204e, beginning March 31, 2018, a licensed prescriber shall not prescribe a controlled substance listed in schedules 2 to 5 unless the prescriber is in a bona fide prescriber-patient relationship with the patient for whom the controlled substance is being prescribed. Except as otherwise provided in this subsection, if a licensed prescriber prescribes a controlled substance under this subsection, the prescriber shall provide follow-up care to the patient to monitor the efficacy of the use of the controlled substance as a treatment of the patient's medical condition. If the licensed prescriber is unable to provide follow-up care, he or she shall refer the patient to the patient's primary care provider for follow-up care or, if the patient does not have a primary care provider, he or she shall refer the patient to another licensed prescriber who is geographically accessible to the patient for follow-up care.

(3) Before prescribing or dispensing a controlled substance to a patient, a licensed prescriber shall ask the patient about other controlled substances the patient may be using. The prescriber shall record the patient's response in the patient's medical or clinical record.

(4) Beginning June 1, 2018, before prescribing or dispensing to a patient a controlled substance in a quantity that exceeds a 3-day supply, a licensed prescriber shall obtain and review a report concerning that patient from the electronic system for monitoring schedule 2, 3, 4, and 5 controlled substances established under section 7333a. This subsection does not apply under any of the following circumstances:

(a) If the dispensing occurs in a hospital or freestanding surgical outpatient facility licensed under article 17 and the controlled substance is administered to the patient in that hospital or facility.

(b) If the patient is an animal as that term is defined in section 18802, the dispensing occurs in a veterinary hospital or clinic and the controlled substance is administered to the patient in that hospital or clinic.

(c) If the controlled substance is prescribed by a licensed prescriber who is a veterinarian and the controlled substance will be dispensed by a pharmacist.

(5) Beginning June 1, 2018, before prescribing or dispensing a controlled substance to a patient, a licensed prescriber shall register with the electronic system for monitoring schedule 2, 3, 4, and 5 controlled substances established under section 7333a.

The screenshot shows the MAPS AWARxE user interface. At the top right, there is a 'Log In' button. The main header features the 'MAPS' logo in large blue letters, with 'Powered by Awarxe™' and 'Support: 844-364-4767' below it. The central content area is a light gray box containing a 'Log In' section with fields for 'Email' and 'Password', a 'Reset Password' link, and a brown 'Log In' button. Below this is a 'Create an Account' link. At the bottom left of the box is a 'Need Help?' link. At the bottom of the page, it says 'Browsers Supported' followed by icons for Chrome, Firefox, and Edge (8+).

Register for access to MAPS AWARxE

This tutorial explains the approval process as it applies to the role you choose.

In this tutorial you will learn:

- How to create an account
- About Role Selection & the Registry Form
- About Auto Approval and Requirement Levels
- How Auto Approval works
- How Manual Admin Approval works
- How Delegate Supervisor Approval works

This tutorial is specific to Michigan Automated Prescription System (MAPS).

Helpful Information about Licenses

* If you are a Medical Resident, you will enter the DEA number of the facility in which you are completing your residency.

** If you do not know your health professional license number and/or your controlled substance number, visit the following site:

www.michigan.gov/verifylicense

Enter your First and Last Name and the Health Professional License you hold, (i.e. MD, DO, DDS, PA, Pharmacist, etc.), then click enter. Use the license ID Number provided for your MAPS PMP AWAxE Registration.

To verify your controlled substance ID number, go to the verify license site and select Pharmacy (CS licenses are issued under the Board of Pharmacy). The Controlled substance ID number will appear on the screen. Use that number for your MAPS PMP AWAxE Registration.

Some licensees may have either matching health professional license number as their controlled substance license number or two different numbers. About 7 years ago the department changed how license numbers were randomly created for MD, DO, DPM, DDS, and DVM. If you have the same license number for both the professional license and controlled substance licenses that is fine. It is likely both licenses were issued prior to system changes.

Each license number is a 10 digit number with the following prefix of two numbers for each profession:

License Type	2 Digit Prefix
Dentistry (DDS)	29
Medicine (MD)	43
Nursing (Nurse Practitioner)	47
Optometry	49
Osteopathic Medicine/Surgery (DO)	51
Pharmacy/Pharmacist/Controlled Substance (CS)	53
Physician Assistant (PA)	56
Podiatric Medicine/Surgery	59
Veterinary Medicine (DVM)	69

Before you begin

When registering with the new MAPS PMP AWAxE program please have the following information ready:

- **DEA Registration** – If you have more than one, you can provide multiple DEA Registrations*
- **License #** (health professional license)**
- **Controlled Substance #** (if applicable)**
- **National Provider Identifier (NPI)** – if you do not have an individual NPI this can be your employer NPI
- **Employer Address** – If you work in multiple locations please use the primary employer address

Log In

MAPS
Powered by Awarxe™
Support: 844-364-4767

Registration Process

Create an Account

Registration Process Tutorial Get Adobe Acrobat Reader

Email

Password

Password Confirmation

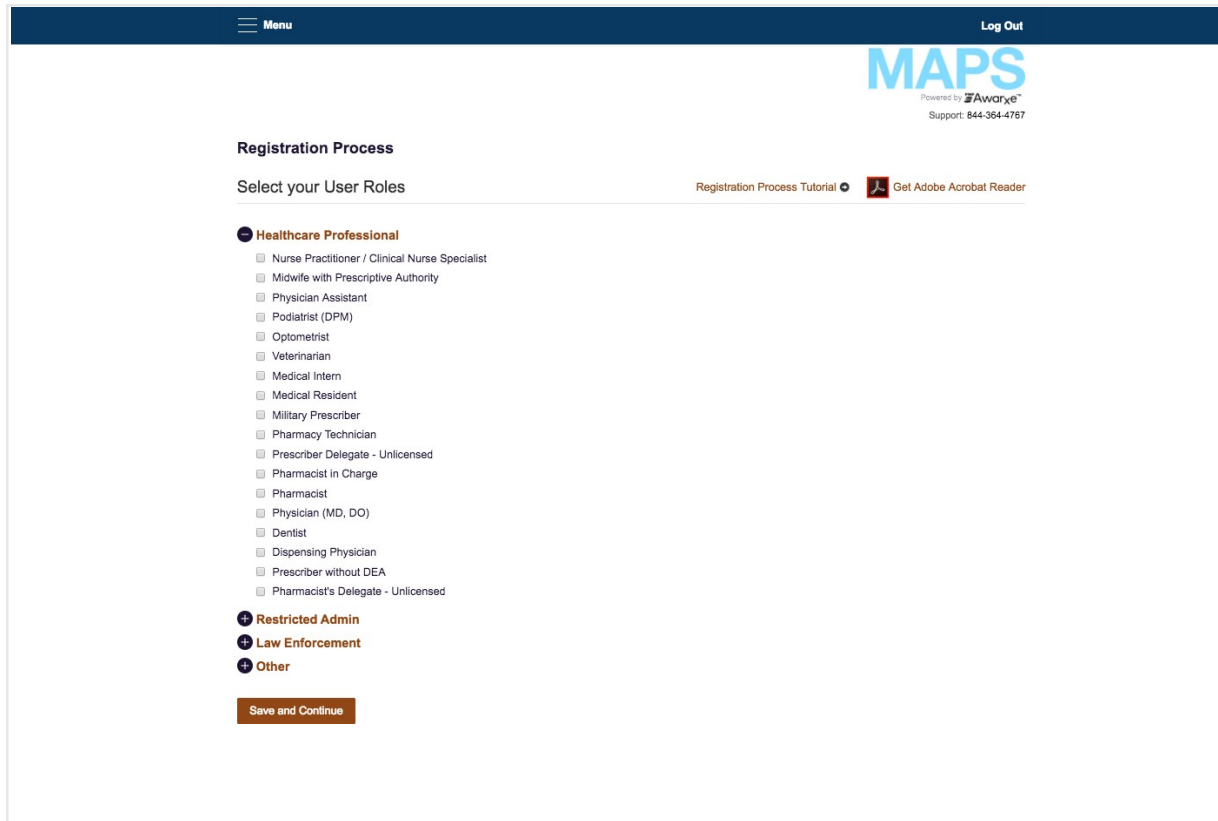
Save and Continue

Need Help?

How to create an account

1. Select **Create an Account** from the main login screen.
2. You will be prompted to enter an email address and create a password.
 - The email address you enter will be used as your login ID and as the primary email address for your account.
 - Password requires a minimum of 8 characters and must include one uppercase, one lowercase, and one symbol.

Click **Save & Continue** to create your account credentials and move on



Menu Log Out

MAPS
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Registration Process

Select your User Roles

Registration Process Tutorial • Get Adobe Acrobat Reader

Healthcare Professional

- ☐ Nurse Practitioner / Clinical Nurse Specialist
- ☐ Midwife with Prescriptive Authority
- ☐ Physician Assistant
- ☐ Podiatrist (DPM)
- ☐ Optometrist
- ☐ Veterinarian
- ☐ Medical Intern
- ☐ Medical Resident
- ☐ Military Prescriber
- ☐ Pharmacy Technician
- ☐ Prescriber Delegate - Unlicensed
- ☐ Pharmacist in Charge
- ☐ Pharmacist
- ☐ Physician (MD, DO)
- ☐ Dentist
- ☐ Dispensing Physician
- ☐ Prescriber without DEA
- ☐ Pharmacist's Delegate - Unlicensed

Restricted Admin

Law Enforcement

Other

Save and Continue

About Role Selection & the Registry Form

Select your role from a predefined, categorized list. There are three primary categories:

- Healthcare Professionals
- Law Enforcement
- Other

1. Click the Category Name to expand it and see the roles.
2. Select only one, then click **Save and Continue**.

Email Verification

When you arrive at the Registry Form, you will see a green banner message that says, "A link to verify your email address has been sent."

Go to your email account. Open the Welcome email from your PMP and click the link that says, "**Verify your email.**" It should open the login screen and show a message that says, "Your email has been verified." That completes email verification. You can go back to your Registry Form and finish registering.

Registration Process

Create an Account [Registration Process Tutorial](#) [Get Adobe Acrobat Reader](#)

All fields with an asterisk () are required.*

Personal

DEA Number(s) *

☒ A95024144 [+ Add](#)

DEA Numbers Added

✖ A95024144

✖ A95024144

Professional License Number *

License Type *

First Name *

Middle Name

Last Name *

Date of Birth *

Add a Healthcare Specialty [Browse All](#)

Search by keyword (e.g. Allergy, Internal, Sports, Clinical,

★ Designates Primary Specialty

★ Allopathic & Osteopathic Physicians Internal Medicine ✖

★ Allopathic & Osteopathic Physicians Internal Medicine - Cardiovascular Disease ✖

Primary Contact Phone

The Registry Form: Personal & Employer Information

Enter your Personal and Employer information. Required fields vary depending on the role you chose.

- Red asterisks indicate required fields.
- In the Personal section, you can add multiple DEA numbers, if necessary.
- Healthcare Specialty is the official Healthcare Taxonomy Code description. (may not appear in some State PMPs)

AutoFill Buttons

You can populate the form with information from the DEA number you entered by clicking the **AutoFill Form** button.

When you complete all required fields on the Registry Form, click **Submit Your Registration**.

The system will determine what type of review your registration requires, if any.

Delegate Registration

If you choose a delegate role, you will only have access to make patient requests on behalf of your supervisor or someone who authorizes you to request reports on their behalf.

You will have an additional Delegate section on the Registry Form.

IMPORTANT: Your supervisor must be registered and approved before you can register as their delegate.

If you select a delegate role, you must specify the supervisor for whom you make requests. In the Delegate section, add each supervisor by the email address each used to register. Then click, **Submit Your Registration** to continue.

City *

State *

Zip Code *

Phone *

Fax

Delegate

I am a delegate for the following people...

Email

Add

Selected Supervisors

Email: john.smith@example.com

Submit Your Registration

Auto-Approve Roles

1. Auto Approved with (DEA, Professional License Number, & Controlled Substance Number):

- Physician (MD, DO)
- Dentist (DMD, DDS)
- Podiatrist (DPM)
- Optometrist
- Pharmacist
- Pharmacist in Charge
- Veterinarian
- Dispensing Physician
- Medical Resident

2. Auto Approved with (DEA, Professional License Number)

- Nurse Practitioner / Clinical Nurse Specialist
- Midwife with Prescriptive Authority
- Pharmacist's Delegate – Licensed
- Physician Assistant

3. Auto Approved with (Professional License Number)

- Prescriber Delegate – Licensed

DELEGATE ROLES

Auto Approved as stated above, but Requires Supervisor Approval to access reports

- Pharmacist's Delegate – Licensed
- Prescriber Delegate – Licensed
- Prescriber Delegate – Unlicensed

IMPORTANT: Supervisor's account must be set up before the delegate's account is set up.

About Approval and Roles

Auto-Approved Roles

Certain roles do not have to wait for administrator review and approval if they meet specific validation requirements. There are three basic levels of Auto-approval:

1. Auto Approved with:

- DEA,
- Professional License Number
- Controlled Substance Number

2. Auto Approved with:

- DEA,
- Professional License Number

3. Auto Approved with:

- Professional License Number

If you provide the right licensing for your role, you will be granted instant access upon validation.

If you are a delegate who passes Auto-approval, you will gain access to the system. However, you will not be able to request reports until your supervisor approves you.

Admin Approval Required

Requires manual review and approval by the state administrator

- HS Prescriber
- IHS Dispenser
- VA Prescriber
- VA Dispenser
- All Law Enforcement Roles
- All Other Roles

Manual Review also referred to as Admin Approval

There are some specific roles that require review by the state administrator before being approved.

Menu

John Doe ▾

Home > Dashboard

MAPS

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Support: 844-364-4767

My Dashboard

+ Patient Alerts

+ Recent Requests

Supervisors

SUPERVISORS

Supervisor Email	Status	Request Date
john.smith@example.com	pending	11/30/2017

My Favorites

RxSearch - Patient Request

PMP Announcements

NEW

Exciting changes are coming 09/20/2017 to AWAxE!
We are pleased to announce that later this year, we will be performing a systemwide update on AWAxE.
When you log in to AWA... [more](#)
[View all Announcements](#)

Quick Links

PMP Support

How Auto Approval Works

If your account meets all the requirements to be Auto Approved, you will receive a confirmation email.

Log in using the email address and password you created during registration.

Menu

John Doe ▾

Home > Dashboard

MAPS

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Your Registration is Not Complete

[Registration Process Tutorial](#)
[Get Adobe Acrobat Reader](#)

Welcome

Based on the User Roles you've chosen, you may be required to submit additional documentation. You will receive an email with instructions and the necessary forms to be submitted. Once all validation documents are met, your registration will be reviewed for approval. Watch your email or log in for status updates.

Your User Roles

Healthcare Professional	Validation Documents Required	Documentation Received
Physician (MD, DO)	Requestor_Notary_Form.pdf	Fill out the required form and upload it

Upload Requestor Notary Form

Physician (MD, DO)

+ Add File...

How Manual Admin Approval Works

If your registration requires admin approval, you will be directed to a Welcome screen that displays a *Pending Approval* account status.

If your role requires validation documentation, you will see the requirement listed under **Validation Documents Required**. Your account status will be shown as *Not Complete* until you submit the required documents.


You will receive a confirmation email when the admin approves your account.

Log in using the email address and password you created during registration.

Menu

John Doe ▾

Home > Dashboard



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My Dashboard

+ Patient Alerts

+ Recent Requests

- Supervisors

SUPERVISORS		
Supervisor Email	Status	Request Date
john.smith@example.com	pending	11/30/2017

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[View all Announcements](#)

Quick Links

[PMP Support](#)

How Delegate Supervisor Approval Works

If you are a delegate and your account is Auto-Approved, you will be able to log in to your account.

However, your Supervisor still must approve you as their delegate to run reports on their behalf.

When you log in, your delegate status appears on the dashboard under Supervisors. If your supervisor has already approved you, the status will say, *Approved*.

If you are not showing approved, your supervisor's name will not appear in the supervisor drop down on the Patient search screen.

After your supervisor logs into their account and approves you, you will see the change on your dashboard. Your supervisor's name will be a selection in the supervisor drop down menu on the Patient Request.



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