

Accessing the AL PDMP Database Practitioner Query Site

August 2015

Purpose

Beginning September 8, 2015, you will access the PDMP database using the RxSentry login page—you will no longer use the Security Portal to access the PDMP database. This document describes the steps you must follow the first time you log in using the RxSentry login page. Note that you only need to perform these steps one time. After you have completed the initial login process, you will log in using the instructions provided in the *Training Guide for Alabama Practitioners and Pharmacists*.

Important Facts

- Beginning September 8, 2015, you will no longer use the Security Portal to access the PDMP database. You will access the PDMP database using the RxSentry login page. The following section, Initial Login, provides the instructions you must follow the first time you log in using the RxSentry login page.
- Your user name and password will change. Between September 1 and September 8, you will receive two (2) e-mails. The first will contain your new user name. The second will contain a temporary password, which you will use the first time you log in through the RxSentry login page.
- It is very important that the AL PDMP staff have your correct e-mail address before the above e-mails are sent. Prior to September 1, log in to the Security Portal, click on "Update My Info," and confirm that your e-mail address is correct. If it is not correct, update it.
- You will now manage your user account information through RxSentry. Beginning September 8, you will be able to retrieve your name and reset your password using RxSentry. You will also be able to update your user profile and change your password, as necessary, from within the system. See the *Training Guide for Alabama Practitioners and Pharmacists* for more information.
- Master account holders will now link and manage delegate accounts through RxSentry. Beginning September 8, master account holders will be able to link and unlink their delegates from within the system. See the *Training Guide for Alabama Practitioners and Pharmacists* for more information.

Initial Login

Perform the following steps the first time you access the PDMP database using the RxSentry login page.

Note: You only need to perform these steps one time. After you have completed the initial login process, you will log in using the instructions provided in the *Training Guide for Alabama Practitioners and Pharmacists*.

1. Open an Internet browser window and type the following URL in the address bar: https://alpdmp-ph.hidinc.com.

A window similar to the following is displayed:

Alabama Prescription Drug Monitoring Program	
Alabama Practitioner/Pharmacist Access Website	
The Prescription Drug Monitoring Program (PDMP) is a program developed to promote the public health and welfare by detecting diversion, abuse, and misuse of prescription medications classified as controlled substance. Controlled Substances Act Linder the Code of Alabana 1975, §20-2210, Les stim, the Alabana Department of Public Health (ADPH) was authorized to estabilish, create, and maintain a controlled substance set substances as Linder, and maintain a controlled substance set substances as the Code of Alabana 1975, §20-2210, Les and, the Alabana Department of Public Health (ADPH) was authorized to estabilish, create, and maintain a controlled substances prescription anyone who dispenses Class II, III, IV, V controlled substances to report the dispensing of these drugs to the database. Mandatory reporting began April 1, 2006.	es under the Alabama Uniform n database program. This law requires
The data collected is used in the prevention of diversion, abuse, and misuse of controlled substances through the provision of education, early intervention, and enforcement of existing laws that govern the use of control	lled substances.
The goals of the Alabama Prescription Drug Monitoring Program are: • To provide a source of information for practitioners and pharmacists regarding the controlled substance usage of a patient. • To reduce prescription drug abuse by providers and patients. • To reduce time and effort to explore leads and assess the ments of possible drug diversion cases. • To educate physicians, pharmacists, policy makers, law enforcement, and the public regarding the diversion, abuse, and misuse of controlled substances.	
Thank you in advance for your assistance in reducing prescription drug abuse, misuse, and diversion in the state of Alabama.	

2. Click Access System.

A window similar to the following is displayed:



3. Click Login.

A window similar to the following is displayed:

Login	
Username:	
Password:	
	Login

4. Type your user name in the **Username** field.

Note: This is the user name you received via e-mail. It is *not* the user name you used to log in through the Security Portal.

5. Type your temporary password in the **Password** field.

Note: This is the temporary password you received via e-mail. It is *not* the password you used to log in through the Security Portal.

6. Click Login.

Note: At this point, you will be required to change your temporary password.

A window similar to the following is displayed:

Change Password
Password requirements:
1 uppercase letter (e.g., A-Z)
1 lowercase letter (e.g., a-z)
1 digit (e.g., 0-9)
Must be at least 8 characters in length
Must not contain dictionary words or a name
Current Password:
New Password:
Confirm New Password:
Submit

- 7. Type your temporary password in the **Current Password** field.
- 8. Type your new password in the **New Password** field, using the information displayed in this window as a password selection guideline.
- 9. Type your new password again in the **Confirm New Password** field.
- 10. Click Submit.

If the new password is accepted, a message is displayed indicating that your password was accepted and that you are required to log in using your new password.

If the new password is *not* accepted, the message indicates that another password must be selected.

- Once your password has been accepted, click any function, such as Query. The login window is displayed.
- 12. Enter your user name and new password, and then click Login.

Note: At this point, you will be prompted to update your account information and establish a security question that will be used to reset your password in the event that you forget it.

A window similar to the following is displayed:

Note: Fields marked with * are required.	
* Name (First and Last) :	
* Date of Birth :	
* Address ·	7
* City :	
* Zin :	
* Email Address :	
* Verify Email Address :]
* Phone Number (ex. 123-456- 111-222-3337]
7890x0000) :	
Fax Number (ex: 234-555-1234): 123-447-5610	
Cell Number (ex: 2345551234): 4071110857	
* Security Question : Please Select	
* Security Question Answer :	
* State : Alabama	
Indata	

- 13. Update your information as necessary, noting that required fields are marked with an asterisk (*). This step includes selecting a security question and providing an answer.
- 14. Once all information has been updated and you have selected your security question and answer, click **Update**.

A message displays indicating that your information has been updated. You may now begin using the RxSentry system.