



PREPARED BY:

Nebraska Department of Health and Human Services  
and Nebraska Health Information Initiative

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NEBRASKA  
**PDMP**  
**Submitter**  
**User Guide**



**PRESCRIPTION DRUG  
MONITORING PROGRAM**



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## Purpose

The Nebraska PDMP Data Submitter Registration and Implementation Guide serves as a step-by-step implementation and training resource for data submitters providing detailed information a dispenser needs to comply with the reporting requirements for the Nebraska Prescription Drug Monitoring Program.

The intended audience for this document is any licensed pharmacy, dispenser or dispensing software vendor who dispenses a prescription drug in the state of Nebraska or to an address in the state of Nebraska.

## About RxGov

RxGov is software that records and tracks medication dispenses, including controlled and non-controlled prescriptions. Due to the possibility of misuse or abuse, controlled substances (CS) can present a hazard to the public. Most states have Prescription Drug Monitoring Programs (PDMP) that seek to reduce the misuse or abuse of controlled substance prescriptions. PDMPs can use RxGov to monitor the prescribing and dispensing of controlled substances in their state.

RxGov is designed to be a comprehensive system. It facilitates communication between multiple user groups to ensure patient confidentiality, data security and the presentation of accurate information. It does all this in an online environment that does not require any special hardware or software, allowing a user to access their account anywhere they have access to the internet.

## How Does RxGov Work?

RxGov works by being a universal point of contact at all steps of the prescription dispensing process.

When a patient visits a health care provider and the provider considers prescribing a controlled substance for a patient, the provider may first review the PDMP to manage the benefits and risks of controlled substance medications and identify potentially harmful drug interactions.

Before dispensing a prescribed controlled substance, a dispenser may review the PDMP and verify that there is not a likelihood of misuse or abuse by the patient.

By submitting data for a dispenser or group of dispensers, a data submitter keeps the RxGov database current and ensures that the data reviewed by health care providers and dispensers is accurate.

## Program Overview

The Nebraska Prescription Drug Monitoring Program (PDMP) is authorized by Nebraska Rev. Statutes §§ 71-2454 through 71-2455 to monitor the care and treatment of patient medications, provide information to improve the health and safety of our patients and help prevent the misuse of prescribed controlled substances.

The Nebraska PDMP is administered in collaboration between the Nebraska Department of Health and Human Services (DHHS) and the Nebraska Health Information Initiative (NEHII) to provide a medication query functionality available to all prescribers and dispensers in Nebraska at no cost to providers.

Patients cannot opt out of the Nebraska PDMP functionality, maintaining the most comprehensive medication data set possible. The data is available through a separate application tile on the NEHII HIE 2.0 dashboard.

Those who submit or receive information from the Nebraska PDMP must provide reasonable privacy protections in accordance with the Health Information Portability and Accountability Act (HIPAA).

# Data Collection and Reporting Requirements

## Reporting Expectations

- Submission of ALL prescription drugs dispensed (both controlled and non-controlled substances), except for prescription drugs dispensed for non-human patients in which the dispenser must submit Controlled Substances CII-CV only.
- To fulfill the PDMP data collection requirement, dispensers are required to electronically report data on prescription drugs dispensed to a patient (human or non-human) in the state or to an address in the state.
  - *Dispenser* includes the following license types:
    - Nebraska Community Pharmacy License
    - Nebraska Mail Order Pharmacy Permit
    - Dispensing Practitioner Pharmacy License
    - Delegated Dispensing Permit
    - Remote Dispensing Pharmacy
  - Certain specified entities and types of drug delivery/dispensing are exempt from reporting. For more information see *Reporting Exemptions* below.
- Dispensers are required to provide data daily in a standardized format or may provide zero reports if no medications were dispensed that met the required criteria.
  - Data is encouraged to be provided as close to real-time as possible.
- In the event the records provided by a dispenser are not in the correct format, unreadable or damaged, RxGov will not load the record and shall report the error to the applicable dispenser for remedy.

As part of the medication history hosting service, RxGov provides appropriate infrastructure to accept data supplied by dispensers as required by Nebraska Rev. Statutes §§ 71-2454 through 71-2455.

- If you are a *chain pharmacy*, your data may be submitted from your central office. Please verify this with your corporate or central office.
- If you are an *independent pharmacy or dispensing practitioner who works with a pharmacy or practice management system vendor*, please forward the reporting requirements to your software vendor.
- System changes may be necessary to create the data file in the correct format, and they may be able to submit the data on your behalf. If not, follow the instructions provided in the *Data Submission* chapter to submit the data.
- If you are a *dispenser that submits its own data*, follow the instructions provided in the *Data Submission* chapter to submit the data.

## Reporting Exemptions

The following events are exempt from being reported to the Nebraska PDMP:

- The delivery of a prescription drug for immediate use for purposes of inpatient hospital care or emergency department care.
- The administration of a prescription drug by an authorized person upon the lawful order of a prescriber.
- A wholesale distributor of a prescription drug monitored by the prescription drug monitoring system.
- The dispensing to a nonhuman patient of a prescription drug which is not a controlled substance listed in Schedule II, Schedule III, Schedule IV or Schedule V of Neb. Rev. Stat. § 28-405.

- Licensed dispensers that do not dispense any prescription drugs.

If a pharmacy or other dispenser meets one of the exemptions as identified according to Neb. Rev. Stat. § 71-2454 (13)(d) above, you may complete the *Exemption Information Form* located at <http://dhhs.ne.gov/Pages/Drug-Overdose-Prevention-PDMP-Reporting.aspx> or <https://nehii.org/nebraska-prescription-drug-monitoring-program/>.

## Registration Requirement

All persons or entities that are not exempt from the PDMP reporting requirement are required to submit data to the Nebraska PDMP. The individual or entity submitting data must complete registration with RxGov. For more information, see *Creating Your Account* below.

This requirement is separate from any duty for a pharmacist or prescriber to register for clinical user access to PDMP data.

In general, the registration requirement applies to holders of:

- Nebraska Community Pharmacy License
- Nebraska Mail Order Pharmacy Permit
- Dispensing Practitioner Pharmacy License
- Delegated Dispensing Pharmacy Permit
- Remote Dispensing Pharmacy

## Reporting Methods and Data Standard

The Nebraska PDMP requires that all reports be submitted in the American Society for Automation in Pharmacy (ASAP) Standard for Prescription Monitoring Programs v4.2A. Detailed specifications for ASAP v4.2A are listed in *Appendix A: ASAP 4.2A Specifications*.

## Guidelines for Zero Reporting

- If a dispenser has no dispensing transactions to report for the day, the dispenser is encouraged to submit a zero report, as described in the *Reporting Zero Dispensing* topic in this guide.
- If a dispenser reporting by manual prescription entry has no dispensing transactions to report for the day, no action is necessary.

# Submitter Account

## Creating Your Account

To submit data, you will first need to create a *Submitter* account. If you have already created your account, proceed to the appropriate section of this document that outlines the steps you must follow to submit your data.

### Steps to Create a New Account

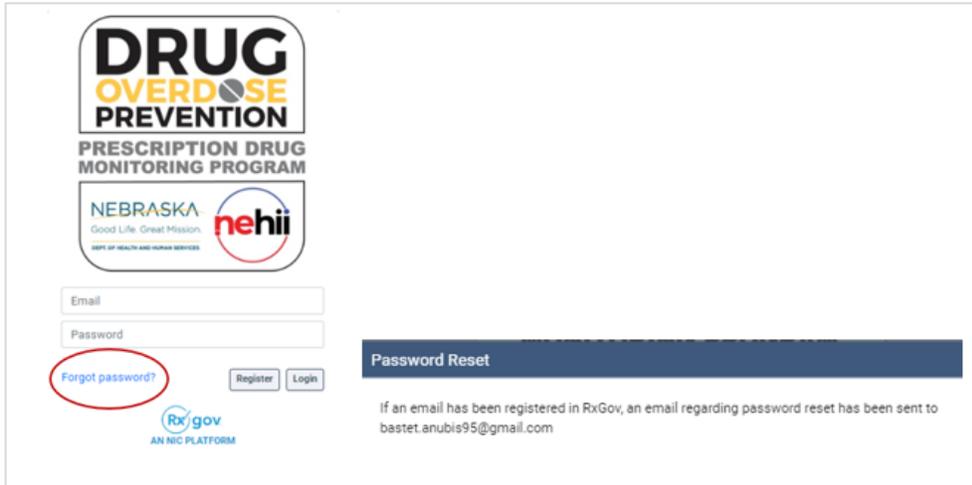
1. Go to RxGov at: <https://nepdmp.rxgov.com>.
2. On the RxGov home page, click *Register*.
3. Enter the following required information:
  - a. Email
  - b. This e-mail will become your user name
  - c. Use the e-mail that will be best for receiving error reports and correspondence.
  - d. Password
  - e. First name
  - f. Last name
  - g. State
  - h. Phone number
4. You are not required to enter any additional information, but you are encouraged to enter as much of the following information as possible:
  - a. Street address
  - b. City
  - c. Zip code
5. In the *Account Type* menu, select *Submitter*.
6. Enter your *Submitter Name*.
7. Click *Register*.
8. After review by a NEHII Nebraska PDMP administrator, you will receive an email at your submitted

email address notifying you that your account is now accessible.

## Modifying Your Account

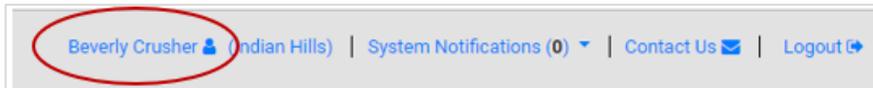
### Forgot Your Password

1. Go to RxGov at: <https://nepdmp.rxgov.com>.
2. Select *Forgot password?*
3. An email will be sent to the email on file with a link to reset the password.

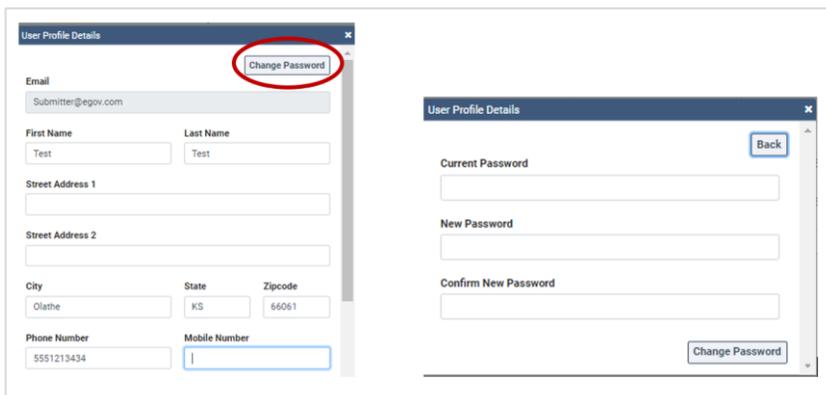


### Change Your Password

1. Log on to RxGov at: <https://nepdmp.rxgov.com>.
2. On the top menu bar, select your username.
3. On the *User Profile Details* page, click *Change Password*.



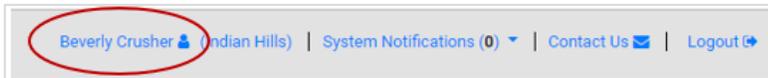
4. Type your current password in the *Current Password* box.
5. Type your new password in the *New Password* box.
6. Type your new password in the *Confirm New Password* box.
7. Select *Change Password*.



## Account Lockout

User accounts will be locked out after five failed login attempts. The account will remain locked out for 30 minutes; then try again. If needed, contact [pdmp@nehii.org](mailto:pdmp@nehii.org) or 402-506-9900 x1 for PDMP support from NEHII.

## Update Profile Details

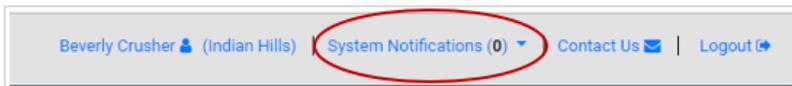


To change any user information, contact [pdmp@nehii.org](mailto:pdmp@nehii.org) or 402-506-9900 x1 for PDMP support from NEHII.

## Viewing System Notifications

System notifications are set by system administrators, visible to all users and usually contain information about updates, system outages or planned downtime. They can also contain information relevant to using the system.

System notifications can be viewed by selecting *System Notifications* on the top menu bar. A dropdown of system notifications will appear.



## Data Delivery Methods

### Notes About NDC Numbers

Many prescription medication packages have the NDC code displayed on the package in a 10-digit format which may include hyphens (-). To submit successfully to the Nebraska PDMP, this 10-digit NDC format will need to be converted to an 11-digit format without the hyphen(s).

The following table shows common formats on packaging and the appropriate way to convert to the 11-digit format needed for reporting. The correctly-formatted, additional "0" is bold and underlined in the following example. Hyphens are provided to demonstrate the various formatting examples for the NDC but would not be transmitted in ASAP format.

Do not use hyphens when entering the actual data in the Nebraska PDMP. If there are any hyphens (-) or less/more than 11-digits in the field, the file will come back with an error for that record.

10-Digit Format on Package	10-Digit Format Example	11-Digit Format	11-Digit Format Example	Actual 10-Digit NDC Example	11-Digit Conversion of Example
4-4-2	9999-9999-99	5-4-2	<u>0</u> 9999-9999-99	0228-2027-10	<u>0</u> 0228202710
5-3-2	99999-999-99	5-4-2	99999- <u>0</u> 999-99	58284-100-14	58284 <u>0</u> 10014
5-4-1	99999-9999-9	5-4-2	99999-9999- <u>0</u> 9	60575-4112-1	605754112 <u>0</u> 1

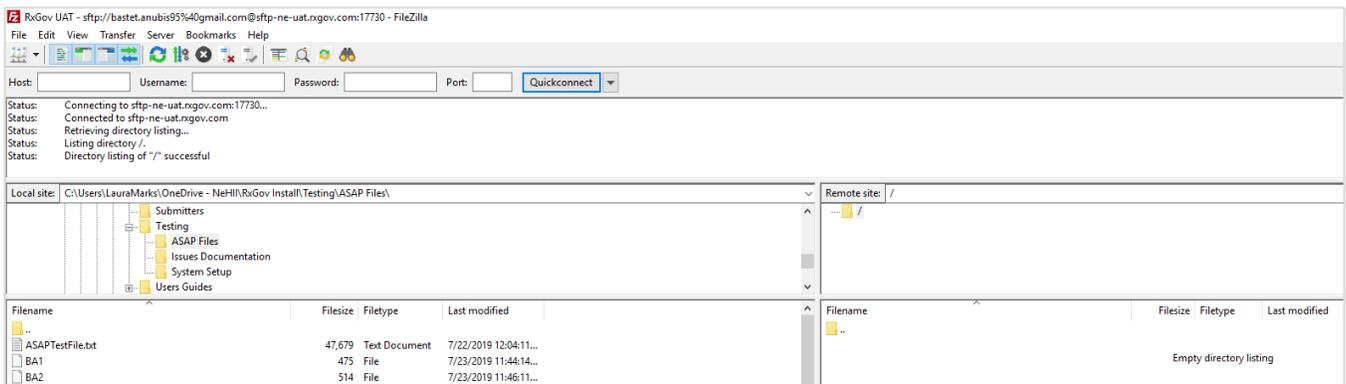
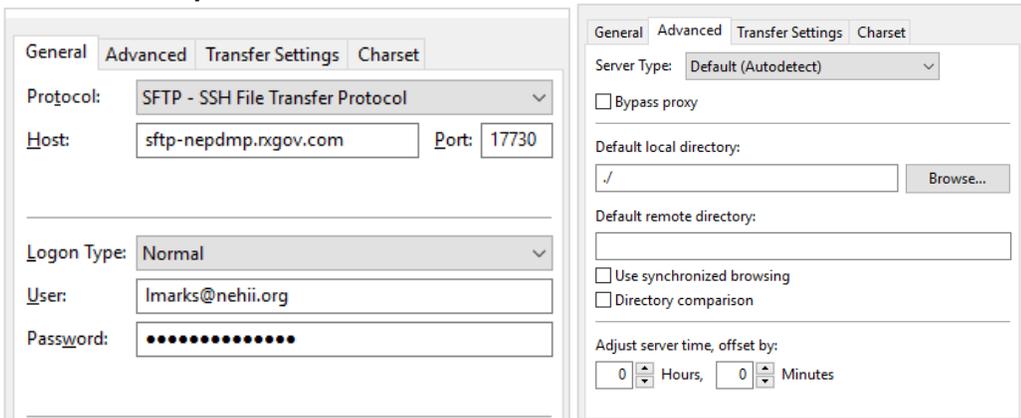
### Submission Method #1: Secure FTP Over SSH

There are many free software products that support Secure FTP. Neither Nebraska DHHS, NEHII nor the PDMP Vendor (NIC/RxGov) can direct or support your installation of operating system software for Secure FTP.

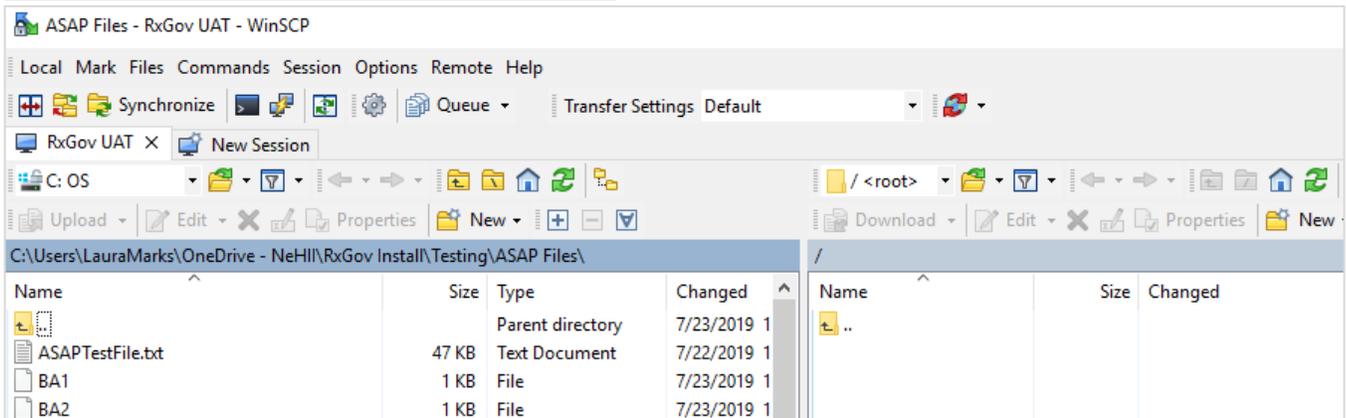
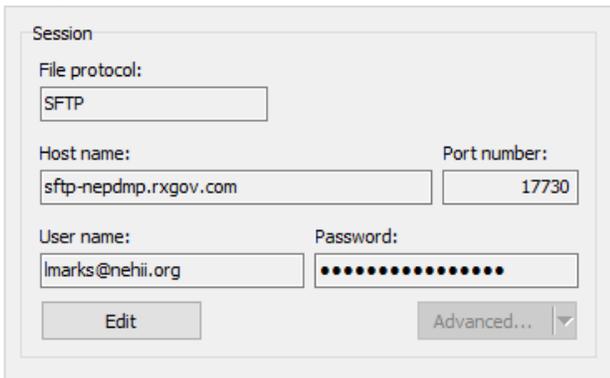
However, once the software is set up, follow the steps below to submit files to RxGov:

1. Prepare the data file for submission using the ASAP specifications described in *Appendix A: ASAP 4.2A Specifications*.
2. SFTP the file to: sftp://sftp-nepdmp.rxgov.com
  - a. Port: 17730
3. When prompted, type your data submitter credentials (i.e. username and password).
4. Route the file to the Root Directory,
5. If desired, view the results of the submission in the administration section of RxGov.
6. Log off when the file submission is complete.

### FileZilla - Example

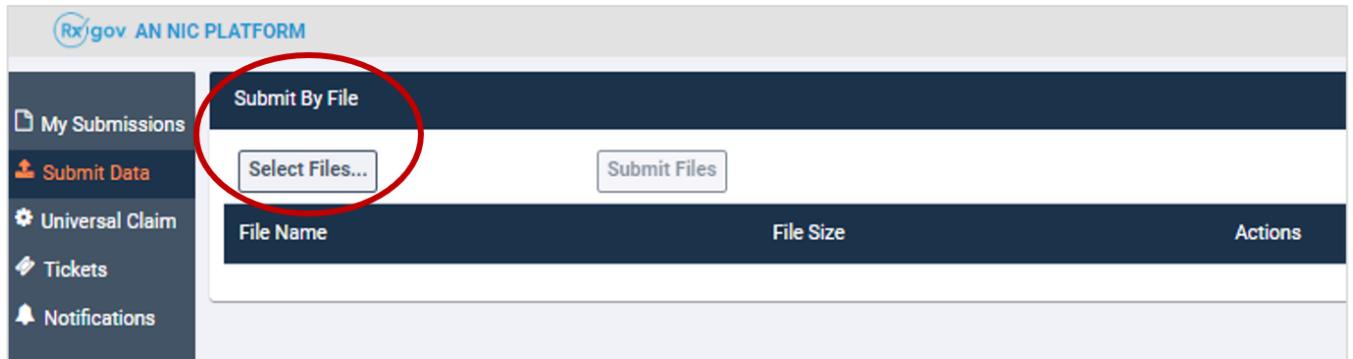


### WinSCP

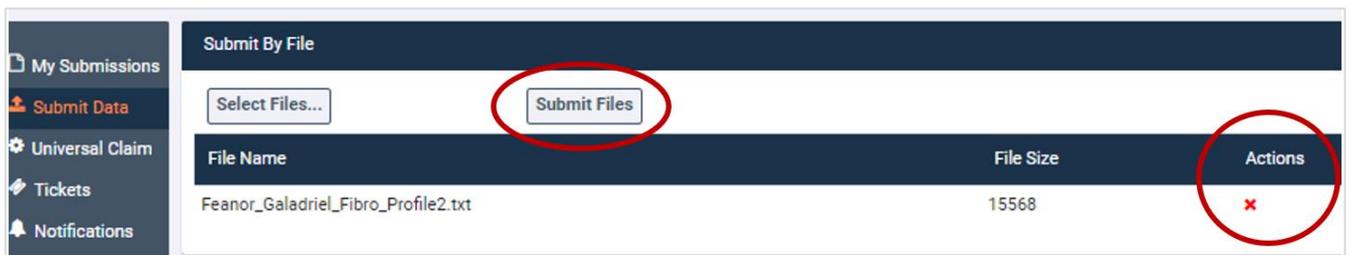


## Submission Method #2: SSL Website (RxGov Portal)

1. Prepare the data file for submission using the ASAP specifications described in *Appendix A: ASAP 4.2 Specifications*.
2. Log on to RxGov at: <https://nepdmp.rxgov.com>.
3. On the left menu, click *Submit Data*.
4. In the *Submit By File* section, click *Select Files*.



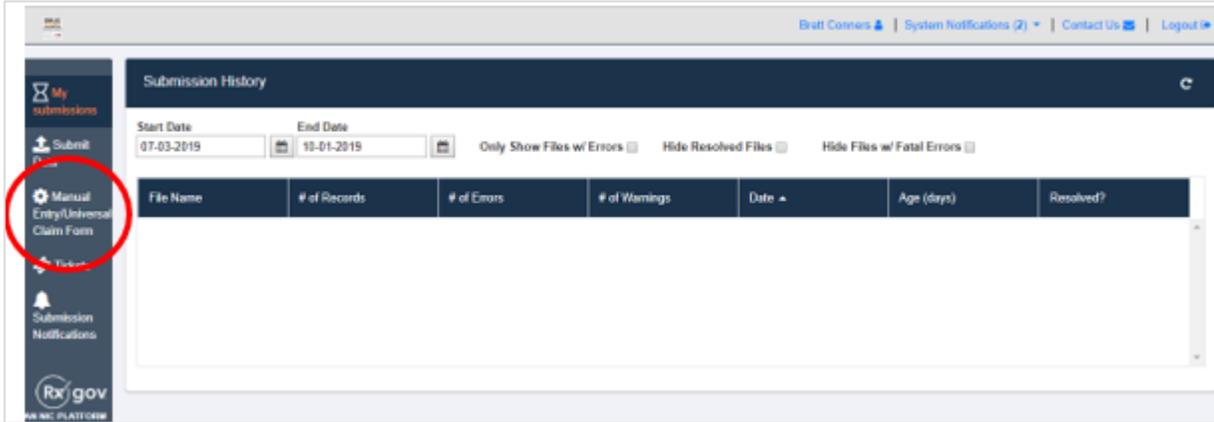
5. Select the file on your computer and click *Open*.
  - a. If a selected file was picked by mistake, select the red x in the *Actions* column to remove.
  - b. When all desired files are listed, click *Submit Files*.



6. If desired, view the results of the submission in *My Submissions*.
7. Log off when the file submission is complete.

## Submission Method #3: Manual Prescription Entry

1. Log on to RxGov at: <https://nepdmp.rxgov.com>.
2. On the left menu, click *Manual Entry/Universal Claim Entry Form*.



3. *Pharmacy (Dispenser)* information screen will display first.

- a. Enter information in the blocks (mandatory information notated by *red* marks).
    - i. Enter one of the following identifiers: National Provider Identifier (NPI), NCPDP/NABP Provider ID and/or DEA Number.
    - ii. Pharmacy name/clinic name
    - iii. Pharmacy street address/clinic street address
    - iv. City
    - v. State
    - vi. Zip code
  - b. Complete remaining blocks of information if desired.
  - c. Click the *Next* button.
4. Patient information will be entered next.

- a. Enter information in the blocks (mandatory information notated by *red* marks).
    - i. Patient last name
    - ii. Patient first name
    - iii. Patient address, city, state and zip code
    - iv. Patient date of birth
    - v. Species code is human or veterinary patients
    - vi. Type of ID qualifier must be selected (i.e. driver's license number)
    - vii. Enter ID number
  - b. Additional information can be entered if desired.
  - c. Click *Next*.
5. Dispense information is entered lastly.

- a. To add a dispense, click *Add Dispense* located on the upper right-hand corner.
- b. A new screen will appear for the dispense.

**Dispense Screen #1: Initial Dispense Information**

- c. Initial dispense information: Enter information in the blocks (mandatory information notated by red marks).
  - i. *Reporting Status* is *New Record* for a new Rx, *Revise* for editing or *Void*.
  - ii. Prescription number
  - iii. Date the prescription was written
  - iv. Number of refills authorized
  - v. Date the prescription was filled
  - vi. *Refill Number* is *0* for new Rx, *1* for first refill, etc.
  - vii. Select *Product ID Qualifier* (usually drug *NDC*).
  - viii. Provide the ID.
  - ix. Quantity of the prescription dispensed
  - x. *Days' Supply* of prescription

- xi. *Drug Dosage Units Code* is for liquid or non-liquid
- xii. *Partial Fill Indicator* is 0 for no partial fill or first partial fill, 1 for refill of a partial fill, 2 for the second refill, etc.
- xiii. Select *Payment Type*.
- xiv. *Quantity Prescribed* on the prescription
- xv. Click *Next*.

**Dispense Screen #2: Prescriber Information**

The screenshot shows a web form titled "Dispense Screen #2: Prescriber Information". At the top, there is a progress bar with four steps: 1. Dispense, 2. Prescriber (highlighted in orange), 3. Additional Information, and 4. Compound Drug Information. Below the progress bar, the form is organized into a grid of input fields:

- Row 1: National Provider Identifier (NPI), DEA Number, DEA Number Suffix
- Row 2: Prescriber State License Number, Last Name, First Name
- Row 3: Middle Name, Phone Number, XDEA Number

Red vertical bars are present next to the Last Name, First Name, and Phone Number fields, indicating mandatory information. At the bottom right of the form are "Previous" and "Next" buttons.

- d. Prescriber information: Enter information in the blocks (mandatory information notated by *red* marks).
  - i. Enter *NPI* or *DEA* number
  - ii. Prescriber last name
  - iii. Prescriber first name
  - iv. Prescriber phone number
  - v. Other information can be entered if desired.
  - vi. Click *Next*.

**Dispense Screen #3: Additional Information**

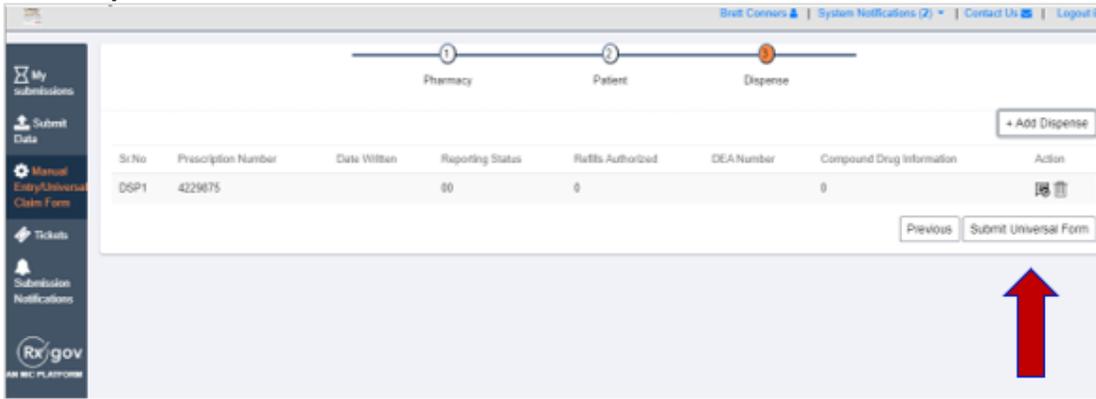
e. Additional information can be added if desired. Click *Next*.

**Dispense Screen #4 for Compounded Medication\***

\*Please note that the *Compound Drug Information* screen is only used if the dispense is a compound. If the dispensed medication is NOT A COMPOUND, click *Save Dispense*.

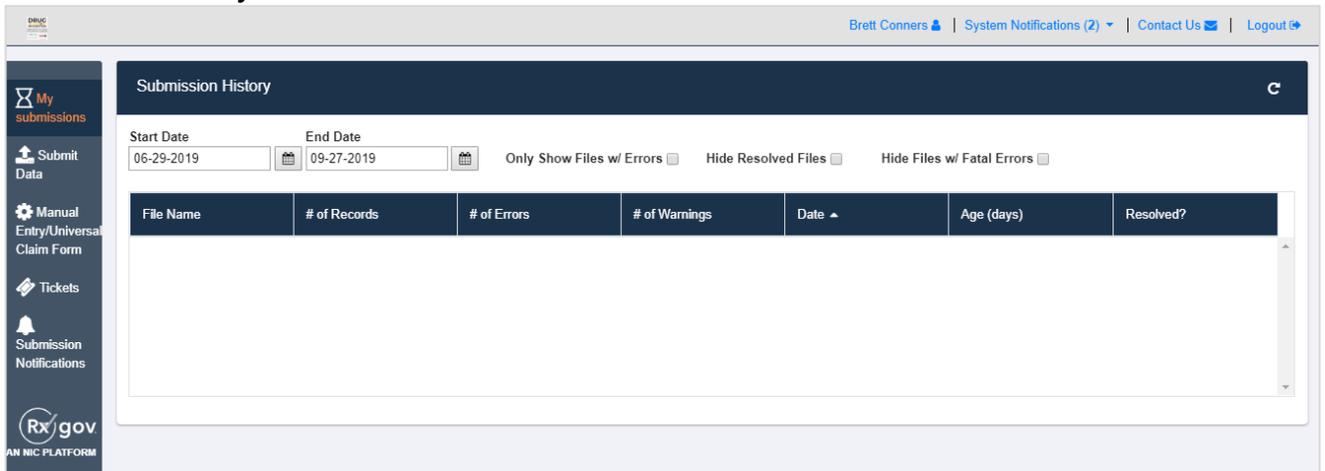
- f. Enter the ingredients for compounded medications.
  - i. *Sequence* is the order of ingredients in the compound.
  - ii. The number *1* is used for the first ingredient, *2* for the second, etc.
  - iii. Select *Product ID Qualifier* (usually drug NDC).
  - iv. Provide the ID.
  - v. Quantity of the ingredient
  - vi. *Dosage Unit Code* is for liquid or non-liquid.
  - vii. Click *Save Dispense*.
  - viii. If additional information is needed at any time, the *Previous* button will take you back to the previous screen.

**Final Dispense Screen**



- g. The dispense should be recorded on the *Dispense* screen.
- h. Another dispense can be created by clicking *Add Dispense* or if all dispenses have been entered, they may be submitted by clicking *Submit Universal Form*.

**Submission History Screen**

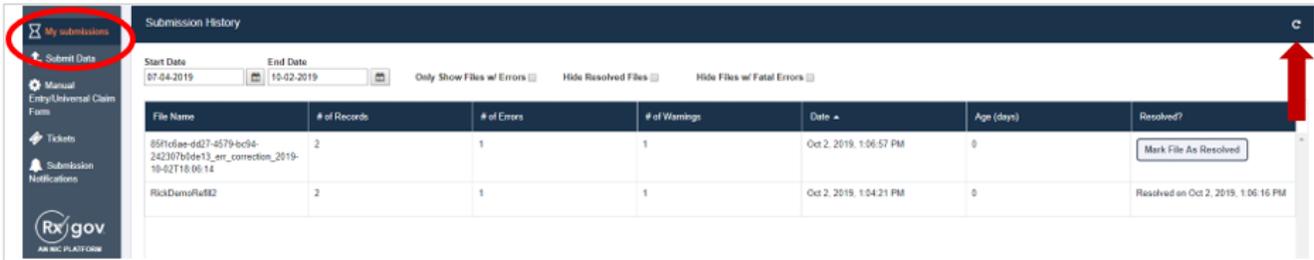


- 4. Once the *Universal Form* has been clicked, the screen returns to the *Submission History*.
- 5. If a report was submitted manually with an error or needs to be voided, the entire process, starting with clicking the *Manual Entry/Universal Claim Form*, must be completed.
- 6. On Dispense Screen #1, *Reporting Status* would be changed to either *Revise* for editing or *Void*.

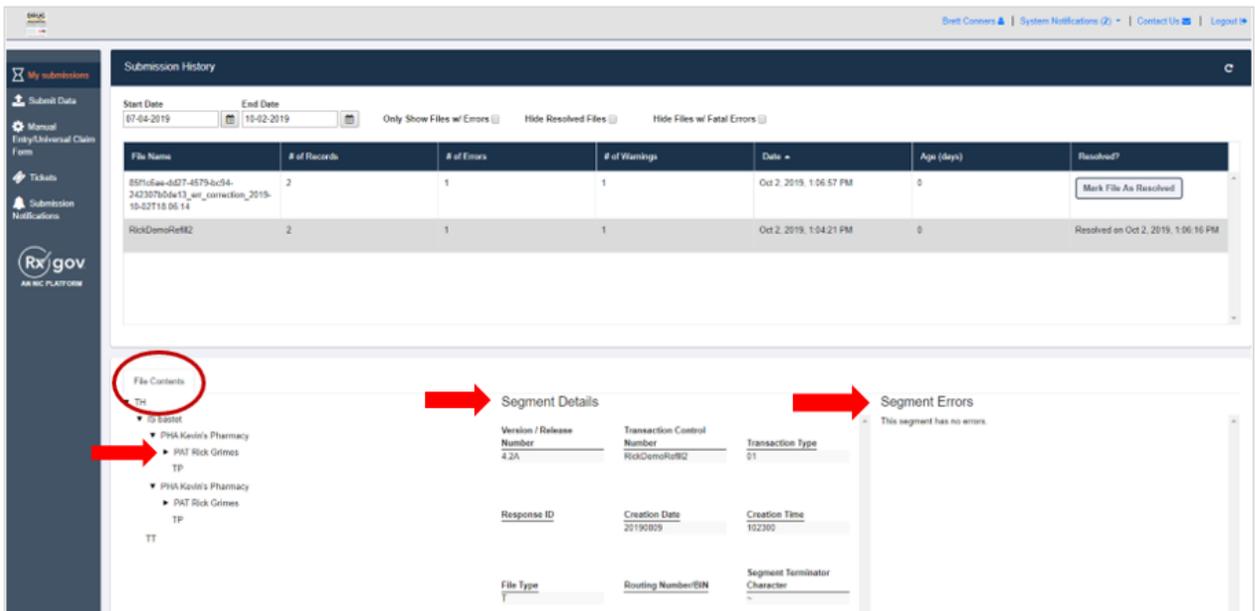
# Submitted Reports and Edit Definitions

## View Submitted Reports

Submitted data can be viewed in the RxGov platform. The submitter will only be able to view records submitted via the account username.



1. Log on to RxGov at: <https://nepdmp.rxgov.com>
2. Click *My Submissions* in the left menu.
3. On the *Submission History* page, use the *Start Date* and *End Date* boxes to select the dates for viewing data. The search can be narrowed by selecting one or more of the following boxes:
  - a. Only Show Files w/ Errors
  - b. Hide Resolved Files
  - c. Hide Files w/ Fatal Errors
4. When selections have been made, the submission history search will run automatically. The displayed data can also be updated by clicking the refresh icon at the top right of the page.
5. To view submitted data, click the line containing the data to view.



6. The *File Contents* section contains information on all submitted patients. You can view details on a patient by clicking the expand arrow next to the patient name.
7. Additional dispensing information is displayed in the *Segment Details* section and errors are displayed in the *Segment Errors* section.

8. The *File Content* section can be drilled down further by clicking on the arrows.

File Contents	Segment Details		
▼ TH			
▼ IS bastet			
▼ PHA Kevin's Pharmacy			
▼ PAT Rick Grimes			
▼ DSP RG11134			
PRE Marcus Welby			
TP			
▶ PHA Kevin's Pharmacy			
TT			

<b>National Provider Identifier</b> 999999965	<b>DEA Number</b> ZZ9999965	<b>DEA Number Suffix</b>
<b>Prescriber State License Number</b> 99999965	<b>Last Name</b> Welby	<b>First Name</b> Marcus
<b>Middle Name</b>	<b>Phone Number</b> 9995559965	<b>XDEA Number</b>

- Patient information is displayed in the *Segment Details* section when the PAT line is highlighted.
- Prescription information is displayed in the *Segment Details* section when the DSP line is highlighted.
- Prescriber information is displayed in the *Segment Details* section when the PRE line is highlighted.

## Error Correction

Data file error alerts are sent to the submitter from RxGov when an error has occurred. An alert email will be sent daily until the error is resolved so data can be complete and properly entered in the PDMP.

**Sample email:**

Unresolved File Error Reminder From Nebraska UAT PDMP RxGov Inbox x

RxGovHelp@egov.com via sendgrid.net Sat, Sep 14, 7:09 AM (4 days ago)  
to me ▾

**File Correction Reminders**

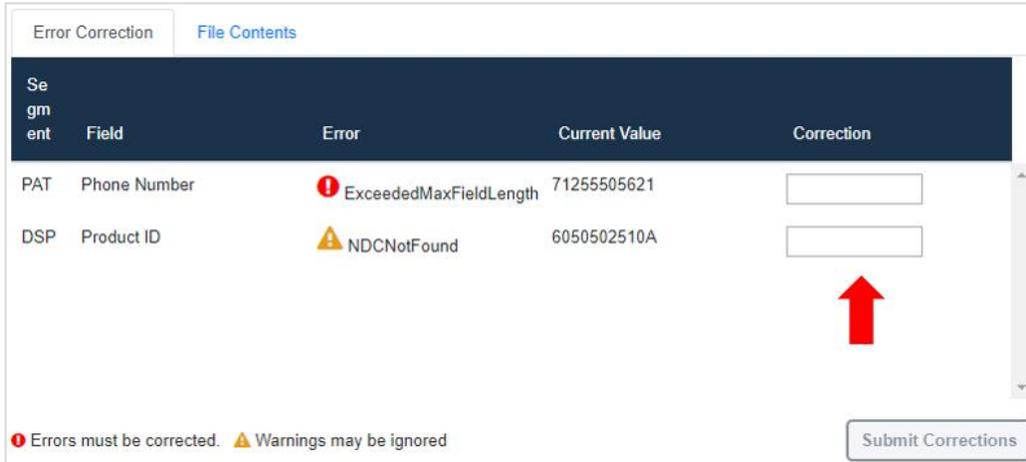
File DoseForm1 has 4 errors, 5 warnings and has been unresolved since 07/25/2019 18:24:33 +00:00.

File XR1 has 1 errors, 2 warnings and has been unresolved since 07/25/2019 18:34:46 +00:00.

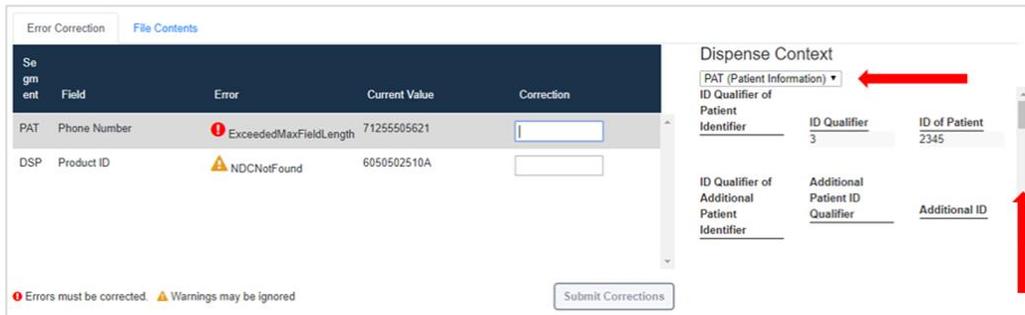
Click [here](#) to go to Nebraska UAT PDMP RxGov

- To review the details of a file's errors, review the file in the RxGov platform under *My Submissions* as described in *VIEW SUBMITTED REPORTS* or click the email link provided in the RxGov email.
- There are three error types: *Error*, *Warning* and *Fatal Error*.
  - Errors* are defined as simple data errors that may be corrected inside the submission file through RxGov or corrected in the ASAP file and resent. If the errors are not corrected, the data will not become part of the PDMP.
  - Warnings* are defined as simple data errors that can be corrected inside the submission file through RxGov but is not required to proceed. If the warnings are not corrected, data will still become part of the PDMP.

- c. *Fatal Errors* are defined as errors which cannot be corrected in the submission file through RxGov. The file must be correct by the Submitter or Submitter’s Vendor and resubmitted to RxGov.
- 3. When the file is selected within *My Submissions* the details of the error displays on the bottom half of the screen.



- 4. Errors may be corrected within RxGov’s *My Submission* page or corrected within the file by the Submitter or Submitter’s Vendor and resent.
  - a. When the *Correction Box* is clicked on, more information will appear in the *Dispense Context*. The drop box contains options for searching through the submitted prescription.
  - b. Another option to view the content is to scroll down the right side of the *Dispense Context* screen.



- c. Note that *Submit Corrections* is not an option until the error is addressed. A correct value must be entered. Once a corrected value is entered, a green check mark will appear in the correction column.



- d. When the error has been corrected, click the *Submit Corrections* box and a *Success* box will appear.

- e. When the file has been corrected, the system will create a new file with the corrected information and *Resolve* the file.

File Name	# of Records
33484e31-e8eb-41ac-a7c1-48cebc4a88fb_err_correction_2019-09-18T21:57:04	5

## Zero Reports

This function lets data submitters view previously-submitted zero reports. Zero report information is displayed on the *Submission History* page with other submitted data for a selected time.

### Submission of Zero Report

**Submit Zero Report**

**Date For Zero Report \***

**National Provider Identifier (NPI)**

**DEA Number \***

**NCPDP/NABP Provider ID**

1. Log on to RxGov at: <https://nepdmp.rxgov.com>.
2. Click *Submit Data* from the left menu.
3. Enter the date.
4. Enter either the *NPI* or *DEA*.
5. Click *Submit*.

### Viewing Previously-Entered Zero Reports

Submission History					
Start Date	End Date	Only Show Files w/ Errors	Hide Resolved Files	Hide Files w/ Fatal Errors	
04-06-2019	07-05-2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
File Name	# of Records	# of Errors	# of Warnings	Date	
zero_report_FD3087536_20190705-04-44.txt	1	0	0	Jul 5, 2019, 11:45:29 AM	

1. Log on to RxGov at: <https://nepdmp.rxgov.com>.
2. Click *My Submissions* in the left menu.
3. On the *Submission History* page, use the *Start Date* and *End Date* boxes to select the dates for which you want to view data.
4. Zero reports and full data upload files display in the same list within *My Submissions*.
5. To easily find zero reports, sort by file name and scroll thru the alphabetical list until reaching the *zero\_report* section.

## Assistance and Support

If you have questions regarding the Nebraska PDMP, please email [pdmp@nehii.org](mailto:pdmp@nehii.org) or call 402.506.9900 x1.

## Document Information

### Version History

The *Version History* records the publication history of this document.

Publication Date	Version Number	Comments
7/09/2019	1.0	Initial publication
	1.1	Revised publication
10/10/2019	1.2	Revised publication

**Table 1 – Document Version History**

### Change Log

The *Change Log* records the changes and enhancements included in each version.

Version Number	Chapter/Section	Change
1.0	N/A	N/A
1.0	Data Delivery Methods	Changed Port# and updated screen shots.
1.1		Corrected field attributes of Prescriber Phone Number (PRE08) to coincide with ASAP 4.2A specifications of N10
1.2.1	Data Elements within File	Corrected Field Delimiter instructions.

**Table 2 – Document Change Log**

## Appendix A: ASAP 4.2A Specifications

The following information contains the definitions for the specific contents required of uploading records (reporting) in the American Society for Automation in Pharmacy (ASAP) 4.2A format to comply with the Nebraska PDMP requirements.

### Data Type Notation Matrix

Data Type Notation	Data Type	Character Set / Format
AN	Alphanumeric	Upper- and lower-case alphabets: A to Z, a to z Numbers: 0 to 9 Printable characters: ~`!@#\$%^&*()-_+=+{}[] ';:"<>,.?/
DT8	Date	Format: CCYYMMDD <ul style="list-style-type: none"> <li>• CC represents century</li> <li>• YY represents year</li> <li>• MM represents month</li> <li>• DD represents Day</li> </ul>
TM6	Time	Format: HHMMSS or HHMM in 24 hours clock system (military format) <ul style="list-style-type: none"> <li>• HH represents hour</li> <li>• MM represents minutes</li> <li>• SS represents seconds</li> </ul>
N	Numeric	Used for a whole number, decimal not allowed
D	Decimal	Used for metric decimal. If whole number used, decimal not allowed.

### File Naming Convention

- The uploaded files must be unique; no spaces allowed.
- *File ID* is assigned by the submitter/dispenser system to uniquely identify the uploaded file.
- *Date Timestamp* is the date and time of the file submission in this format: CCYYMMDDHHMMS (example: 20170102160000)

### Data Elements within File

- **Segment Identifier** – Indicates the beginning of a new segment (i.e.PHA).
- **Field Delimiter** – Character used to separate fields/data elements within a segment (i.e. an asterisk\*).
  - Each blank field should contain a single field delimiter.
  - If the last field in the segment is blank, it should be followed by the Segment Terminator.
- **Segment Terminator** – Character used to mark the end of a segment (i.e. the tilde ~).
  - Field TH09 in the *Transaction Header* segment contains a built-in segment terminator. Since TH09 also signifies the end of the segment, it should contain two tildes (~~).

## Field Usage

- R = Required by ASAP
- RR = Required by the Nebraska PDMP
- S = Situational (not required; however, supply if available)
- Fields **highlighted in blue** are part of the ASAP v4.2A set
- Both “R” and “RR” fields must be reported.

**Note:** For more information regarding ASAP 4.2A specifications, please reference the American Society for Automation in Pharmacy (ASAP) at [www.asapnet.org](http://www.asapnet.org) for the full *Implementation Guide for the ASAP Standard for Prescription-Monitoring Programs*.

Field	Field Name	Size	Description	Field Usage
<b>TH: Transaction Header:</b> Required segment; used to indicate the start of a transaction. It also assigns the data element separator, segment terminator, and control number.				
TH01	Version/Release Number	AN4	Code uniquely identifying the transaction. Value = 4.2 or 4.2A	R
TH02	Transaction Control Number	AN40	Sender assigned code uniquely identifying a transaction	R
TH03	Transaction Type	N2	Identifies the purpose of initiating the transaction.	R
			01 = Send/Request Transaction	
			02 = Acknowledgement (in Response only)	
			03 = Error Receiving (in Response only)	
TH04	Response ID	AN40	Transaction Control Number for response transaction.	S
TH05	Creation Date	DT8	Date the transaction was created: CCYYMMDD	R
TH06	Creation Time	TM6	Time the transaction was created: HHMMSS or HHMM	R
TH07	File Type	AN1	Code specifying the type of transaction. P = Production; T = Test	R
TH08	Routing Number/BIN	N6	Can be used for real-time transmissions that use switcher to indicate state to route transaction to	S
TH09	Segment Terminator Character	AN1	This terminates the TH segment and sets the actual value of the data segment terminator for the entire transaction	R

<b>IS: Information Source:</b> Required segment; used to convey the name and identification numbers of the entity supplying the information.				
IS01	Unique Information Source ID	AN10	Reference number or identification number.	R
IS02	Information Source Entity Name	AN60	Entity name of the Information Source.	R
IS03	Message	AN60	Freeform text message	S
<b>PHA: Pharmacy Header:</b> Required segment; used to identify the pharmacy.				
PHA01	National Provider Identifier (NPI)	AN10	Identifier assigned to the pharmacy by CMS	RR
PHA02	NCPDP/NABP Provider ID	AN7	Identifier assigned to the pharmacy by the National Council for Prescription Drug Programs.	S
PHA03	DEA Number	AN9	Identifier assigned to the pharmacy by the Drug Enforcement Administration. Must be reported if any prescriptions are controlled substances	S
PHA04	Pharmacy or Dispensing Prescriber Name	AN60	Name of the Pharmacy or Dispensing Prescriber.	RR
PHA05	Address Information – 1	AN30	Free-Form Address information	RR
PHA06	Address Information - 2	AN30	Free-Form Address information	S
PHA07	City Address	AN25	City name	RR
PHA08	State Address	AN2	US Postal Service state code	RR
PHA09	Zip Code	AN9	US Postal Zip Code	RR
PHA10	Phone Number	AN10	Complete Phone number including Area Code.	S
PHA11	Contact name	AN30	Contact person name.	S
PHA12	Chain Site ID	AN10	Store number assigned by the chain to the pharmacy location.	S
<b>PHA13</b>	<b>Pharmacy Permit/License #</b>	<b>AN20</b>	<b>Use to help identify sending pharmacy</b>	<b>S</b>

<b>PAT: Patient Information:</b> Required segment; used to report the patient's name and basic information as contained in the pharmacy record.				
PAT01	ID Qualifier of Patient Identifier	AN2	Code identifying the jurisdiction that issues the ID in PAT03. (i.e. NE for Nebraska)	S
PAT02	ID Qualifier	N2	Code to identify the type of ID in PAT03.	RR
			01 = Military ID	
			02 = State Issued ID	
			03 = Unique System ID	
			04 = Permanent Resident Card	
			05 = Passport ID	
			06 = Driver's License ID	
			07 = Social Security Number	
PAT03	ID of Patient	AN20	Identification number for the patient as indicated in PAT02.	RR
PAT04	ID Qualifier of Additional Patient Identifier	AN2	Code identifying the jurisdiction that issues the ID in PAT06. See Appendix A for list for jurisdictions.	S
PAT05	Additional Patient ID Qualifier	N2	Code to identify the type of ID in PAT06. If PAT05 is used, PAT06 is required.	S
PAT06	Additional ID	AN20	Identification number for the patient as indicated in PAT05.	S
PAT07	Last Name	AN50	Patient's Last name.	RR
PAT08	First Name	AN50	Patient's First Name.	RR
PAT09	Middle Name	AN30	Patient's Middle Name.	S
PAT10	Name Prefix	AN10	Patient's name prefix such as Mr. or Dr.	S
PAT11	Name Suffix	AN10	Patient's name suffix such as Jr or the III.	S
PAT12	Address Information – 1	AN35	Address Line 1 of the Patient.	RR
PAT13	Address Information - 2	AN35	Address Line 2 of the Patient.	S
PAT14	City Address	AN20	City of the Patient.	RR
PAT15	State Address	AN10	Valid State Code.	RR
PAT16	Zip Code	AN9	US Postal Zip Code of the Patient. Populate with zeros ('00000') if patient address is outside the U.S.	RR
PAT17	Phone Number	AN10	Complete Phone number including Area Code. No Hyphens. Note: Phone number is required, if available	RR
PAT18	Date of Birth	DT8	Date of Birth of the Patient: CCYYMMDD	RR
PAT19	Gender	AN1	Value: F = Female; M = Male; U = Unknown	RR
PAT20	Species Code	N2	Value: 01 = Human; 02 = Veterinary Patient	RR
PAT21	Patient Location Code	N2	Code indicating where patient is located when receiving pharmacy services.	S
			01 = Home	
			02 = Intermediary Care	
			03 = Nursing Home	
			04 = Long-Term/Extended Care	
			05 = Rest Home	

			06 = Boarding Home	
			07 = Skilled-Care Facility	
			08 = Sub-Acute Care Facility	
			09 = Acute-Care Facility	
			10 = Outpatient	
			11 = Hospice	
			98 = Unknown	
			99 = Other	
PAT22	Country of Non-U.S. Resident	AN20	If Patient's address is in foreign country leave PAT12-PAT16 blank and free-text address here.	S
PAT23	Name of Animal	AN30	Required if PAT20 = "02" Veterinary Patient.	S
<b>DSP: Dispensing Record:</b> Required segment; used to identify the basic components of a dispensing of a given prescription order including the date and quantity.				
DSP01	Reporting Status	N2	Value: 00 = New Record; 01 = Revise; 02 = Void	R
DSP02	Prescription Number	AN25	Serial number assigned to the prescription by the pharmacy.	R
DSP03	Date Written	DT8	Date the prescription written (authorized): CCYYMMDD	R
DSP04	Refills Authorized	N2	Number of prescriber authorized refills	R
DSP05	Date Filled	DT8	Date prescription was dispensed: CCYYMMDD	R
DSP06	Refill Number	N2	Number of the fill of the prescription. 0 = original dispensing; refills = 01-99	R
DSP07	Product ID Qualifier	N2	Type of product ID contained in DSP08.	R
			01 = NDC	
			02 = UPC	
			03 = HRI (Human Readable	
			04 = UPN	
			05 = DIN	
06 = Compound (CDI segment required if used)				

DSP08	Product ID	AN15	Full identification including leading zeros without punctuation.	R
			NDC must be 11-digits	
			If the product is a compound, populate with 999999999999	
DSP09	Quantity Dispensed	D11	Number of metric units dispensed. The format allows for 5 digits to the left and right of the decimal (i.e., 99999.99999)	R
DSP10	Days Supply	N3	The calculated number of days the medication will cover.	R
DSP11	Drug Dosage Units Code	N2	Identifies the unit of measure for the quantity dispensed in DSP09.	RR
			01 = Each (used to report solid dosage units or indivisible package)	
			02 = Milliliters (ml) (adjust liters to the decimal milliliter equivalent)	
			03 = Grams (gm) (adjust milligrams to the decimal gram equivalent)	
DSP12	Transmission Form of Rx Origin Code	N2	Code indicating how the pharmacy received the prescription.	S
			01 = Written Prescription	
			02 = Telephone Prescription	
			03 = Telephone Emergency Prescription	
			04 = Fax Prescription	
			05 = Electronic Prescription	
			06 = Transferred/Forwarded	
99 = Other				
DSP13	Partial Fill Indicator	N2	Used when the quantity in DSP09 is less than the metric quantity per dispensing authorized by the prescriber. 00 = Not a partial fill, 01 = First partial fill For additional fills per prescription, increment by 1 so the second partial fill would be reported as 02, up to a maximum of 99.	S
DSP14	Pharmacist National Provider Identifier (NPI)	AN10	Identifier assigned to the pharmacist/dispenser by CMS. This number can be used to identify the pharmacist dispensing the medication.	S
DSP15	Pharmacist State License Number	AN10	Assigned to the pharmacist/dispenser by the State Licensing Board. This data element can be used to identify the pharmacist dispensing the medication.	S

DSP16	Classification Code for Payment Type	N2	Code identifying the type of payment.	RR
			01 = Private Pay (Cash, Charge, Credit Card)	
			02 = Medicaid	
			03 = Medicare	
			04 = Commercial Insurance	
			05 = Military Installations and VA	
			06 = Workers' Compensation	
			07 = Indian Nations	
DSP17	Date Sold	DT8	Date prescription left the pharmacy	S
DSP18	RxNorm Product Qualifier	N2	RxNorm value sent in the electronic prescription transmitted to the pharmacy.	S
			01 = Semantic Clinical Drug (SCD)	
			02 = Semantic Branded Drug (SBD)	
			03 = Generic Package (GPK)	
DSP19	RxNorm Code	AN15	Used for electronic prescriptions to capture the prescribed drug product identification.	S
DSP20	Electronic Prescription Reference Number	AN35	Transaction Message ID value sent from field UIH-030-01 in the SCRIPT standard in the electronic prescription transmitted to the pharmacy.	S
DSP21	Electronic Prescription Order Number	AN35	Prescriber Order Number value sent in the electronic prescription transmitted to the pharmacy.	S
DSP22	Quantity Prescribed	N100	Used to add clarity to the value reported in DSP13	S
DSP23	Rx Sig	AN200	The actual directions printed on prescription label. If greater than 200 characters, will truncate.	S
DSP24	Treatment Type	N2	Indications for use	S
			01 = Not used for opioid dependency treatment	
			02 = Used for opioid dependency treatment	
			03 = Pain associated with active/aftercare cancer treatment	
			04 = Palliative Care in conjunction with a serious illness	
			05 = End-of-Life and Hospice Care	
			06 = Pregnant individual with preexisting Rx for opioids	
			07 = Acute pain with existing opioid for Chronic pain	
			08 = Active taper of opioid	
			09 = Patient under Pain Management Contract	
99 = Other				
DSP25	Diagnosis Code	AN7	ICD-10 Code	S

<b>PRE: Prescriber Information:</b> Required segment; used to identify the prescriber of the prescription.				
PRE01	National Provider Identifier (NPI)	AN10	Must be populated with the NPI. If the provider does not have an NPI, it is recommended to populate PRE01 with the 10-digit Prescriber Phone Number (PRE08).	RR
PRE02	DEA Number	AN9	Must be populated with the DEA if the reported medication is a controlled substance.	S
PRE03	DEA Number Suffix	AN7	Identifying number assigned to a prescriber by an institution when the Institution's DEA number is used.	S
PRE04	Prescriber State License Number	AN20	Identification assigned to the Prescriber by the State Licensing Board.	S
PRE05	Last Name	AN50	Prescriber's Last name.	RR
PRE06	First Name	AN50	Prescriber's First name.	RR
PRE07	Middle Name	AN30	Prescriber's Middle name or initial.	S
PRE08	Phone Number	N10	Prescriber's primary phone number; include area code; do not use hyphens	S
PRE09	XDEA Number	AN9	XDEA# (NADEAN) may be required when Rx for opioid dependency	S
<b>CDI: Compound Drug Ingredient Detail:</b> Use of this segment is situational; however, it is required when medication dispensed is a compound				
CDI01	Compound Drug Ingredient Sequence Number	N2	The first reportable ingredient is 1. Each additional reportable ingredient is incremented by 1.	R*
CDI02	Product ID Qualifier	N2	Code to identify the type of product ID contained in CDI03.	R*
			01 = NDC	
			02 = UPC	
			03 = HRI	
			04 = UPN	
05 = DIN				
CDI03	Product ID	AN15	Product identifier. If the ingredient does not have an NDC, the recommended entry is 888888888888	R*
CDI04	Component Ingredient Quantity	D11	Metric decimal quantity of the ingredient identified in CDI03. The format allows for 5 digits to the left and right of the decimal (i.e., 99999.99999)	R*
CDI05	Compound Drug Dosage Units Code	N2	Identifies the unit of measure for the quantity dispensed in CDI04.	R*
			01 = Each (used to report solid dosage units or indivisible package)	
			02 = Milliliters (ml) (for liters adjust to the decimal milliliter equivalent)	
			03 = Grams (gm) (for milligrams adjust to the decimal gram equivalent)	

<b>AIR: Additional Information Reporting</b>				
Use of this segment is situational. However, if this segment is used, at least one of the data elements (fields) will be required.				
AIR01	State Issuing Rx Serial Number	AN2	State issuing serialized prescription blank	S
AIR02	State Issued Rx Serial Number	AN20	Number assigned to state issued serialized prescription blank.	S
AIR03	ID Issuing Jurisdiction	AN2	Code identifying the jurisdiction that issues the ID contained in AIR05.	S
AIR04	ID Qualifier of Person Dropping Off or Picking Up Rx	N2	Code indicating the type of ID in AIR05 if required by the PMP.	S
			01 = Military ID	
			02 = State Issued ID	
			03 = Unique System ID	
			04 = Permanent Resident Card	
			05 = Passport ID	
			06 = Driver's License ID	
			07 = Social Security Number	
08 = Tribal ID				
09 = Other (agreed upon ID)				
AIR05	ID of Person Dropping Off or Picking Up Rx	AN20	ID number of the person dropping off or picking up the prescription.	S
AIR06	Relationship of Person Dropping Off or Picking Up Rx	N2	Code indicating the relationship to the person dropping off or picking up Rx.	S
			01 = Patient	
			02 = Parent/Legal Guardian	
			03 = Spouse	
			04 = Caregiver	
09 = Other				
AIR07	Last Name of Person Dropping Off or Picking Up Rx	AN50	Last name of the person dropping off or picking up Rx.	S
AIR08	First Name of Person Dropping Off or Picking Up Rx	AN50	First name of the person dropping off or picking up Rx.	S
AIR09	Last Name or Initials of Pharmacist	AN50	Last name or initials of the pharmacist dispensing the medication.	S
AIR10	First Name of Pharmacist	AN50	First name of the pharmacist dispensing the medication.	S
AIR11	Dropping Off/Picking Up Identifier Qualifier	N2	Additional qualifier for the ID contained in AIR05.	S
			01 = Person Dropping Off	
			02 = Person Picking Up	
98 = Unknown/Not Applicable				

<b>TP: Pharmacy Trailer:</b> Required segment; used to identify the end of data for a given pharmacy and provide the count of the total number of detail segments reported for the pharmacy, including the PHA and TP segment.				
TP01	Detail Segment Count	N10	Number of detail segments included for the pharmacy including the pharmacy header (PHA) including the pharmacy trailer (TP) segments.	R
<b>TT: Transaction Trailer:</b> Required segment; used to indicate the end of the transaction and provide the count of the total number of segments included in the transaction.				
TT01	Transaction Control Number	AN40	Unique identifying control number assigned by the originator of the transaction. Must match the number in TH02.	R
TT02	Segment Count	N10	Total number of segments included in the transaction including the header and trailer segments	R

**Sample of dispense reporting – parsed to be legible:**

TH\*4.2\*3c72d952-9f89-4f42-a059-3e5d5e73476c\*01\*\*20161001\*031535\*T\*\*~~  
 IS\*DF001\*NeHII Test\*~  
 PHA\*9876543210\*9876543\*FA9999999\*NeHII Test Pharmacy\*987654321 Any Street\*\*Any  
 City\*NE\*98765\*9999876543\*9876543~  
 PAT\*\*06\*N9999999\*NE\*\*\*Patient\*Test\*\*\*\*987654 N Test Avenue\*\*Test  
 City\*NE\*98765\*1111111111\*19850315\*M\*01\*\*\*~  
 DSP\*01\*98765432100100001\*20161001\*12\*20161001\*0\*01\*12345678901\*30\*30\*01\*05\*\*\*\*01\*\*\*\*\*~  
 PRE\*1234567890\*AS1234567\*\*\*Prescriber\*Test\*\*8001234567\*~  
 TP\*5~  
 TT\*3c72d952-9f89-4f42-a059-3e5d5e73476c\*8~

## Appendix B: Zero Report Specifications

The following information contains the definitions for the specific contents required of uploading zero reports in the American Society for Automation in Pharmacy (ASAP) 4.2A format to comply with the Nebraska PDMP requirements.

The zero report specification is a complete transaction that includes the information that would normally be sent with a batch, but of the required detail segments only the patient first name, last name and date filled fields are populated. The values populating these fields are:

- First name = Zero
- Last name = Report
- Date filled = Date report sent

All other fields in the detail segments would be left blank.

### Sample of zero reporting – *parsed to be legible:*

Single pharmacy in transaction

```
TH*4.2*2b72d952-9f89-4f42-a059-3e5d5e73476c*01**20161001*031535*T**~~
IS*DF001*NeHII Test*#20161001#-#20161001#~
PHA*9876543210*9876543*FA9999999*NeHII Test Pharmacy *987654321 Any Street**Any
City*NE*98765*9999876543*9876543~
PAT*****Report*Zero*****~
DSP*****20190601*****~
PRE**~
TP*5~
TT*2b72d952-9f89-4f42-a059-3e5d5e73476c*8~
```

Multiple pharmacies in one transaction

```
TH*4.2*2b72d952-9f89-4f42-a059-3e5d5e73476c*01**20161001*031535*T**~~
IS*DF001*NeHII Test*#20161001#-#20161001#~
PHA*9876543210*9876543*FA9999999*NeHII Test Pharmacy 1*987654321 A Street**Any
City*NE*98765*5559876543*9876543~
PAT*****Report*Zero*****~
DSP*****20190602*****~
PRE**~
TP*5~
PHA*0123456789*3456789FA9999998*NeHII Test Pharmacy 2*987654321 B Street**Any
City*NE*98765*5553456789*9876544~
PAT*****Report*Zero*****~
DSP*****20190602*****~
PRE**~
TP*5~
TT*2b72d952-9f89-4f42-a059-3e5d5e73476c*13~
```