PREPARED BY:
Nebraska Department of Health and Human Services and
Nebraska Health information Initiative
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NEBRASKA PDMP Veterinarian User Guide
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 can present a hazard to the public. Most states have Prescription Drug Monitoring Programs (PDMPs) 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. Nebraska requires pharmacies and other dispensers to submit information on all dispensed prescriptions daily to provide a comprehensive medication history to improve patient safety.

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 or other prescription 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 pharmacist 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 daily, 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 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).

Veterinarians and the PDMP

RxGov is utilized by Veterinarians and their delegates to manage the PDMP workflow. It provides veterinarians the ability to search and view patient dispenses; and to submit and view the dispense data they have provided to the PDMP.
The Veterinarian Account Types
Creating Your Account

Steps to Create a New Account
2. On the RxGov home page, click Register.
3. Enter the following required information:
   a. Email: This e-mail will become your user name!
   b. Password
   c. First name
   d. Last name
   e. State
   f. Phone number (please place in the mobile phone number field)
4. 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 Veterinarian, Veterinarian Delegate, or Veterinary Submitter.
a. Only those professionals covered by the Uniform Credentialing Act may view PDMP data, so it is important that Veterinarian and Veterinarian Delegates register with their own unique email address/user ID.
   i. Register as a Veterinarian if you are a Veterinarian
   ii. Register as a Veterinarian Delegate if you are a Veterinarian Technician
b. Those not covered by the Uniform Credentialing Act, referred to as Office Staff within this document, can submit/upload data to the PDMP but do not have rights to view PDMP data.
   i. Register as a Veterinarian Submitter if you are registration clerk, secretary, Veterinarian Assistant or other Office Staff.
c. Your Submitter Name needs to include the name of your facility and be unique.
6. Select Register.
7. You will receive an email from RxGov, follow the link to validate your email address.
8. After review by a NEHII Nebraska PDMP administrator, you will receive an email notifying you that your account is now accessible.

Modifying Your Account

Forgot Your Password
1. Go to RxGov at: [https://nepdmp.rxgov.com](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](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 or 402-506-9900 x1 for PDMP support from NEHII.

Update Profile Details
To change any user information, contact 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 drop-down of system notifications will appear.
Manage Delegates
Veterinarians can view patient dispense records within the PDMP but may also delegate this task to a Veterinarian Technician. Nebraska statute uses the terms designator and designee, but RxGov uses the terms delegator and delegate. For the purposes of this document:

Designator = Delegator
Designee = Delegate

Add a Delegate/Delegator
1. Select Manage Delegates.
2. Select Add New Delegate or Delegator.

3. Search for the delegate/delegator by partial or complete first and last name or email. If the delegate/delegator is not found in this search, make sure he/she has completed the PDMP registration process before proceeding.
4. Select the intended delegate/delegator from the list by clicking anywhere in the row. The delegate’s information will display below.

5. Select Make Delegate or Make Delegator in the right-hand corner.

6. The Delegator will Select a date for the relationship to end.
7. Select Confirm.

8. The delegate/delegator request must be accepted by their counterpart to complete the process.
9. Delegates can then view the PDMP on the delegator’s behalf.
10. Veterinary Patients viewed by the delegate can be seen in the delegator’s Query History.
Delegate/Delegator Accepts Invitation

1. Select Manage Delegates or Manage Delegators.
2. Relationship can be sorted by selecting the row header.
3. Select the intended delegate/delegator by clicking anywhere in the row.

4. Select **Activate** in the right-hand corner.

5. Confirm your decision to activate the relationship.

Deactivating a Delegate/Delegator

1. Select Manage Delegates or Manage Delegators.
2. Relationship can be sorted by selecting the row header.
3. Select the intended delegate/delegator by clicking anywhere in the row.

4. Delegators may select either **Edit Expiration Date** or **Deactivate** to terminate the delegate relationship.
5. Delegates may only **Deactivate** the relationship.
Performing Queries

Veterinarians and Veterinary Delegates can view medications dispensed to veterinary (animal) patients only. This is done by performing a query within the PDMP. If no dispenses are found, RxGov will display the message “Query returned no results.” For individuals not found in RxGov, the message displayed will be “No patients found.”

Patient Query

The User Dashboard defaults to the Patient Query tab.

1. Search for the **Owners** First and last names.
   a. A search of partial names is allowed; however, full names are encouraged to provide the most accurate results. To enter a partial name search, a wildcard (i.e. asterisk (*)) must be entered.
   b. Date of birth is optional for search criteria but is highly encouraged to provide the most accurate results.
   c. Selecting the option of **Search any first and last name combinations** will search for first and last names that may be entered by dispensers in reverse order (i.e. Clark Kent and Kent Clark).
   d. Enter required fields and select **Submit**.

2. If multiple patients potentially meet your search criteria, they are displayed in a picklist.
   a. Select **Display All** to choose all the listed patients in the search.
   b. Select specific patients within the list to restrict the view to only certain patients.
c. If the user feels the patients displayed in the picklist are the same patient, the user may request that the patients be merged.
   i. To do this, select the desired patients from the picklist and then select *Flag for Merge*.

![Image of patient picklist with option to flag for merge]

```
<table>
<thead>
<tr>
<th>Species</th>
<th>Name</th>
<th>Flag for Merge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DOG Grimes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Veterinary Patient</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Unnamed)</td>
<td></td>
</tr>
</tbody>
</table>
```

d. Provide a comment to be reviewed by the administrator; then select *Submit*.

![Image of create merge patients ticket]

3. When variations of patient information exist but the identity of the patient has been confirmed, these accounts will be automatically linked. This is indicated by a “+” plus sign beside the patient’s name.

Select patient’s name to expand the patient detail screen where you will see a list of any previously-linked/merged patient information.

![Image of patient detail screen with linked/merged information]
4. Results are displayed in the *Patient Information* section.
   a. The default timeframe displays the last six months of dispenses. You may filter the timeframe to three, six or 12 months.
   b. Collapse/expand
      i. Dispenses that match generic name, strength and dosage form are grouped together to collapse to yield more concise and readable results.
      ii. Dispenses collapsed into one line are indicated by a + to the left of the medication dispense line.
      iii. To review all dispenses of this medication, select the + sign.

<table>
<thead>
<tr>
<th>Species</th>
<th>RxGov Patient ID</th>
<th>Date Filled</th>
<th>Drug Dispensed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>755</td>
<td>03/01/2019</td>
<td>Pregabalin (Lyrica) 300 MG CAPS</td>
</tr>
<tr>
<td></td>
<td>755</td>
<td>04/11/2019</td>
<td>Alprazolam (ALPRAZolam) 1 MG TABS</td>
</tr>
<tr>
<td></td>
<td>755</td>
<td>05/01/2019</td>
<td>Alprazolam (Xanax XR) 1 MG TB24</td>
</tr>
</tbody>
</table>

|         | 755              | 04/11/2019  | Alprazolam (ALPRAZolam) 1 MG TABS |
|         | 755              | 04/01/2019  | Alprazolam (ALPRAZolam) 1 MG TABS |
|         | 755              | 03/11/2019  | Alprazolam (Xanax) 1 MG TABS    |
|         | 755              | 03/01/2019  | Alprazolam (Xanax) 1 MG TABS    |
c. You can sort the column by selecting the arrow next to *Date Filled*.

<table>
<thead>
<tr>
<th>Species</th>
<th>RxGov Patient ID</th>
<th>Date Filled</th>
<th>Drug Dispensed</th>
<th>Quantity Dispensed</th>
</tr>
</thead>
<tbody>
<tr>
<td>303</td>
<td>06/15/2019</td>
<td>Abrazolam (ALPRAZOLAM) 0.5 MG TABS</td>
<td>2 Each</td>
<td></td>
</tr>
<tr>
<td>296</td>
<td>06/01/2019</td>
<td>Abrazolam (ALPRAZOLAM) 0.5 MG TABS</td>
<td>2 Each</td>
<td></td>
</tr>
</tbody>
</table>

5. To view/see more detailed information, select anywhere on a dispense row to open the *Dispense Details*. This displays the information reported by the pharmacy or other dispenser.
Query History

1. *Query History* displays the most recent patient searches performed.

![Query History](image)

2. This history will also show queries performed on behalf of the clinician by their delegate.

![Query History](image)

3. A clinician can easily repeat a search by selecting the patient from *Query History* by selecting anywhere on that patient’s row.

4. This returns the clinician to the *Patient Query* screen.

5. Select *Submit* to run the query.
Data Submission
Submission of any Controlled Substance (C2-5) dispense to a veterinary (non-human) patient but be electronically reported to the Nebraska PDMP within 24-hours of dispensing.

If you or your clinic do not dispense any controlled substances to veterinary patients, you may apply to DHHS for an exemption here.

The most up-to-date User Guides for the Nebraska PDMP are accessible here.

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.

<table>
<thead>
<tr>
<th>10-Digit Format on Package</th>
<th>10-Digit Format Example</th>
<th>11-Digit Format</th>
<th>11-Digit Format Example</th>
<th>Actual 10-Digit NDC Format Example</th>
<th>11-Digit Conversion of Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-4-2</td>
<td>9999-9999-99</td>
<td>5-4-2</td>
<td>99999-9999-99</td>
<td>0228-2027-10</td>
<td>00228202710</td>
</tr>
<tr>
<td>5-3-2</td>
<td>99999-9999-99</td>
<td>5-4-2</td>
<td>99999-9999-99</td>
<td>58284-100-14</td>
<td>58284010014</td>
</tr>
<tr>
<td>5-4-1</td>
<td>999999-9999-9</td>
<td>5-4-2</td>
<td>999999-9999-99</td>
<td>60575-4112-1</td>
<td>60575411201</td>
</tr>
</tbody>
</table>

SFTP File Upload
For instructions on submitting dispensing information via SFTP (secure file transfer) see the Nebraska PDMP Submitter Guide here.

Zero Reports
1. If no controlled substances (C2-5) are dispensed (take-home medication) within a 24-hour period, the clinic may submit a Zero Report. Zero reports document compliance with the PDMP reporting requirement.
2. On the left menu, select Submit Data.
3. Then enter the date and DEA, then select Submit.

![Submit Zero Report Image]

**Manual Prescription Entry**

1. Log on to RxGov at: [https://nepdmp.rxgov.com](https://nepdmp.rxgov.com).
2. On the left menu, select *Manual Entry/Universal Claim Entry Form*.

3. **Patient Information Page**

   a. In this section, enter the information for the pet's **Owner**.
   b. This page defaults to Species Code “02” which is “Veterinary Patient”.
   c. Name of Animal is optional, but encouraged
   d. Fill out all mandatory fields, indicated by red bar in the left side of the field.
e. Once completed, the bar on the left side of the field turns green.

f. Once all required fields are completed, select Next.

4. Pharmacy Information Page
   a. In this section, enter the information of the Veterinary Clinic.
   b. Enter both the NPI and DEA
      i. NPI is required but the Veterinary Clinic may not have a National Provider Identification (NPI) so please enter the 10-digit phone number of the clinic.
   c. Once all required fields are completed, select Next.

5. Dispense Information – Dispense Page
   a. Select + Add Dispense on the upper right hand corner
   b. Reporting Status = New Dispense, Void or Revise a previous dispense
   c. Refill Number = 0 is a New Prescription, the first refill is 1, the second refill is 2, etc
   d. Product ID Qualifier = NDC or UPC
   e. Product ID = the NDC number or UPC code
   f. Drug Dosage Units Code = Each, mL, or gm as appropriate for the medication
   g. Partial Fill Indicator = 0 (0 indicates it is not a partial fill)
   h. Classification Code for Payment Type = Private Pay (Cash, Charge, Credit Card)
i. Once all required fields are completed, select Next.

6. Dispense Information – Prescriber Page
   a. In this section, enter the information of the **Veterinarian**.
   b. Enter both the NPI and DEA
      i. NPI is required but the Veterinarian may not have a National Provider Identification (NPI) so please enter their 10-digit phone number.
   c. Once all required fields are completed, select Next.

7. Dispense Information – Additional Information Page
   a. If someone other than the pat’s owner picked-up the prescription it can be captured here.
      i. ID Qualifier of Person Dropping Off or Picking Up Rx = Driver’s License or other ID
      ii. ID of Person Dropping Off or Picking Up Rx = the Driver’s License or other ID number
      iii. Relationship of Person Dropping Off or Picking Up Rx – Indicate the Owner’s Parent or Other
      iv. First Name and Last Name of the Person Dropping Off or Picking Up Rx
b. Once all required fields are completed, select Next.

8. Dispense Information – Compound Page
   a. If the dispensed medication is not a compound, then select Save Dispense.

   b. This page is only used if the medication dispensed is a compound.
      i. If a medication is a compound, then all fields are mandatory.
      ii. To indicate a dispense is a Compound, on the Dispense Page enter Product ID (NDC) of all 9’s (9999999999).
      iii. Sequence = the number of ingredients. The first ingredient = 1, the next = 2, etc.
      iv. Once ingredient information is complete, select Add
      v. Once all ingredients are added, select Save Dispense
9. To enter another dispense for the same patient, select +Add Dispense and complete the Dispense Information steps again.
10. Dispenses entered in error can be removed by selecting the trash icon to the right of that dispenses row.
11. Before completing the manual entry, you may select Previous to return to earlier pages.
12. Once all dispenses for that patient are entered, select Submit Universal Form.
View Submitted Reports

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

1. Log on to RxGov at: [https://nepdmp.rxgov.com](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.
4. Use the refresh icon in the top-right hand side to check for new files if needed.
5. To view submitted data, click the line containing the data to view.

6. There are two error types that apply to Manual Prescription Entry: Error and Warning.
   a. Errors are defined as simple data errors that must be corrected or the data will not become part of the PDMP.
   b. Warnings are defined as simple data errors that may be corrected but if they are not, data will still become part of the PDMP.
7. Note that some NDC’s may not be in the Medispan database. These will still become part of the PDMP but will state “Details of Dispense not available” but the NDC is still available in the Full ASAP Dispense Details.
Support
If you have questions regarding the Nebraska PDMP, please email pdmp@nehii.org or call 402.506.9900 x1.

Document Information
Version History
The version history records the publication history of this document.

<table>
<thead>
<tr>
<th>Publication Date</th>
<th>Version Number</th>
<th>Comments</th>
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<tbody>
<tr>
<td>12/15/2019</td>
<td>1.0</td>
<td>Initial publication</td>
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Change Log
The change log records the changes and enhancements included in each version.

<table>
<thead>
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<th>Chapter/Section</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>N/A</td>
<td>N/A</td>
</tr>
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