



PREPARED BY:

Nebraska Department of Health and Human Services  
and CyncHealth

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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, pharmacy technical support group, or dispensing software vendor which dispense prescription drug(s) in the state of Nebraska or to an address in the state of Nebraska.

## Program Overview

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

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

Per statute, patients cannot opt out of the Nebraska PDMP data reporting, ensuring the most comprehensive medication data set possible for Nebraska providers. The data is accessed and available through a separate application tile on the CyncHealth Sign In page, accessible from the main CyncHealth website.

Those who submit or receive information from the Nebraska PDMP must comply with the Health Information Portability and Accountability Act (HIPAA).

## About RxGov

RxGov is software platform developed by NIC (a subsidiary of Tyler Technologies) that records and tracks medication dispenses, including controlled and non-controlled prescriptions. Due to the potential of misuse or abuse, controlled substances (CS) can present a health hazard to patients. All states have a PDMP that can aid in reducing the misuse or abuse of controlled substance prescriptions. States such as Nebraska can use the RxGov platform to monitor the prescribing and dispensing of controlled substances in their state.

RxGov is designed to be a comprehensive medication history platform. It does this in a web-based application 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 collecting and reporting prescription information for clinicians.

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, either directly through the website or through EHR integration provided by the healthcare clinic or organization, to review the benefits and risks of medications and make better informed clinical decisions for patient care. There are certain circumstances in which a prescriber must check the PDMP (see Nebraska Medicaid regulations Title 471 NAC 18).

Before dispensing a prescribed medication, a dispenser (i.e., pharmacist) may review the PDMP and determine whether any intervention may be warranted.

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.

# Data Collection and Reporting Requirements

## Reporting Expectations

- Submission of ALL prescription drugs (both controlled and non-controlled substances) dispensed in Nebraska or to an address in Nebraska are reported to the PDMP, 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 Nebraska or to an address in the state.
  - *Dispenser* includes the following Nebraska license types:
    - Community Pharmacy License
    - Mail Service Pharmacy Permit
    - Dispensing Practitioner Pharmacy License
    - Delegated Dispensing Permit
    - Remote Dispensing Pharmacy
    - Ophthalmic Mail-Order Provider
    - Long-Term Care Automated Pharmacy
  - Certain specified entities and types of drug delivery/dispensing are exempt from reporting. For more information see *Reporting Exemptions* below.
- Per policy adopted by the Nebraska Health Information Technology Board, dispensers are required to submit data at least daily in a standardized format, or to 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 and files provided by a dispenser are not in the correct format, are unreadable, or are damaged, RxGov will not load the record(s) and shall report the error to the responsible submitter for remedy.

As part of the PDMP service, RxGov provides appropriate infrastructure to accept data supplied by dispensers as required by Nebraska Revised 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.
- Licensed dispensers that do not currently dispense any prescription drugs to a resident of Nebraska

If a pharmacy or other dispenser meets one of the exemptions as identified according to Neb. Rev. Stat. § 71-2454 (14)(d) above, you may complete the *Exemption Information Form* located at <http://dhhs.ne.gov/Pages/Drug-Overdose-Prevention-PDMP-Reporting.aspx> or <https://cynchealth.force.com/s/pdmp/pdmp-exemption-request>.

## 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 the registration process through the RxGov web portal. 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 one of the following types of Nebraska licenses:

- Community Pharmacy License
- Mail Order Pharmacy Permit
- Dispensing Practitioner Pharmacy License
- Delegated Dispensing Pharmacy Permit
- Remote Dispensing Pharmacy
- Ophthalmic Mail-Order Provider
- Long-Term Care Automated Pharmacy

## Reporting Methods and Data Standard

The Nebraska PDMP requires that all reports be submitted according to 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

- As of March 1, 2023, if a dispenser has no dispensed transactions to report for the day, the dispenser is required 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, a zero report can be submitted under the **Submit Data** tab within the RxGov platform.

# Submitter Account Management

## 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
    - i. This e-mail will become your username
    - ii. Use the e-mail that will be best for receiving error reports and correspondence.
  - b. Password
  - c. First name
  - d. Last name
  - e. State
  - f. Phone number
  - g. Pharmacy Name (as Submitter Name)
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*- should be the pharmacy name or facility name.
7. Click *Register*.
8. You will receive an email sent to the account email with a link to confirm the account.



- a. If you do not receive an email within 8 hours, please reach out to CyncHealth support at [Support@CyncHealth.org](mailto:Support@CyncHealth.org) OR 402-506-9900 opt. 1.
9. After review by a CyncHealth Nebraska PDMP administrator, you will receive an email at your submitted email address notifying you that your account is now accessible.

## Modifying Your Account

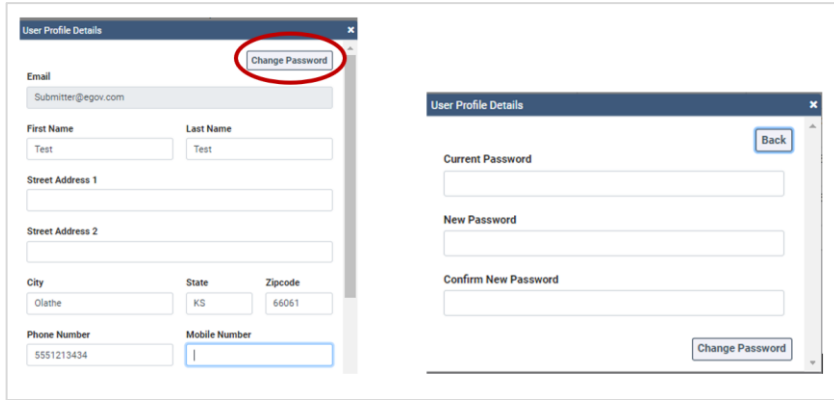
### Forgot Your Password

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* window, click *Change Password*.

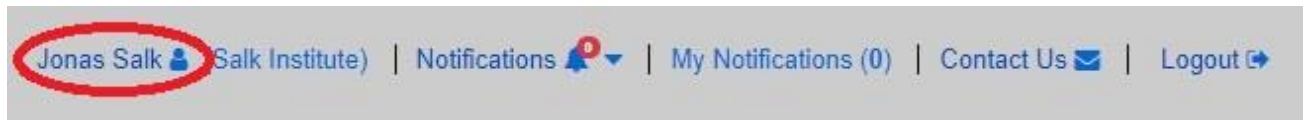
4. Type your current password in the *Current Password* box.
5. Type your new password in the *New Password* box.
6. Type your new password in the *Confirm New Password* box.
7. Select *Change Password*.



## Account Lockout

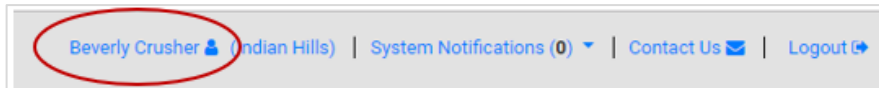
User accounts will be locked out after five failed login attempts. The account will remain locked out for 30 minutes, at which time you can try again. If needed, contact [Support@CyncHealth.org](mailto:Support@CyncHealth.org) or 402-506-9900 opt. 1 for PDMP support from CyncHealth.

## Update Profile Details



To update user information:

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* window, update information in the proper fields as needed.



4. Select *Change Identifier Fields* to change any fields locked out.
  - a. Make the appropriate changes in the *Create User Identifier Change Request Ticket window*
  - b. Any changes here require a reason to be submitted with the change.
  - c. Select the *Submit* button
5. Select the Save button.

Note: You will not be able to change the Email address. If you need to edit this field, contact CyncHealth support.




OR contact [Support@CyncHealth.org](mailto:Support@CyncHealth.org) or 402-506-9900 opt. 1 for PDMP support from CyncHealth.

## Viewing System Notifications

System notifications are set by the PDMP system administrator, visible to all selected 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 *Notifications* on the top menu bar. A drop-down of system notifications will appear. Click on the *View Notifications* button to read the specific notification.



Jonas Salk (Salk Institute) | Notifications  | My Notifications (0) | Contact Us  | Logout 

### Notifications

[Submitter Guide Notification](#) Last 1 hour

[View Notifications](#)

## 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 the proper 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 entry is listed below. An additional “0” is added, bolded, and underlined in the following example to provide clarity on the proper submission value. 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 return 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
<b>4-4-2</b>	9999-9999-99	5-4-2	<u>0</u> 9999-9999-99	0228-2027-10	<u>0</u> 0228202710
<b>5-3-2</b>	99999-999-99	5-4-2	99999- <u>0</u> 999-99	58284-100-14	58284 <u>0</u> 10014
<b>5-4-1</b>	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 with Stat Command enabled

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

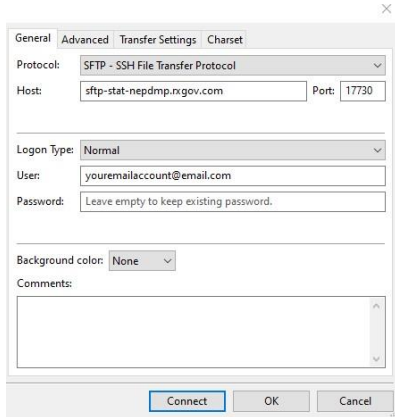
After creating your RxGov submitter account, the PDMP administrator will have your account provisioned to the server. You will receive your credentials through email within 48 hours after your account has been activated in RxGov.

Select pharmacy vendors require a specific set of commands enabled for copying files over FTP. Please check with your pharmacy software vendor or IT support contact, to determine if your system requires **Stat Command**. The easiest indication that you might need to utilize Stat Command would be if you receive errors after you upload the files about viewing / setting / altering the attributes of the file.

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. Submit the file via SFTP to the hostname: `sftp://sftp-stat-nepdmp.rxgov.com`
  - a. Port: 17730
3. When prompted, type your data submitter credentials (i.e., username and password).
4. Place the file in the “/upload” directory.
  - a. Depending on your software, you may or may not need to enter a slash. Once you upload data, if a slash appears before the file name, then it is not required.
5. If desired, you may view the results of the submission in the *My Submissions* section of RxGov.
6. Log off when the file submission is complete.

## FileZilla Example Entry (Stat Command) FileZilla - Example



General | Advanced | Transfer Settings | Charset

Protocol: SFTP - SSH File Transfer Protocol

Host: sftp-stat-nepdmp.rx.gov.com Port: 17730

Logon Type: Normal

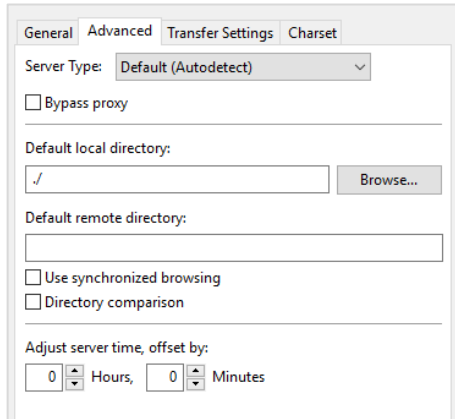
User: youremailaccount@email.com

Password: Leave empty to keep existing password.

Background color: None

Comments:

Connect OK Cancel



General | Advanced | Transfer Settings | Charset

Server Type: Default (Autodetect)

Bypass proxy

Default local directory: / Browse...

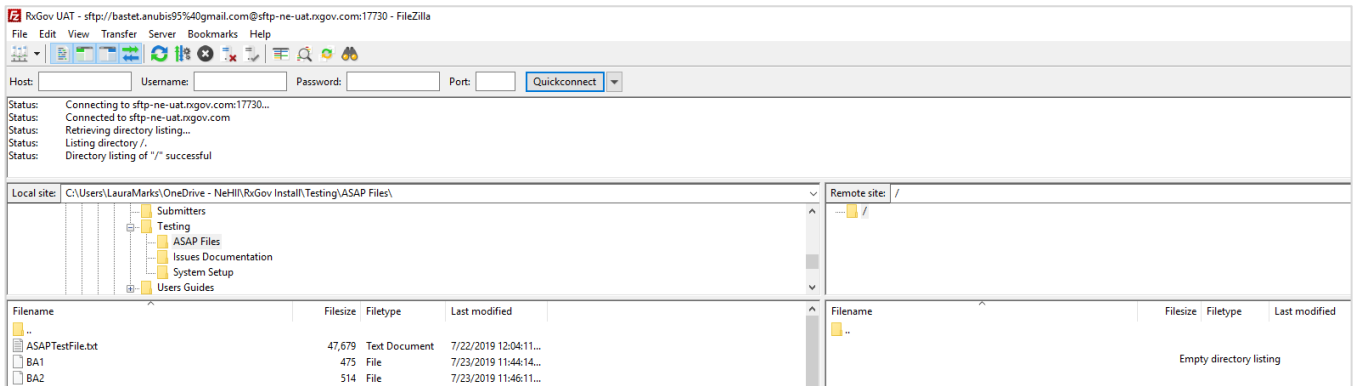
Default remote directory:

Use synchronized browsing

Directory comparison

Adjust server time, offset by:

0 Hours, 0 Minutes



RxGov UAT - sftp://bastet.anubis95%40gmail.com@sftp-ne-uat.rx.gov.com:17730 - FileZilla

File Edit View Transfer Server Bookmarks Help

Host: Username: Password: Port: Quickconnect

Status: Connecting to sftp-ne-uat.rx.gov.com:17730...  
 Status: Connected to sftp-ne-uat.rx.gov.com  
 Status: Retrieving directory listing...  
 Status: Listing directory /.  
 Status: Directory listing of "/" successful

Local site: C:\Users\LauraMarks\OneDrive - Nehill\RxGov Install\Testing\ASAP Files\

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Filename	Filesize	Filetype	Last modified
ASAPTestFile.txt	47,679	Text Document	7/22/2019 12:04:11...
BA1	475	File	7/23/2019 11:44:14...
BA2	514	File	7/23/2019 11:46:11...

Remote site: /

Filename	Filesize	Filetype	Last modified
..			

Empty directory listing

### WinSCP Example Entry Stat Command

The screenshot displays the WinSCP interface. At the top, a 'Session' dialog box is open, showing the following configuration:

- File protocol: SFTP
- Host name: sftp-stat-nepdmp.rxgov.com
- Port number: 17730
- User name: youraccountemail@email.com
- Password: [Redacted]

Buttons for 'Edit', 'Advanced...', 'Login', 'Close', and 'Help' are visible. Below the dialog, the WinSCP main window is shown with the title 'ASAP Files - RxGov UAT - WinSCP'. The menu bar includes 'Local', 'Mark', 'Files', 'Commands', 'Session', 'Options', 'Remote', and 'Help'. The toolbar contains icons for 'Synchronize', 'Queue', and 'Transfer Settings'. The address bar shows the local path 'C:\OS' and the remote path '/ <root>'. The file list is split into two panes:

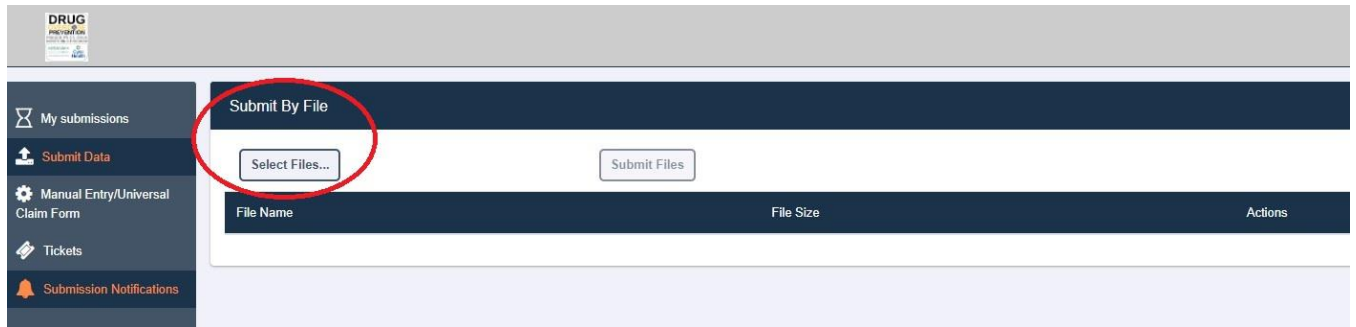
Name	Size	Type	Changed
ASAPTestFile.txt	47 KB	Text Document	7/22/2019 1
BA1	1 KB	File	7/23/2019 1
BA2	1 KB	File	7/23/2019 1

The right pane shows the remote root directory with a '..' entry.

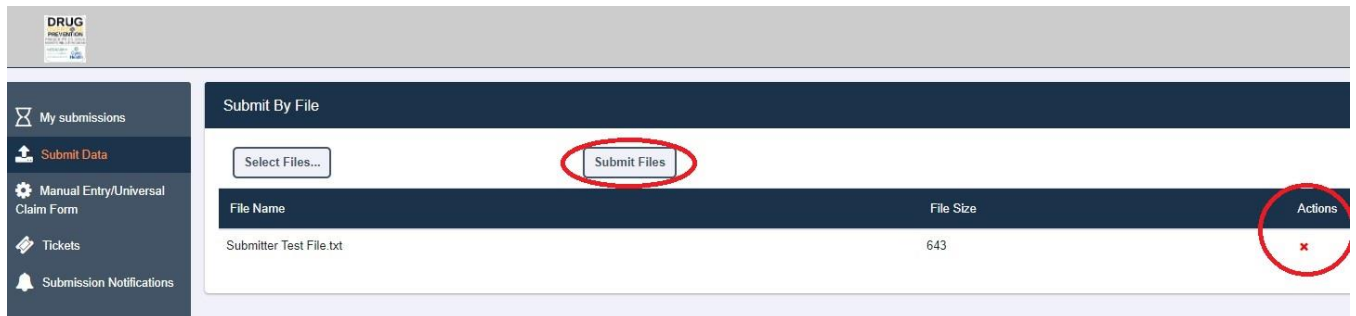


## Submission Method #2: SSL Website (RxGov Portal)

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, you may 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.
      1. After entering the NPI or DEA number, you may check the appropriate *Auto-populate* box to fill in the required information for that facility.
    - 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. The Next button will not be an enabled option until the required items are entered.
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 the *Next* button. The Next button will not be an enabled option until the required items are entered.
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**

The screenshot shows a multi-step form for entering initial dispense information. The steps are: 1. Dispense, 2. Prescriber, 3. Additional Information, and 4. Compound Drug Information. The 'Dispense' step is active, indicated by a red circle with the number 1. The form contains the following fields:

- Reporting Status:** New Record (dropdown menu, green bar)
- Refills Authorized:** (text input field, red bar)
- Product ID Qualifier:** NDC (dropdown menu, green bar)
- Days Supply:** (text input field, red bar)
- Partial Fill Indicator:** (text input field)
- Classification Code for Payment Type:** Private Pay (Cash, Charge, Credit) (dropdown menu, green bar)
- RxNorm Code:** (text input field)
- Quantity Prescribed:** (text input field)
- Prescription Number:** (text input field, red bar)
- Date Filled:** 12-19-2022 (date picker, green bar)
- Product ID:** (text input field, red bar)
- Drug Dosage Units Code:** Each (dropdown menu, green bar)
- Pharmacist National Provider Identifier (NPI):** (text input field)
- Date Sold:** 12-19-2022 (date picker, green bar)
- Electronic Prescription Reference Number:** (text input field)
- Rx SIG:** (text input field)
- Date Written:** 12-19-2022 (date picker, green bar)
- Refill Number:** (text input field, red bar)
- Quantity Dispensed:** (text input field, red bar)
- Transmission Form of Rx Origin Code:** Written Prescription (dropdown menu, green bar)
- Pharmacist License Number:** (text input field)
- RxNorm Product Qualifier:** --Select-- (dropdown menu)
- Electronic Prescription Order Number:** (text input field)
- Treatment Type:** --Select-- (dropdown menu)

A 'Next' button is located at the bottom right of the form.

- c. Initial dispense information: Enter information in the blocks (mandatory information notated by red or green 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. *Date Sold* (now required even though there is no red bar)
  - xv. *Quantity Prescribed* on the prescription

xvi. Click *Next*.

**Dispense Screen #2: Prescriber Information**

- d. Prescriber information: Enter information in the blocks (mandatory information notated by *red* marks).
  - i. Enter *NPI*, and *DEA* number if a controlled substance.
    - 1. If the provider does not have an NPI, enter in the prescriber or clinic phone, or their license number with leading zeros to make 10 digits (i.e., 0000012345)
    - 2. After entering the NPI or DEA number, you may check the appropriate *Auto-populate* box to fill in the required information for that provider.
  - 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 numeral *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**

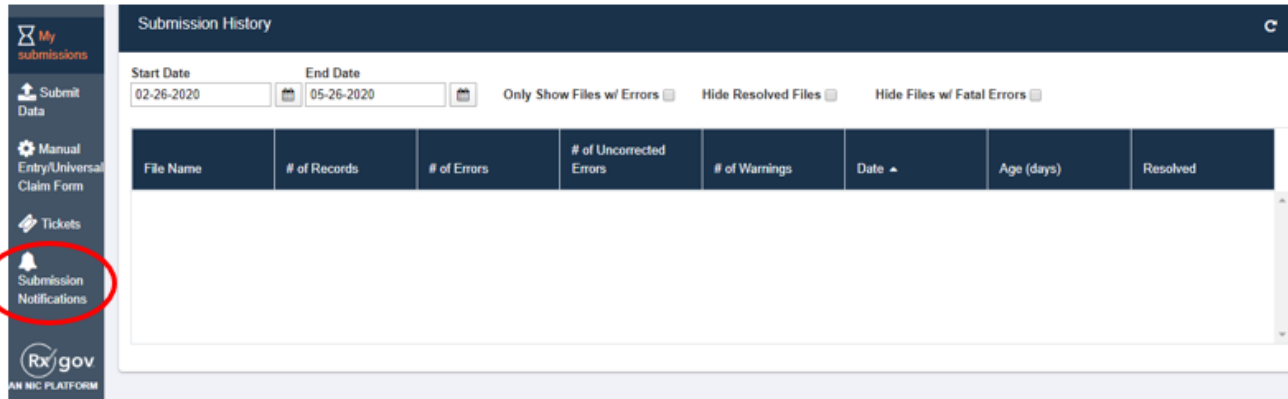
The screenshot displays the 'Submission History' interface. At the top right, the user is identified as 'Brett Connors' with links for 'System Notifications (2)', 'Contact Us', and 'Logout'. The left sidebar contains navigation icons for 'My submissions', 'Submit Data', 'Manual Entry/Universal Claim Form', 'Tickets', and 'Submission Notifications'. The main area features a 'Submission History' header and a filter section with 'Start Date' (06-29-2019) and 'End Date' (09-27-2019) fields, and three checkboxes: 'Only Show Files w/ Errors', 'Hide Resolved Files', and 'Hide Files w/ Fatal Errors'. Below the filters is a table with the following columns: File Name, # of Records, # of Errors, # of Warnings, Date, Age (days), and Resolved?.

6. Once the *Universal Form* has been clicked, the screen returns to the *Submission History*.
7. 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.
8. On Dispense Screen #1, *Reporting Status* would be changed to either *Revise* for editing or *Void*.

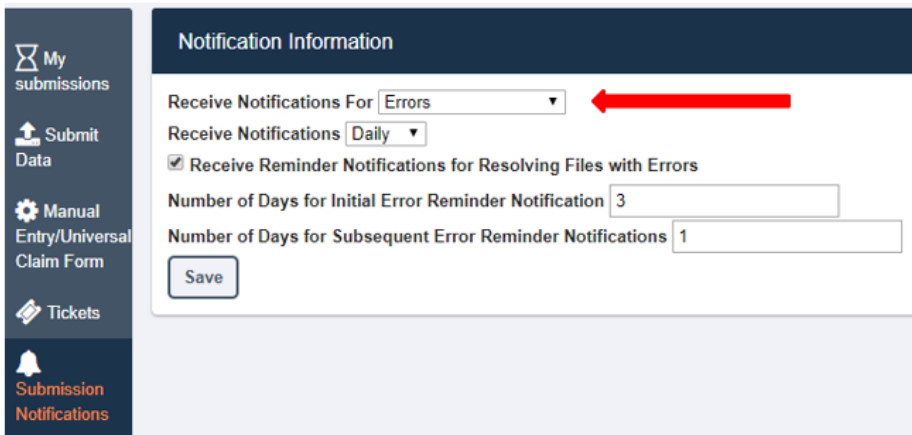
# Submitted Reports and Edit Definitions

## Notifications

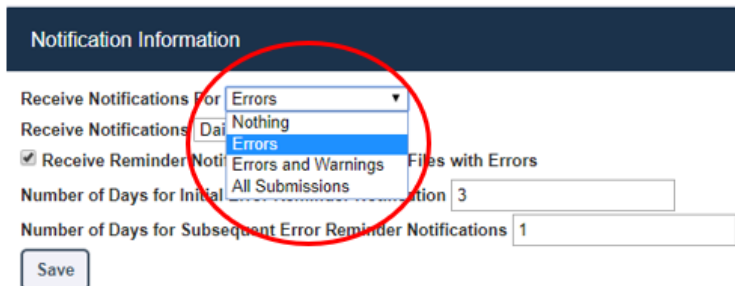
Every submitter can choose to have RxGov notify them via email regarding their submissions and errors. The submitter can alter how they receive these notifications in RxGov.



Click **Submissions Notifications**.

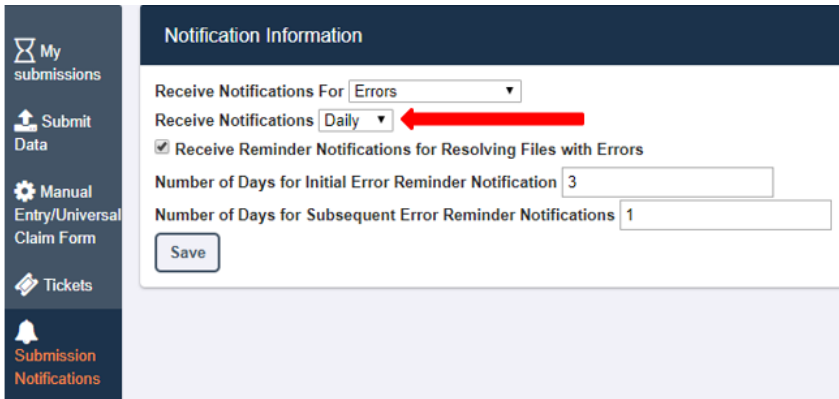


**Receive Notification For** can be set for Errors, Errors and Warnings or All Submissions by clicking the down arrow (carrot).

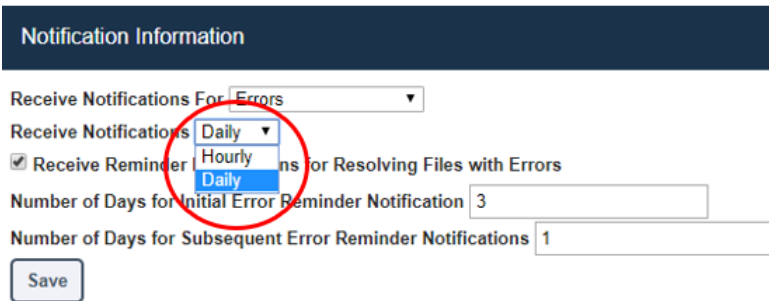




Error notifications will only be sent via email if the file submitted contains an error. Error and Warning notifications will only be sent if the file contains either an error or a warning. All Submissions will send a notification each time a file is sent in to the PDMP.



**Receive Notification** can be set for Daily or Hourly by clicking the down arrow (carrot).

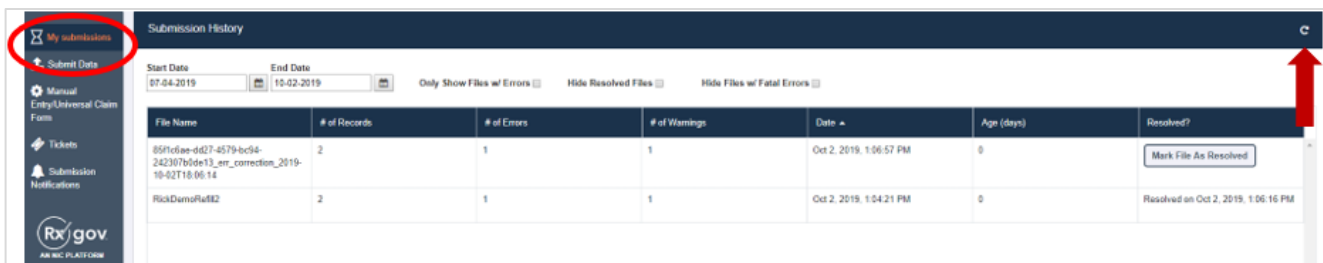


Number of Days for Initial Error Reminder Notifications and for Subsequent Error Reminder Notifications can be configured as well.

Save all changes before exiting the **Notification Information** tab by clicking the **Save** button.

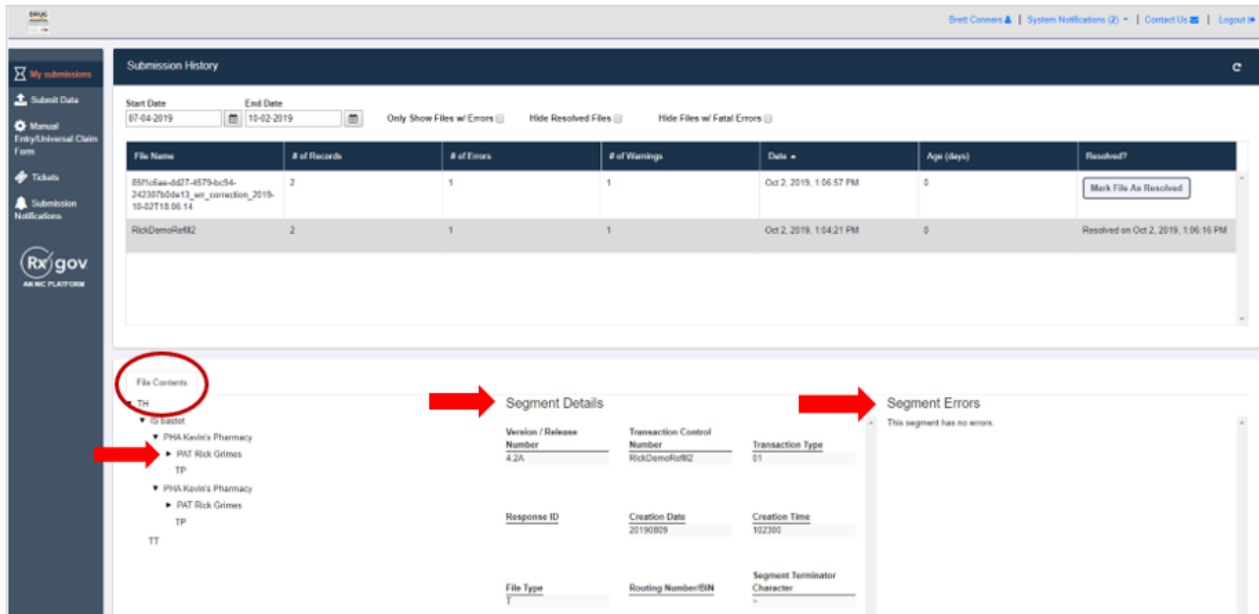
## View Submitted Reports

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

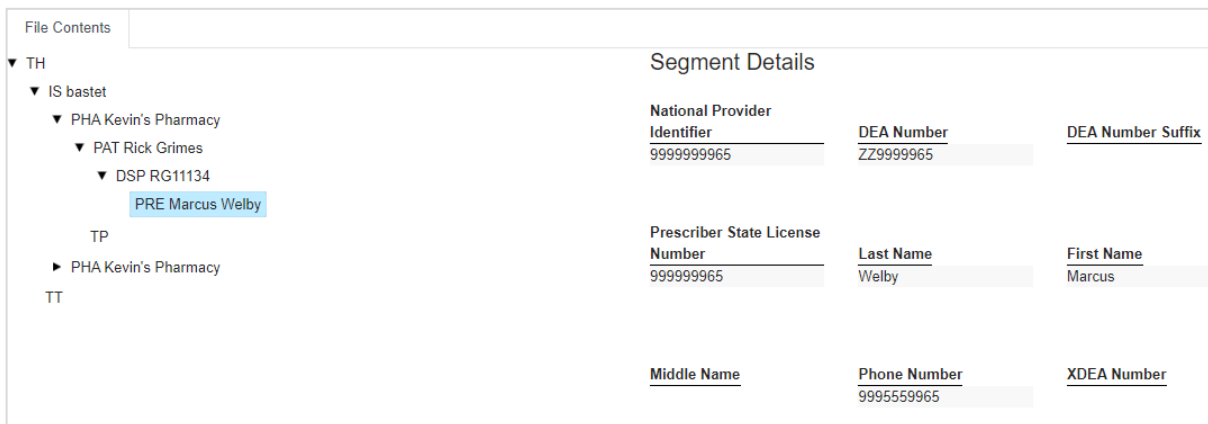


1. Log on to RxGov at: <https://nepdmp.rxgov.com>
2. Click *My Submissions* in the left menu.

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's name.
7. Additional dispensing information is displayed in the *Segment Details* section and errors are displayed in the *Segment Errors* section.
8. The *File Contents* section can be drilled down further by clicking on the arrows.



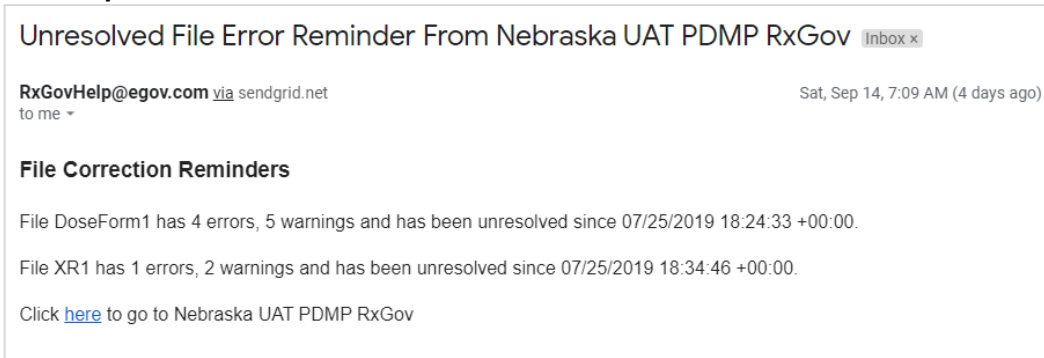
- a. Patient information is displayed in the *Segment Details* section when the PAT line is highlighted.
- b. Prescription information is displayed in the *Segment Details* section when the DSP line is highlighted.

- c. Prescriber information is displayed in the *Segment Details* section when the PRE line is highlighted.

## Error Correction

When an uploaded file contains an error, RxGov will alert the submitter. Depending on the setup of the submitters **Notifications**, the submitter will receive an email from the system either hourly or daily. The Submitter can also view errors in the **My Submissions** tab of RxGov.

**Sample email:**



There are three error types: *Error*, *Warning* and *Fatal Error*.

- a. *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.  
***It is recommended to also modify or correct the prescription record within the pharmacy software to prevent the error from reoccurring for subsequent dispenses.***
- b. *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.

Example of what a fatal error(s) looks like.

Error Correction | File Contents

This file contains errors or warnings which cannot be corrected online. Please resubmit a corrected file. See below for a list of these errors. ⓘ

Segment	Error
IS	Segment type IS has 4 fields; it cannot have more than 3
CDI	Segment type CDI has 6 fields; it cannot have more than 5
CDI	Segment type CDI has 6 fields; it cannot have more than 5
CDI	Segment type CDI has 6 fields; it cannot have more than 5
CDI	Segment type CDI has 6 fields; it cannot have more than 5

Data Submitters can correct most ASAP file submission errors through the My Submissions screen in RxGov. Errors can also be corrected within the ASAP file and resubmitted to RxGov electronically.

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 alert.

File Name	# of Records	# of Errors	# of Unconnected Errors	# of Warnings	Date	Age (Days)	Blocked
ASAP file_11112019.txt	1	0	0	1	Nov 11, 2019, 0:40:06 AM	0	N/A
UniversalForm_201910271023-41	1	0	0	0	Nov 6, 2019, 11:04:41 AM	5	N/A
UniversalForm_201910271058-33	1	0	0	0	Nov 6, 2019, 10:58:49 AM	5	N/A
UniversalForm_201910291126-05	1	0	0	0	Oct 29, 2019, 11:26:11 AM	13	N/A
UniversalForm_201910291124-32	1	0	0	0	Oct 29, 2019, 11:25:15 AM	13	N/A
ASAPfile-Go-PatientId_102	118	0	0	5	Oct 29, 2019, 10:57:28 AM	13	N/A

1. To select a file within *My Submissions*, click anywhere on the line of the file and the details of the error will display on the bottom half of the screen. The ASAP 4.2A Data *Segment* and *Field* names are shown in the first two columns followed by the specific *Error* and the *Current Value* contained in the submitted ASAP file. The last column contains a field for *Correction* entry.

Segment	Field	Error	Current Value	Correction
PAT	Phone Number	ExceededMaxFieldLength	71255505621	<input type="text"/>
DSP	Product ID	NDCNotFound	6050502510A	<input type="text"/>

Errors must be corrected. Warnings may be ignored

Submit Corrections

2. When the *Correction* box is clicked on, more information will appear in the *Dispense Context* (on the right of the screen). The drop box contains options for searching through the submitted prescription.
  - a. Another option to view the content is to scroll down the right side of the *Dispense Context* screen.

Segment	Field	Error	Current Value	Correction
PAT	Phone Number	ExceededMaxFieldLength	71255505621	<input type="text"/>
DSP	Product ID	NDCNotFound	6050502510A	<input type="text"/>

Dispense Context

PAT (Patient Information) ←

ID Qualifier of Patient Identifier: 3, ID of Patient: 2345

ID Qualifier of Additional Patient Identifier: , Additional Patient ID Qualifier: , Additional ID:

Errors must be corrected. Warnings may be ignored.

3. Enter the correct information into the Correction box.
  - a. 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 (incorrect information will result in a red x). Click anywhere outside of the box or tab away and the *Submit Corrections* will highlight.
  - b. Please refer below to the ASAP 4.2a Field guide for more information regarding what is being requested.

Segment	Field	Error	Current Value	Correction
PAT	Phone Number	ExceededMaxFieldLength	71255505621	7125550562 <span style="color: green;">✓</span>
DSP	Product ID	NDCNotFound	6050502510A	<input type="text"/>

4. Click the *Submit Corrections* box and a *Success* box will appear.
5. When the file has been corrected, the system will create a new file with the corrected information and change the information under the **Resolved** column for the original file as *“Resolved on <Date & Time>.”*

File Name	# of Records	Resolved
33484e31-e8eb-41ac-a7c1-48cebc4a88fb_err_correction_2019-09-18T21:57:04	5	Resolved on Mar 14, 2022, 2:24:19 PM

6. In times when the system fails to recognize a file correction, there is a manual resolution option.
  - a. This button can be found in the **Resolved** column and is titled *“Mark File As Resolved.”*
  - b. Please note that once a file has been marked as resolved, that action cannot be reversed.
  - c. Also be aware that if there are dispenses within the file that have unresolved errors, but the *“Mark File as Resolved”* function is used, the dispense with the error will not be incorporated into the PDMP and will not be part of the patient’s medication list.

File Name	# of Records	# of Errors	# of Uncorrected Errors	# of Warnings	Date	Age (days)	Resolved
lockhartRinoa_speciescode01.txt	1	1	1	0	Sep 28, 2020, 1:00:03 PM	2	<input type="button" value="Mark File As Resolved"/>
TrepeQuistis_Driverslicense.txt	1	0	0	0	Sep 22, 2020, 10:41:24 AM	8	N/A
TrepeQuistis_Driverslicense.txt	1	1	1	0	Sep 22, 2020, 10:40:37 AM	8	<input type="button" value="Mark File As Resolved"/>
lockhartStanley_speciescode02.txt	1	0	0	0	Sep 21, 2020, 2:25:24 PM	9	N/A
lockhartRinoa_speciescode01.txt	1	0	0	0	Sep 21, 2020, 2:25:24 PM	9	N/A

## Zero Reports

This function allows data submitters to easily submit zero reports. Zero report information is displayed on the *Submission History* page with other submitted data for a selected time.

### Submission of Zero Report

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 (preferred)* and/or *DEA*.
5. Enter NCPDP/NABP Provider ID if desired.
6. Click *Submit*.

### Viewing Previously Entered Zero Reports

File Name	# of Records	# of Errors	# of Uncorrected Errors	# of Warnings	Date	Age (days)	Received
zero_report_20220118-07-02.txt	1	0	0	0	01/18/2022 01:43 PM (CST)	0	N/A

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 [Support@CyncHealth.org](mailto:Support@CyncHealth.org) or call 402-506-9900 opt. 1.

## Document Information

### Version History

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

Publication Date	Version Number	Comments
07/09/2019	1.0	Initial publication
08/26/2020	1.1	Revised publication
10/10/2019	1.2	Revised publication
02/13/2020	1.2.3	Revised publication
06/01/2020	1.3	Revised publication
09/11/2020	1.3.1	Revised publication
02/04/2022	1.4	Revised publication
06/01/2022	1.4.1	Revised publication
12/23/2022	1.5	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	Appendix A	Corrected field attributes of Prescriber Phone Number (PRE08) to coincide with ASAP 4.2A specifications of N10
1.2.3	Error Correct	Additional details added to section
1.3	Submitted Reports and Edit Definitions/Appendix A	Added Notification Configuration and ASAP segment chart
1.3.1	Appendix A	Changed DSP17 to mandatory; Error Correction section, added "Mark as Resolved".
1.4	Re-write / Update	Updated all data to current information and screen shots.
1.4.1	Readability updates	
1.5	Data Delivery Methods	-Removed Submission Method #1 and updated remaining Submission methods -Adding language to indicate Zero Reports are required as of March 1, 2023 -Changed DSP15 size to AN20

**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. For more detailed information regarding the ASAP 4.2A standard, please contact the American Society for Automation in Pharmacy.

### 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

- File name must be unique per uploader.
- *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 (Field) Elements within File

- **Segment Identifier** – Indicates the beginning of a new segment (i.e., PHA). These identifiers are defined by the ASAP standard. Segments must be in the specified order for the file to process appropriately.
- **Data (Field) Delimiter** – Character used to separate data elements (fields) within a segment (i.e., an asterisk (\*)), and is the third ASCII code / character in the file.
  - Each field should “open” with the Data / Field delimiter.
  - Each blank field should contain a single asterisk.
  - If the last field in the segment is blank, it should be “opened” and then the segment closed. (i.e., \*~).

- **Segment Terminator** – Character used to mark the end of a segment (i.e., the tilde (~)).
  - Field TH09 in the *Transaction Header* segment identifies the ASCII code / character used to terminate each segment. Since TH09 also signifies the end of the segment, it should contain the code/character twice (i.e., two tildes ~~).
- **Segment Terminators and Data (Field) Delimiters** are not specified in the ASAP standard and is open to the appropriate ASCII code or a wide selection of ASCII characters. The caret is used to denote an escape character and should not be used as a data delimiter or segment terminator. We recommend using characters not commonly used in the data (\*, |, \, /, ~, etc.) to minimize issues with file ingestion.
- **Escape Character** – In the event that a data (field) element delimiter or segment terminator is used in the data submitted an escape character is available to prevent errors. The escape character for the ASAP standard is the caret (^).
  - If an asterisk is used as a data (field) element delimiter, and also the data in a field, like the Rx SIG (directions for use) an escape character should be inserted prior to each instance of character not intended to signify the start of a new field. See below:

Take 1 table by mouth twice daily. ^^\*Check Pulse Prior to Administration^^\*

- **4.2A vs 4.2 / 4.2B Segment/Field Count**

Segment	4.2B Field Count	4.2A Field Count (Preferred)	4.2 Field Count
TH	9	9	9
IS	3	3	3
PHA	13	13	12
PAT	23	23	23
DSP	25	25	21
PRE	10	9	8
CDI	5	5	5
AIR	11	11	11
TP	1	1	1
TT	2	2	2

## 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
- Segments can end at the last required field, but an ideal file would keep these fields in place.

**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. 01 = Send/Request Transaction 02 = Acknowledgement (in Response only) 03 = Error Receiving (in Response only) 04 = Void (Used to void a specific Rx in a real-time transmission or an entire batch.)	S
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. <b>NPI is the preferred value for Nebraska in this field</b>	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	08 = Tribal ID	RR																
			09 = Other (agreed upon ID)																	
			Identification number for the patient as indicated in PAT02.																	
			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.	R
															PAT08		First Name	AN50	Patient's First Name.	R
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.	R																
PAT13	Address Information - 2	AN35	Address Line 2 of the Patient.	S																
PAT14	City Address	AN20	City of the Patient.	R																
PAT15	State Address	AN10	Valid State Code.	R																
PAT16	Zip Code	AN9	US Postal Zip Code of the Patient. Populate with zeros ('00000') if patient address is outside the U.S.	R																
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	R																
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 99999999999	
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	AN20	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	RR
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	
			99 = 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	
			99 = 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

## Appendix B: Sample ASAP File

Below are sample files to give an idea how the files should look. They are formatted for easy reading and are not required to be formatted as parsed for submission. The system will be able to read the file as one long string, as long as the Data / Field and Segment delimiters are in place and the file has the required fields in place.

The base structure of the file is:

TH <File specific Header Information>  
 IS <Source specific information>  
 PHA <Pharmacy specific information>  
 PAT <Patient information>  
 DSP <Dispense related information>  
 PRE <Prescriber Information>  
 CDI <Compound information for prescription>  
 AIR <Additional information for specific prescription>  
 TP <Pharmacy Termination Segment>  
 TT <File Termination Segment>

For ease with multiple dispenses for a single patient, the information can be looped (DSP / PRE / CDI / AIR) under the same PAT segment.

### Single Report / Pharmacy

TH\*4.2A\*TestFile20191201\*01\*\*20191201\*085400\*T\*\*~  
 IS\*9999999994\*CyncHealth Test\*~  
 PHA\*9876543210\*9876543\*FA9999999\*CyncHealth Test Pharmacy\*987654321 Any Street\*\*Any  
 City\*NE\*98765\*4025599992\*Test Pharmacist\*\*~  
 PAT\*\*06\*N9999999\*NE\*\*\*Patient\*Test\*\*\*\*987654 N Test Avenue\*\*Test  
 City\*NE\*98765\*1111111111\*19850315\*M\*01\*\*\*~  
 DSP\*00\*JW11115\*20190801\*99\*20191221\*03\*01\*42543070001\*15\*5\*01\*05\*00\*1234567893\*NE9999  
 \*01\*\*\*\*\*Take 1 tablet by mouth daily\*\*~  
 PRE\*1234567890\*AS1234567\*\*\*Prescriber\*Test\*\*8001234567\*~  
 TP\*5~  
 TT\*TestFile20191201\*8~

## Single Report / Multiple pharmacies

**TH**\*4.2A\*Sample Test File\*01\*\*20211215\*0800\*P\*\*~~  
**IS**\*bo95838411\*BORCHERTEST\*~  
**PHA**\*999999997\*9999997\*ZZ9999997\*zzTest Pharmacy 1\*1234 Main  
 St\*\*Omaha\*NE\*68111\*4025556666\*Test Pharmacist 1\*\*PRD~  
**PAT**\*NE\*06\*HC651808\*\*\*\*ZZZTESTPT\*Sample\*\*\*\*2320 TestingPatient Road\*\*North  
 Platte\*NE\*69101\*4025551212\*20010203\*M\*01\*\*\*~  
**DSP**\*00\*824611\*20211215\*00\*20211215\*00\*06\*9999999999\*180\*30\*01\*05\*00\*\*\*01\*20211215\*\*\*Fe  
 ntanyl 1600 mcg Troche\*\*\*Dissolve 1 or 2 troche(s) under the tongue every 4 hours\*\*~  
**PRE**\*9999991827\*ZZ9991827\*\*NE2320\*zzPrescriber\*Sample\*\*9991112320\*~  
**CDI**\*1\*01\*00406921630\*180\*01~  
**CDI**\*2\*03\*38779056708\*0.9\*03~  
**CDI**\*3\*03\*Medisca2378-1\*180\*03~  
**PAT**\*NE\*06\*HC651808\*\*\*\*ZZZTESTPT\*Sample\*\*\*\*2320 TestingPatient Road\*\*North  
 Platte\*NE\*69101\*4025551212\*20010203\*M\*01\*\*\*~  
**DSP**\*00\*824712\*20211115\*00\*20211115\*00\*06\*9999999999\*180\*30\*01\*05\*00\*\*\*01\*20211115\*\*\*Fe  
 ntanyl 1600 mcg Troche\*\*\*Dissolve 1 or 2 troche(s) under the tongue every 4 hours\*\*~  
**PRE**\*9999991827\*ZZ9991827\*\*NE2320\*zzPrescriber\*Sample\*\*9991112320\*~  
**CDI**\*1\*01\*00406921630\*180\*01~  
**CDI**\*2\*03\*38779056708\*0.9\*03~  
**CDI**\*3\*03\*Medisca2378-1\*180\*03~  
**TP**\*14~  
**PHA**\*999999998\*9999998\*ZZ9999998\*Kevin's Pharmacy\*322 E 22nd  
 Street\*\*Fremont\*NE\*68025\*4025559997\*Test Pharmacist\*\*~  
**PAT**\*NE\*06\*HC651808\*\*\*\*ZZZTESTPT\*Sample\*\*\*\*2320 TestingPatient Road\*\*North  
 Platte\*NE\*69101\*4025551212\*20010203\*M\*01\*\*\*~  
**DSP**\*00\*795011\*20211215\*32\*20211215\*00\*06\*9999999999\*30\*4\*02\*05\*00\*\*\*01\*20211017\*\*\*ABH  
 Gel\*\*\*Apply 1ml topically every 2 hours as needed\*\*~  
**PRE**\*9999991827\*ZZ9991827\*\*NE2320\*zzPrescriber\*Sample\*\*9991112320\*~  
**CDI**\*1\*01\*00591024105\*30\*01~  
**CDI**\*2\*01\*00904530660\*15\*03~  
**CDI**\*3\*01\*00378031410\*1.8\*03~  
**CDI**\*4\*01\*62991156705\*60\*02~  
**PAT**\*NE\*06\*HC651808\*\*\*\*ZZZTESTPT\*Sample\*\*\*\*2320 TestingPatient Road\*\*North  
 Platte\*NE\*69101\*4025551212\*20010203\*M\*01\*\*\*~  
**DSP**\*00\*7950\*20211017\*32\*20211017\*01\*06\*9999999999\*30\*4\*02\*05\*00\*\*\*01\*20211017\*\*\*ABH  
 Gel\*\*\*Apply 1ml topically every 2 hours as needed\*\*~  
**PRE**\*9999991827\*ZZ9991827\*\*NE2320\*zzPrescriber\*Sample\*\*9991112320\*~  
**CDI**\*1\*01\*00591024105\*30\*01~  
**CDI**\*2\*01\*00904530660\*15\*03~  
**CDI**\*3\*01\*00378031410\*1.8\*03~  
**CDI**\*4\*01\*62991156705\*60\*02~  
**TP**\*16~  
**TT**\*Sample Test File\*33~

## Appendix C: 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 Zero-Report (one file, multiple pharmacies)

```

TH*4.2a*ZeroReport Example*01**20191003*102300*T**~~
IS*DF001* CyncHealthTest*~
PHA*9876543210*9876543*FA9999999* CyncHealth Test Pharmacy*987654321 A Street**Any
City*NE*98765*9995556543*Test Pharmacist*~
PAT*****Report*Zero*****~
DSP*****20191002*****~
PRE**~
TP*5~
PHA*9876543210*9876543*FA9999999* CyncHealth Test Pharmacy*987654321 A Street**Any
City*NE*98765*9995556543*Test Pharmacist*~
PAT*****Report*Zero*****~
DSP*****20191003*****~
PRE**~
TP*5~
PHA*0123456789*3456789*FA9999998* CyncHealth Test2 Pharmacy*987654321 B Street**Other
City*NE*98766*9995556789*Test2 Pharmacist*~
PAT*****Report*Zero~
DSP*****20191006~
PRE*****~
TP*5~
TT*ZeroReport_Example*18~

```