MINISTRY MEDICAL GROUP – Managing Pain, Improving Lives

The April 1st start for the required check of the ePDMP prior to prescribing controlled substances is just around the corner. What should you do to be ready to for this requirement?

1. Get yourself registered https://pdmp.wi.gov/
   a. **Troubleshooting tip:** If you receive an error message after entering your license information, call the administrative support number (608) 266-0011 to proceed with your registration. Double-check your license information at https://online.drl.wi.gov/UserLogin.aspx. Your ePDMP entries must match the licensing information on the DSPS website EXACTLY.
   b. If the phone information is incorrect or missing, you must update your information on the DSPS website using the above link and then call the administrative support number to proceed with your registration.

2. Get your delegates registered
   a. Providers can have multiple delegates. In fact, it is recommended that all patient care staff that routinely works in your department be registered as your delegate.
   b. **Troubleshooting tip:** If you receive an error message that the delegate’s email address is already associated with another delegate, ask the delegate to double-check the information on their account. You have to enter the delegates name EXACTLY as it appears on their account.
   c. Delegates can access the database and screen for alerts and potential safety concerns, but the clinician remains responsible for knowing the patient’s status prior to prescribing.

3. Understand the requirements
   a. Mandatory check applies to all Schedule II – V controlled substances with > 3 day supply
   b. Exceptions:
      - Patients receiving hospice care
      - Prescriptions intended to last the patient 3 days or less that are not subject to refill
      - Drugs administered directly to the patient
      - Emergency situations that prevent the practitioner from reviewing ePDMP records
      - Technological failures

4. Work with your department leaders and patient care staff to develop a workflow e.g., who will pull the report, who will review it, how will the information be presented to the clinician (summary, printed copy), how will it be documented.
   a. We are working on system-wide expectations for use of delegates and documentation; in the interim, you need to have a short term solution for documentation to ensure compliance with the law.

5. Review the ePDMP update from the DSPS sent to all licensed prescribers.

For questions, contact Peggy Lutz, Service Line Director, Pain Management peggy.lutz@ascension.org or Robert Sedlacek, MD, Family Medicine, Merrill robert.sedlacek@ascension.org