

Montana Board of Pharmacy



Prescription Drug Registry Technical Specifications for Pharmacists and Pharmacy Software Providers

Updated as of June 14, 2012

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Prescription Drug Registry Overview

The 2011 Montana Legislature passed HB83, an act creating the Montana Prescription Drug Registry, and authorizing its development, implementation and operation. Responsibility to establish and maintain the Registry was given to the Montana Board of Pharmacy. The board has established an electronic system, found at www.mpdr.mt.gov, to monitor controlled substances that are dispensed within the state or dispensed by a licensed pharmacy outside the state to an address within the State of Montana. The goal of the program is to improve the state's ability to identify and inhibit the diversion of controlled substances in an efficient and cost-effective manner that shall not impede the appropriate utilization of these drugs for legitimate medical purposes.

The Montana Board of Pharmacy developed the Prescription Drug Registry program, found at www.mpdr.mt.gov, to collect the data. All pharmacies already utilize electronic recordkeeping systems for the prescriptions they dispense, and they are presently using electronic means to communicate prescription transaction information for business purposes such as insurance claim adjudication. With respect to prescriptions for controlled substances, federal and state statutes and regulations already require the collection, recording and maintenance of a variety of data elements for each prescription. The Prescription Drug Registry program requires each pharmacy to report its controlled substances prescription transactions no more than seven days after the date of dispensing. The Registry receives the data from the dispensers, monitors for completeness and accuracy, and then adds the data from a successful transaction to the database.

The program operates a web portal, found at www.mpdr.mt.gov, to receive inquiries from authorized users, who are granted direct access to the database. Authorized users with direct access include (1) practitioners while caring for their patients or their prospective patients, (2) dispensers while caring for their patients or their prospective patients, (3) designated representatives from the Montana Medicare or Medicaid programs, Tribal Health, Indian Health Service, and Veterans Affairs regarding program recipients, and (4) Board of Pharmacy staff.

Access to database information is provided to law enforcement only upon production of an investigative subpoena or other judicial document substantiating a legitimate law enforcement inquiry.

Information in the database is analyzed in the aggregate to determine prescribing and dispensing trends, and to provide educational information to health care providers and the public.

Information contained in the database will be destroyed three years after its date of submission to the Registry, unless a request is received from a government entity or law enforcement agency relating to an open investigation, to maintain the information beyond the three year destruction date.

The Montana Prescription Drug Registry can be found at www.mpdr.mt.gov.

The Montana Board of Pharmacy has partnered with Montana Interactive to develop and maintain the Prescription Drug Registry. Montana Interactive is available to answer any questions or provide assistance regarding the technical details associated with the Registry and our reporting requirements. Montana Interactive's contact information is:

Montana Interactive
828 Great Northern Boulevard, Suite 2A
Helena, MT 59601
(406) 449-3468

Should you have any other questions about the Montana Prescription Drug Registry please contact:

Montana Board of Pharmacy
301 South Park Avenue
Helena, MT 59601
(406) 841-2240

Requirements for Data Submission

- The Prescription Drug Registry reporting requirements apply to every pharmacy licensed with the Montana Board of Pharmacy or that dispenses a controlled substance pursuant to a prescription in Schedules II through V.
- In addition, the Prescription Drug Registry reporting requirements also apply to any pharmacy located in another state, commonwealth, district or territory that sends a Schedule II – V prescription to a person who is located in Montana. Pharmacies that meet this criteria must also collect and submit data to the Prescription Drug Registry. This includes, but is not limited to, mail-order pharmacies.
- Pharmacies are required to submit data using the American Society for Automation in Pharmacy (ASAP) Version 4.1 format.
- Individual pharmacies and pharmacy corporations are advised to contact their software providers to obtain modifications for and instructions on compliance with data entry and submission of prescription information.
- An ePass Montana account is required to access the Registry. If you already have an ePass Montana account you may use your existing account or you can create a new account. Learn more about [ePass Montana](https://app.mt.gov/epass) at <https://app.mt.gov/epass>.
- There are 3 options to submit data electronically into the Registry: (1) secure FTP; (2) upload a file via a secure web-based interface; or (3) manually data enter prescription information via a secure web-based interface. Software providers must contact Montana Interactive directly, should they wish to report information via sFTP or should they need assistance with acceptance testing or to answer questions regarding submission.
- Prior to reporting information into the Registry, submitters (individual pharmacies and pharmacy corporations and/or their software providers) must complete a registration form. This form collects basic information about pharmacies and/or their software provider. The following information **must be provided for each pharmacy for which you are reporting**:
 - Pharmacy Name
 - Pharmacy address
 - Montana License number
 - DEA Number
 - Pharmacy contact person and contact information
 - Name of software provider
 - Software provider contact person and contact information
 - Software provider technical contact person and contact information (if different than above)
 - Intended method of reporting (sFTP, manual file upload, or manual data entry)

The registration form can be completed online at: www.PDRRegistration.mt.gov. Once you complete the registration process you will be issued a unique identifier that will be required to access the Registry for the first time. You may contact Montana Interactive should you have any questions regarding the registration process.

- Individual pharmacies and pharmacy corporations are advised to contact their software providers to obtain modifications for and instructions on compliance with data entry and submission of prescription information.

Schedule for Reporting

For every Schedule II-V prescription dispensed, pharmacies are required to collect and report all the prescription information as mandated by the Montana Board of Pharmacy and as detailed in this document. The first reports are due in March 2012 and must contain data **as of July 1, 2011 through the current date**. Data must be submitted using the ASAP Version 4.1 format.

You are required to report all prescription data from July 1, 2011 to present. Prior to submitting your complete file; we request that you submit a subset of your data such as a single week's worth, for example from July 1 – July 8. This will not only help identify any issues that need to be addressed but it will also significantly reduce the number of error reports sent to you by the Registry if errors are detected. Once the data is in the correct format and can be imported without error, you may proceed with reporting all data, July 1, 2011 to present.

There is no real maximum file size that the Registry can accept when using sFTP or manually uploading files however if your prescription totals from July 1, 2011 exceeds 2,500 prescriptions, you may want to consider splitting this information into multiple files. Smaller files will help with processing the information and correcting errors if any are found.

To satisfy the July 1, 2011 to present reporting requirement, you can supply each week's or month's worth of prescriptions in separate files if you wish. Follow the file naming convention in the technical specifications for file names. Please note, **if you are supplying multiple files to report data from July 1, 2011 to present, supply the files in order with the earliest reporting period first.**

Following the initial submission, **data must be submitted at least weekly and is due by 11:59 pm each Sunday.** Data can be submitted more frequently if desired; however, the dates of reports must be consecutive.

The following is an example of a pharmacy's schedule for reporting information into the Registry:

Example of Reporting on a Once a Week Cycle							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First dispensing week	1	2	3	4	5	6	7
Second dispensing week	8 Submission due for first week. Rx's filled between day 1 and day 7.	9	10	11	12	13	14
Third dispensing week	15 Submission due for second week. Rx's filled between day 8 and day 14.	16	17	18	19	20	21
Fourth dispensing week	22 Submission due for third week. Rx's filled between day 15 and day 21	23	24	25	25	27	28

Data Entry Clarifications

This section is designed to address those fields that may require extra guidance for proper data entry.

Please note:

- The names used for data fields in this section may differ from the labels assigned by software providers who program pharmacy systems.
- The comprehensive list of specific data elements that pharmacies are required to collect and submit to the Registry is listed later in the Technical Specifications section of this document.

- Pharmacies and pharmacy corporations are advised to consult their software providers regarding the alphanumeric code values, dropdown list choices, and terminology to use for data entry screens.

DSP06 — Fill Number

An original prescription is a prescription that, upon dispensing, is issued/assigned a new prescription number by the dispensing pharmacy. Prescriptions that constitute continuation of drug therapy and that are issued/assigned a new prescription number are original prescriptions. The code for an original prescription is “0,” zero.

Refills of prescriptions are those prescriptions dispensed in accordance with the refill indication on a prescription having a previously issued/assigned prescription number. The codes indicating the refill number correspond to that dispensing, e.g. ‘1’ for first refill, ‘2’ for second refill, etc. PRN is not an acceptable code to indicate a refill.

Properly Reporting Metric Quantities

Accurate reporting of metric quantities is essential for providers who review patient records and the Registry staff who perform data analyses.

Consistent and accurate units of measure must be used to report the metric quantity for the specific dosage form for each prescription. Every pharmacy needs to use the appropriate and the same unit of measure for each drug product and its dosage form. Solid oral dosage forms tend to be properly reported since the unit of measure is “each” and reported as the number of solid units dispensed. However, some pharmacies have submitted metric quantities that are outside of the expected ranges (e.g., 10,000 ml). Most of these metric quantities were calculated using improper units of measure, especially for non-solid dosage forms.

General Guidelines for reporting metric quantities in the “Quantity Dispensed” field

To aid in accurate and consistent reporting of metric quantities, the following has been developed using information from the commercial databases most frequently used in pharmacy data entry:

- Use “each” when referring to the following dosage forms: capsule, diaphragm, disc, patch, plaster, suppository, suture, tablet, troche, and wafer.
- Use “mL” when referring to the following dosage forms: aerosol liquids (note: some formulations are powders, use “gm”), elixirs, emulsions, extracts, mouthwash, oils, shampoos, liquid soaps, solutions, sprays, suspensions, syrups, tinctures.

Example: A pharmacist dispensed 1 package of 10 morphine sulfate syringes, each syringe containing 2 mL of 10 mg/mL morphine. The total volume dispensed is 20 mL and the metric quantity reported will be “20”.

- Use “gm” when referring to the following dosage forms: aerosol powders (note: some formulations are liquids, use “mL”), creams, crystals, gels, jellies, granules, ointments, powders.

Reporting Compounded Prescriptions

In the DSP08 field where the National Drug Code [NDC] number is normally entered for the prescription, the pharmacy will either enter (a) the number “9” eleven times i.e. “9999999999” or (b) an in-house assigned eleven character compound code, provided the first five characters are *nines* (9). Also, enter code “06” in DSP07.

The specific NDC number, the metric quantity and the unit of measure (gm, mL, or each) of each reportable ingredient must also be submitted to the Registry. Pharmacies and pharmacy corporations are advised to consult with their software providers for guidance on how to enter this data.

Technical Specifications

Methods of submission

There are 3 options to submit data electronically into the Registry: (1) secure FTP; (2) upload a file via a secure web-based interface; or (3) manually data enter prescription information via a secure web-based interface. Software providers must contact Montana Interactive directly if they intend to report information via sFTP.

1. Secure FTP (sFTP)

Secure FTP is the preferred submission method. For instructions, user names and access information regarding a sFTP submission, contact Montana Interactive (MI) at pdassistance@egovmt.com or (406) 449-3468.

SSH public keys will be used for accessing sFTP. The provider will provide a public key using 4096-bit encryption. The provider will supply IP addresses for computers accessing sFTP.

Data files are required to be submitted in the ASAP Version 4.1 format. The file name should be the pharmacy DEA number followed by a date and military time stamp and followed by .TXT in one of the following patterns:

- "AA9999999_yyyymmdd_hhmm.TXT" or "AA9999999_yyyymmdd_hhmmss.TXT"

For example, a file sent on August 19, 2011 at 1:01pm would appear similar to

- "AP1234567_20110819_1301.TXT" or "AP1234567_20110819_130103.TXT"

The time and date stamp is included to avert unintended overwrite of files when submitting more than one file for a particular pharmacy.

Alternative naming conventions are permitted including globally unique identifiers (GUID's) provided MI agrees to the naming.

2. Web-based Upload

The submitter is required to have an ePass Montana account to access the Registry. Users may use an existing ePass Montana account or create a new account. Upon initial login to the Registry, the submitter must also enter a unique identifier provided by Montana Interactive. The unique identifier is issued after successful completion of the registration process and is used to link your ePass account to the pharmacy or pharmacies for which you are registered to report prescription information. For more information about the unique identifier see the "Requirements for Data Submission" section above or contact Montana Interactive.

Prescription information is uploaded into the Registry in a file formatted to the ASAP Version 4.1 standards. The submitter clicks on the "Upload Prescription Information" option and selects the option to "Upload a New File". The submitter completes the required information and uploads the report.

After the report has been uploaded and stored for automated file processing, the submitter will see a confirmation page confirming their report was received and that it will be processed within 24 hours. A status report will be sent via email to the email address provided during the registration process once the file has been processed.

3. Manual Data Entry

This method allows dispensers who do not have an automated record keeping system to data enter prescription information manually. The submitter logs into the Registry using an ePass Montana account and a unique identifier assigned by Montana Interactive. The submitter selects the option to "Manually Enter Prescription Information". The submitter then data enters all relevant information associated with each applicable prescription. *NOTE: This*

method should **only** be used by dispensers who do **not** have an automated record keeping system that can produce data files in the ASAP Version 4.1 format.

Reporting Zero Activity

When a pharmacy does not dispense any Schedule II–V drug products during a given week, the pharmacy is still required to submit a report to the Registry. The submitter is able to indicate a Zero Report by logging into the Registry; selecting the dates for which you are reporting; selecting “Zero Report” from the report type dropdown and clicking “File”. If you are reporting on behalf of multiple pharmacies, you will be prompted to identify all pharmacies for which you are filing a zero report.

Alternatively, the submitter can submit a Zero Report through sFTP or through the web-based Upload interface following the ASAP standard for submitting Zero Reports. Zero reports will follow the ASAP Version 4.1 format for zero reports and will contain all required data segments including:

1. Transaction Header TH – Data elements must be filled in according to Zero Report standards
2. Information Source IS – IS01 and IS02 required
- 3. Pharmacy Header PHA – PHA03 is required**
4. Patient Header PAT – PAT07 = Report and PAT08 = Zero
5. Dispensing Record DSP – DSP05 is required and should be the date of the report
6. Prescriber PRE – Data elements can be blank
7. Compound Drug Ingredient Detail CDI – Data elements can be blank
8. Additional Information Reporting – AIR – Data elements can be blank
9. Pharmacy Trailer TP – TP01 = 7
10. Transaction Trailer TT – TT01 must match TH02 and TT02 = total segment count of 10

Accounting for Submissions

The Registry will send an email confirmation for each submission; all submitters will receive a summary report per upload. If you upload reports using sFTP, error reports will be placed in your sFTP home directory as well as sent via email. For submitters who manually upload reports, you will receive a summary report via email. Emails will be sent to the email address specified during the registration process and will indicate the total number of successes, rejections, errors, warnings and/or duplicates along with other relevant details.

Summary Report

The summary report sent via email will include the following:

- Transaction Header data elements
- Records Received
- Records Accepted
- Total Errors
- Total Warnings
- Total Duplicates
- ASAP Version 4.1 Error Report attachment if warnings, duplicates and errors exist and includes all of the issues.

The types of issues that will be included in the summary report include:

- Rejections – the file as a whole or the majority of the data in the file cannot be loaded because it does not meet the requirements or layout specified in this document
- Errors – data cannot be loaded due to missing, incorrect or invalid data.
- Warnings – incorrect data in a non-vital field. These records were loaded into the Registry; however the reason for the warning message requires correction. The submitter should correct this information as soon as possible.
- Duplicates – record is a duplicate and will not be stored within the Registry.

Rejection

Data will be rejected if it does not meet the requirements specified in this document and the layouts and requirements of the approved ASAP 4.1 standards. MI will notify the submitter of the reason the data was not accepted using the *Implementation Guide ASAP Standard for Prescription Monitoring Programs Error Reports* to do so. The error report standard provides for flagging individual prescriptions as either Rejections or as Warnings.

The entire file may be rejected if the file format is incorrect or if the majority of the records within the file are rejected. Individual records may be rejected as well.

Error

An error indicates missing, incorrect or invalid data within a prescription that prevented the record from being loaded into the Registry. A prescription containing an error must be resubmitted by the pharmacy with the correct information if the prescription was in fact dispensed. The submitter should correct and resubmit the information as soon as possible when an error has been indicated.

Warning

A warning indicates that incorrect data was submitted in a non-vital field. A prescription that contains a warning is still loaded into the Registry however the reason for the warning requires correction. The submitter should correct the information as soon as possible when a warning has been indicated.

Duplicate

A duplicate indicates that a record is a duplicate submission to the Registry. A duplicate record does not result in a rejection however it is not stored within the Registry.

Correcting Information within the Registry

If you have any record rejections, errors, warnings or duplicates in a submitted file, you will receive an Error Report in sFTP and/or email. Errors and warnings can be corrected in one of two ways:

1. Correct the data in your vendor-supplied software, regenerate the file, and upload the data into the Registry using a new data file.
2. View the warnings and correct them manually via the secure web-based interface or via a corrected file upload.

Assistance and Support

Individual pharmacies are advised to contact their software vendors to obtain modification for and instructions on compliance with electronic submissions of prescription information. Montana Interactive is available to provide assistance and information to individual pharmacies, chain pharmacies, software providers and other entities required to submit data.

Support from Montana Interactive is available regarding requirements and technical data that are needed to meet the Registry regulations. Questions concerning interpretations of technical and compliance matters may be referred to Montana Interactive. Montana Interactive will consult with the Montana Board of Pharmacy regarding interpretation of regulations and other matters as necessary. The authority for final decisions, including interpretation of regulations, rests with the Montana Board of Pharmacy.

Montana Prescription Drug Registry – ASAP 4.1 List of Required Data Elements

To improve data integrity and to reduce the possibility of data rejection, software providers are encouraged to incorporate validations based upon ASAP documented data element descriptions and based upon the descriptions in the notes columns in the following pages. For example, it is helpful to validate that:

- Alphanumeric characters are numerals for data elements that have only numeric codes or formats as possibilities (e.g., the Relationship to Patient data element code possibilities are only composed of numerals, and an NCPDP number or an NDC number has only numerals);
- Data entry does not exceed the Registry’s maximum permissible data element widths;
- When a finite list of codes is specified for a particular data element (also taking into account that the Registry accepts fewer codes than ASAP for some data elements), that only one of those codes is inserted.

Definitions of terms appearing in the Notes column:

“Required by MT” means that this information is required to be reported to the Registry. This may require software vendors to modify their systems to include a specific data element.

“When available” means that the Registry does not require software vendors to modify their systems to include a specific data element however it should be sent if the field exists in their software.

“Not used in MT” means that the data element not required to be reported to the Registry. Software vendors do not need to modify their systems to exclude this data element and can include it in the file if the field exists in their software.

Required ASAP 4.1 Data Elements

For details and examples please consult the *Implementation Guide ASAP Standard for Prescription Monitoring Programs, Version 4 Release 1*. This document is available from American Society for Automation in Pharmacy; www.asapnet.org or phone (610) 825-7783.

This is a character-delimited format.

Data may be sent in any data element listed below; however, do not send any additional data or use any additional data elements not included as this will cause a rejection and/or an error when attempting to upload information into the Registry.

The third byte in the TH segment is used by example to indicate the data element separator. To avoid data corruption, be careful to **NOT** use a character that could possibly be typed in by a data entry person.

ASAP 4.1

REF	DATA ELEMENT NAME	REQUIRED FIELDS INDICATOR	NOTES
HEADER SEGMENTS			
Transaction Set Header			
TH01	(ASAP) Version/Release Number	Required	4.1
TH02	Transaction Set Control Number	Required	Must be unique per file upload attempt.
TH03	Transaction Type	Required by MT	
TH04	Response ID		Used in response transaction only
TH05	Creation Date	Required	
TH06	Creation Time	Required	
TH07	File Type	Required	
TH08	Routing Number		
TH09	Segment Terminator Character	Required	Carriage Return (no line feed) is preferred. Backslash (\) is preferred.
Information Source			
IS01	Unique Information Source ID	Required	Unique identifier provided by Montana Interactive upon completion of successful registration. Cannot be a phone number.
IS02	Information Source Entity Name	Required	
IS03	Message		
Pharmacy Header			
PHA01	National Provider Identifier (NPI)		
PHA02	NCPDP/NABP Provider ID		Seven-digit NCPDP Number
PHA03	(Pharmacy) DEA Number	Required by MT	
PHA04	Pharmacy Name		When available
PHA05	Address Information 1		
PHA06	Address Information 2		
PHA07	City Address		
PHA08	(Pharmacy) State Address		When available
PHA09	(Pharmacy) Zip Code Address		
PHA10	(Pharmacy) Phone Number		When available (include area code)
PHA11	Contact Name		
PHA12	Chain Site ID		
DETAIL SEGMENTS			
Patient Information			
PAT01	ID Qualifier of Issuing Jurisdiction		
PAT02	ID Qualifier		
PAT03	ID of Patient		
PAT04	Additional ID Qualifier of Issuing Jurisdiction		
PAT05	Additional Patient ID Qualifier		
PAT06	Additional Patient ID		
PAT07	Last Name	Required by MT	
PAT08	First Name	Required by MT	
PAT09	Middle Name		When available

PAT10	Name Prefix		When available
PAT11	Name Suffix		When available (e.g., Jr.)
PAT12	Address Information 1	Required by MT	
PAT13	Address Information 2		When available
PAT14	City Address	Required by MT	
PAT15	State Address	Required by MT	If county is U.S. or Canada then populate with U.S. State or Canadian Province. All other countries populate with 99. See ASAP standards 4.1 Appendix A for additional details.
PAT16	Zip Code Address	Required by MT	U.S. Postal Service Zip code and Canadian Province code. Populate with zeros if patient address is outside of the U.S. or Canada.
PAT17	Phone Number		When available
PAT18	Date of Birth	Required by MT	
PAT19	Gender Code		When available
PAT20	Species Code		Not used in MT
PAT21	Patient Location Code		
PAT22	Country of Non-U.S. Resident		Only to be used when the address where the patient lives is outside of the U.S. This is a freeform text field. ASAP does not provide codes for this field.
PAT23	Name of Animal		Not used in MT
Dispensing Record			
DSP01	Reporting Status	Required	
DSP02	Prescription Number	Required	
DSP03	Date Written	Required	
DSP04	Refills Authorized	Required	
DSP05	Date Filled	Required	
DSP06	Refill Number	Required	
DSP07	Product ID Qualifier	Required	Code "01" = NDC, "06" = Compounded RX
DSP08	Product ID	Required	Eleven-digit NDC number For compounds: Use eleven nines. In-house assigned eleven character compound codes are permitted, provided the first five characters are nines. Also, use the CDI segment to report all compound ingredients.
DSP09	Quantity Dispensed	Required	Decimals NOT implied For compounds use the first quantity in CDI04
DSP10	Days Supply	Required	No decimals
DSP11	Drug Dosage Units Code	Required by MT	01 = Each (used to report solid dosage units or indivisible packages) 02 = Milliliters (ml) (for liters adjust to the decimal milliliter equivalent) 03 = Grams (gm) (for milligrams adjust to the decimal gram equivalent)
DSP12	Transmission Form of Rx Origin Code		
DSP13	Partial Fill Indicator		

DSP14	Pharmacist National Provider Identifier (NPI)		When available
DSP15	Pharmacist State License Number		When available
DSP16	Classification Code for Payment Type	Required by MT	
DSP17	Date Sold		
DSP18	RxNorm Code		
DSP19	Electronic Prescription Reference Number		
Prescriber Information			
PRE01	National Provider Identifier (NPI)		
PRE02	Prescriber DEA Number	Required	Nine characters (two alpha characters followed by seven digits)
PRE03	DEA Number Suffix		
PRE04	Prescriber State License Number		When available
PRE05	(Prescriber) Last Name	Required by MT	
PRE 06	(Prescriber) First Name	Required by MT	
PRE07	(Prescriber) Middle Name		When available
Compound Drug Ingredient Detail			
CDI01	Compounded Drug ingredient Sequence Number	Required	
CDI02	Product ID Qualifier	Required	Must be NDC Number: Code "01"
CDI03	Compound Ingredient Product ID	Required	Eleven-digit NDC number
CDI04	Compound Ingredient Quantity	Required	
CDI05	Compound Drug Dosage Units Code	Required by MT	
Additional Information Reporting			
AIR01	State issuing Rx Serial Number		
AIR02	State issued Rx serial number		
AIR03	Issuing Jurisdiction (of AIR05 ID)		
AIR04	ID Qualifier of Person Dropping Off or Picking Up Rx		
AIR05	ID of Person Dropping Off or Picking Up Rx (Customer ID)		
AIR06	Relationship of Person Dropping Off or Picking Up Rx		
AIR07	Last Name of Person Dropping Off or Picking up Rx		When available. Person picking up Rx if different than for whom the prescription was written
AIR08	First Name of Person Dropping Off or Picking up Rx		When available. Person picking up Rx if different than for whom the prescription was written
AIR09	Last Name or Initials of Pharmacist		
AIR10	First Name of Pharmacist		
SUMMARY SEGMENTS			
Pharmacy Trailer			
TP01 Detail Segment Count	Detail Segment Count	Required	
Transaction Set Trailer			
TT01 Transaction Control Number	Transaction Set Control Number	Required	
TT02 Segment Count	Segment Count	Required	

Appendix A - SFTP Assistance Guide

Overview

Mt.gov utilizes SFTP and public-key cryptography (for authentication) to access our file dropzone. You must generate a private/public key pair to authenticate as our system does not accept passwords. If you are using the SFTP access method, please follow the guide below.

Prerequisites

Please note: If you are familiar with the creation and usage of private/public SSH keypairs, you may skip this section.

We recommend that you download and install the following software:

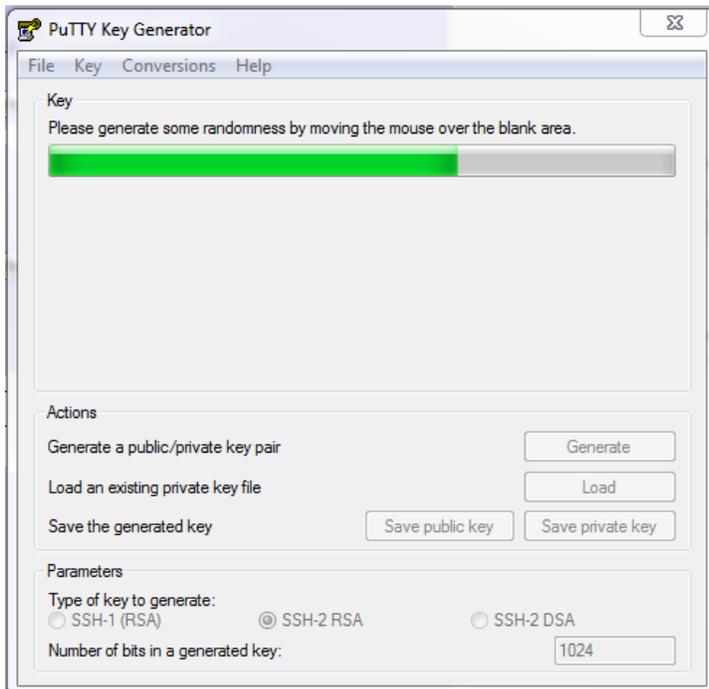
1. [PuTTYgen](#) (Create an SSH keypair)
2. [Pageant](#) (Security and Authentication)
3. [WinSCP](#) (Transfer files to and from the file dropzone)

Once you have downloaded and installed the software above, please proceed to the next section.

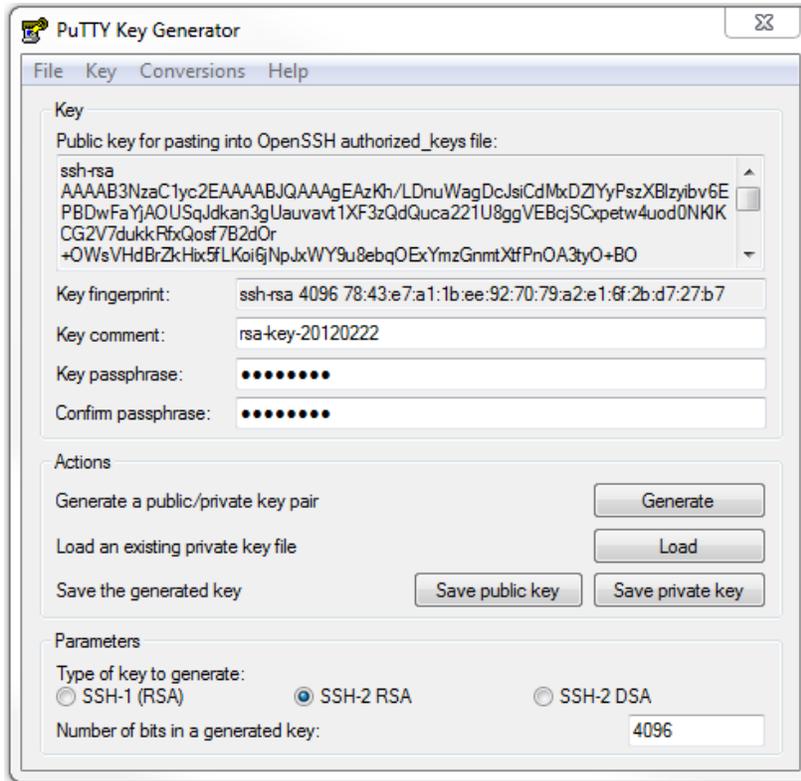
Step 1: PuTTYgen - Create an SSH keypair

PuTTYgen is a key generation utility that creates private and public keypairs.

1. Open PuTTYgen. At the bottom of the window, under **Parameters**, make sure that the SSH-2 RSA option is selected, and enter **4096** in the box after Number of bits in a generated key. Select the **Generate** button. Move your mouse around in the blank area below the green progress bar until the key has been successfully generated.



- Once the key has been created, enter and confirm a key passphrase for your private key. The key passphrase is used to encrypt the private key stored on your computer and prevents unauthorized users from utilizing your private key to access the dropzone. The next section (Pageant) deals with managing your private key and the key passphrase associated with it.

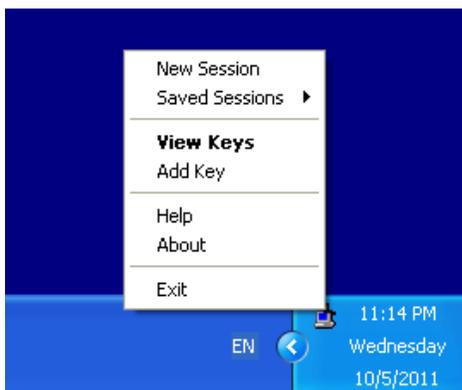


- Once you have entered and confirmed your key passphrase, select **Save private key**. Store the private key in a folder on your computer that is only available to you. Select **Save public key**, and send that file to mt.gov. Close PuTTYgen, as you have completed the key generation portion of this document.

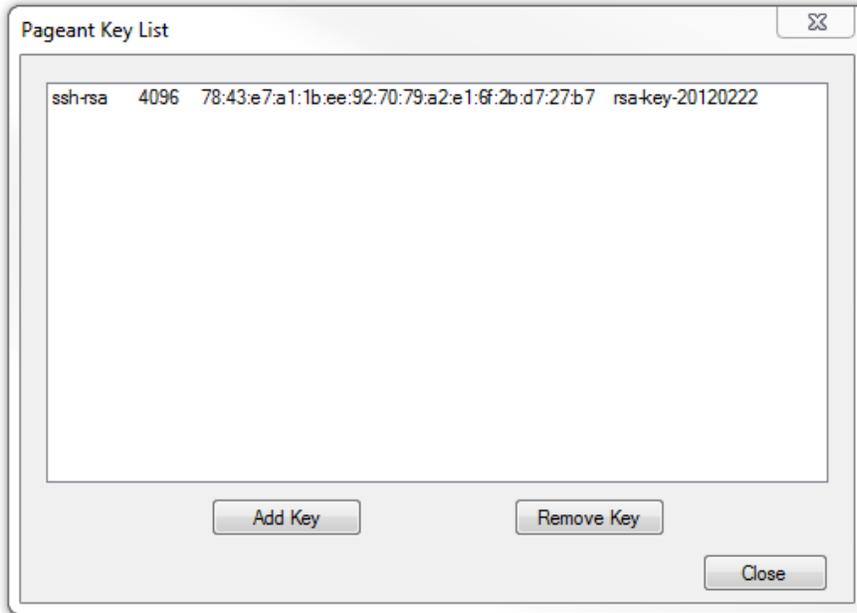
Step 2: Pageant (Security and Authentication)

Pageant is an SSH authentication agent for WinSCP. You will utilize this tool to decrypt your private key using a passphrase predetermined by you in the previous section.

- When you run Pageant, it will put an icon of a computer wearing a hat into the System tray. It will then sit and do nothing, until you load a private key into it.



2. If you click the Pageant icon with the right mouse button, you will see a menu. Select *View Keys* from this menu. The Pageant main window will appear. (You can also bring this window up by double-clicking on the Pageant icon.)
3. The Pageant window contains a list box. This shows the private keys Pageant is holding. When you start Pageant, it has no keys, so the list box will be empty. After you add one or more keys, they will show up in the list box.
4. To add a key to Pageant, press the *Add Key* button. Pageant will bring up a file dialog, labeled *Select Private Key File*. Find your private key file in this dialog, and press *Open*.
5. Pageant will now load the private key. If the key is protected by a passphrase, Pageant will ask you to type the passphrase. When the key has been loaded, it will appear in the list in the Pageant window.



Step 3: WinSCP (Transfer files to and from the file dropzone)

WinSCP is the application used to transfer files between a local computer (you), and the file dropzone (dz.mt.gov).

1. Open WinSCP. When the window opens, select the **New** button. Enter information in the fields as follows:

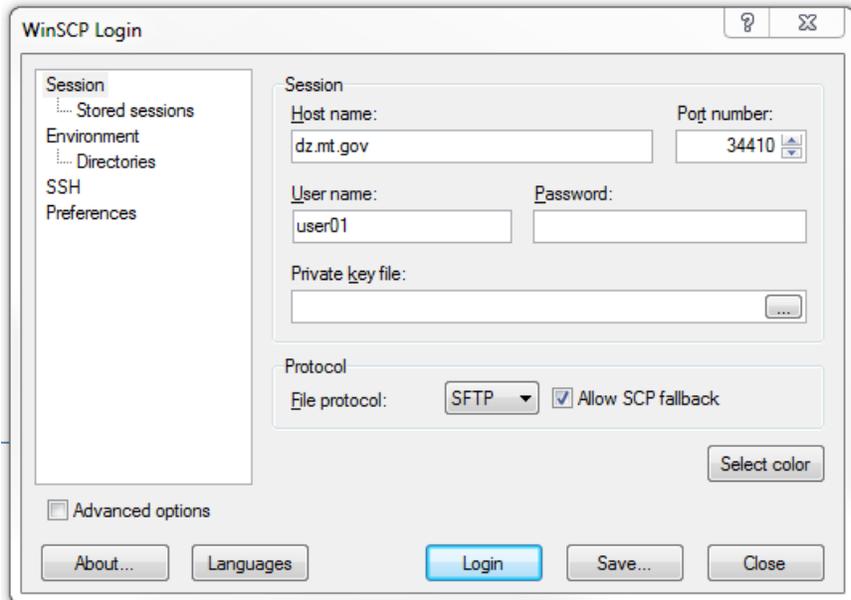
Host name: **dz.mt.gov**

Port Number: **34410**

User name: **(the username supplied to you by mt.gov)**

DO NOT ENTER INFORMATION IN ANY OF THE OTHER FIELDS.

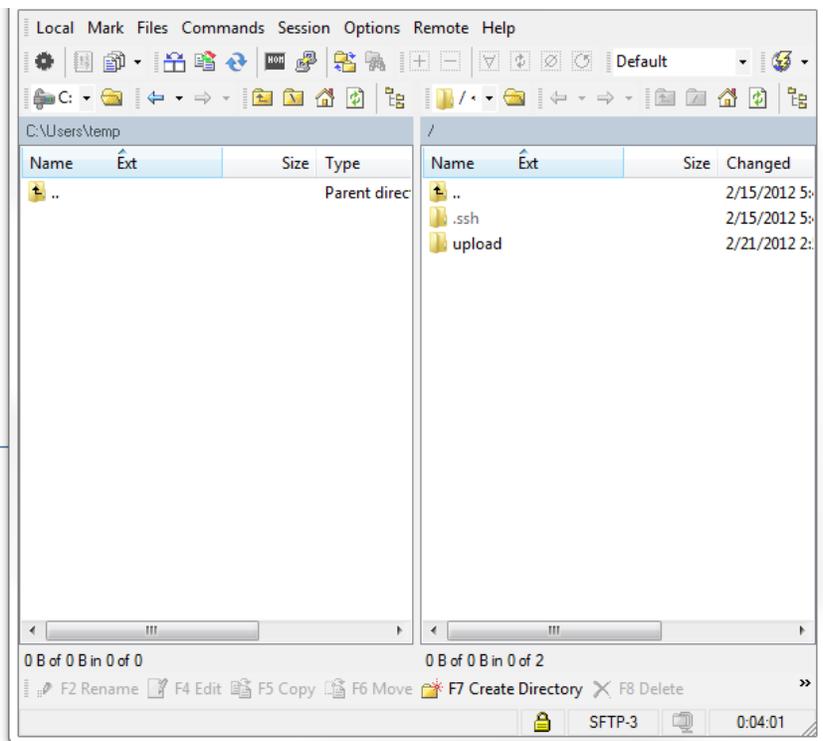
Example:



Once you have entered the information as instructed above, select **Save** to store this connection for future use.

After you have saved your connection, select **Login**. WinSCP automatically detects the Pageant agent running on your computer, obtains your private key from the key list in Pageant, and authenticates you with the remote server (dz.mt.gov).

2. When you have successfully connected, the window will look similar to this:

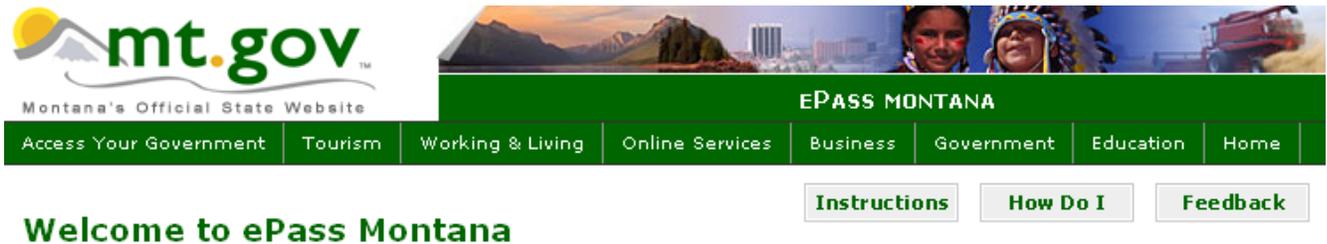


3. Place your files in the upload directory.

Appendix B – ePass Montana

Login or create an ePass Montana account:

An ePass Montana account is required to access the Montana Prescription Drug Registry. If you already have an ePass Montana account, you may log into the service by entering your existing username and password in the “Existing Customer” section. If you do not have an ePass Montana account, click the “Create an Account” button located in the “New Customer” section.



The screenshot shows the top portion of the ePass Montana website. On the left is the mt.gov logo with the tagline "Montana's Official State Website". To the right is a banner image featuring a landscape, a woman, and a Native American. Below the banner is a green navigation bar with the text "EPASS MONTANA" and several menu items: "Access Your Government", "Tourism", "Working & Living", "Online Services", "Business", "Government", "Education", and "Home". Below the navigation bar are three buttons: "Instructions", "How Do I", and "Feedback".



ePass Montana is a convenient and secure way to use your state government services. State agencies may request your username, but will never request your password. Never share your password with anyone.

Existing Customer	New Customer
<p>Username: <input type="text"/> Password: <input type="password"/></p> <p>Forgot your password?</p> <p>Montana State Employees</p> <p><input type="button" value="Login"/></p>	<p>Create an ePass Montana account by selecting the button below:</p> <p><input type="button" value="Create an Account"/></p>

Creating a new ePass Montana account:

Creating an ePass Montana account is easy. Simply complete the necessary fields including creating your own personalized username and password. Although email address is not a required field; we encourage you to provide as this will allow you to reset your password if needed.

Important! Be sure to record the ePass Montana username and password created. If you cannot remember your password, use the “Forgot your password?” link located under the “Username” box in the “Existing Customer” section to have your password hint emailed to you. This email also contains instructions to reset your password if necessary. If you cannot remember your username there is **no way to retrieve this information** and you will need to create a new ePass Montana account.

Create an ePass Account

[Instructions](#)[How Do I](#)[Feedback](#)

Personal Information

* Required field

*First Name:

*Last Name:

Contact Information

Daytime Phone: (555-555-5555)

Primary Email:

Alternate Email:

Login Information

*Username:

*Password:

*Verify Password:

*Password Hint:

About your username and password:

- username must be at least 6 characters long
- password must be at least 8 characters long
- password use both letters and numbers
- password must be different than your username
- password is case sensitive

Continue

Linking your ePass Montana to your unique ID:

The first time you log into the Registry you will be prompted to enter the unique ID that was emailed to you immediate following completion of the registration process. This will link or “federate” your ePass account with your unique ID and your associated pharmacy or pharmacies. All subsequent access to the Registry is achieved by simply logging using your ePass Montana credentials.

Department of Labor & Industry

MONTANA PRESCRIPTION DRUG REGISTRY



[INSTRUCTIONS](#) | [HOW DO I](#) | [FEEDBACK](#) | [CONTACT US](#) | [SIGN OUT](#)

Enter your Unique ID.

Unique ID *(required)*

Previous

Next

Important! Should you need to create a new ePass Montana account for any reason, you will be required to enter your unique ID so please keep this on file for future use. If you have forgotten or misplaced your unique ID or should you need assistance please send an email to pdrassistance@egovmt.com; allow 3 – 5 business days for a response.