

VETERINARIAN DISPENSER: QUICK REFERENCE SHEET

Data Reporting

- Dispensers of Controlled Substances (Schedule II - V) must report dispensations greater than a 48-hour supply to the Controlled Substances Reporting System
- Veterinary dispensers should upload data by the end of the next business day following the dispensation.
- Drugs administered directly to the patient by the veterinarian or their staff do NOT need to be reported. Also, if the quantity dispensed does not exceed a 48-hour supply then it does NOT need to be reported.

Accessing the PMP Clearinghouse

- Visit https://pmpclearinghouse.net/users/sign_in and click 'Create an Account'
 - Password Requirements
 - At least eight (8) characters*
 - One (1) uppercase letter*
 - One (1) lowercase letter*
 - One (1) number*
 - One (1) special character (!, @, #, \$, etc.)*
 - Complete required fields marked by asterisks
 - Personal Information
 - Enter your own individual DEA Number if available
 - Employer Information
 - Enter the facility's DEA if available, or if it is an individual practice, it would be the owner's number
- Note: It is only necessary to have one veterinarian in the practice as an account holder. Most practices will only need one or two added users who will be entering the data for the entire practice.
- Add Additional Users if you would like by:
 - Logging in to PMP Clearinghouse
 - Click 'Account' > Click 'Users'
 - Click 'New User'
 - Enter the unique email address of the individual to be added

Required Information

- ✓ Dispenser's DEA number
- ✓ Prescriber's DEA number
- ✓ Prescriber's State License and NPI (if available)
- ✓ Owner's name
- ✓ Owner's full address, including city, state, and ZIP code
- ✓ Owner's telephone number
- ✓ Owner's Date of Birth (this is required to aid in identification of drug diversion)
- ✓ Animal's Name
- ✓ Date the prescription was written
- ✓ Date the prescription was filled
- ✓ Prescription number
- ✓ Indication of whether the prescription was new or refill
- ✓ Metric quantity dispensed
- ✓ Estimated days' supply, if provided
- ✓ NDC number of the drug dispensed*
- ✓ Method of payment

Helpful Tips

- If your software vendor can create a daily dispensation file with extension ".dat" on your behalf, they can help you utilize 'Secure FTP' or 'Web Portal Upload'. It may be worth checking in with them.
- Otherwise, utilize the 'Online UCF Submission' by:
 - Logging in to PMP Clearinghouse > Click 'UCF Submissions' > Click 'New Claim Form'
 - Complete required fields with asterisks. Fields without asterisks are not required.
- Universal Claim Form Tips
 - Patient Section:
 - Enter Human's Date of Birth
 - Pharmacy Section
 - Enter the facility's DEA if available, or if it is an individual practice, it would be the owner's number
 - NDC Number - To normalize a NDC Number, add a leading zero to whichever section is missing a digit: 1234-123-1 becomes 01234-0123-01. NDCs are then entered without dashes.

Questions? Email: NCCSRS@dhhs.nc.gov We're happy to provide assistance.

Appriss Technical Support can be reached at 855-962-4767.