



Florida Department of Health
Division of Medical Quality Assurance
Prescription Pad Vendor Reporting System
User Guide

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Prescription Pad Vendor Reporting System User Guide

Effective July 1, 2011, counterfeit-proof prescription blanks must be used by licensed health care practitioners who prescribe controlled substances listed in Chapter 893, Florida Statutes. Section 456.42(2), Florida Statutes, was amended requiring licensed healthcare practitioners purchase counterfeit-proof prescription blanks from vendors approved by the Department of Health. Vendors approved by the Department of Health are required to provide monthly reports to the Department, documenting who purchased the prescription pad or blanks and how many were purchased. Such reports must be submitted online by the approved vendor and received by the Department of Health no later than the 15th day of the following month the generated report is based on. Therefore, sales information for the month of July 2011 must be reported no later than August 15, 2011.

The Florida Department of Health uses a secure web site, the Prescription Pad Vendor Reporting System (PPV) located at https://ww2.doh.state.fl.us/PPV_Report/Login.aspx, through which prescription pad vendors must transmit the required sales information.

Information to Establish a PPV Account

Each prescription pad vendor will need a PPV account user ID and password which is issued by the Department. The Department will provide your user ID and password in a letter upon your approval as a prescription pad vendor. To see requirements for prescription pad vendors or to obtain an application to be an approved prescription pad vendor, please visit <http://doh.state.fl.us/mqa/counterfeit-proof.html>.

Assistance and Support

Assistance and information is available between the hours of 8:00 a.m. and 5:00 p.m. EST, Monday through Friday. Please contact the Division of Medical Quality Assurance, Bureau of Operations, at (850) 245-4063 or email inquiries to MQAOperations@doh.state.fl.us.

Monthly Reporting

This user guide contains step by step instructions explaining how to submit the monthly report using the online Prescription Pad Vendor Reporting system. Data can be entered throughout the month if you prefer to enter the purchases as they occur. The report will not be submitted in its final version until you select to 'Submit' the report. You can return to update saved reports by using the [Update Monthly Report](#) option which will be explained in more detail later in this guide. Alternatively, data can be entered all at once at the end of the month and submitted at the same time.

Another option to submit monthly reports is to upload a file using the [Upload Monthly Report](#) option. This option gives you the ability to submit a pipe delimited text file. Refer to the *File Upload Option* section of this User Guide for instructions on how to upload a file. Please also refer to the instructions on the website on the [Upload Monthly Report](#) page for additional details including:

- File layout
- A sample file that can be viewed for an example
- How to create a pipe delimited file using Microsoft Excel

Step 1: Login to account

Enter the user id and password that was provided by the Department. Click the Login button as indicated below.



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Prescription Pad Vendor Monthly Reporting System

Effective July 1, 2011, in accordance with Section 456.42(2), Florida Statutes, approved prescription pad vendors are required to submit a monthly report to the Department of Health which, at a minimum, documents the number of prescription pads sold and the purchasers to which those pads were sold. The monthly report must be submitted to the Florida Department of Health no later than the 15th day of the month following the sale of the prescription pads.

Login

Please enter the user id and password that you received in your letter from the department

If you require login assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 245-4063

User ID: _____

Enter Password: _____

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Step 2: Update your user id and password

Click on the link titled [Update Account](#) in the header in the top right hand corner. We strongly advise you modify your user id and password to something that you can remember.



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Name: FSU PrintCo • Vendor Code: FSU • File #: 8 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

From this screen, you can update your user id and / or password.

If you need assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 245-4063.

- [Change Password](#)
- [Change User ID](#)

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Click on [Change User ID](#) to navigate to the screen shown below. Use this screen to change your used id. Click on the [Help](#) link to see the requirements for creating a new user id.



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Name: FSU PrintCo • Vendor Code: FSU • File #: 8 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Change User Id

Current User Id:

New User Id:* [Help](#)

Confirm User Id:*

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From the Update Account screen, click on Change Password to navigate to the screen shown below. Use this screen to change your password to something that you will remember. Click on the Help link to see the requirements for creating a new password.



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Name: FSU PrintCo • Vendor Code: FSU • File #: 8 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Change Password

Current Password:

New Password:

Confirm Password:

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Step 3: Access the page to enter monthly report data

At any point, you can click on the Home link in the header on the upper right hand side of the screen to return to the main home page shown below. To begin entering data for your monthly report, click on the link titled Create Monthly Report.



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Name: TEST PRINTING COMPANY • Vendor Code: ABC • File #: 4 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Welcome to the Prescription Pad Vendor Monthly Reporting System home page. From this screen, you can create monthly reports, update monthly reports and view historical reports.

If you need assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 2454063.

- **Create Monthly Report**
Click Create Monthly Report to submit a report for a reporting period that you have not yet submitted.
- **Update Monthly Report**
Click Update Monthly Report to modify a report for a reporting period that you have not yet submitted.
- **View/Update Submitted Report**
Click View/Update Submitted Report to view or print reports that you have previously submitted or to make corrections or additions to a previously submitted report.
- **Upload Monthly Report**
Click Upload Monthly Report to submit a batch file of data for a reporting period.

Step 4: Entering No Data

Click on the down arrow beside the month (January) and select the month for which you will be reporting. Click on the down arrow beside the year (2011) and select the year. Then click the Continue button.

NOTE: If you have no data to report for the month, then click the **D** box beside "Please check here if you have no data to submit for the selected reporting period."



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Name: FSU PrintCo - Vendor Code: FSU - File #: 8 - [Home](#) - [Update Account](#) - [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Create Monthly Report

Select the month and year for the reporting period that you are submitting, and click Continue.

To add data to your report, enter in the required information, and click the Save Changes link. Additional data may be entered by clicking on the New Row link. Certain fields are required including Order Date, Batch ID, Purchaser Name, and at least one of the following: # Blanks, # Pads, # Rolls, Single Scripts, Double Scripts. If you need to make changes to a record other than the record you are currently adding, click the Edit link on the right side of the row that needs to be modified. If you are in Edit mode, you must click the Save Changes link to save your changes or click Cancel to exit out of edit mode without making changes. To remove a record, click the Remove link.

When you are finished entering records, click the Review button at the bottom of the page to review your report before submitting. If the Review button is not available, then you may still have a record in Edit mode and will simply need to click any of the Cancel links to exit this mode.

If you did not have any purchases during the reporting period, please indicate there is nothing to report by clicking on the checkbox below.

If you need assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 245-4063.

July 2011

Please check here if you have no data to submit for the selected reporting period.

Continue

Step 5: Complete the data fields

To add data to your report, enter the required information, and click the [Save Changes](#) link on the right hand side of the record. Additional data may be entered by clicking on the New Row link. Certain fields are required including Order Date, Batch ID, Purchaser Name, and at least one of the following: # Blanks, # Pads # Rolls, Single Scripts, or Double Scripts.

If you need to make changes to a record other than the record you are currently adding, click the [Edit](#) link on the right side of the row that needs to be modified. If you are in edit mode, you must click the [Save Changes](#) link to save your changes or click [Cancel](#) to exit out of edit mode without making changes.

To remove a record, click the [Remove](#) link.

When you are finished entering records, click the Review button at the bottom of the page to review your report before submitting. If the Review button is not available, then you may still have a record in edit mode and will simply need to click any of the Cancel links to exit this mode. If you choose not to submit your report at this time, all information entered will be saved and you can return to the PPV System at a later date and can select the [Update Monthly Report](#) link to review, update, or submit the report.

If you need assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 245-4063.



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Name: Printing Solutions • Vendor Code: PSI • File #: 1 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Update Monthly Report

Select the month and year for the reporting period that you are submitting, and click Continue.

To add data to your report, enter in the required information, and click the Save Changes link. Additional data may be entered by clicking on the New Row link. Certain fields are required including Order Date, Batch ID, Purchaser Name, and EITHER # Blanks OR # Pads. If you need to make changes to a record other than the record you are currently adding, click the Edit link on the right side of the row that needs to be modified. If you are in Edit mode, you must click the Save Changes link to save your changes or click Cancel to exit out of edit mode without making changes. To remove a record, click the Remove link.

When you are finished entering records, click the Review button at the bottom of the page to review your report before submitting. If the Review button is not available, then you may still have a record in Edit mode and will simply need to click any of the Cancel links to exit this mode.

If you need assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 245-4063.

October 2011

Please check here if you have no data to submit for the selected reporting period.

Order Date	Batch ID	Purchaser Name	# Blanks/ 8.5x11	# Pads	# Rolls	Single Scripts	Double Scripts	Imprint Scripts	Save Changes	Cancel
08/15/2011	PPV123	ABC Hospital	100	96	0	9600	0	5600 Percocet / 1600 Vicodin		

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Step 6: Update monthly report (a saved report not yet submitted)

To modify reports that have not yet been submitted but were previously saved, click on the [Update Monthly Report](#) link on the home page. Click on [Update Report](#) to enter edit mode where you will be able to make changes or additions to the report. To delete all data for a particular report that is not yet submitted, click on [Delete Report](#).

Prescription Pad Vendor Monthly Reporting System

Update Monthly Reports

To modify a report that is not yet submitted, click on Update Report. To delete all data for a particular report that is not yet submitted, click on Delete Report.

Date Updated	Reporting Period	# Records in Rpt		
07/29/2011	July 2011	0	Update Report	Delete Report
07/29/2011	August 2011	0	Update Report	Delete Report

Several options are available on the Update Monthly Report page.

- 1) A transaction can be removed from the report by clicking [Remove](#);
- 2) A transaction can be updated by clicking [Edit](#);
- 3) A transaction can be added by clicking [New Row](#).



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Name: Printing Solutions • Vendor Code: PSI • File #: 1 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Update Monthly Report

Select the month and year for the reporting period that you are submitting, and click Continue.

To add data to your report, enter in the required information, and click the Save Changes link. Additional data may be entered by clicking on the New Row link. Certain fields are required including Order Date, Batch ID, Purchaser Name, and EITHER # Blanks OR # Pads. If you need to make changes to a record other than the record you are currently adding, click the Edit link on the right side of the row that needs to be modified. If you are in Edit mode, you must click the Save Changes link to save your changes or click Cancel to exit out of edit mode without making changes. To remove a record, click the Remove link.

When you are finished entering records, click the Review button at the bottom of the page to review your report before submitting. If the Review button is not available, then you may still have a record in Edit mode and will simply need to click any of the Cancel links to exit this mode.

If you need assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 245-4063.

October 2011

Please check here if you have no data to submit for the selected reporting period.

Order Date	Batch ID	Purchaser Name	# Blanks/ 8.5x11	# Pads	# Rolls	Single Scripts	Double Scripts	Imprint Scripts	
08/15/2011	PPV123	ABC Hospital	100	96	0	9600	0	5600 Percocet / 1600 Vicodin	
10/22/2011	ABC1234	ABC Hospital	111	111				test	Remove Edit
New Row									

Review

When you have completed your modifications on a record that is in edit mode, click on the [Save Changes](#) link to save your changes.



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Name: Printing Solutions • Vendor Code: PSI • File #: 1 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Update Monthly Report

Select the month and year for the reporting period that you are submitting, and click Continue.

To add data to your report, enter in the required information, and click the Save Changes link. Additional data may be entered by clicking on the New Row link. Certain fields are required including Order Date, Batch ID, Purchaser Name, and EITHER # Blanks OR # Pads. If you need to make changes to a record other than the record you are currently adding, click the Edit link on the right side of the row that needs to be modified. If you are in Edit mode, you must click the Save Changes link to save your changes or click Cancel to exit out of edit mode without making changes. To remove a record, click the Remove link.

When you are finished entering records, click the Review button at the bottom of the page to review your report before submitting. If the Review button is not available, then you may still have a record in Edit mode and will simply need to click any of the Cancel links to exit this mode.

If you need assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 245-4063.

October 2011

Please check here if you have no data to submit for the selected reporting period.

Order Date	Batch ID	Purchaser Name	# Blanks/ 8.5x11	# Pads	# Rolls	Single Scripts	Double Scripts	Imprint Scripts		
08/15/2011	PPV123	ABC Hospital	100	96	0	9600	0	5600 Percocet / 1600 Vicodin		
10/22/2011	ABC1234	ABC Hospital	111	111				test	Remove	Edit
									Save Changes	Cancel

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NOTE: Click on the “Review” button when you are finished making your updates.

Step 7: Review and submit your monthly report

Please review the data before submitting your monthly report. If you need to make a correction, click "Make Updates". If the data is correct, click on "Submit". After submitting, you will be given the option to print a copy of your monthly report.



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Name: Printing Solutions • Vendor Code: PSI • File #: 1 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Review Report for October 2011

Please review the data before submitting your monthly report. If you need to make a correction, click Make Updates. If the data is correct, click on Submit. After submitting, you will be given the option to print a copy of your monthly report.

Order Date	Batch ID	Purchaser Name	# Blanks / 8.5 x 11	# Pads	# Rolls	Single Scripts	Double Scripts	Imprint Scripts
10/22/2011	ABC1234	ABC Hospital	111	111				test

Make Updates

Submit

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Step 8: Print report

You may choose to print a copy of your report for your records. If you would like to print the report, click "Print Report". From this screen, you can also submit data for another reporting period by clicking on "Create Monthly Report". If you have completed your reporting, click "Home" or "Log Out" to exit the system.



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Name: Printing Solutions • Vendor Code: PSI • File #: 1 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Thank you for your submission.

Click "Print Report" to print a copy of the report for your records. To submit data for another reporting period, click "Create Monthly Report". If you have completed your reporting, click "Home".

Print Report

Create Monthly Report

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A sample report is shown below:



Prescription Pad Sales Monthly Report Confirmation of Submission



Vendor Identification Code: PSI
Company Name: Printing Solutions
Address: 3520 Agricultural Center Drive, ST AUGUSTINE, FL 32092
File Number: 1
Date Submitted: 07/30/2011

Report Month: October Report Year: 2011

Order Date	Batch ID	Purchaser Name	# Blanks/ 8.5 x 11	# Pads	Single Scripts	# Rolls	Double Scripts	Imprint Scripts
10/22/2011	ABC1234	ABC Hospital	111	111				test

Step 9: View, modify, or delete reports already submitted

Any reports that have been submitted can be viewed and printed by selecting the [View/Update Submitted Report](#) link on the home page. To see details of a specific report, click on [View Report](#) link. You can also print a copy of the historical report for your records. To modify a report that has been submitted, click on [Update Report](#). NOTE: Please remember to resubmit the report if you make changes to a report that was already submitted. To delete a report that has already been submitted, click on [Delete Report](#). The delete report option is useful if you accidentally create a report for the month claiming no sales, but at a later time realize you need to add sales for that monthly reporting period. This also can be used if you need to replace a file that was uploaded in error. Simply delete the file that was uploaded in error.



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Name: TEST PRINTING COMPANY • Vendor Code: ABC • File #: 4 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

View/Update Submitted Reports

To see details of a specific report, click on [View Report](#). You can also print a copy of the historical report for your records. To modify a report click on [Update Report](#). To delete all data for a particular report click on [Delete Report](#).

Date Updated	Reporting Period	# Records in Rpt	
11/02/2011	June 2011		View Report Update Report Delete Report
11/02/2011	August 2011	40	View Report Update Report Delete Report
11/02/2011	September 2011	62	View Report Update Report Delete Report
11/02/2011	October 2011	6	View Report Update Report Delete Report
11/02/2011	November 2011		View Report Update Report Delete Report

File Upload Option

File Layout

If you choose to upload your monthly report as a file submission, instead of entering your transactions using the 'Create Monthly Report' data entry screen, then you will need to follow the instructions below. All files must be in a **pipe delimited format**. Pipe delimited files should not include **header records or quotation marks**. Each record within the file must be separated by a carriage return. The extension of the file name must be either .txt or .csv. No other file extensions are allowed. Please click [here](#) to see a sample file. Files must be in the format below with the following layout:

Order Date|Batch ID|Prescriber Name|#Blanks|#Pads|#Rolls|Single Scripts|Double Scripts|Imprint Scripts

This table below provides the field name of each field in the file, formatting requirements, whether the field is required or can be blank, and a brief description. Please note that even blank fields need to be included in the file with a pipe delimiter and no spaces in between, for example: 09/01/2011|DOH1230000|George Smith, D.D.S.||||500||

Field Name	Format	Required?	Description
Order Date	Date field in format of MM/DD/YYYY	Yes	This is the date of the transaction
Batch ID	Text field (may contain numbers and letters); maximum field length = 30	Yes	This is the vendor's unique tracking number for the transaction
Prescriber Name	Text field	Yes	This is the name of the purchaser
# Blanks	Numeric field; maximum field length = 5	At least one of the 5 quantity fields is required	The quantity of blanks or 8.5 x 11 sheets included in the order
# Pads	Numeric field; maximum field length = 5	At least one of the 5 quantity fields is required	The quantity of prescription pads included in the order
# Rolls	Numeric field; maximum field length = 5	At least one of the 5 quantity fields is required	The quantity of rolls included in the order
Single Scripts	Numeric field; maximum field length = 5	At least one of the 5 quantity fields is required	The quantity of single scripts included in the order
Double Scripts	Numeric field; maximum field length = 5	At least one of the 5 quantity fields is required	The quantity of double scripts included in the order
Imprint Scripts	Text field	No	Text that is preprinted on the prescription pad, roll, single script, etc.

If you maintain an Excel spreadsheet, follow the instructions in the section below on how to save the data into a pipe delimited format.

How to Save an Excel Spreadsheet As A Pipe Delimited File

1. Click "Start," then select "Settings," then "Control Panel." Click on "Regional and Language Options."
2. Click on the button labeled "Customize" and highlight the **data** in the field labeled "List Separator." Type the pipe delimiter "|" in the field replacing the previous list separator.
3. Click "OK" on the window titled "Customize Regional Options." Click "OK" on the window titled "Regional and Language Options." Open Excel and create the content you wish to **save** in the pipe-delimited format.
4. Click on "File" on the Excel menu bar then select the option "Save As."
6. Input the name for the file in the text field labeled "File name" and select the value "CSV (Comma delimited)(* .csv)."
7. Click on the button labeled "Save" to save the file to your computer as a pipe-delimited format.
8. Reset the list separator value once you have completed saving the pipe-delimited file.
9. When opening the .csv file that you just saved, right click and select 'Open With' and choose Notepad. You can view the contents of the file to verify the file is correctly formatted and fields are delimited by the pipe (|) character.

Upload a File

From the Home page, click on [Upload Monthly Report](#) to upload a file containing your monthly data.



Name: TEST PRINTING COMPANY • Vendor Code: ABC • File #: 4 • [Home](#) • [Update Account](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Welcome to the Prescription Pad Vendor Monthly Reporting System home page. From this screen, you can create monthly reports, update monthly reports and view historical reports.

If you need assistance, please contact the program staff at MQAOperations@doh.state.fl.us or (850) 245-4063.

- [Create Monthly Report](#)

Click Create Monthly Report to submit a report for a reporting period that you have not yet submitted.

- [Update Monthly Report](#)

Click Update Monthly Report to modify a report for a reporting period that you have not yet submitted.

- [View/Update Submitted Report](#)

Click View/Update Submitted Report to view or print reports that you have previously submitted or to make corrections or additions to a previously submitted report.

- [Upload Monthly Report](#)

Click Upload Monthly Report to submit a batch file of data for a reporting period.

The upload monthly report page will provide instructions regarding the file layout that is accepted. The file must be in a pipe delimited format and must have the extension .txt or .csv. Select the reporting period for the file you are submitting. Then click the 'Browse' button to use the file browser to select your file.



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Name: TESTPRINTING COMPANY Vendor Code: ABC File #: 4 Home Update Account Log Out

Prescription Pad Vendor Monthly Reporting System

Upload Monthly Report

Welcome to the RX Pad Monthly Reporting file upload page. If you choose to upload your monthly report as a file submission, instead of entering your transactions using the 'Create Monthly Report' screen, then you will need to follow the instructions below. All files must be in a pipe delimited format with the following layout:

Order Date|Batch ID|Prescriber Name|#Blanks|Pads|#Rolls|Single Scripts|Double Scripts|Imprint Scripts

Pipe delimited files should not include header records or quotation marks. Please click here to see a sample file. If you maintain an Excel spreadsheet, click here for instructions on how to save the file in a pipe delimited format.

January 2011

Select the month and year for the reporting period that you are submitting.

Please click the 'Browse' Button to navigate to the location of your file. Once you have identified the file, please click the 'Process File' button.

Select File: _____ Browse...

Process File

After selecting your file for upload, click 'Process File'. If your file is in the correct format, without any errors, then you will receive a message stating to confirm the number of records in the file (as shown in the screen below). Otherwise, you will be prompted with the errors that are found and you will need to correct those before submitting your file.



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Name: DOH Printing Company - Vendor Code: DOH - File #: 7 - [Home](#) - [Update Account](#) - [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Upload Monthly Report

Welcome to the RX Pad Monthly Reporting file upload page. If you choose to upload your monthly report as a file submission, instead of entering your transactions using the 'Create Monthly Report' screen, then you will need to follow the instructions below. All files must be in a pipe delimited format with the following layout:

Order Date|Batch ID|Prescriber Name|;|Blank|;#Pads|;Rolls|Single Scripts|Double Scripts|Imprint Scripts

Pipe delimited files should not include header records or quotation marks. Please click here to see a sample file. If you maintain an Excel spreadsheet, click here for instructions on how to save the file in a pipe delimited format.

Select the month and year for the reporting period that you are submitting.

August

Please verify that the record count shown below is correct and click the 'Submit File' button.

File Name: X:\2011\HB 7095 Controlled Substance Reporting\Prescription Pad Vendor\Testing\UAT - BPC File 4 - Aug 2011 File Upload Test.csv
Record Count: 40

Submit File



After the file has uploaded, the page below will display. Click on the 'Print Report' button to view a printable version of your submission. Please print a copy for your records. Once completed, either click 'Home' to navigate back to the home page or click the 'Create Monthly Report' button to submit another report.



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Name: DOH Printing Company • Vendor Code: DOH • File #: [Home](#) • [Jr](#)

[date / count](#) • [Log Out](#)

Prescription Pad Vendor Monthly Reporting System

Thank you for your submission.

Click "print Report" to print a copy of the report for your records. To submit data for another reporting period, click create Monthly Report. If you have completed your reporting, click Home.



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