



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Controlled Drug Export System

(BPDM)

User Manual

Version 2.0 Patch 8
August 2026

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Preface

The Controlled Drug Export System is used to identify prescriptions for controlled drugs and other specified drugs dispensed at Indian Health Service (IHS) and tribal health care facilities and create an export file for transmission to state Prescription Drug Monitoring Programs (PDMP). Data is extracted from the Resource and Patient Management System (RPMS) Outpatient Pharmacy Application, in operation at the local facilities. This software creates the export file and saves it in a secure directory as defined by facility's RPMS Site Manager or other IT management personnel. It is the responsibility of local pharmacy staff or other designated individual to transmit the export file to the PDMP in a timely manner consistent with Health Insurance Portability and Accountability Act (HIPAA) and IHS requirements based on the site's functionality. Automated upload functionality is available via an IRIS production, as documented in the BPDM v2.0 p7 IRIS Configuration Guide.

This manual provides user instructions on the set up and use of the Controlled Drug Export System.

This version of the software accommodates exports in the following standards that are owned and distributed by the American Society of Automation in Pharmacy (ASAP):

Note: Earlier ASAP Versions are available in RPMS but are no longer recommended or supported by ASAP or IHS.
--

- ASAP v5.0 Standard
- ASAP v4.2b Standard
- ASAP v4.2a Standard
- ASAP v4.2 Standard

1.0 Introduction

In order to effectively use the Controlled Drug Export System, it is important that the site parameters be set up completely and correctly. There are numerous site parameter values that must be stored in the Prescription Drug Monitoring (PDM) Site Parameters file before data can be extracted for export to the state PDM program.

A menu option for editing site parameters is provided in the Controlled Substance Export System. Not all parameters are required by all states. For assistance in learning what is required by your state, contact your state PDM manager or PDM vendor for a description of ASAP message segments used by your state PDM program.

It is the responsibility of each RPMS location to register with their state PDM program and/or PDM vendor. Each RPMS pharmacy division will have a separate entry in the PDM Site Parameters file.

Exports created by this application contain both Personally Identifiable Information (PII) and Protected Health Information (PHI), thus it is imperative that no export files be stored in a public directory. Contact the RPMS Site Manager or other IT specialist to obtain a secure directory in which PDM exports can be stored. When creating the secure directory, permissions must be set correctly such that an RPMS user can write files to the directory. In addition, the individuals responsible for uploading the export file to the state PDM or PDM vendor must be able to navigate or browse to the directory to locate the correct file for upload.

2.0 System Navigation

The Controlled Drug Export System main menu is shown in Figure 2-1. There are 15 items on the primary menu, divided into three sections; Export, Set Up, and Report options. Each menu item is described in detail in a separate section in this manual. Menu items locked with security keys may not display for all users.

```

*****
**   Controlled Substance Export System   **
*****
                                Version 2.0

                                DEMO CLINIC

EPDM  Create Export File of Prescriptions
DLOG  Display Log Entry
EXDR  Export Prescriptions for a Date Range (Production)
TEST  Export Prescriptions for a Date Range (Test Mode)
REXP  Re-Export a Previously Exported Log
RXIN  Re-Export Individual Prescriptions
RXHX  Export History for One Prescription
-----
SPAR  Set PDM Site Parameters
DTAX  Update the PDM Drug Taxonomy
USRE  Update State Required Data Elements
USRZ  Update Zero Report Data Elements
-----
NDEA  List Providers with No DEA # or Bad DEA #
VA     Print Providers w/o DEA#, but with VA#
BETA  Turn Testing On/Off
SSH   Create/Modify SSH Keys

Select Controlled Prescription Drug Monitoring Export Option:

```

Figure 2-1: Controlled Drug Export System main menu

2.1 EPDM: Create Export File of Prescriptions

This menu option is used to export a set of prescriptions manually, and is the primary option used to create data files for upload to state PDMPs. A log is kept of all exports so that when this option is run only prescriptions added, returned, or edited since the last export are reviewed and exported. This option will export all prescriptions entered, returned, or edited since the last export up until the time the export is run.

2.2 DLOG: Display Log Entry

This option displays the information contained in the log for one export. It displays data related to the date range of the export, how many prescriptions were exported, audit information, etc., as well as producing a list of prescriptions in the export file.

2.3 EXDR: Export Prescriptions for a Date Range (Production)

This option is used to export a set of prescriptions in a date range. The **ONLY** time this option should be used is when you are first starting to use this system and want to send a year's worth of data to back fill the database. This option is used to send the data in production mode. This option should *not* be used regularly for creating export files for any reason.

2.4 TEST: Export Prescriptions for a Date Range (Test Mode)

This option is used to export a set of prescriptions in a date range in a TEST mode. This option should be used to run test exports of data to the Prescription Monitoring Program (PMP) in order to make sure that the data can be uploaded error free. Test export files may be uploaded to PMP, but the data will be ignored and not imported by the PMP.

2.5 REXP: Re-Export a Previously Exported Log

This option is used to re-export an entire log of prescriptions manually. This should only be done if the state rejected an entire file of transactions.

2.6 RXIN: Re-Export Individual Prescriptions

This menu option is used to re-export one or more individual prescriptions. This option should be used if the state rejected one or more specific prescriptions due to missing or invalid data. You must specify the record type for each prescription (new, revise, or void).

2.7 RXHX: Export History for One Prescription

This menu option may be used to display the export history for a single prescription.

2.8 SPAR: Set PDM Site Parameters

This menu option is used to display and set up the Site Parameters for each Pharmacy operating on this computer. Each pharmacy that is operational and has an entry in the **Outpatient Site** file must be entered and site parameters completed.

2.9 DTAX: Update the PDM Drug Taxonomy

When selecting drugs to be exported to the PMP, this application will export all Schedule 2, 3, and 4 drugs, and optionally Schedule 5 drugs. If the site wants to export any other drug, it must enter that drug into the taxonomy called BPDM DRUGS FOR PDM. This menu option allows you to update this drug taxonomy.

2.10 USRE: Update State Required Data Elements

This option is used to update the required data elements for a State Prescription Monitoring Program (PMP). Each pharmacy that is exporting data must use this option to update the State PMP required data elements.

2.11 USRZ: Update Zero Report Data Elements

This option is used to update the required data elements for Zero Reports for a State Prescription Monitoring Program (PMP). Each pharmacy that is exporting Zero Reports must use this option to update the State PMP required data elements.

2.12 NDEA: List Providers with No DEA # or BAD DEA#

When exporting prescription data, the prescribing provider's DEA # must be exported. This option allows you to list providers who have prescribed drugs that do not have a DEA # recorded in the New Person file.

2.13 VA: Print Providers Without DEA# But with VA#

This report option will list all providers on an RPMS database who are authorized to write medication orders, have no DEA # on file, and have data in the VA# field of the New Person file.

2.14 BETA: Turn Testing On/Off

This option allows enabling of Testing mode. Testing mode will create Test export files and will include Demo patients in the export. Test export files may be uploaded to PMP, but the data will be ignored and not imported by the PMP. This option is locked with the BPDMZTEST key.

2.15 SSH: Create/Modify SSH Keys

This option will allow you to create/view/delete Secure Shell (SSH) keys that are sometimes used for the Auto Upload feature using Secure File Transfer Protocol (SFTP). This option is locked with the BPDMZSSH key. This option is rarely used at most locations.

3.0 Package Management

This section describes the steps to be followed to set up and use the Controlled Drug Export System.

3.1 Site Parameter Setup

It is imperative that all site parameters are set up for all pharmacies that will be exporting data to the state PMP. Each pharmacy that is operational and is set up in the Outpatient Site must be entered into the site parameters file (Figure 3-1). To set up the site parameters:

1. Choose option **SPAR–Set PDM Site Parameters**. You will be prompted to enter the name of the pharmacy by typing the name as it is entered in the Outpatient Site file.
2. Type a single question mark (?) or two question marks (??) to display a list of available entries in the Outpatient Site file.
3. Type two more question marks (??) to get additional information about what data value should be entered. The parameters displayed may differ depending on which ASAP version is selected.

The first time a site is configured, a mail group will be created for error bulletins. At least one member should be placed in this mail group to receive error bulletins if the export fails. After a site has been configured, the site manager can update members of the mail group.

The mail group will automatically be named **BPDM EXPORT MANAGEMENT–XX** where **XX** is the facility's abbreviation in the Location file.

```
Select Controlled Prescription Drug Monitoring Export Option:  SPAR

Select PDM SITE PARAMETERS SITE/LOCATION: DEMO PHARMACY
Are you adding 'DEMO PHARMACY' as
a new PDM SITE PARAMETERS (the 1ST)? No// Y  (Yes)

(Following paragraph displayed on initial installation only)

I am going to set up a mail group so that members of that group.  You can
always update the mail group later using the Mailman options to do so.
Your site manager can also assist in updating a mail group.

Select NEW PERSON NAME: USER,DEMO
Select NEW PERSON NAME:

Your mail group is named:  BPDM EXPORT MANAGEMENT - DEM

SITE/LOCATION: DEMO PHARMACY//

?  Enter pharmacy name from Outpatient Site File
   Answer with OUTPATIENT SITE NAME, or SITE NUMBER, or
```

?? This field is a pointer to the Outpatient Site file that is the primary Outpatient Pharmacy Package site parameter file.

INFORMATION SOURCE NAME (IS02): DEMO PHARMACY

? This is the value that will go into IS02.

?? Value stored in this field is used as the Information Source Entity Name, and typically is the name of the pharmacy, eg: DEMO PHARMACY, PCHC PHARMACY, etc. This name does not have to match the PDM Site Parameters Site/Location name, although it may. This field is a free-text data type, 1-60 characters

ASAP Definition:

IS02 Information Source Entity Name (Required) AN 60
Entity name of the Information Source.

ASAP VERSION: ASAP 4.2A// ?

Enter 4.0, 4.1, 4.2, 4.2A, 4.2B, 5.0, 3.0, or 1995

Choose from:

4.0	ASAP 4.0
4.1	ASAP 4.1
3.0	ASAP 3.0
1995	ASAP 1995 (5/95)
4.2	ASAP 4.2
4.2A	ASAP 4.2A
4.2B	ASAP 4.2B
5.0	ASAP 5.0

??

Enter the version of ASAP (American Society for Automation in Pharmacy) utilized by your state for PDM submissions. Acceptable values are 4.0, 4.1, 4.2, 4.2A, 4.2B, 5.0, 3.0 and 1995.

Choose from:

4.0	ASAP 4.0
4.1	ASAP 4.1
3.0	ASAP 3.0
1995	ASAP 1995 (5/95)
4.2	ASAP 4.2
4.2A	ASAP 4.2A
4.2B	ASAP 4.2B
5.0	ASAP 5.0

STATE: NORTH DAKOTA//

? Enter the name of the state to receive PDM data.

?? Enter the name of the state to which you are submitting PDM data. The state is usually the same as the state in which the pharmacy is located.

PHONE NUMBER - NUMERIC: 5551231234//

? Please enter the phone number of the pharmacy, numbers only, 10 digits long. E.g.: 2115551234

?? Enter the Unique Information Source ID as required by your state. Typically, this is the telephone number (including area code) of the pharmacy ... ten numeric characters only, eg: 5051234567.

This value is used in the IS Segment, data element IS01.

ASAP Definition:

IS01 Unique Information Source ID (Required) AN 10
Reference number or identification number as defined
by the business partners. (Example: Phone number.)

NPI: 1234567890//

? Please enter your pharmacy's NPI number.

?? Enter your pharmacy's National Provider Identifier (NPI)

ASAP Definition:

PHA01 National Provider Identifier (NPI) (Situational) AN 10
Identifier assigned to the pharmacy by CMS.
Used if required by the PMP.

NCPDP/NABP PROVIDER ID:

? Answer must be 1-7 characters in length.

NCDPD/NABP Provider ID:

?? Enter the Pharmacy's NCPDP number. It can be found in the ABSP
Pharmacies file used by POS.

ASAP Definition:

PHA02 NCPDP/NABP Provider ID (Situational) AN 7
Identifier assigned to pharmacy by the National Council
for Prescription Drug Programs. Used if required by the PMP.

STATE PHARMACY LICENSE NUMBER: ABCD123EFG

? Enter a state license/permit number. 1-20 characters. This is
intended
to be the license number for the State listed in the STATE field if
the
pharmacy is state-licensed.

?? PHA 13 Pharmacy's Permit/License Number (Situational). This field has
been added to report the pharmacy's permit number (license number).
It
is 20 characters AN (alpha numeric).

FACILITY DEA NUMBER: AU1234567//

? Enter your facility's DEA number

?? The facility DEA number may be used by the state PDM program for
identification of the pharmacy. In addition, the facility DEA number
may be used in lieu of a provider DEA when the provider DEA number field
in RPMS is not populated.

ASAP Definition:

PHA03 DEA Number (Situational) AN 9
Identifier assigned to the pharmacy by the Drug Enforcement
Administration.
Used if required by the PMP.

PHARMACY NAME (PHA04): DEMO PHARMACY

? Please enter your pharmacy's name (Free text 3-60 characters)

?? If PHA04 segment is required by your PDM state, enter your pharmacy name. Pharmacy name in this field does not need to match the PDM Site Parameters Site/Location name, nor does it need to match the name stored in the IS02 segment (Information Source Name).

ASAP Definition:

PHA04 Pharmacy Name (Situational) AN 60

Freeform name of the pharmacy.

CONTACT INFORMATON: 3243-2122//

? Answer must be 1-30 characters in length.

?? When utilized by your state PDM, enter required data, not to exceed 30 Characters.

ASAP Definition

PHA11 Contact name (Situational) AN 30

EXPORT C-5 DRUGS: N - DO NOT EXPORT C-5 DRUGS//

? Answer yes to include C-5 prescriptions in PDM export

?? If your state requires submission of C-5 prescriptions, answer Yes.

If your state requires selective C-5 data submission only, use the menu option DTAX Update the PDM Drug Taxonomy, to store the names of C-5 drugs you wish to have included in your PDM exports.

DEFAULT PHARMACIST: DEMO,PHARMACIST

? Enter the Pharmacist whose license will be sent to the PMP if a technician is the pharmacist of record in the prescription entry.

EXPORT WITH ALL DIVISION TASK: YES// ?

? Enter Yes to export this division using the BPDM QUEUE PDM EXPORT ALL task

Choose from:

0 NO

1 YES

?? Choose from:

0 NO

1 YES

SECURE DIRECTORY FOR FILE: C:\FTP\//

? Enter secure directory path information, eg: U:\PDM\, /secure/exports/, etc.

?? PDM exports contain PII and PHI, and should not be stored in a public directory. Enter the name of the secure directory provided for PDM export files.

.

FILE NAME DESCRIPTOR: PMP_NV_AB1234567//

? Answer must be 1-30 characters in length.

```

??  Please enter what you would like the filename to be for the export
    files.  It cannot contain any spaces.  This will be used as the first
    part of the filename.

    For example, if you are required to use the Pharmacy DEA # in the
    filename, please enter the Pharmacy DEA # in this field, and the
    filename will be pharmdea#_log entry.ext (either .txt or .dat).

    If you want the filename to be descriptive you can enter something like
    "FT.TOTTEN" into this field. The filename would become ft.totten_12.txt
    where the 1st part is the value entered into this field, an underscore,
    the log entry # and the extension as defined in field "Default file
    extension."

DEFAULT FILE EXTENSION: .dat//

?   Please enter T if your PDM vendor requires a .txt file, and D for .dat

??  Enter the extension that is required by the PDM vendor receiving and
    processing your files.

    Allowed values in this field are "T" or "D". If left blank, a .dat file
    will be created.

PDMP PROCESSOR:

?   Answer with PDMP PROCESSORS, or ABBRV
    Choose from:
    ATLANTIC ASSOCIATES, INC
    GOOLD HEALTH SYSTEMS
    HEALTH INFORMATION DESIGNS
    OPTIMUM TECHNOLOGY, INC
    RELAYHEALTH
    STATE SYSTEM

??  Choose from:
    ATLANTIC ASSOCIATES, INC
    GOOLD HEALTH SYSTEMS
    HEALTH INFORMATION DESIGNS
    OPTIMUM TECHNOLOGY, INC
    RELAYHEALTH
    STATE SYSTEM

Select COMPOUND DRUGS: MORPHINE GEL CMPD

?   You may enter a new COMPOUND DRUGS, if you wish
    Enter compounded prescription's controlled substance from Drug File.

    If your pharmacy compounds prescriptions that contain controlled
    substances,
    enter the controlled substance from the drug file here.  In addition, you
    will
    need to provide the controlled substance ingredient amount per dispense
    unit
    (EA, ML or GM).

COMPOUND INGREDIENT QUANTITY: 3.75

?   Enter the amount of controlled substance contained in the compounded
    drug per dispense unit (EA, ML or GM).

COMPOUND DRUG DOSAGE UNIT: ML

```

? Enter one of the following: EA, ML or GM

The above is an example of an extemporaneous compound in which 10ml of morphine 15mg/ml was added to 30ml of a gel producing a morphine concentration of 3.75mg/ml.

GENERATE ZERO REPORT?: YES

? Should a Zero report be generated and sent to the PDMP?

Choose from:

0	NO
1	YES

?? A zero report is a transaction that is sent to the PDMP when there were no controlled substances dispensed during the previous day.

The usefulness of a Zero Report is to let a state know that no controlled substances were dispensed during the required reporting period. The Zero Report would be sent when you normally send a batch file for the reporting period.

In RPMS, a Zero Report reporting period is one full day.

THE FOLLOWING SETUP IS NEEDED IF YOU ARE USING THE AUTOMATED SECURE FTP PROCESS IN RPMS. MOST SITES WILL NOT USE THIS AFTER PATCH 6 ADDED AUTOMATED UPLOAD VIA HEALTHSHARE/IRIS PRODUCTION.

OPENSSH FOLDER (WINDOWS):

This is the folder location on Windows where the OpenSSH folder is located. Leave this blank for AIX systems.

SFTP SSH KEY FORMAT: OpenSSH Format// ??

This is the format of the SSH public and private key used

Choose from:

OSSH	OpenSSH Format
SSH2	SSH2 Format

SFTP SSH KEY FORMAT: OpenSSH Format//

SFTP SSH KEY ENCRYPTION: Rivest, Shamir & Adleman

// ??

This is the type of encryption algorithm of the SSH

Choose from:

DSA	Digital Signature Algorithm
RSA	Rivest, Shamir & Adleman

SFTP SSH KEY ENCRYPTION: Rivest, Shamir & Adleman

//

SFTP SERVER IP ADDRESS: 54.175.203.159// ??

This is the secure FTP IP address of the PDMP processor

SFTP SERVER IP ADDRESS: 54.175.203.159//

SFTP SERVER PORT: ?? THIS CAN BE LEFT BLANK IF THERE IS NOT A SPECIAL PORT SETUP

This is the secure FTP port number used by the PDMP processor

```
SFTP SERVER PORT:

SFTP SERVER DIRECTORY: ME// ??
    This is the directory on the PDMP server that the export file gets
sent to.

SFTP SERVER DIRECTORY: ME//
SFTP USER: xxxxx1234567890@prodpmpSFTP  Replace ??
    This is the name of the userid login to the PDMP processor.

SFTP USER: xxxxx1234567890@prodpmpSFTP  Replace

SFTP RENAME EXPORT FILE: YES// ??
    This field determines whether a backup copy of the export will be
made and reside in the local export directory.

    Choose from:
        0          NO
        1          YES
SFTP RENAME EXPORT FILE: YES//

SFTP KEY FILE: authorized_keys// ??
This is the name of the key file needed for secure FTP and SSH to function
properly.  If this is left blank it will default to authorized_keys.
```

Figure 3-1: Site parameter set up

4.0 Package Operation

This section provides detailed examples of the menu options used by Controlled Drug Export System.

4.1 EPDM: Create Export File of Prescriptions

Use this menu option to manually create PDM export file. A log is kept of all exports so that when this option is run, only prescriptions that were added/edited since the last export are reviewed and exported.

This option describes the following actions:

- Evaluates all prescriptions in the export period checking for prescriptions qualifying for export (**DEA Special Handling** field of the Drug File contains 2, 3, 4, and possibly 5 or drug is listed in PDM drug taxonomy).
- Checks qualifying prescriptions for errors that would cause a fatal error on upload to PDM processor and generates MailMan bulletin if errors exist.
- If no errors are identified, the PDM export file containing PDM data for qualifying prescriptions dispensed up to COB previous day is created and deposited in the secure directory identified in PDM Site Parameter file.

Once the PDM export file is created (Figure 4-2), it is the responsibility of facility pharmacy personnel to transmit the file to the state PDM processor in a HIPAA compliant manner.

In the example that follows (Figure 4-1), you are prompted for a beginning date for the export. This will occur only on the initial PDM export, and subsequent exports will use the log of PDM exports to obtain starting date.

```

*****
**   Controlled Substance Export System   **
*****

EPDM  Create Export File of Prescriptions
DLOG  Display Log Entry
EXDR  Export Prescriptions for a Date Range (Production)
TEST  Export Prescriptions for a Date Range (Test Mode)
REXP  Re-Export a Previously Exported Log
RXIN  Re-Export Individual Prescriptions
RXHX  Export History for One Prescription
-----
SPAR  Set PDM Site Parameters
DTAX  Update the PDM Drug Taxonomy
USRE  Update State Required Data Elements
USRZ  Update Zero Report Data Elements
-----
NDEA  List Providers with No DEA # or Bad DEA #
VA     Print Providers w/o DEA#, but with VA#
BETA  Turn Testing On/Off
SSH   Create/Modify SSH Keys

```

```

Select Controlled Prescription Drug Monitoring Export Option:  EPDM <enter>

EPDM  Create Export File of Prescriptions

Create Prescription Monitoring System transaction file.

This option is used to create an export file of Prescription data.
This file will be sent as a PRODUCTION set of transactions.

Select PDM SITE PARAMETERS SITE/LOCATION:      DEMO PHARMACY
Date needed only for first EPDM run.

```

Figure 4-1: Date needed only for the first EPDM run

```

No log entry.  First run ever assumed.
Enter Beginning Date for this Run:  1/1/2025    (JAN 1, 2025)

The inclusive dates for this run are JAN 1,2018 through APR 10,2025.
The Pharmacy Outpatient Site for this run is DEMO PHARMACY.
The ASAP Version # being used is 4.2A.

Do you want to continue? N// YES
Generating New Log entry..
Reviewing prescriptions..... (1436)
Writing out transaction file....
Updating Log Entry....

Successfully completed...you must now send the file BCPDM_062211_1.dat to
the state

NOTE:  If Auto Upload is turned on the following message will be displayed

Successfully completed...the file BCPDM_062211_1.dat will auto upload to the
state.
BCPDM_062211_1.dat has been auto uploaded successfully.

Press enter to continue...:

```

Figure 4-2: PDM export file creation

After creation of a sufficient number of error free reports, the PDM export may be scheduled to run automatically by TaskMan. Figure 4-3 is an example of the TaskMan schedule setup screen for the BPDM QUEUE PDM EXPORT task. Locations with multiple pharmacies may want to schedule the BPDM QUEUE PDM EXPORT ALL task to export all pharmacies with one task.

Note: The name of the pharmacy from the Outpatient Site file must be stored in the **Task Parameter** field in order for the export to complete properly.

The export can be run near real time instead of once daily. If this is scheduled, the export will run at the time entered and prescriptions since the last successful export until the scheduled time will be exported. This will run based on the RESCHEDULING FREQUENCY set in the task. The site has the responsibility of determining whether they would like to run a near real time export or once daily. Real time exports can be run as frequently as five minutes if needed.

```

                                Edit Option Schedule
Option Name: BPDM QUEUE PDM EXPORT
Menu Text: Queueable Prescription Drug Moni          TASK ID:

-----

QUEUED TO RUN AT WHAT TIME: APR 13,2025@22:00

DEVICE FOR QUEUED JOB OUTPUT:

QUEUED TO RUN ON VOLUME SET:

    RESCHEDULING FREQUENCY: 1D

        TASK PARAMETERS: DEMO PHARMACY

            SPECIAL QUEUEING:
  
```

Figure 4-3: Example of TaskMan setup for daily PDM export

4.2 DLOG: Display Log Entry

This option will display the information contained in the log for one export (Figure 4-4). It displays data related to the date range of the export, how many prescriptions were exported, etc., as well as a list of prescriptions exported.

```

Controlled Prescription Drug Monitoring Export Log Report
Number: 311
Run Date: Nov 27, 2025@12:23:32
Beginning Date: Oct 28, 2025@00:00:01
Ending Date: Nov 27, 2025@23:59:59
Outpatient Site: DEMO INDIAN HOSP
Export Type: DATE RANGE
Transmission Status: SUCCESSFULLY COMPLETED

Total Number of Prescriptions Reviewed: 13
Number of Prescriptions Exported: 7
Export Filename: DEMO_112718_311.dat
File Type: PRODUCTION

AUDIT:
Date: Nov 27, 2018@12:23 User: USER,DEMO Option: BPDM EXPORT DATE
RANG
PRESCRIPTIONS EXPORTED:
859937 FT 99999 2 Nov 04, 2025 DOKTOR, IMA MD
  
```

DRUG: TRAMADOL 50MG TAB	PHARMACIST: DEMO, PHARMACIST
861928 FT 99999 2 Nov 01, 2025	DOKTOR, IMA MD
DRUG: HYDROCODONE & APAP 7.5/500	PHARMACIST: DEMO, PHARMACIST

Figure 4-4: Display PDM export log

4.3 EXDR: Export Prescriptions for a Date Range (Production)

Use this option to export a set of prescriptions in a date range. The only time this option should be used is when you first start to use this system and want to back fill the database. This option is used to send the data in production mode. Use the option in Section 4.4 for test file submissions. This option should *not* be used regularly for creating export files for any reason.

4.4 TEST: Export Prescriptions for a Date Range (Test Mode)

Use this option to export a set of prescriptions in a date range in a TEST mode (Figure 4-5). This option should be used to run test exports of data to the PDM program in order to make sure that the data can be uploaded error free, or when initiating PDM activities and testing is desired. This option and the previous option, EXDR, export prescriptions for a date range, except the TEST option populates the TH07 file segment with a T flag. Test export files may be uploaded to PMP, but the data will be ignored and not imported by the PMP.

```
Select PDM SITE PARAMETERS SITE/LOCATION: DEMO PHARMACY

Please enter the date range of prescription release dates.

Enter Beginning Date to export: 1 1 25 (JAN 01, 2025)
Enter Ending Date to export: 1 5 25 (JAN 05, 2025)
The Pharmacy Outpatient Site for this run is DEMO PHARMACY.
The ASAP Version # being used is 4.2.

Do you want to continue? N// YES
Generating New Log entry..
Reviewing prescriptions..... (1970)

Writing out transaction file....

Updating Log Entry....

Successfully completed...you must now send the file BCMI_052211_4T.dat to
the state
```

Figure 4-5: Creation of test file for PDM upload

4.5 REXP: Re-Export a Previously Exported Log

Use this option to re-export an entire log of prescriptions manually (Figure 4-6). This should only be done if the state rejected an entire file of transactions.

```

REXP <ENTER> Re-Export a Previously Exported Log

This option is used to re-send an entire file of prescriptions.
This option should only be used if the entire file was rejected
with a fatal error. If only some of the prescriptions sent in the
file failed then you should use the option to re-send individual
prescriptions.

Do you wish to continue? N// y YES
Select PDM SITE PARAMETERS SITE/LOCATION: DEMO PHARMACY
Select PDM EXPORT LOG DATE RUN: 4/11/25 APR 11, 2025 Jan 1,2025
Apr10,2025

Information for Log Entry 1 Run Date: APR 11,2025

NUMBER: 1 DATE RUN: APR 11, 2025
BEGINNING FILL DATE: JAN 01, 2025 ENDING FILL DATE: APR 10, 2025
# PRESCRIPTIONS REVIEWED: 1843 TOTAL # RECORDS EXPORTED: 642
FILENAMES CREATED: BCMI34654_1.dat STATUS: SUCCESSFULLY COMPLETED
EXPORT TYPE: REGULAR FILE TYPE: PRODUCTION
OUTPATIENT SITE: DEMO PHARMACY

Is this the log you want to re-run? Y// YES
Generating transactions. Counting records. (1)

Writing out transaction file....

Updating Log Entry....

Successfully completed...you must now send the file BCMI_063011_1.dat to
the state

```

Figure 4-6: Re-export of entire batch of prescriptions

4.6 RXIN: Re-Export Individual Prescriptions

Use this option to re-export one or more individual prescriptions (Figure 4-7). This option should be used if the state rejected one or more specific prescriptions due to missing or invalid data. Users of the option are expected to specify the record type for the resubmission:

- **New**—if entire record was rejected (aka fatal error)
- **Revise**—if record was accepted, but contained non-fatal error
- **Void**—to expunge a previously accepted prescription transaction from the PDM processor database

Certain RPMS Pharmacy Package actions (Delete Prescription, Return to Stock) will automatically cause a void transaction to be generated and submitted with the next regular export. Editing a prescription will automatically cause a revised transaction to be generated and submitted with the next regular export.

```

RXIN <ENTER>      Re-Export Individual Prescriptions

This option is used to re-send a selected set of prescriptions that
encountered an error when originally transmitted.

Do you wish to continue? N// YES
Select PDM SITE PARAMETERS SITE/LOCATION:      DEMO PHARMACY

Please enter all of the prescriptions that you wish to re-export.

Select PRESCRIPTION RX #: 1613051      HYDROCODONE/APAP 5/500

The last time this prescription was exported:

Patient: DEMO, PATIENT
Prescription #: 1613051      Date Exported: Apr 12, 2025
Refill #: 1      File Date: 01/03/2025
Status of exported record: NEW RECORD
Drug: HYDROCODONE/APAP 5/500

You must now select the record type...

Select one of the following:

      N      New
      R      Revise
      V      Void

Please make a selection and press enter: R <enter>

Re-Export this Prescription? Y// ES

Select PRESCRIPTION RX #:

```

Figure 4-7: Re-export of individual prescription

4.7 RXHX: Export History for One Prescription

Use this option to display all export activity for an individual prescription (Figure 4-8).

```

RXHX Export History for One Prescription

This option is used to print the export history for one prescription.

Select PRESCRIPTION RX #:      1602447      ACETAMINOPHEN WITH CODEINE 30MG

Export History for Prescription 1602447

Log Entry: 4      Date Export Run: APR 12, 2025
Drug: ACETAMINOPHEN WITH CODEINE 30MG      Outpatient Site:
Refill #: 2      Fill Date: 01/03/2025
Status of exported record: NEW RECORD
Message: EXPORTED

Log Entry: 7      Date Export Run: APR 18, 2025
Drug: ACETAMINOPHEN WITH CODEINE 30MG      Outpatient Site:
Refill #: 2      Fill Date: 01/03/2025

```

```
Status of exported record: REVISE
Message: EXPORTED
```

Figure 4-8: Export History for one prescription

4.8 SPAR: Set PDM Site Parameters

Use this option to display set up of the Site Parameters for each Pharmacy operating on this computer. It is described in significant detail in Section 5.1.

4.9 DTAX: Update the PDM Drug Taxonomy

When selecting drugs to be exported to the PMP, this application will export all Schedule 1, 2, 3, and 4 drugs, and optionally Schedule 5 drugs. If the site wants to export any other drug, it must enter that drug into the taxonomy called BPDM DRUGS FOR PDM. This menu option allows you to update this drug taxonomy. If your state's PDM program does not accept C-5 prescriptions, but the state classifies certain C-5 drugs as C-3, they should be included in this taxonomy. See **number 3** in the taxonomy screen in Figure 4-9.

```
PDM DRUG TAXONOMY UPDATE      Apr 12, 2025 09:21:11    Page:    1 of    1
Updating the BPDM DRUGS FOR PDM taxonomy

-----
1)  GABAPENTIN 400MG TAB
2)  GABAPENTIN 600MG TAB
3)  GUAIFENESIN & CODEINE 100/10MG/5ML SYRUP
-
      Enter ?? for more actions
-----
A      Add a Drug              R      Remove a Drug              Q      Quit
Select Action:+//
```

Figure 4-9: Editing BPDM Drugs for PDM taxonomy

4.10 USRE: Update State Required Data Elements

Use this option to update the required data elements for the state PDMP (Figure 4-10). Any pharmacy that has not exported data using this application must use this option to identify data elements required by their state PDM program.

```
USRE <ENTER>

This option is used to review and update the data elements
that are required by your State when transmitting Controlled Prescription
Drug information to the State.

You should only update those elements that are required by your
State.  If an item is required by ASAP it cannot be changed.

You must have the Site Parameters set up for your site before
using this option.
```

```

Select PDM SITE PARAMETERS SITE/LOCATION:      DEMO PHARMACY

BPDM UPDATE STATE REQ ELEMENTS Apr 12, 2025 10:18:47 Page: 3 of 6
Review/Update Required Elements for NORTH DAKOTA
#      ID      Element Description      Required?
36)    PAT07    LAST NAME                REQUIRED BY ASAP
37)    PAT08    FIRST NAME               REQUIRED BY ASAP
38)    PAT09    MIDDLE NAME              REQUIRED WHEN AVAILABLE
39)    PAT10    NAME PREFIX              NOT REQUIRED
40)    PAT11    NAME SUFFIX              NOT REQUIRED
41)    PAT12    PATIENT ADDRESS 1        REQUIRED BY ASAP
42)    PAT13    PATIENT ADDRESS 2        NOT REQUIRED
43)    PAT14    PATIENT CITY              REQUIRED BY ASAP
44)    PAT15    PATIENT STATE             REQUIRED WHEN AVAILABLE
45)    PAT16    PATIENT ZIP               REQUIRED BY ASAP
46)    PAT17    PATIENT PHONE NUMBER     NOT REQUIRED
+      Enter ?? for more actions
E      Edit Required Status      +      Next Screen      Q      Quit
Select Action: +// E      Update Required Status

Edit Which Item:  (1-91): 46
REQUIRED?: NOT REQUIRED// ?
Choose from:
R      REQUIRED BY ASAP
RR     REQUIRED BY STATE
RWA    REQUIRED WHEN AVAILABLE
N      NOT REQUIRED
REQUIRED?: NOT REQUIRED// RR <ENTER>

```

Figure 4-10: Changing patient phone number to RR – Required by State

4.11 USRZ: Update Zero Report Data Elements

This option is used to update the required data elements for Zero Reports for a State Prescription Monitoring Program (PMP). Each pharmacy that is exporting Zero Reports must use this option to update the State PMP required data elements.

4.12 NDEA: List Providers with No DEA # or Bad DEA#

When exporting prescription data, the prescribing provider's DEA # is required to be exported. If a provider does not have a DEA #, the facility's DEA # will be used in addition to the VA # if present (Figure 4-11). This option allows you to list providers who have prescribed drugs that do not have a DEA # recorded in the New Person file (File 200).

Prescription Providers Without DEA # On File		
Provider Name	Provider Class	IEN

DEMO, ONE		1725
DEMO, TWO		1779
DEMO, THREE	PHYSICIAN	196
DEMO, FOUR		1663
DEMO, FIVE	OB/GYN	1017
DEMO, SIX	OPHTHALMOLOGIST	974

Figure 4-11: Report of providers with no DEA # on file

4.13 VA: Print Providers Without DEA# but with VA#

Most providers authorized to write medication orders will possess a DEA number that will be used in the prescription export record. If a provider does not have a DEA number, the facility's DEA number will be transmitted with the prescription record, and, if available, the provider's VA number will be included in the export record. The VA # must be 3 to 10 characters, unique, and not used previously.

Select Controlled Prescription Drug Monitoring Export Option: VA			
Print Providers w/o DEA#, but with VA#			
DEVICE:	Virtual	Right Margin:	80//
Providers w/o DEA # but with a VA #		MAY 5, 2025 08:02	PAGE 1
Provider Name	VA #	-----	
DEMO, H,	HA7XXX		
DEMO, B.	BK4XXX		

Figure 4-12: Report of providers with a VA # number but no DEA #

4.14 SSH: Create/Modify SSH Keys

Refer to Section 5.0 for Auto Upload using Secure FTP. This option is locked with the BPDMZSSH key. This option is rarely used at most locations.

5.0 Auto Upload using Secure File Transfer Protocol

This section provides detailed setup and logging examples for Auto Uploading the export file via SFTP to the PDM processor. This is rarely used at most sites after Patch 6 added Auto Uploading via Healthshare/IRIS production.

Note: Secure FTP Setup with the PDMP processor must be accomplished before setting up the RPMS PDM application for Secure FTP (SFTP). This is most likely in the State Processor Guide, or you may need to contact them directly.

5.1 SPAR: Set PDM Site Parameters

Use this menu option to setup the SFTP site parameters needed before you can create SSH keys and Auto Upload the PDM Export via SFTP.

Skip through the prompts until you get to the “SFTP SSH KEY FORMAT” prompt. Follow the prompts and enter the necessary information as shown in Figure 5-1.

```

THE FOLLOWING SETUP IS NEEDED IF YOU ARE USING THE AUTOMATED SECURE FTP
PROCESS.

OPENSASH FOLDER (WINDOWS):
    This is the folder location on Windows where the OpenSSH folder is
    located.  Leave this blank for AIX systems.

SFTP SSH KEY FORMAT: OpenSSH Format// ??
    This is the format of the SSH public and private key used

    Choose from:
        OSSH      OpenSSH Format      used for WINDOWS systems
        SSH2      SSH2 Format          used for AIX systems
SFTP SSH KEY FORMAT: OpenSSH Format//

SFTP SSH KEY ENCRYPTION: Rivest, Shamir & Adleman
// ??
    This is the type of encryption algorithm of the SSH

    Choose from:
        DSA      Digital Signature Algorithm
        RSA      Rivest, Shamir & Adleman    Always use RSA at this time
SFTP SSH KEY ENCRYPTION: Rivest, Shamir & Adleman
//

SFTP SERVER IP ADDRESS: 54.175.203.159// ??
    This is the secure FTP IP address of the PDMP processor

SFTP SERVER IP ADDRESS: 54.175.203.159//

SFTP SERVER PORT: ??      THIS CAN BE LEFT BLANK IF THERE IS NOT A SPECIAL
PORT SETUP
    This is the secure FTP port number used by the PDMP processor

```

```

SFTP SERVER PORT:

SFTP SERVER DIRECTORY: ME// ??
    This is the directory on the PDMP server that the export file gets
sent
to.

SFTP SERVER DIRECTORY: ME//
SFTP USER: xxxxx1234567890@prodpmpSFTP  Replace ??
    This is the name of the userid login to the PDMP processor.

SFTP USER: xxxxx1234567890@prodpmpSFTP  Replace

SFTP RENAME EXPORT FILE: YES// ??
    This field determines whether a backup copy of the export will be made
and reside in the local export directory.

    Choose from:
        0          NO
        1          YES
SFTP RENAME EXPORT FILE: YES//

SFTP KEY FILE: authorized_keys// ??
    This is the name of the key file needed for secure FTP and SSH to
function properly.  If this is left blank it will default to
authorized_keys.

```

Figure 5-1: Set PDM Site Parameters

5.2 SSH: Create or Modify SSH Keys

Use this menu option to create the SSH private and public key needed for the Secure FTP process.

Note: If your operating system is Advanced Interactive eXecutive (AIX), you must be logged in as the user who will be running the **EPDM** option or the **BPDM QUEUE PDM EXPORT TaskMan** option.

You need the **BPDMZSSH** key to access this option.

This option performs the following actions:

- Checks for the existence of OpenSSH in the folder location that is entered in the **OPENSSH FOLDER (WINDOWS)** field. If it cannot find the OpenSSH software or the folder is incorrect, it will display a message indicating such and exit the option. This is for Windows only.
- Creates both the private and public SSH keys and stores them in the **SECURE DIRECTORY FOR FILE** field of the PDM SITE PARAMETER file.
- Displays the key file names stored in the **SECURE DIRECTORY FOR FILE** location.
- Allows deletion of the SSH keys (if you have OS permissions to do so).

In the example that follows (Figure 5-2), the deletion, creation, and viewing of the SSH keys is shown.

```

*****
**      Controlled Substance Export System      **
*****

EPDM  Create Export File of Prescriptions
DLOG  Display Log Entry
EXDR  Export Prescriptions for a Date Range (Production)
TEST  Export Prescriptions for a Date Range (Test Mode)
REXP  Re-Export a Previously Exported Log
RXIN  Re-Export Individual Prescriptions
RXHX  Export History for One Prescription
-----
SPAR  Set PDM Site Parameters
DTAX  Update the PDM Drug Taxonomy
USRE  Update State Required Data Elements
-----
NDEA  List Providers with No DEA # or Bad DEA #
VA     Print Providers w/o DEA#, but with VA#
SSH    Create/Modify SSH Keys

Select Controlled Prescription Drug Monitoring Export Option: ssh
Create/Modify
SSH Keys

Select PDM SITE PARAMETERS SITE/LOCATION:      DEMO INDIAN HOSP

    Select one of the following:

        V          View Public SSH Key
        N          Create New SSH Key Pair
        D          Delete SSH Key Pair

DELETION OF SSH KEYS

    Select one of the following:

        V          View Public SSH Key
        N          Create New SSH Key Pair
        D          Delete SSH Key Pair

Action: V// Delete SSH Key Pair

Confirm Deletion of DEMO INDIAN HOSP's SSH Keys? NO// YES

Deleting SSH Keys...Done

CREATION OF SSH KEYS

    Select one of the following:

        V          View Public SSH Key
        N          Create New SSH Key Pair
        D          Delete SSH Key Pair

Action: V// N Create New SSH Key Pair

    Select one of the following:

```

```

      RSA      Rivest, Shamir & Adleman (RSA)      RSA will always be
used at this time

SSH Key Encryption Type: RSA//      Rivest, Shamir & Adleman (RSA)

Confirm Creation of SSH Keys for DEMO INDIAN HOSP? NO// YES

Creating New SSH Keys, please wait...done

VIEWING OF SSH KEYS

      Select one of the following:

      V      View Public SSH Key
      N      Create New SSH Key Pair
      D      Delete SSH Key Pair

Action: V// iew Public SSH Key

authorized_keys
authorized_keys.pub

Press Return to continue:

```

Figure 5-2: Create or Modify SSH Keys

5.3 Setup Secure FTP on an AIX system

This section describes the process of initial setup of Secure FTP on an AIX operating system. This includes manually logging into the PDM processor with user credentials, moving the public key to the processor, renaming the public key to the correct name, and modifying the private key ownership and permissions to the appropriate user and permissions.

The following task is most likely done by a site manager or someone with root-level access to the AIX operating system. This is rarely used at most sites after Patch 6 added Auto Uploading via Healthshare/IRIS production.

Note: If you have multiple outpatient sites using the same credentials to log into your PDM Processor you will to ensure that they SSH Keys are copied to each appropriate folder for that Outpatient Site setup in the **SPAR** option and that permissions at the AIX level are identical in each folder.

Log on to AIX and change directories to the folder defined in the **SECURE DIRECTORY FOR FILE** field of the PDM SITE PARAMETERS file. Follow the sequence in Table 5-1 to perform the necessary actions.

Table 5-1: Display Initial Secure FTP Setup in AIX

Sequence	Expected Result
\$ cd /home/BPDM	Change directories to the folder defined in the SECURE DIRECTORY FOR FILE field of the BPDM SITE PARAMETERS file
\$ SFTP xxxxx1234567890@prodpmpSFTP@54.175.203.159	Initiate the Secure FTP process using the user stored in the SFTP USER with the IP address stored in the SFTP SERVER IP ADDRESS field of the PDM SITE PARAMETERS file, the SFTP SERVER IP ADDRESS may be a domain name as well
PAM Authentication Password:	Enter the password assigned to this user ID
Connected to 54.175.203.159.	This shows you are connected successfully
SFTP> cd .ssh	Change directories on the PDM server to .ssh or other defined folder as described in the state user guide
SFTP> put authorized_keys.pub	Use the put command to move the public key to the PDM server
Uploading authorized_keys.pub to /homedir/.ssh/authorized_keys.pub authorized_keys.pub 100% 382 0.4KB/s 00:00	This shows the file was uploaded successfully
SFTP> rename authorized_keys.pub authorized_keys	Rename the public key to the name of the key required by the PDM processor, in this example we are renaming the key from authorized_keys.pub to authorized_keys
SFTP> quit	Use the quit command to exit the PDM processor server
\$ su	Use root credentials or someone that has full access and credentials for the directory stored in the SECURE DIRECTORY FOR FILE field of the BPDM SITE PARAMETERS file

Sequence	Expected Result
root's Password: # chown EPCS authorized_keys	Use the chown command to change the file owner to the user that will be logging into the system and will be scheduling the tasked job. NOTE: This step is critical as the Auto Upload will give Permission Denied errors if the owner is not correct
# chmod 600 authorized_keys	Use the chmod command to change permissions to read/write only for the owner of the file

5.4 Set up Secure FTP on a Windows System

This section describes the process of initial setup of Secure FTP on a Windows system. This includes manually logging into the PDM Processor with user credentials, moving the public key to the processor, renaming the public key to the correct name, and modifying the private key ownership and permissions to the appropriate user and permissions.

Note: If you have multiple outpatient sites using the same credentials to log into your PDM processor you must ensure that the SSH Keys are copied to each appropriate folder for that Outpatient Site setup in the **SPAR** option and that permissions at the Windows level are identical in each folder.

The following task is most likely done by a site manager or someone with administrator level access to the Windows operating system. This is rarely used at most sites after p6 added Auto Uploading via Healthshare/IRIS production.

1. Log on to Windows.
2. Open a command prompt.
3. Change directories to the folder defined in the **SECURE DIRECTORY FOR FILE** field of the PDM SITE PARAMETERS file. Follow the sequence in Table 5-2 to perform the necessary actions.

Table 5-2: Display Initial Secure FTP Setup in AIX

Sequence	Expected Result
C:\Users\demouser>cd \pub\BPDM	Use the CD command to change directories to the folder defined in the SECURE DIRECTORY FOR FILE field of the PDM SITE PARAMETERS file
C:\PUB\BPDM>SFTP xxxxx1234567890@prodpmpSFTP@54.175.203.159	Initiate the Secure FTP process using the user stored in the SFTP USER with the IP address stored in the SFTP SERVER IP ADDRESS field of the PDM SITE PARAMETERS file, the SFTP SERVER IP ADDRESS may be a domain name as well
PAM Authentication Password: Connected to xxxxx1234567890@prodpmpSFTP@54.175.203.159.	N/A
PAM Authentication Password:	Enter the password assigned to this user ID
Connected to 54.175.203.159.	This shows you are connected successfully
SFTP> cd .ssh	Change directories on the PDM server to .ssh or other defined folder as described in the state user guide
SFTP> put authorized_keys.pub	Use the put command to move the public key to the PDM server
Uploading authorized_keys.pub to /homedir/.ssh/authorized_keys.pub authorized_keys.pub 100% 382 0.4KB/s 00:00	This shows the file was uploaded successfully
SFTP> rename authorized_keys.pub authorized_keys	Rename the public key to the name of the key required by the PDM processor, in this example we are renaming the key from authorized_keys.pub to authorized_keys
SFTP> quit	Use the quit command to exit the PDM processor server

5.5 Configuring Windows Permissions for the SSH Private Key File

Windows permissions for the private key file need to be changed so that only the user who starts up Ensemble has access to the private key file. Every other user will need to be removed from having access. The user that starts up Ensemble should have Full Control of the private key file. Refer to Figure 5-3, Figure 5-4, and Figure 5-5 to accomplish this. In this example we are assuming the user SYSTEM starts Ensemble:

1. Use Windows Explorer to open the folder defined in the **SECURE DIRECTORY FOR FILE** field of the PDM SITE PARAMETERS file.
2. Locate the private key file as defined in the **SFTP KEY FILE** field of the PDM SITE PARAMETERS file. In this example the private key is authorized_keys.

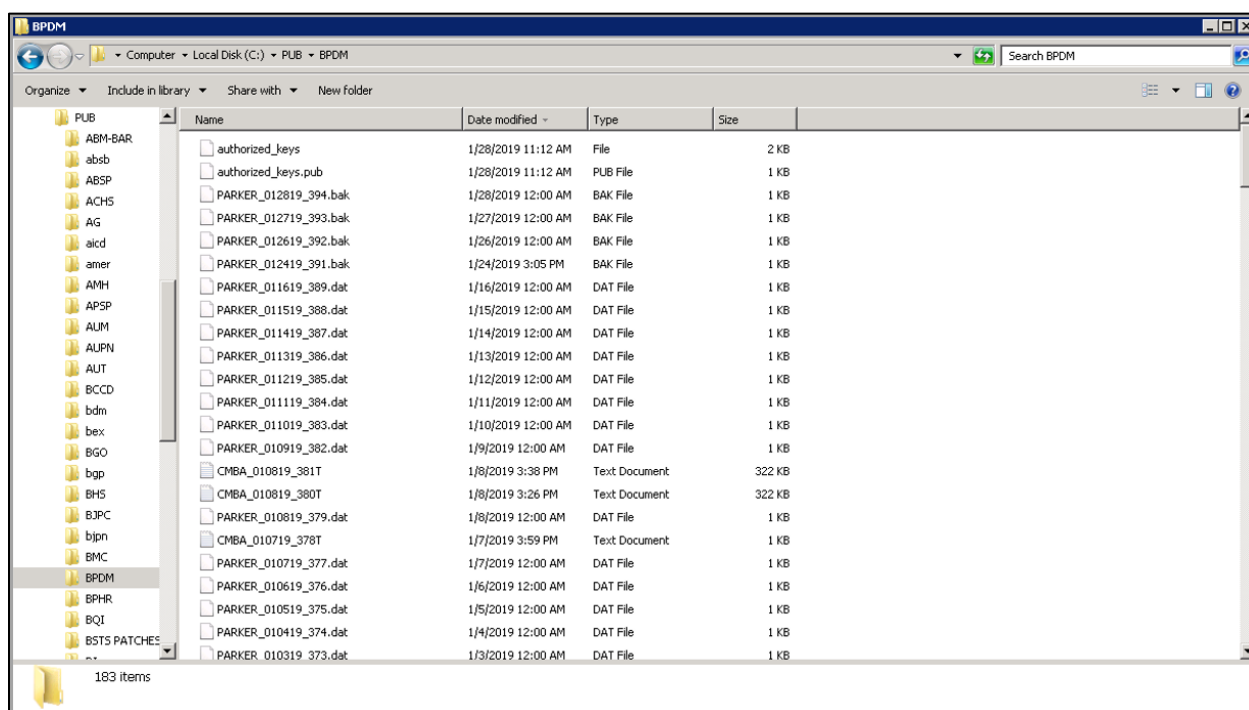


Figure 5-3: Windows Explorer Window displaying the location of the sample private keys

3. Right-click the private key file and select **Properties**.
4. Select the **Security** tab. If prompted with the following, click **Continue** to proceed.

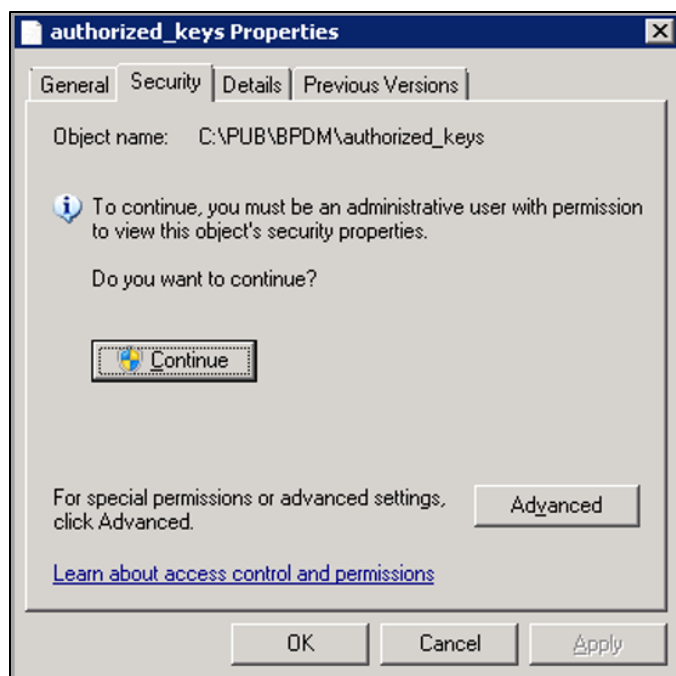


Figure 5-4: Private key properties Security tab

The permissions for the private key file are displayed similar to the following:

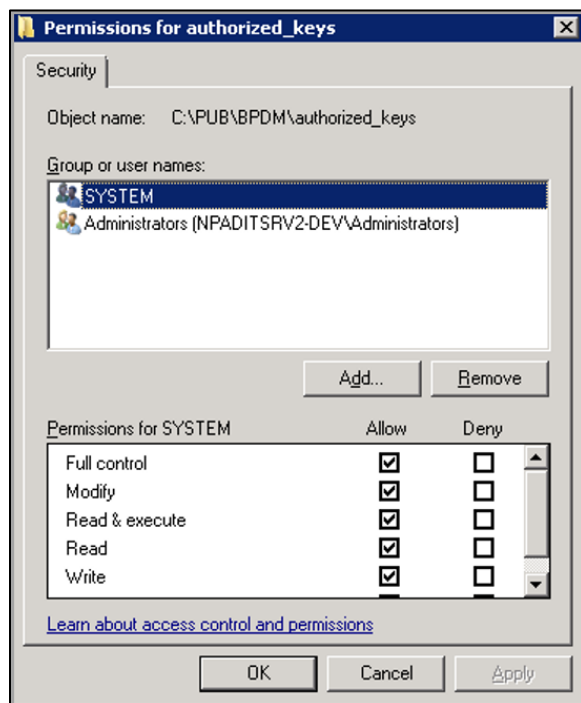


Figure 5-5: Private key properties Security Permissions

5. Click any user except for the one who starts Ensemble. In this example, **SYSTEM** starts Ensemble. So, we want to remove Administrators from having access to this file.
6. Select the **Administrators** user.
7. Click **Remove**. The permissions screen should now look like Figure 5-6.

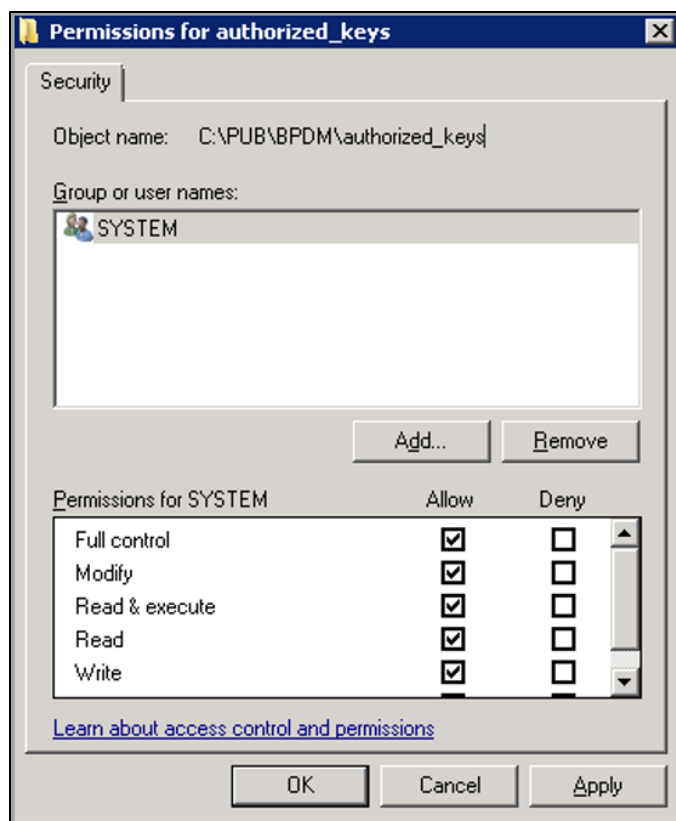


Figure 5-6: Private key properties Security Permissions after modifications

8. Click **OK** to save the permissions.

Click **OK** at the following private key properties window.

You are now ready to begin using the Auto Upload Secure FTP process.

5.6 Testing the Auto Upload Secure FTP process

Confirm the following steps have been accomplished:

- Secure **FTP** parameters have been setup in the PDM SITE PARAMETERS file.
- The **AUTO UPLOAD EXPORT** field in the PDM SITE PARAMETERS file is set to **YES**.

- **OpenSSH** has been installed (Windows only) and the folder where it is installed is in the **OPENSSH FOLDER (WINDOWS)** field via the **SPAR** option.
- SSH Keys have been generated and are located in the folder defined in the **SECURE DIRECTORY FOR FILE** field of the PDM SITE PARAMETERS file.
- The private SSH key has been manually uploaded to the PDM processor and named correctly as defined by the PDM processor.
- Permissions have been set correctly as described in Section 5.3 for AIX systems and in Sections 5.4 and Section 5.5 for Windows systems.

From the **Controlled Prescription Drug Monitoring Export** menu, use the **EPDM** option as described in Section 4.1. You may need to enter a sample prescription (Figure 5-7) before running this option.

The following is a sample session:

```
Select PDM SITE PARAMETERS SITE/LOCATION:      DEMO PHARMACY

Create Export File of Prescriptions

Create Prescription Monitoring System transaction file.

This option is used to create an export file of Prescription data.
This file will be sent as a PRODUCTION set of transactions.

Select PDM SITE PARAMETERS SITE/LOCATION:      DEMO INDIAN HOSP

Last run was for JAN 27,2025@00:00:01 through JAN 27,2025@23:59:59.

The inclusive dates for this run are JAN 27,2025@23:59:59 through JAN
28,2025@11:44:16.
The Pharmacy Outpatient Site for this run is DEMO PHARMACY
The ASAP Version # being used is 4.2A.

Do you want to continue? N// YES

Generating New Log entry..
Reviewing prescriptions..... (1)

Writing out transaction file....

Updating Log Entry....

Successfully completed...the file DEMO_012825_395.dat will auto upload to
the state.

DEMO_012825_395.dat has been auto uploaded successfully
```

Figure 5-7: Creation of test file for PDM upload

Note: The last line indicates that the file has been auto-uploaded successfully.

The following message is displayed if the file is not uploaded successfully:

DEMO_012825_395.dat was NOT uploaded successfully, see log entry 395 for details (file name and log entry will be different based on your system and settings.)

Use the **DLOG–Display Log Entry** option to display the log. See the log entry for the example in Figure 5-8 and Figure 5-9.

```
Select Controlled Prescription Drug Monitoring Export Option: DLOG  Display
Log

Display Controlled Prescription Drug Monitoring Export Log Entry

Select PDM SITE PARAMETERS SITE/LOCATION:      PARKER INDIAN HOSP
Select PDM EXPORT LOG DATE RUN: `395  1-28-2025@11:48:22      Jan
27,2025@23:59:59
9      Jan 28,2025@11:43:13

      Select one of the following:

          B      BROWSE Output on Screen
          P      PRINT Output to Printer

Do you want to: B// PRINT Output to Printer
DEVICE: HOME// 0;80;9999999 Virtual

Controlled Prescription Drug Monitoring Export Log Report
      Information for Log Entry 395 Beginning Date:  Jan 28, 2025@11:48:22

                                Number:      395
                                Run Date:     Jan 28, 2025@11:48:22
                                Beginning Date: Jan 27, 2025@23:59:59

                                Ending Date:   Jan 28, 2025@11:43:13
                                Outpatient Site: DEMO INDIAN HOSP
                                Export Type:    REGULAR
                                Transmission Status: SUCCESSFULLY COMPLETED

      Total Number of Prescriptions Reviewed: 1
      Number of Prescriptions Exported:      1
      Export Filename:      DEMO_012825_395.dat
      File Type:            PRODUCTION

AUDIT:
Date: Jan 28, 2025@11:48  User: DEMO,USER      Option: BPDM EXPORT
TRANSACTION

SFTP LOG:
```

Figure 5-8: Display Log Entry

Note: This section is a capture of the Secure FTP process. If you do not see any errors indicating that the process failed, then the process completed successfully. Figure 5-9 shows a successful transmission.

```
SFTP> cd ME
SFTP> put c:\pub\bpdm\DEMO_012825_395.dat

PRESCRIPTIONS EXPORTED:
1486289      TST 103193    4      Jan 28, 2025      DEMO, USER
      DRUG: ALPRAZOLAM 0.25MG TAB      PHARMACIST: DEMO, PHARMACIST
```

Figure 5-9: Display Log Entry (continued)

Appendix A PDM Setup Checklist

In order to perform the PDM application setup, numerous codes and other data must be available including:

- **RPMS name of pharmacy:** This is the pharmacy application name in the Outpatient Site file (File #59). It does not have to match the RPMS location file entry, and multiple pharmacy names may exist on one RPMS computer.
- **ASAP version (4.2, 4.2A, 4.2B, or 5.0)** used by the state to determine which PDM transactions are being submitted.
- Pharmacy phone number.
- Pharmacy NPI number.
- Pharmacy DEA number.
- Pharmacy NCPDP number.
- Pharmacy state license number (when applicable).
- Secure directory in which to save PDM files.
- Export file name descriptor. This is the name of the export file to which a date, log number, and file extension will be appended.
- File extension required by PDM vendor, usually .dat or .txt.
- **DEA #:** Prior to creation of the facility's first PDM export, provider DEA numbers should be reviewed. Use the PDM packages option to list providers without DEA numbers as well as checking existing DEA numbers for compliance with the DEA number algorithm.
- **VA #:** If a provider does not have a DEA number, a VA number should be created and entered into the New Person File (File 200). You may need assistance from your site manager or other RPMS support person in order to edit the VA number field. It is up to the facility to create the VA number, which must be unique, 3-10 characters and not previously used for another provider. Many sites concatenate the provider's SSN *last four* to the provider's initials. For example, Dr Vinnie Boombah's VA number might be VB7343.
- The PDM export file may contain a patient identifier that uses the Health Record Number (HRN). It is important that the value in your pharmacy's entry in the **Outpatient Site** file's **Related Institution** field match the RPMS division you selected at login.

Glossary

Browser

An interactive application that displays ASCII text on a terminal that supports a scroll region. The text can be in the form of a word-processing field or sequential local or global array. The user is allowed to navigate freely within the document.

Callable

Entry Points in a routine that can be called from an application program.

Default Response

Many of the prompts in the Controlled Drug Export System contain responses that can be activated simply by pressing the Enter key. For example: “Do you really want to quit? No.” Pressing the Enter key tells the system you do not want to quit. “No” is considered the default response.

Device

The name of the printer to use when printing information. Home means the computer screen.

Entry Point

A point within a routine that is referenced by a “DO” or “GOTO” command from a routine internal to a package.

Fields

Fields are a collection of related information that comprises a record. Fields on a display screen function like blanks on a form. For each field, the application displays a prompt requesting specific types of data.

File

A set of related records or entries treated as a single unit.

FileMan

The database management system for RPMS.

Free Text Field

This field type will accept numbers, letters, and most of the symbols on the keyboard. There may be restrictions on the number of characters that are allowed.

Global

In MUMPS, global refers to a variable stored on disk (global variable) or the array to which the global variable may belong (global array).

INDEX (%INDEX)

A kernel utility used to verify routines and other MUMPS code associated with a package. Checking is done according to current ANSI MUMPS standards and RPMS programming standards. This tool can be invoked through an option or from direct mode (>D ^%INDEX).

Information Resource Management

The IHS personnel responsible for information systems management and security.

Kernel

The set of MUMPS software utilities that function as an intermediary between the host operating system and application packages, such as Laboratory and Pharmacy. The kernel provides a standard and consistent user and programmer interface between application packages and the underlying MUMPS implementation. These utilities provide the foundation for RPMS.

Menu

A list of choices for computing activity. A menu is a type of option designed to identify a series of items (other options) for presentation to the user for selection. When displayed, menu-type options are preceded by the word *Select* and followed by the word *option*, as in *Select Menu Management option*: (the menu's select prompt).

Mnemonic

A shortcut designated to access a particular party, name, or facility.

National Drug Code

A medical code set maintained by the Food and Drug Administration (FDA), which contains codes for drugs that are FDA-approved. The Secretary of HHS adopted this code set as the standard for reporting drugs and biologics on standard transactions.

Option

An entry in the Option file. As an item in a menu, an option provides an opportunity for users to select it, thereby invoking the associated computing activity. Options may also be scheduled to run in the background, noninteractively, by TaskMan.

Queuing

A request that a job be processed at a later time rather than within the current session.

Routine

A program or sequence of instructions called by a program that may have some general or frequent use. MUMPS routines are groups of program lines that are saved, loaded, and called as a single unit via a specific name.

Taxonomy

Taxonomies are groupings of functionally related data elements, such as specific codes, code ranges, or terms, that are used by various RPMS applications to find data items.

User Class Identification

A computing area.

Utility

A callable routine line tag or function. A universal routine usable by anyone.

Variable

A character or group of characters that refers to a value. MUMPS recognizes three types of variables: local variables, global variables, and special variables. Local variables exist in a partition of the main memory and disappear at signoff. A global variable is stored on disk, potentially available to any user. Global variables usually exist as parts of global arrays.

Acronym List

Acronym	Meaning
AIX	Advanced Interactive eExecutive
ASAP	American Society for Automation in Pharmacy
DEA	U.S. Drug Enforcement Administration
HIPAA	Health Insurance Portability and Accountability Act
IHS	Indian Health Service
PDM	Prescription Drug Monitoring
PDMP	Prescription Drug Monitoring Program
PHI	Protected Health Information
PII	Personally Identifiable Information
PMP	Prescription Monitoring Program
RPMS	Resource and Patient Management System
SFTP	Secure File Transfer Protocol
SSH	Secure Shell

Contact Information

If you have any questions or comments regarding this distribution, please contact the IHS IT Service Desk.

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