

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)



December 10, 2012

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

Table of Contents

How to Access PDMP via the ADPH Security Portal.....	3
How to Migrate Your PDMP Account	4
How to Create an Account (Practitioner).....	11
How to Add License Information	17
How to Request Access to More Than One PDMP Application Type	25
How to Login to the ADPH Security Portal.....	29
How to Reset Your Password	32
How to Update Your Account Information	36
How to Contact us if you have Questions.....	42
Appendix – PDMP Application Types	43
(PDMP – Physician Assistant)	43
(PDMP – Pharmacist)	45
(PDMP – Law Enforcement)	47
How do I locate my license type?	49

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Access PDMP via the ADPH Security Portal

The purpose of this documentation is to assist users with accessing and utilizing the “Prescription Drug Monitoring Program” (PDMP) via the “ADPH Security Portal.”

This user guide is specifically written for the following PDMP users: Practitioners, Physician Assistants, Pharmacists, and Law Enforcement Officers. Please refer to www.adph.org/pdmptraining for the separate user guide.

The ADPH Security Portal can be accessed directly by entering the following URL into the web address bar:

<https://dph.state.al.us/adphsec/Login.aspx>

The page will redirect to the “ADPH Security Portal,” and in the process it will generate encryption within the URL.

Please note that if you are going to bookmark the “ADPH Security Portal” or add it to your Favorites, you must first take out the encrypted portion of the URL.

To do so, place your cursor in the web address bar just to the left of the “L” in “Login.” Now, backspace until you have removed the letter and number combination (encrypted portion of the URL). You can stop backspacing when you reach “adphsec/”.

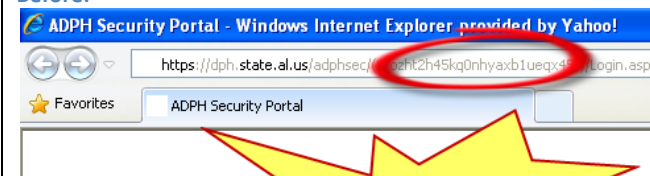
Only the following part of the URL should remain in your web address bar when you add the Security Portal to your Internet Explorer “Favorites”:

<https://dph.state.al.us/adphsec/Login.aspx>



<https://dph.state.al.us/adphsec/Login.aspx>

Before:



Remove encryption from the URL.

After:



Add this link to your favorites.

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Migrate Your PDMP Account

The PDMP account migration feature is available for those users who have a HID account but may or may not have an ADPH Security Portal account.

By using this feature, users with existing HID accounts can migrate their account information over to the ADPH Security Portal without having to create additional accounts.

Beginning from the “ADPH Security Portal Login” page, click the “Migrate my PDMP account” link, which is located within the “I want to...” section.

Security Portal Login

username

password

Login

I want to...

[Reset my password](#)

[Create an account](#)

[Migrate my PDMP account](#)

[Go to ADPH's main website](#)

[View the privacy disclaimer](#)

Vital Records
Coroners/Medical Examiners
Funeral Homes
Hospitals/Nursing
Homes/Hospices
Physicians
Physician's Office Staff

Prescription Drug
Monitoring Program
Physicians
Physician Assistants
Pharmacists
Law Enforcement

Meaningful Use
Providers
Hospitals
Vendors

The next page consists of the following question:
“Do you have a Security Portal Account?”

Click either “No” or “Yes.”




Security Portal

Do you have a Security Portal Account?

☐ No


☐ Yes

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

<p>If you indicate that you do not have a Security Portal Account, then you will be required to enter the last 4 digits of your Social Security Number.</p>	<p>Security Portal Do you have a Security Portal Account?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Prescription Drug Monitoring Program (PDMP) last 4 of your SSN Get my PDMP account</p>
<p>Now click the "Get my PDMP account" link.</p>	<p></p> <p>Security Portal Do you have a Security Portal Account?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Prescription Drug Monitoring Program (PDMP) last 4 of your SSN 5313 Get my PDMP account </p>
<p>To further verify your identity, you will need to select your partial state board license number or APOST certificate number from the series of radio buttons. Next, provide the missing piece of your license number in the space provided. Then, click the "Get my PDMP account" button.</p>	<p>Security Portal Do you have a Security Portal Account?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Prescription Drug Monitoring Program (PDMP) last 4 of your SSN 5313</p> <p>To further verify your identity, please select your state board license number (for law enforcement this will be your APOST certificate number) and provide the missing piece of your state board license number/APOST certificate number</p> <p><input type="radio"/> 1907?? <input type="radio"/> 1809?? <input checked="" type="radio"/> Z111?? <input type="radio"/> 4399??</p> <p>?? = 00 </p> <p>Get my PDMP account</p>

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)


Your account information will appear. Click the "Migrate My Account" button near the bottom of the page.

ADPH // Alabama Department of Public Health
SECURITY PORTAL


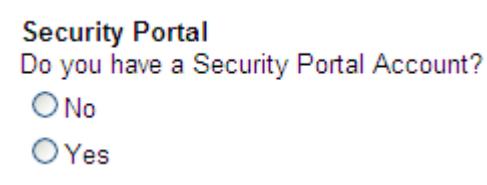
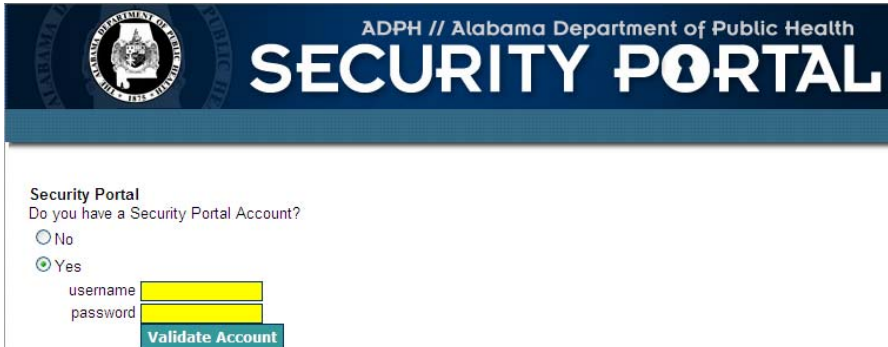
Name
Professional Title
First Name Middle Name
Last Name
Suffix Other Suffix

Employment
It is **highly recommended** that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.
e-mail Address
Address City
State Zip
Phone Number Phone Ext
Fax Number

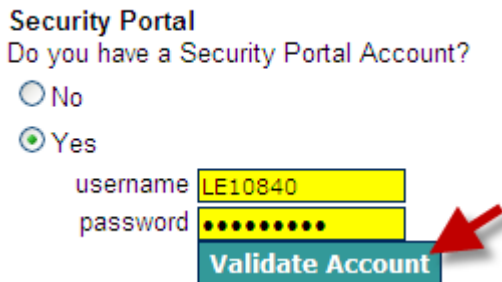
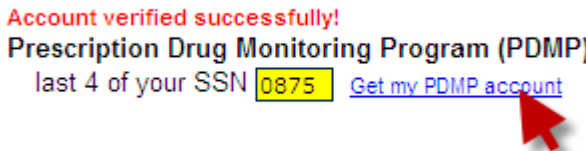
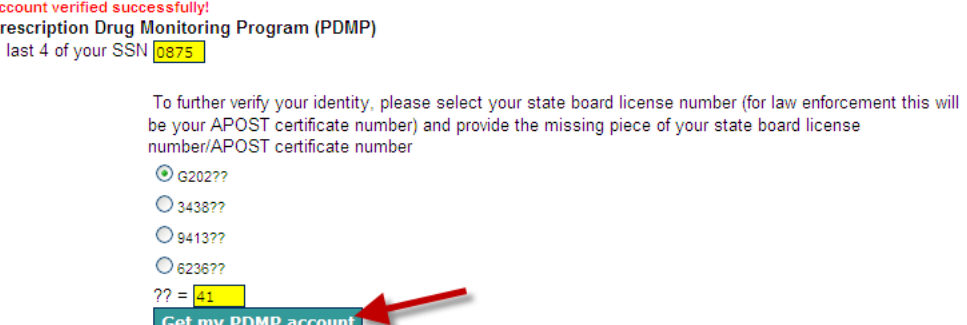
PDMP - Practitioner
SSN Date of Birth mm/dd/yyyy
Discipline ☐ Physician ☐ Dentist ☐ Veterinarian ☐ Optometrist ☒ Podiatrist
State Board Lic # DEA #
Facility Name
Facility E-mail

Migrate My Account 

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

<p>You will receive a confirmation message stating that “Your PDMP account has been migrated.”</p> <p>When you login, you will see “PDMP” in the list of applications that you can access.</p>	 <p>The screenshot shows the top header of the Security Portal with the ADPH logo and the text "ADPH // Alabama Department of Public Health" and "SECURITY PORTAL". Below the header, a message states: "Your PDMP account has been migrated! You can login by using the username and password listed below. The password is case sensitive and must be changed once you login. After you set your security question you'll see the PDMP application listed on the applications page." The credentials listed are: username TestZ1100 and password password1. A link for "Login Page" is at the bottom.</p>
<p>The next page consists of the following question: “Do you have a Security Portal Account?”</p> <p>Click either “No” or “Yes.”</p> <p>Previously, “No” was selected. Now we will click “Yes.”</p>	 <p>The screenshot shows the "Security Portal" heading and the question "Do you have a Security Portal Account?". There are two radio button options: "No" and "Yes". The "Yes" option is selected.</p>
<p>If you indicate that you do have a Security Portal Account, then you will be required to enter your username and password.</p>	 <p>The screenshot shows the "Security Portal" heading and the question "Do you have a Security Portal Account?". The "Yes" option is selected. Below the question are two input fields for "username" and "password", both highlighted in yellow. A "Validate Account" button is at the bottom.</p>

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)


<p>Enter your username and password, and click the “Validate Account” button.</p>	
<p>Next, you will be required to enter the last four digits of your Social Security Number. Then, click the “Get my PDMP account” link.</p>	
<p>To further verify your identity, you will need to select your partial state board license or APOST certificate number from the radio button list.</p> <p>Then, you will need to enter the missing piece of your license/certificate.</p> <p>After doing so, click the “Get my PDMP account” button.</p>	

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

The next page displays the following message in red: "Account verified successfully!"

The user's contact information is listed beneath the message.

After reviewing the information and making changes, if necessary, click the "Migrate My Account" button.


**ADPH // Alabama Department of Public Health**
SECURITY PORTAL

Account verified successfully!

Name
Professional Title
First Name Middle Name
Last Name
Suffix Other Suffix

Employment
It is **highly recommended** that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.
e-mail Address
Address City
State Zip
Phone Number Phone Ext.
Fax Number

PDMP - Law Enforcement
APOST Number
SSN Date of Birth mm/dd/yyyy
Agency Name
Chief Law Enforcement Officer
Title
First Name Last Name
Phone Number Fax Number
e-mail Address

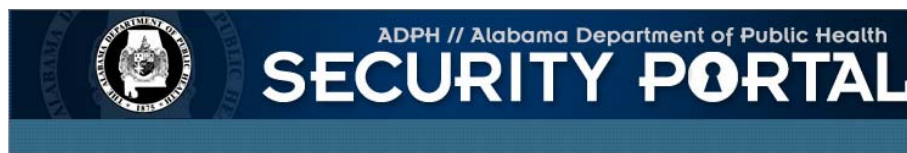
Migrate My Account 

Alabama Department of Public Health Disclaimer

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

The next screen gives the following confirmation message, "Your PDMP account has been migrated!"

You can now login and see the PDMP application listed on the applications page.



Your PDMP account has been migrated!
You can login and see the PDMP application listed on the applications page.

[Login Page](#) 

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Create an Account (Practitioner)

If you do not have an existing account, click the “Create an Account” link on the “[ADPH Security Portal Login](#)” page, located within the “I want to...” section.

Security Portal Login

username

password

[Login](#)



I want to...

- [Reset my password](#)
- [Create an account](#)
- [Migrate my PDMP account](#)
- [Go to ADPH's main website](#)
- [View the privacy disclaimer](#)



Vital Records
Coroners/Medical Examiners
Funeral Homes
Hospitals/Nursing
Homes/Hospices
Physicians
Physician's Office Staff



**Prescription Drug
Monitoring Program**
Physicians
Physician Assistants
Pharmacists
Law Enforcement



Meaningful Use
Providers
Hospitals
Vendors

I want to...

- [Reset my password](#)
- [Create an account](#)
- [Migrate my PDMP account](#)
- [Go to ADPH's main website](#)
- [View the privacy disclaimer](#)

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

The first page contains six different sections. These are: "Select Applications to Request Access," "Name," "Employment," "Supervisor," "ADPH Employees," and "Username/Password."

All of the fields that are highlighted in yellow are the standard required fields. These are the fields that must be completed before the page can be submitted.

The screenshot shows the 'SECURITY PORTAL' registration form for the Alabama Department of Public Health. The form is divided into several sections, each with a title bar. The 'Select Applications To Request Access' section contains a grid of checkboxes for various services. The 'Name' section includes fields for Professional Title, First Name, Last Name, Suffix, Middle Name, and Other Suffix. The 'Employment' section includes fields for e-mail Address, Address, State (a dropdown menu), City, Zip, Phone Number, and Phone Ext. The 'Supervisor' section includes fields for Name, e-mail Address, and Phone Number. The 'ADPH Employees' section has a radio button to select 'Yes' or 'No'. The 'Username/Password' section includes fields for username, password, and a reconfirm password field. A 'Minimum Password Requirements' box lists rules for password creation. A 'Proceed to Step 2' button is at the bottom left, and a legend indicates that yellow fields are required. The footer shows 'Alabama Department of Public Health - Disclaimer'.

Select Applications To Request Access

<input type="checkbox"/> ADPH Training/Full Use	<input type="checkbox"/> Environmental	<input type="checkbox"/> LCOS
<input type="checkbox"/> ADPH Training Calendar	<input type="checkbox"/> Environmental Jaywalking	<input type="checkbox"/> ORDER Approval Application
<input type="checkbox"/> ADPH Wellness Calendar	<input type="checkbox"/> Environmental Training	<input type="checkbox"/> Patient Tracking
<input type="checkbox"/> ADPH Wellness Calendar Robin	<input type="checkbox"/> EVERS Birth Pre Production Release	<input type="checkbox"/> PDMP
<input type="checkbox"/> EDR Certificate Numbers	<input type="checkbox"/> EVERS Death Training	<input type="checkbox"/> Slot Management
<input type="checkbox"/> EDR GSN Instructions-Funeral Homes Only	<input type="checkbox"/> HADG	<input type="checkbox"/> VS Tracking -- Registrars Only
<input type="checkbox"/> EDR Training CERTS		

Name

Professional Title

First Name

Last Name

Suffix (None)

Middle Name

Other Suffix

Employment

It is highly recommended that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.

e-mail Address

Address

State Alabama

City

Zip

Phone Number

Phone Ext

Fax Number

Supervisor

Name

e-mail Address

Phone Number

Phone Ext

ADPH Employees

Are you an ADPH employee?

☐ No ☐ Yes

Username/Password

Choose a username and a password below. There are no username requirements. The password requirements are listed to the right.

username

password

Please reconfirm your password

Minimum Password Requirements

- Minimum 6 characters in length
- Maximum 20 characters in length
- Passwords may contain the following:
 - Uppercase Letters
 - Lowercase Letters
 - Numbers
 - Symbols _ * ! @ # \$ %

Proceed to Step 2

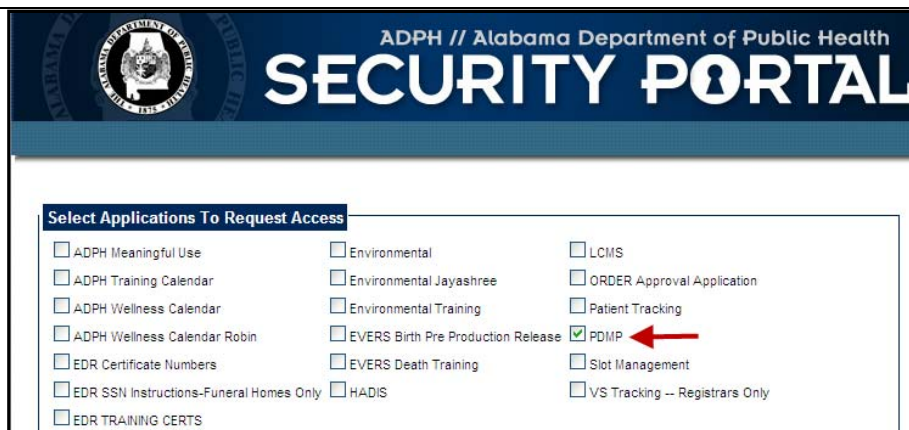
are Required Fields

Alabama Department of Public Health - Disclaimer

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

You will be directed to the “New User Request” page.

Begin by placing a checkmark to the left of “PDMP” within the “Select Applications To Request Access” section.



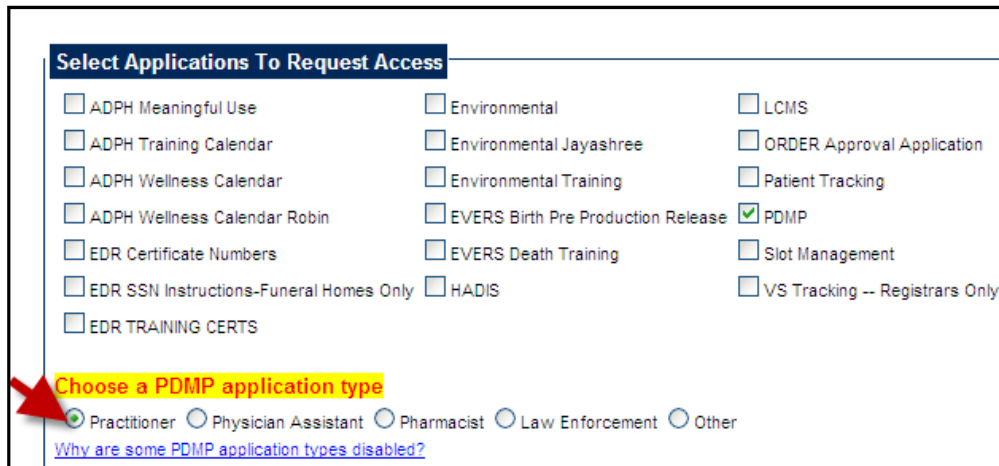
ADPH // Alabama Department of Public Health
SECURITY PORTAL

Select Applications To Request Access

<input type="checkbox"/> ADPH Meaningful Use	<input type="checkbox"/> Environmental	<input type="checkbox"/> LCMS
<input type="checkbox"/> ADPH Training Calendar	<input type="checkbox"/> Environmental Jayashree	<input type="checkbox"/> ORDER Approval Application
<input type="checkbox"/> ADPH Wellness Calendar	<input type="checkbox"/> Environmental Training	<input type="checkbox"/> Patient Tracking
<input type="checkbox"/> ADPH Wellness Calendar Robin	<input type="checkbox"/> EVERS Birth Pre Production Release	<input checked="" type="checkbox"/> PDMP
<input type="checkbox"/> EDR Certificate Numbers	<input type="checkbox"/> EVERS Death Training	<input type="checkbox"/> Slot Management
<input type="checkbox"/> EDR SSN Instructions-Funeral Homes Only	<input type="checkbox"/> HADIS	<input type="checkbox"/> VS Tracking -- Registrars Only
<input type="checkbox"/> EDR TRAINING CERTS		

Once you click the “PDMP” checkbox, a series of radio buttons will appear.

You will need to “Choose a PDMP application type” that corresponds with your discipline. The “Practitioner” will be described in this portion of the document.



Select Applications To Request Access

<input type="checkbox"/> ADPH Meaningful Use	<input type="checkbox"/> Environmental	<input type="checkbox"/> LCMS
<input type="checkbox"/> ADPH Training Calendar	<input type="checkbox"/> Environmental Jayashree	<input type="checkbox"/> ORDER Approval Application
<input type="checkbox"/> ADPH Wellness Calendar	<input type="checkbox"/> Environmental Training	<input type="checkbox"/> Patient Tracking
<input type="checkbox"/> ADPH Wellness Calendar Robin	<input type="checkbox"/> EVERS Birth Pre Production Release	<input checked="" type="checkbox"/> PDMP
<input type="checkbox"/> EDR Certificate Numbers	<input type="checkbox"/> EVERS Death Training	<input type="checkbox"/> Slot Management
<input type="checkbox"/> EDR SSN Instructions-Funeral Homes Only	<input type="checkbox"/> HADIS	<input type="checkbox"/> VS Tracking -- Registrars Only
<input type="checkbox"/> EDR TRAINING CERTS		

Choose a PDMP application type

☒ Practitioner ☐ Physician Assistant ☐ Pharmacist ☐ Law Enforcement ☐ Other

[Why are some PDMP application types disabled?](#)

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

<p>Next, all PDMP users must complete the fields located within the “Name” section.</p> <p>Begin by entering your “Professional Title,” followed by your “First Name” and your “Last Name.”</p>	<div>Name</div> <div>Professional Title <input type="text" value="Dr."/></div> <div>First Name <input type="text" value="Sample"/></div> <div>Middle Name <input type="text"/></div> <div>Last Name <input type="text" value="Practitioner"/></div> <div>Suffix <input type="text" value="-None-"/></div> <div>Other Suffix <input type="text"/></div>
<p>Then, all PDMP users must complete the “Employment” section fields.</p> <p>First, enter your “e-mail Address.” (It is highly recommended that you add an e-mail address that is not shared.)</p> <p>Now, enter your “Address”, “City”, “Zip”, “Phone Number” and “Fax Number.”</p>	<div>Employment</div> <div>It is highly recommended that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.</div> <div>e-mail Address <input type="text" value="practitionerexample@yahoo.com"/></div> <div>Address <input type="text" value="101 Any Street"/></div> <div>City <input type="text" value="Montgomery"/></div> <div>State <input type="text" value="Alabama"/></div> <div>Zip <input type="text" value="36117"/></div> <div>Phone Number <input type="text" value="123-456-7890"/></div> <div>Phone Ext <input type="text"/></div> <div>Fax Number <input type="text" value="098-765-4321"/></div>
<p>The fields located within the “Supervisor” section are not required unless they are highlighted.</p>	<div>Supervisor</div> <div>Name <input type="text"/></div> <div>e-mail Address <input type="text"/></div> <div>Phone Number <input type="text"/></div> <div>Phone Ext <input type="text"/></div>

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

When you “Choose a PDMP application type,” a “PDMP Privacy Agreement” will appear on the “Step 1” of “Create An Account” page. In order to proceed to “Step 2,” you must place a check in the box indicating that you have read and agree to the “PDMP Privacy Agreement.”

PDMP Privacy Agreement

Alabama Department of Public Health
Prescription Drug Monitoring Program (PDMP)
Privacy Statement

Statutory Authority:

The Alabama Department of Public Health was given authority under Code of Ala. 1975§ 20-2-210 et seq. to establish, create, and maintain a controlled substances prescription database program. This program is to promote the public health and welfare by detecting diversion, abuse, and misuse of prescription medications classified as controlled substances under the Alabama Uniform Controlled Substances Act.

Access to Information:

A licensed practitioner approved by the department who has authority to prescribe, dispense, or administer controlled substances, provided, however, that such access shall be limited to information concerning a current or prospective patient of the practitioner.

A licensed assistant to physician approved by the department who is authorized to prescribe, administer, or dispense pursuant to a Qualified Alabama Controlled Substances Registration Certificate; provided, however, that such access shall be limited to information concerning a current or prospective patient of the assistant to physician.

A licensed pharmacist approved by the department, provided, however, that such access is limited to information related to the patient or prescribing practitioner designated on a controlled substance prescription that a pharmacist has been asked to fill.

State and local law enforcement authorities as authorized under Code of Ala. 1975§ 20-2-91 and federal law enforcement authorities as authorized under 5 U.S.C. § 8331 (20) to access prescription information upon application to the department accompanied by an affidavit stating probable cause for the use of the requested information.

User Account and Password:

User account login and passwords will be assigned and managed by PDMP Management. User login and password accounts are never to be shared. All user account deletions, additions, access, permissions, and changes must be submitted in writing.

Unlawful Disclosure:

Any person who intentionally makes an unauthorized disclosure of information contained in the controlled substances prescription database shall be guilty of a Class A misdemeanor. Any person or entity who intentionally obtains unauthorized access to or who alters or destroys information contained in the controlled substances database shall be guilty of a Class C felony. (Act 2004-443, p. 781, § 7.)

I understand that inappropriate access or disclosure of this information is a violation of Alabama law and may result in disciplinary action by my licensing board and/or revocation of database access privileges.

Account Agreement:

By signing this agreement I hereby agree to follow the security and password policies of the Prescription Drug Monitoring Program. I agree to not disclose nor misrepresent any data or protected health information to any unauthorized person or party. I agree that I will not share my account information, login name, or password with anyone, even if they are authorized users of the program.

E-Signature:

Date:



☒ I have read and agree to the PDMP Privacy Agreement

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

You are required to complete all of the fields in this section. Enter your social security number ("SSN") and your "Date of Birth." Next, select your "Discipline" from the series of radio buttons. Here you will need to specify what type of "Practitioner" you are: "Physician", "Dentist", "Veterinarian", "Optometrist," or "Podiatrist".

Then, enter your "State Board Lic #", followed by your "DEA#". Complete the section by entering your "Facility Name," followed by your "Facility E-mail." See the appendix for information on specific field details for other "PDMP discipline types": "Physician Assistant," "Pharmacist" and "Law Enforcement."

The final section is the "Username/Password" section. First, create a unique "username." The system will not accept a duplicate username. If your username is accepted, you will see the following message appear: "This username is available!"

Second, enter a password. The minimum password requirements are listed to the right of the username and password fields.

After you have entered your password a word/phrase will appear indicating the strength of the password that you have chosen. If the system has indicated that your password is: "Strength: Poor" or "Strength: Weak," then enter another password.

Next, confirm your password by entering it into the field beneath password. Click the "Proceed to Step 2" button at the bottom of the page.

PDMP - Practitioner

All Fields are Required in this Section

SSN: 123-45-6789 Date of Birth: 07/08/1978 mm/dd/yyyy

Discipline: ☒ Physician ☐ Dentist ☐ Veterinarian ☐ Optometrist ☐ Podiatrist

State Board Lic #: 12345 DEA #: 54321

Facility Name: Sample Facility

Facility E-mail: sample@facility.org

password [masked] **Strength: Weak**

Username/Password		Minimum Password Requirements
	Choose a username and a password below. There are no username requirements. The password requirements are listed to the right.	
username	APractitioner This username is available!	<ul style="list-style-type: none">• Minimum 6 characters in length• Maximum 20 characters in length• Passwords may contain the following:<ul style="list-style-type: none">- Uppercase Letters- Lowercase Letters- Numbers- Symbols _ * ! @ # \$ -
password	[masked]	
	Please reconfirm your password [masked]	
Proceed to Step 2		are Required Fields

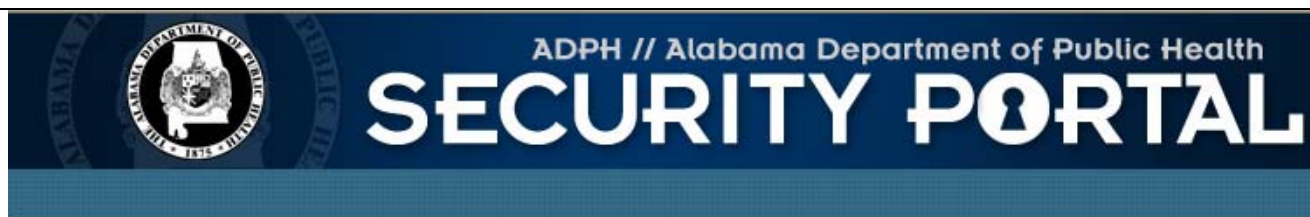
How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Add License Information

Users can add/edit license information during “Step 2” of the “New User Request” page.

Please note that when you add your license information during “Step 1,” the “Step 2” “Licenses” grid will auto-populate using the information that you initially entered during “Step 1”.

Skip the information regarding “LCMS Account,” and go directly to the “Licenses” section.



LCMS Account

If you already have an LCMS account, you can login to LCMS from the Security Portal by linking your LCMS and Security Portal accounts together. To link the two accounts, click the “Show LCMS Account” link below.

[Show LCMS Account](#)

Licenses

License Board

	License Type	License Number	Is primary license?	
	MD - Medical Doctor Physician	12345	<input checked="" type="checkbox"/>	Delete
Make Primary	DEA Number	54321	<input type="checkbox"/>	Delete

[Proceed to Step 3](#)

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

In separate example, select "Board of Medical Examiners" from the "License Type" drop down list.

Next, select "PA – Physician Assistant" from the "License Type" drop down list.

Enter the "License Number," and click the "Add License" button.

Licenses

License Board

- Select a Board Type -
- Select a Board Type -
Board of Dental Examiners
Board of Medical Examiners
Board of Optometry
Board of Pharmacy
Board of Podiatry
Board of Veterinary Medical Examiners
Other License Types

Licenses

License Board

Board of Medical Examiners

License Type

PA - Physician Assistant

License Number

5657

☐ This is my primary license

Add License

	License Type	License Number	Is primary license?	
Make Primary	PA - Physician Assistant	5657		Delete

Proceed to Step 3

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

To add an additional license, select the “License Board” and then select the “License Type.” Enter the “License Number,” and then click the “Add License” button.

To change which license is saved as “primary,” click the “Make Primary” link.

The check mark beneath the “Is primary license” column will move accordingly.

To delete a license, click the “Delete” link on the grid row containing the license that you want to delete.

Click the “Proceed to Step 3” button when you finish adding your licenses.

Licenses

License Board:

License Type:

License Number:

☐ This is my primary license

Add License

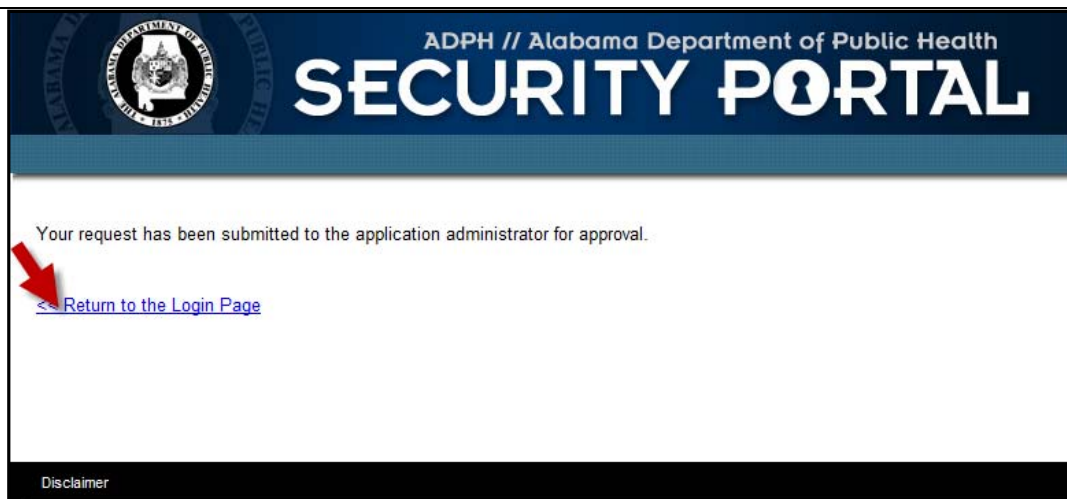
	License Type	License Number	Is primary license?	
Make Primary	PA - Physician Assistant	5657		Delete

Proceed to Step 3


How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

Your web browser will redirect to a new page with the following confirmation message, "Your request has been submitted to the application administrator for approval."

Click the "Return to the Login Page" link.



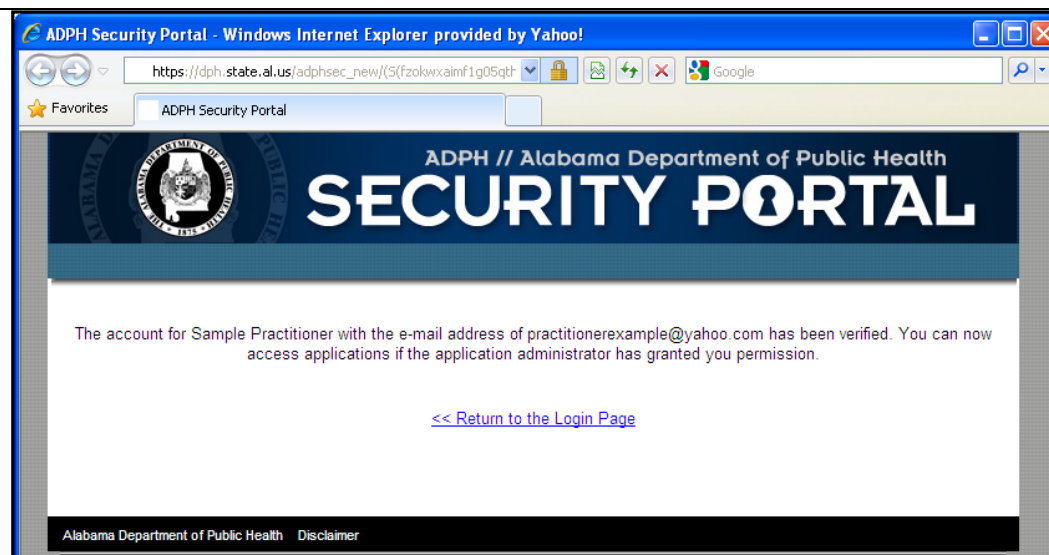
How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

<p>Immediately after an account is created, the Security Portal will send two e-mails to the e-mail address that you entered in “Step 1” of the “New User Request” page. (Check your “Spam” folder, if these e-mails do not appear in your inbox.) Please add securityportal@adph.state.al.us to your e-mail address book.</p>	<div data-bbox="541 240 1885 321" style="border: 1px solid black; padding: 5px;"> <p>Prescription Drug Monitoring Program (PDMP) Thank you for applying to access the Alabama controlled substance... securityportal@adph.state.al.us e-mail verification</p> </div>
<p>First, we will open the “e-mail verification” message from securityportal@adph.state.al.us</p> <p>The user must click on the “E-mail Verification Link” in order to access any of the Security Portal’s applications.</p> <p>Please do not reply directly to the email.</p>	<div data-bbox="541 737 1902 1198" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #f0f0f0; border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> e-mail verification Show Details </div> <p>This is a verification e-mail for Sample Practitioner. Please note that you WILL NOT be able to access any applications until your e-mail account has been verified. To complete this verification, please click on the following link.</p> <p>E-mail Verification Link</p> <p> ===== https://dph.state.al.us/adphsec_new/activate.aspx?id=5484 =====</p> <p>Please do not reply directly to this email. It was sent from an unattended mailbox.</p> <p><small>Confidentiality Notice - This e-Mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential or privileged information. If this message concerns a lawsuit, it may be considered a privileged communication. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.</small></p> </div>

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

A confirmation message will appear once the link is clicked.

The message indicates, “The account for this example, Sample Practitioner, with the e-mail address of: has been verified. You can now access applications if the application administrator has granted you permission.”



Next, we will open the e-mail from PDMP entitled, “Thank you for applying to access the Alabama controlled substances database.”

Prescription Drug Monitoring Program (PDMP) Thank you for applying to access the Alabama controlled substance...
securityportal@adph.state.al.us e-mail verification

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

The e-mail indicates that your online application was submitted to the Prescription Drug Monitoring Program (PDMP)."

You will need to click on the link contained in the e-mail to obtain the application (.pdf) that must be mailed to the "Alabama Department of Public Health (ADPH)."

In order to complete the application process, you must mail the original signed and notarized application form to the following mailing address:

Alabama Department of Public Health
Bureau of Professional and Support Services
Prescription Drug Monitoring Program (PDMP)
P.O. Box 303017
Montgomery, AL 36130-3017

Once your application is approved, you will receive an approval confirmation e-mail from the ADPH security portal system.

Please be mindful that you WILL NOT be able to access the controlled substances database until the required form is signed, notarized and mailed to the PDMP.

Thank you for applying to access the Alabama controlled substances database! PDMP Pe...

Show Details

Your online application was submitted to the [Prescription Drug Monitoring Program \(PDMP\)](#).

Click on the following link to obtain the application (.pdf) that must be mailed to the [Alabama Department of Public Health \(ADPH\)](#).

=====
https://dph.state.al.us/adphsec_new/PDF_temp/5484.pdf 

=====
THIS APPLICATION IS AVAILABLE FOR DOWNLOAD UNTIL THURSDAY, SEPTEMBER 20, 2012 at 3:12:17 PM.
[Click here](#), only if you did not download the application prior to the deadline.

In order to complete the application process, you must mail the original signed and notarized application

MAILING ADDRESS

Alabama Department of Public Health
Bureau of Professional and Support Services
Prescription Drug Monitoring Program (PDMP)
P.O. Box 303017
Montgomery, AL 36130-3017

Once your application is approved, you will receive an approval confirmation email from the ADPH security portal system. In the interim, please add securityportal@adph.state.al.us to your e-mail address book.

=====
Please be mindful that you WILL NOT be able to access the controlled substances database until the required form is signed, notarized, and mailed to the PDMP.

=====
For additional information about the PDMP, please visit www.adph.org/pdmp or contact us at pdmp@adph.state.al.us.
Confidentiality Notice - This e-Mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential or privileged information. If this message concerns a lawsuit, it may be considered a privileged communication. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

This page shows an example of the “Practitioner Database Access Request Form” generated by the System. (Examples of other disciplines are located in the Appendix.)

In order to complete the application process, you must mail the original signed and notarized application form to the following mailing address:

Alabama Department of Public Health
Bureau of Professional and Support Services
Prescription Drug Monitoring Program (PDMP)
P.O. Box 303017
Montgomery, AL 36130-3017

Once your application is approved, you will receive an approval confirmation e-mail from the ADPH security portal system.

Please be mindful that you WILL NOT be able to access the controlled substance database until all of the required forms are signed, notarized and mailed to the PDMP.

		ALABAMA DEPARTMENT OF PUBLIC HEALTH		**Office Use Only**	
		PRESCRIPTION DRUG MONITORING PROGRAM		Date Received _____	
		BUREAU OF PROFESSIONAL & SUPPORT SERVICES			
		P.O. Box 303017			
		Montgomery, AL 36130-3017			
		Office (334) 206-5226			
		Fax (334) 206-3749			
		www.adph.org/pdmp			
PRACTITIONER DATABASE ACCESS REQUEST FORM					
In accordance with Code of Alabama 1975 § 20-2-214, Access shall be permitted to information in the controlled substances database to “a licensed practitioner approved by the department who has authority to prescribe, dispense, or administer controlled substances, provided, however, that such access shall be limited to information concerning a current or prospective patient of the practitioner.”					
All fields are required. Mail completed form to the address above.					
Practitioner's Information					
First Name	Sample	Last Name	Practitioner		
SSN	123-45-6789	DOB	7/8/1978		
Discipline:	Physician <input checked="" type="checkbox"/> Dentist <input type="checkbox"/>	Veterinarian <input type="checkbox"/>	Optometrist <input type="checkbox"/>	Podiatrist <input type="checkbox"/>	
State Board License Number	12345	DEA Number	6789		
Email Address	practitionerexample@yahoo.com				
Facility's Information					
Facility Name	Sample Facility				
Address	101 Any Street				
City/County	Montgomery	State	AL	Zip/Postal Code	36117
Phone Number	123-456-7890	Fax Number	098-765-4321		
Email Address	sample@facility.org				
Practitioner's Signature _____					
By signing this document, I certify to the Alabama Department of Public Health and the State of Alabama that I am a licensed practitioner/pharmacist or certified law enforcement agent in the State of Alabama. In addition, I hereby agree to follow the security and password policies of the Prescription Drug Monitoring Program. I agree to not disclose nor misrepresent any data or protected health information to any unauthorized person or party. I agree that I will not share my account information, login name, or password with anyone, even if they are authorized users of the program. Any person who falsely swears, by signing this form, shall be guilty of a Class A misdemeanor (Code of Ala. § 13A-10-102).					
Subscribed and sworn to before me this _____ day of _____, 20_____					
Notary Signature _____					
Date Commission Expires _____					
Mail the following item to Prescription Drug Monitoring Program: Notarized Access Request Form					

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Request Access to More Than One PDMP Application Type

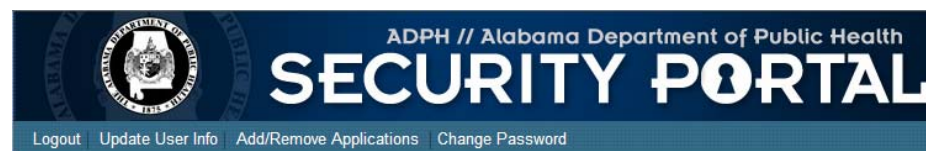
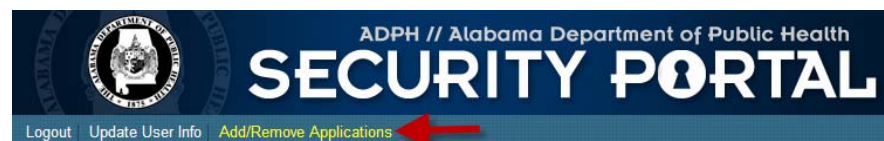
In some cases board members will also need access as one of the other disciplines or PDMP Application types.

These users should create an account following the instructions given in this manual.

After an account has been created, the user should log in to the ADPH Security Portal, and click the “Add/Remove Applications” menu link.

The “PDMP” checkbox beneath “Select Applications To Request Access” is already selected.

First, choose a PDMP application type.



Select Applications To Request Access

<input type="checkbox"/> ADPH Meaningful Use	<input type="checkbox"/> Environmental Training	<input type="checkbox"/> Patient Tracking
<input type="checkbox"/> ADPH Training Calendar	<input type="checkbox"/> EVERS Birth (Do Not USE)	<input checked="" type="checkbox"/> PDMP
<input type="checkbox"/> ADPH Wellness Calendar	<input type="checkbox"/> EVERS Birth Certificate Numbers	<input type="checkbox"/> Security Portal Reports
<input type="checkbox"/> ADPH Wellness Calendar Robin	<input type="checkbox"/> EVERS Birth Pre Production Release	<input type="checkbox"/> Slot Management
<input type="checkbox"/> EDR Certificate Numbers	<input type="checkbox"/> EVERS Death Pre Production Release	<input type="checkbox"/> Vital Statistics Utility System
<input type="checkbox"/> EDR SSN Instructions-Funeral Homes Only	<input type="checkbox"/> EVERS Death Training	<input type="checkbox"/> VS TEST EDR APP
<input type="checkbox"/> EDR TRAINING CERTS	<input type="checkbox"/> HADIS	<input type="checkbox"/> VS Tracking -- Registrars Only
<input type="checkbox"/> Environmental	<input type="checkbox"/> LCMS	<input type="checkbox"/> vsVersion
<input type="checkbox"/> Environmental Jayashree	<input type="checkbox"/> ORDER Approval Application	

Choose a PDMP application type

☐ Practitioner ☐ Physician Assistant ☐ Pharmacist ☐ Law Enforcement ☒ Other

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

In this example, the “Pharmacist” PDMP application type has been chosen.

Once a PDMP application type is chosen, the “PDMP Privacy Agreement” will appear.

Review the information in the “Name,” and “Employment” sections to ensure that it is up-to-date.

(The “Supervisor” section is not required.)

Read and click the checkbox to indicate that you agree with the “PDMP Privacy Agreement.”

Choose a PDMP application type
☐ Practitioner ☐ Physician Assistant ☒ Pharmacist ☐ Law Enforcement ☐ Other

Name
Professional Title
First Name Middle Name
Last Name
Suffix Other Suffix

Employment
It is **highly recommended** that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.
e-mail Address
Address City
State Zip
Phone Number Phone Ext
Fax Number

Supervisor
Name
☒ e-mail Address
Phone Number Phone Ext

PDMP Privacy Agreement
Alabama Department of Public Health
Prescription Drug Monitoring Program (PDMP)
Privacy Statement

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

This section changes depending on the discipline that was chosen. Specific questions are included with each discipline.

All of the fields in this discipline specific section are required.

After completing all of these fields, click the "Proceed to Step 2" button.

☒ I have read and agree to the PDMP Privacy Agreement

PDMP - Pharmacist

All Fields are Required in this Section

SSN Date of Birth mm/dd/yyyy

Area of Work

State Board Lic #

Facility Name


Facility E-mail

Username

Do you want to change your username?

☐ Yes ☒ No

Proceed to Step 2

 are Required Fields

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

The next screen will display the user's license number that was entered on the user's information screen.

Users will be able to enter multiple licenses on this screen and will be able to designate their primary license.

When you are through reviewing/updating your information, click the "Proceed to Step 3" button.

ADPH // Alabama Department of Public Health
SECURITY PORTAL

LCMS Account
If you already have an LCMS account, you can login to LCMS from the Security Portal by linking your LCMS and Security Portal accounts together. To link the two accounts, click the "Show LCMS Account" link below..
[Show LCMS Account](#)

Licenses
License Board:

License Type	License Number	Is primary license?	
Pharmacist	123456	✓	Delete

[Proceed to Step 3](#)

You will receive the following confirmation message: "Your information has been updated and any application requests that have been submitted to the application administrator for approval."

ADPH // Alabama Department of Public Health
SECURITY PORTAL

Your information has been updated and any application requests have been submitted to the application administrator for approval.

[<< Return to the Login Page](#)

[<< Return to Applications](#)

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Login to the ADPH Security Portal

First, enter your username and password in the “[ADPH Security Portal Login](#)” box on the “Login” page. Then, click the “Login” button.

Security Portal Login

username

password

Login

I want to...

- [Reset my password](#)
- [Create an account](#)
- [Migrate my PDMP account](#)
- [Go to ADPH's main website](#)
- [View the privacy disclaimer](#)

Vital Records

- Coroners/Medical Examiners
- Funeral Homes
- Hospitals/Nursing Homes/Hospices
- Physicians
- Physician's Office Staff

Prescription Drug Monitoring Program

- Physicians
- Physician Assistants
- Pharmacists
- Law Enforcement

Meaningful Use

- Providers
- Hospitals
- Vendors

Security Portal Login

username

password

Login

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

Upon your first login to the ADPH Security Portal, you will need to select a security question from the question drop down list.

Next, you will need to provide an answer to the question that you selected. This information is necessary in the event that you need to reset your password. Click the "Save" button.

The screenshot shows the ADPH // Alabama Department of Public Health SECURITY PORTAL. Below the header, there is a 'Security Questions' section. It includes a 'Question:' dropdown menu with 'What was the color of your first car?' selected, and an 'Answer:' text box with 'Green' entered. A red arrow points to a 'Save >>' button. To the right, a red dotted line points from the 'Save >>' button to a dropdown menu showing a list of security questions. A red asterisk and the text '* are Required Fields' are visible below the questions list.

ADPH // Alabama Department of Public Health
SECURITY PORTAL

Security Questions

Question: What was the color of your first car? [dropdown]
Answer: Green [text box] *
[Save >>]

* are Required Fields

- In what city did you meet your spouse/significant other? [dropdown]
- In what city did you meet your spouse/significant other?
- In what town was your first job?
- What are the last 5 digits of your driver's license number?
- What is the middle name of your youngest child?
- What is the street number of the house you grew up in?
- What is your oldest sibling's middle name?
- What school did you attend for sixth grade?
- What was the color of your first car?

Alabama Department of Public Health Disclaimer

This screenshot shows a dropdown menu with a list of security questions. The questions are: 'In what city did you meet your spouse/significant other?', 'In what city did you meet your spouse/significant other?', 'In what town was your first job?', 'What are the last 5 digits of your driver's license number?', 'What is the middle name of your youngest child?', 'What is the street number of the house you grew up in?', 'What is your oldest sibling's middle name?', 'What school did you attend for sixth grade?', and 'What was the color of your first car?'. The last question is highlighted in blue.

- In what city did you meet your spouse/significant other?
- In what city did you meet your spouse/significant other?
- In what town was your first job?
- What are the last 5 digits of your driver's license number?
- What is the middle name of your youngest child?
- What is the street number of the house you grew up in?
- What is your oldest sibling's middle name?
- What school did you attend for sixth grade?
- What was the color of your first car?

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

After a successful login, if you have been granted access, you will see a grid listing the names of applications that are available. A description of each application listed is provided.

To access an application, click on the “Select” link to the left of the application name. Your browser will exit the “ADPH Security Portal” and redirect to the application that you selected.

To demonstrate, hover over the “Prescription Drug Monitoring Program (PDMP)” application name. Notice that this row becomes highlighted.

Next, click on the “PDMP” “Select” link. Your browser will redirect to the “PDMP”, controlled substances database.

(If you have recently requested access to ADPH Web application(s) and your request has not yet been approved, you will see a different page. This page will contain the following message, “You do not have access to any ADPH Web applications.”)

Click the “Re-send Validation E-mail” button when prompted.



The screenshot shows the ADPH Security Portal interface. At the top, there is a header with the Alabama Department of Public Health logo and the text "ADPH // Alabama Department of Public Health SECURITY PORTAL". Below the header, there are links for "Logout" and "Update User Info". The main content area features a table with two columns: "Application Name" and "Description". The table lists three applications: "Security Portal", "ADPH Wellness Calendar", and "PDMP". The "PDMP" row is highlighted in green. Below the table, there is a message: "Please do not select this link if other browser sessions or tabs are open. This problem is temporary and should be corrected shortly. We apologize for any inconvenience this may cause." At the bottom, there is a footer with the text "Alabama Department of Public Health Disclaimer".

	Application Name	Description
Select	Security Portal	ADPH Web Security Application
Select	ADPH Wellness Calendar	ADPH Wellness Calendar Maintenance
Select	PDMP	Prescription Drug Monitoring Program (PDMP)

Please do not select this link if other browser sessions or tabs are open. This problem is temporary and should be corrected shortly. We apologize for any inconvenience this may cause.

Alabama Department of Public Health Disclaimer



The screenshot shows the ADPH Security Portal interface. At the top, there is a header with the Alabama Department of Public Health logo and the text "ADPH // Alabama Department of Public Health SECURITY PORTAL". Below the header, there are links for "Logout", "Update User Info", and "Change Password". The main content area features a message in red text: "To view the application(s) that you have access to you must verify your e-mail address. If you need another validation e-mail sent to you, please click the button below. If you need to change your e-mail address, you may do so by clicking the 'Update User Info' button." Below this message is a button labeled "Re-send Validation E-mail". At the bottom, there is a message: "You do not have access to any ADPH Web applications. Please do not select this link if other browser sessions or tabs are open. This problem is temporary and should be corrected shortly. We apologize for any inconvenience this may cause." At the bottom, there is a footer with the text "Alabama Department of Public Health Disclaimer".

To view the application(s) that you have access to you must verify your e-mail address. If you need another validation e-mail sent to you, please click the button below. If you need to change your e-mail address, you may do so by clicking the "Update User Info" button.

Re-send Validation E-mail

You do not have access to any ADPH Web applications. Please do not select this link if other browser sessions or tabs are open. This problem is temporary and should be corrected shortly. We apologize for any inconvenience this may cause.

Alabama Department of Public Health Disclaimer

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Reset Your Password

First, click on the “Reset my password” link in the “I want to...” box on the “[ADPH Security Portal](#)” login page.

Security Portal Login

username

password

Login

Alabama Department of Public Health

SECURITY PORTAL

I want to...

- [Reset my password](#)
- [Create an account](#)
- [Migrate my PDMP account](#)
- [Go to ADPH's main website](#)
- [View the privacy disclaimer](#)

Vital Records
Coroners/Medical Examiners
Funeral Homes
Hospitals/Nursing Homes/Hospices
Physicians
Physician's Office Staff

Prescription Drug Monitoring Program
Physicians
Physician Assistants
Pharmacists
Law Enforcement

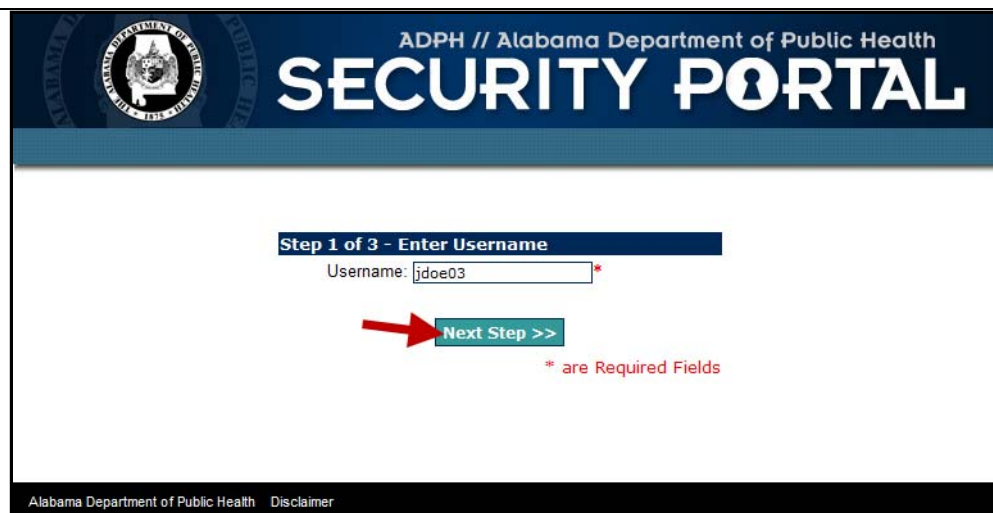
Meaningful Use
Providers
Hospitals
Vendors

I want to...

- [Reset my password](#)
- [Create an account](#)
- [Migrate my PDMP account](#)
- [Go to ADPH's main website](#)
- [View the privacy disclaimer](#)

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

Next, enter your "Username" in the field provided. Then, click the "Next Step" button.



The screenshot shows the 'Step 1 of 3 - Enter Username' page of the Alabama Department of Public Health Security Portal. At the top left is the state seal. The header reads 'ADPH // Alabama Department of Public Health' and 'SECURITY PORTAL'. The main content area has a title 'Step 1 of 3 - Enter Username' in a blue box. Below it is a text input field labeled 'Username:' containing 'jdoe03'. To the right of the field is a red asterisk. Below the field is a green button labeled 'Next Step >>' with a red arrow pointing to it. At the bottom right, red text says '* are Required Fields'. The footer contains 'Alabama Department of Public Health' and 'Disclaimer'.

On the page that follows, you are required to answer the security question. This is the security question that you chose when you first logged in.

Enter the "Answer," and then click the "Recover Password" button.



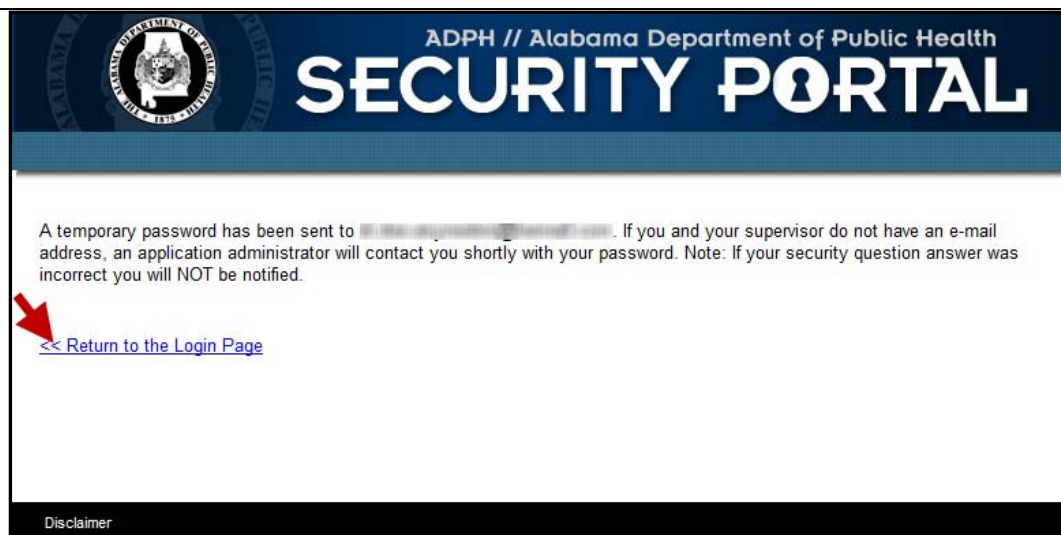
The screenshot shows the 'Step 2 of 3 - Security Questions' page. It features a dropdown menu for a question: 'What was the color of your first car?'. Below it is a text input field labeled 'Answer:' containing 'Green', followed by a red asterisk. A green button labeled 'Recover Password >>' has a red arrow pointing to it. Red text at the bottom right says '* are Required Fields'. The footer contains 'Alabama Department of Public Health' and 'Disclaimer'.

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

The next page contains the following message: “A temporary password has been sent to your e-mail address.”

Note: If your security question answer was incorrect you will NOT be notified.

Click the “Return to the Login Page” link.



Immediately after requesting that the system reset your password for ADPH Security application(s), users who input valid e-mail addresses will get a “Forgot Password Notification” from: securityportal@adph.state.al.us

The e-mail states the following: The password for the userID for this example: jdoe01 has been changed to an auto-generated password.

Forgot Password Notification

[Back to messages](#) |

securityportal@adph.state.al.us [Add to contacts](#)

10:25 PM

[Reply](#)

The Password for the userID jdoe03 has been changed to LOS5zvVRO


Please do not reply directly to this email. It was sent from an unattended mailbox.

Confidentiality Notice - This e-Mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential or privileged information. If this message concerns a lawsuit, it may be considered a privileged communication. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

Return to the ADPH Security Portal Login page, and enter your “username” and the temporary password that you received in the “Forgot Password Notification” e-mail.

Click the “Login” button.

A screenshot of the Security Portal Login page. It features a dark blue header with the text "Security Portal Login". Below the header, there are two input fields: "username" with the value "jdoe03" and "password" with masked characters. A red arrow points to a green "Login" button.

After completing the fields on the “Change Password” page, click the “Change Password” button.

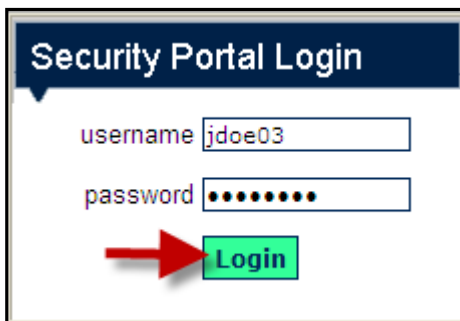
A screenshot of the ADPH Security Portal Change Password page. The header includes the ADPH logo and the text "ADPH // Alabama Department of Public Health SECURITY PORTAL". Below the header, there is a navigation bar with links: "Logout", "Update User Info", "Add/Remove Applications", and "Change Password". The main section is titled "Change Password" and contains three input fields: "Current Password", "New Password", and "Confirm Password", each with masked characters and a red asterisk. Below the fields, there is a note: "8-20 characters; valid characters are a-z A-Z 0-9 _ * ! @ # \$ -". A red arrow points to a green "Change Password" button. At the bottom, there is a footer with the text "Alabama Department of Public Health Disclaimer".

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Update Your Account Information

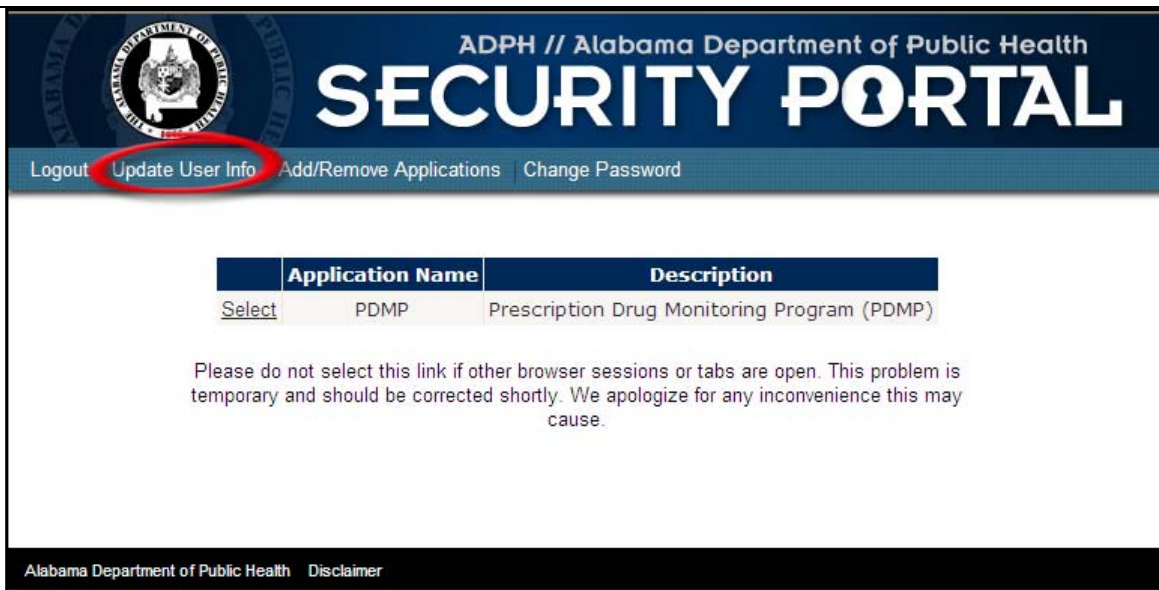
If you are an existing user who wants to update your account information, return to the [“ADPH Security Portal Login”](#) page, and enter your “username” and “password.”

Click the “Login” button.

A screenshot of the 'Security Portal Login' form. It features a title bar with the text 'Security Portal Login'. Below the title bar, there are two input fields: 'username' with the value 'jdoe03' and 'password' with masked characters (dots). A red arrow points to a green 'Login' button located below the password field.

The next page will list the applications that are accessible to your account.

Click on the “Update User Info” link located in the menu bar.

A screenshot of the ADPH Security Portal dashboard. The header features the Alabama Department of Public Health logo and the text 'ADPH // Alabama Department of Public Health' and 'SECURITY PORTAL'. Below the header is a menu bar with links: 'Logout', 'Update User Info' (circled in red), 'Add/Remove Applications', and 'Change Password'. The main content area displays a table with two columns: 'Application Name' and 'Description'. The table has one row with the value 'PDMP' under 'Application Name' and 'Prescription Drug Monitoring Program (PDMP)' under 'Description'. Below the table, there is a message: 'Please do not select this link if other browser sessions or tabs are open. This problem is temporary and should be corrected shortly. We apologize for any inconvenience this may cause.' The footer contains the text 'Alabama Department of Public Health Disclaimer'.

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

You will be directed to the “Update User Info” page.

On this page, you are able to request access to additional ADPH applications. Do so by placing a check mark to the left of the application name.

ADPH // Alabama Department of Public Health
SECURITY PORTAL

Logout Update User Info Add/Remove Applications Change Password

Select Applications To Request Access

<input type="checkbox"/> ADPH Electronic Health Record	<input type="checkbox"/> EDR Test Kit	<input type="checkbox"/> ORDER Approval Application
<input type="checkbox"/> ADPH Meaningful Use	<input type="checkbox"/> Environmental	<input type="checkbox"/> Patient Tracking
<input type="checkbox"/> ADPH Meaningful Use (TEST)	<input type="checkbox"/> Environmental Admin	<input type="checkbox"/> Patient Tracking - Wide
<input type="checkbox"/> ADPH Meaningful Use DU	<input type="checkbox"/> Environmental Portal	<input checked="" type="checkbox"/> PDMP
<input type="checkbox"/> ADPH Meaningful Use RK	<input type="checkbox"/> Environmental Registry	<input type="checkbox"/> PDMP Administration
<input type="checkbox"/> ADPH Training Calendar	<input type="checkbox"/> Environmental Test	<input type="checkbox"/> Randy Test VS Screens
<input type="checkbox"/> ADPH Wellness Calendar	<input type="checkbox"/> Facilities Incident Reporting System	<input type="checkbox"/> Robert Test Site
<input type="checkbox"/> AL-IB	<input type="checkbox"/> Frieda Test Application	<input type="checkbox"/> Slot Management
<input type="checkbox"/> ALDH	<input type="checkbox"/> HADG	<input type="checkbox"/> Team Deployment
<input type="checkbox"/> ALSS	<input type="checkbox"/> HADG Development	<input type="checkbox"/> TEST Birth Certificate Numbers
<input type="checkbox"/> Birth Test II	<input type="checkbox"/> LCIS	<input type="checkbox"/> Test EDR Certificate Numbers
<input type="checkbox"/> Death Pre Release Testing (IT Dev ONLY VS)	<input type="checkbox"/> MU ELR	<input type="checkbox"/> Test VS Utility System
<input type="checkbox"/> EDR SSN Instructions (Funeral Homes Only)	<input type="checkbox"/> Newborn Hearing Screening	<input type="checkbox"/> VitalStatLink COBRS
<input type="checkbox"/> EDR Test II	<input type="checkbox"/> Not Reporting System	<input type="checkbox"/> VS Tracking - Registrars Only
<input type="checkbox"/> EDR TEST II		

Choose a PDMP application type

☐ Practitioner ☐ Physician Assistant ☐ Pharmacist ☐ Law Enforcement ☒ Other

Name

Professional Title

First Name Middle Name

Last Name

Suffix Other Suffix

Employment

It is highly recommended that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.

e-mail Address

Address City

State Zip

Phone Number Phone Ext

Fax Number

Supervisor

Name

e-mail Address

Phone Number Phone Ext

ADPH Employee

Are you an ADPH employee?

☒ no ☐ yes

Current Username: jdoe03

New Username:

Proceed to Step 2 * are Required Fields

Alabama Department of Public Health Disclaimer

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

In this example, access to the “LCMS” application has been requested.

Select Applications To Request Access

- | | | |
|---|---|---|
| <input type="checkbox"/> ADPH Electronic Health Record | <input type="checkbox"/> EDR Test IV | <input type="checkbox"/> ORDER Approval Application |
| <input type="checkbox"/> ADPH Meaningful Use | <input type="checkbox"/> Environmental | <input type="checkbox"/> Patient Tracking |
| <input type="checkbox"/> ADPH Meaningful Use (TEST) | <input type="checkbox"/> Environmental Atanu | <input type="checkbox"/> Patient Tracking - Mike |
| <input type="checkbox"/> ADPH Meaningful Use DJ | <input type="checkbox"/> Environmental Portia | <input checked="" type="checkbox"/> PDMP |
| <input type="checkbox"/> ADPH Meaningful Use RK | <input type="checkbox"/> EnvironmentalUay | <input type="checkbox"/> PDMP Administration |
| <input type="checkbox"/> ADPH Training Calendar | <input type="checkbox"/> Environmentaltest | <input type="checkbox"/> Randy Test VS Screens |
| <input type="checkbox"/> ADPH Wellness Calendar | <input type="checkbox"/> Facilities Incident Reporting System | <input type="checkbox"/> Robert Test Site |
| <input type="checkbox"/> AL-IIS | <input type="checkbox"/> Freida Test Application | <input type="checkbox"/> Slot Management |
| <input type="checkbox"/> ALDOH | <input type="checkbox"/> HADIS | <input type="checkbox"/> Team Deployment |
| <input type="checkbox"/> ALSS | <input type="checkbox"/> HADIS Development | <input type="checkbox"/> TEST Birth Certificate Numbers |
| <input type="checkbox"/> Birth Test III | <input checked="" type="checkbox"/> LCMS | <input type="checkbox"/> Test EDR Certificate Numbers |
| <input type="checkbox"/> Death Pre Release Testing (IT Dev ONLY VS) | <input type="checkbox"/> MU ELR | <input type="checkbox"/> Test VS Utility System |
| <input type="checkbox"/> EDR SSN Instructions (Funeral Homes Only) | <input type="checkbox"/> Newborn Hearing Screening | <input type="checkbox"/> VitalStatUtilityCOBRS |
| <input type="checkbox"/> EDR Test II | <input type="checkbox"/> nt Reporting System | <input type="checkbox"/> VS Tracking -- Registrars Only |
| <input type="checkbox"/> EDR TEST III | | |

Choose a PDMP application type

☐ Practitioner ☐ Physician Assistant ☐ Pharmacist ☐ Law Enforcement ☒ Other

[Why are some PDMP application types disabled?](#)

Next, you have the option of editing the name section.

Here, a “Suffix” has been added.

Name


Professional Title

First Name Middle Name

Last Name

Suffix Other Suffix

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

<p>You can update your contact information in the “Employment” section.</p> <p>The “e-mail Address” was updated in this example.</p> <p>(Once you update your e-mail address and submit your changes, you will receive an e-mail verification message from the ADPH Security Portal. You will need to click the link contained in the email.)</p>	<div>Employment</div> <p>It is highly recommended that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.</p> <p>e-mail Address <input type="text" value="jon.doe73@hotmail.com"/></p> <p>Address <input type="text" value="123 Any Avenue"/> City <input type="text" value="Montgomery"/></p> <p>State <input type="text" value="Alabama"/> Zip <input type="text" value="36117"/></p> <p>Phone Number <input type="text" value="555-555-5555"/> Phone Ext <input type="text"/></p> <p>Fax Number <input type="text" value="555-555-5550"/></p>
<p>You may include your “Supervisor” information, if you did not do so initially when you created your account.</p>	<div>Supervisor</div> <p>Name <input type="text" value="Jayne Doe"/></p> <p>e-mail Address <input type="text" value="jayne.doe@anymedctr.org"/></p> <p>Phone Number <input type="text" value="555-555-5554"/> Phone Ext <input type="text" value="123"/></p> <p>Added all of the supervisor info.</p>
<p>You also have the option of changing your “Current Username.”</p> <p>When you are through updating your user information, click the “Proceed to Step 2” button to save your changes.</p>	<div>ADPH Employees</div> <p>Are you an ADPH employee?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Current Username: jdoe03</p> <p>New Username: <input type="text" value="jdoe02"/></p> <p>✔ This username is available!</p> <p>Proceed to Step 2</p> <p> are Required Fields</p>

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

Now, you have the option to update your Professional License information.

If no updates are necessary, click the "Proceed to Step 3" button.

ADPH // Alabama Department of Public Health
SECURITY PORTAL

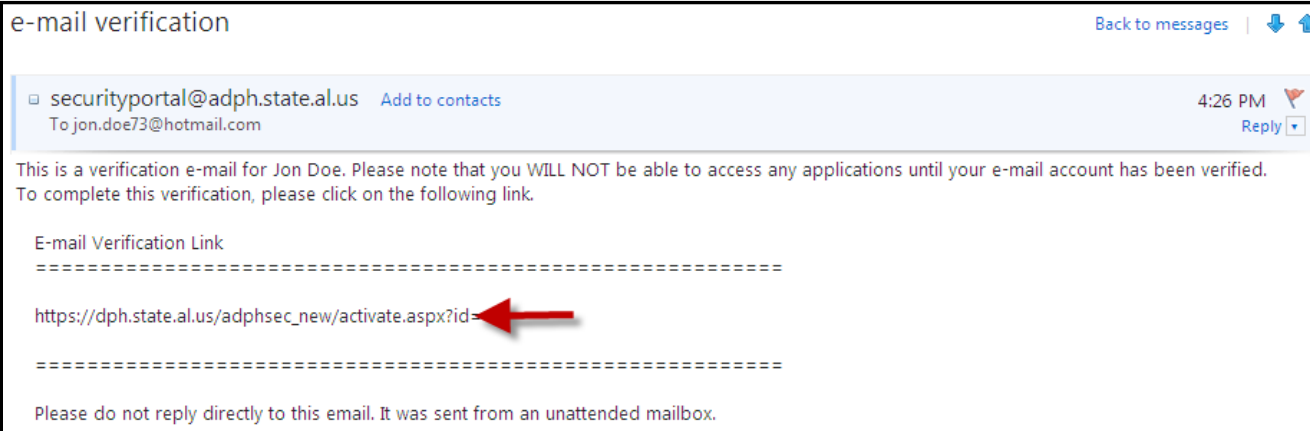
LCMS Account
If you already have an LCMS account, you can login to LCMS from the Security Portal by linking your LCMS and Security Portal accounts together. To link the two accounts, click the "Show LCMS Account" link below..
[Show LCMS Account](#)

Licenses
License Type:
License Number:
☐ This is my primary license

No licenses to display!

[Disclaimer](#)

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

<p>The next page contains the following confirmation message: "Your information has been updated and any application requests have been submitted to the application administrator for approval."</p>	 <p>The screenshot shows the ADPH // Alabama Department of Public Health SECURITY PORTAL. The main heading is "SECURITY PORTAL" in large white letters on a dark blue background. Below the heading, a message states: "Your information has been updated and any application requests have been submitted to the application administrator for approval." There are two links: "<< Return to the Login Page" and "<< Return to Applications". At the bottom, there is a "Disclaimer" link.</p>
<p>After updating your account information, you will receive an email like the one shown here.</p> <p>Click the "E-mail Verification Link."</p>	 <p>The screenshot shows an email titled "e-mail verification" from securityportal@adph.state.al.us to jon.doe73@hotmail.com. The email body states: "This is a verification e-mail for Jon Doe. Please note that you WILL NOT be able to access any applications until your e-mail account has been verified. To complete this verification, please click on the following link." Below this, it says "E-mail Verification Link" followed by a dashed line and the URL "https://dph.state.al.us/adphsec_new/activate.aspx?id=" with a red arrow pointing to the end of the URL. The email ends with "Please do not reply directly to this email. It was sent from an unattended mailbox."</p>

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How to Contact us if you have Questions

Technical Support

ADPH Security Portal/PDMP

Use the e-mail address below if you have questions.

PDMPHelp@adph.state.al.us

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

Appendix – PDMP Application Types

(PDMP – Physician Assistant)

How to complete the specific fields for the “Physician Assistant” “PDMP application type” will be described in this portion of the document.

Choose the “Physician Assistant” radio button for the “PDMP application type.”

Select Applications To Request Access

- | | | |
|--|---|---|
| <input type="checkbox"/> ADPH Meaningful Use | <input type="checkbox"/> Environmental | <input type="checkbox"/> LCMS |
| <input type="checkbox"/> ADPH Training Calendar | <input type="checkbox"/> Environmental Jayashree | <input type="checkbox"/> ORDER Approval Application |
| <input type="checkbox"/> ADPH Wellness Calendar | <input type="checkbox"/> Environmental Training | <input type="checkbox"/> Patient Tracking |
| <input type="checkbox"/> ADPH Wellness Calendar Robin | <input type="checkbox"/> EVERS Birth Pre Production Release | <input checked="" type="checkbox"/> PDMP |
| <input type="checkbox"/> EDR Certificate Numbers | <input type="checkbox"/> EVERS Death Training | <input type="checkbox"/> Slot Management |
| <input type="checkbox"/> EDR SSN Instructions-Funeral Homes Only | <input type="checkbox"/> HADIS | <input type="checkbox"/> VS Tracking -- Registrars Only |
| <input type="checkbox"/> EDR TRAINING CERTS | | |

Choose a PDMP application type

☐ Practitioner ☒ Physician Assistant ☐ Pharmacist ☐ Law Enforcement ☐ Other

[Why are some PDMP application types disabled?](#)

Next, complete the “SSN,” “Date of Birth (mm/dd/yyyy),” “State Board Lic #,” “DEA#,” “QACSC Reg #,” “Facility Name”, and “Facility E-mail.”

PDMP - Physician Assistant

All Fields are Required in this Section

SSN	<input type="text" value="555-55-5555"/>	Date of Birth	<input type="text" value="05/05/1955"/>	mm/dd/yyyy
State Board Lic #	<input type="text" value="55555"/>	DEA #	<input type="text" value="55555"/>	
QACSC Reg #	<input type="text" value="12345"/>			
Facility Name	<input type="text" value="Sample Facility"/>			
Facility E-mail	<input type="text" value="sample@facility.org"/>			

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

This page shows an example of the “Physician Assistant Database Access Request Form” generated by the System.

In order to complete the application process, you must mail the original signed and notarized application form to the following mailing address:

Alabama Department of Public Health
Bureau of Professional and Support Services
Prescription Drug Monitoring Program (PDMP)
P.O. Box 303017
Montgomery, AL 36130-3017

Once your application is approved, you will receive an approval confirmation e-mail from the ADPH security portal system.

Please be mindful that you WILL NOT be able to access the controlled substance database until all of the required forms are signed, notarized and mailed to the PDMP.



**ALABAMA DEPARTMENT OF PUBLIC HEALTH
PRESCRIPTION DRUG MONITORING PROGRAM
BUREAU OF PROFESSIONAL & SUPPORT SERVICES**

P.O. Box 303017
Montgomery, AL 36130-3017
Office (334) 206-5226
Fax (334) 206-3749
www.adph.org/pdmp

****Office Use Only****

Date Received _____

PHYSICIAN ASSISTANT DATABASE REQUEST ACCESS FORM

In accordance with Code of Alabama 1975 § 20-2-214, Access shall be permitted to information in the controlled substances database to “a licensed assistant to physician approved by the department who is authorized to prescribe, administer, or dispense pursuant to a Qualified Alabama Controlled Substances Registration Certificate; provided, however, that such access shall be limited to information concerning a current or prospective patient of the assistant to physician.”

All fields are required. Mail completed form to the address above.

Physician Assistant's Information

First Name	Sample	Last Name	Account
SSN	555-55-5555	DOB	5/5/1955
State Board License Number	55555	DEA Number	55555
QACSC Registration Number	12345	Email Address	physicianassistant855@yahoo.com

Facility's Information

Facility Name	Sample Facility		
Address	123 Any Avenue		
City/County	Montgomery	State	AL Zip/Postal Code 36117
Phone Number	555-555-5555	Fax Number	123-456-0987
Email Address	sample@facility.org		

Physician Assistant's Signature: _____

By signing this document, I certify to the Alabama Department of Public Health and the State of Alabama that I am a licensed practitioner/pharmacist or certified law enforcement agent in the State of Alabama. In addition, I hereby agree to follow the security and password policies of the Prescription Drug Monitoring Program. I agree to not disclose nor misrepresent any data or protected health information to any unauthorized person or party. I agree that I will not share my account information, login name, or password with anyone, even if they are authorized users of the program. Any person who falsely swears, by signing this form, shall be guilty of a Class A misdemeanor (Code of Ala. § 13A-10-102).

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public Seal

Notary Signature _____
Date Commission Expires _____

Mail the following item to the Prescription Drug Monitoring Program:
Notarized Access Request Form

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

(PDMP - Pharmacist)

How to complete the specific fields for the “Pharmacist” “PDMP application type” will be described in this portion of the document.

Choose the “Pharmacist” radio button for the “PDMP application type.”

Select Applications To Request Access

- | | | |
|--|---|---|
| <input type="checkbox"/> ADPH Meaningful Use | <input type="checkbox"/> Environmental | <input type="checkbox"/> LCMS |
| <input type="checkbox"/> ADPH Training Calendar | <input type="checkbox"/> Environmental Jayashree | <input type="checkbox"/> ORDER Approval Application |
| <input type="checkbox"/> ADPH Wellness Calendar | <input type="checkbox"/> Environmental Training | <input type="checkbox"/> Patient Tracking |
| <input type="checkbox"/> ADPH Wellness Calendar Robin | <input type="checkbox"/> EVERS Birth Pre Production Release | <input checked="" type="checkbox"/> PDMP |
| <input type="checkbox"/> EDR Certificate Numbers | <input type="checkbox"/> EVERS Death Training | <input type="checkbox"/> Slot Management |
| <input type="checkbox"/> EDR SSN Instructions-Funeral Homes Only | <input type="checkbox"/> HADIS | <input type="checkbox"/> VS Tracking -- Registrars Only |
| <input type="checkbox"/> EDR TRAINING CERTS | | |

Choose a PDMP application type

☐ Practitioner ☐ Physician Assistant ☒ Pharmacist ☐ Law Enforcement ☐ Other

[Why are some PDMP application types disabled?](#)

Next, complete the “SSN,” “Date of Birth,” “Area of Work,” “State Board Lic #,” “Facility Name,” “Facility E-mail.”

(Please refer to “How to Create An Account” if you have questions regarding the entire process of completing and submitting “Step 1” of the “New User Request” page.)

PDMP - Pharmacist

All Fields are Required in this Section

SSN	<input type="text" value="123-45-6789"/>	Date of Birth	<input type="text" value="09/09/1979"/>	mm/dd/yyyy
Area of Work	<input type="text" value="Hospital"/>			
State Board Lic #	<input type="text" value="12345"/>			
Facility Name	<input type="text" value="Sample Hospital"/>			
Facility E-mail	<input type="text" value="sample@hospital.org"/>			

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

This page shows an example of the “Pharmacist Database Access Request Form” generated by the System.

In order to complete the application process, you must mail the original signed and notarized application form to the following mailing address:

Alabama Department of Public Health
Bureau of Professional and Support Services
Prescription Drug Monitoring Program (PDMP)
P.O. Box 303017
Montgomery, AL 36130-3017

Once your application is approved, you will receive an approval confirmation e-mail from the ADPH security portal system.

Please be mindful that you WILL NOT be able to access the controlled substance database until all of the required forms are signed, notarized and mailed to the PDMP.

ALABAMA DEPARTMENT OF PUBLIC HEALTH				**Office Use Only**	
PRESCRIPTION DRUG MONITORING PROGRAM				Date Received	
BUREAU OF PROFESSIONAL & SUPPORT SERVICES					
P.O. Box 303017					
Montgomery, AL 36130-3017					
Office (334) 206-5226					
Fax (334) 206-3749					
www.adph.org/pdmp					
PHARMACIST DATABASE ACCESS REQUEST FORM					
In accordance with Code of Ala. 1975 § 20-2-214, Access shall be permitted to information in the controlled substances database to “a licensed pharmacist approved by the department, provided, however, that such access is limited to information related to the patient or prescribing practitioner designated on a controlled substance prescription that a pharmacist has been asked to fill.”					
All fields are required. <u>Mail</u> completed form to the address above.					
Pharmacist's Information					
First Name	A		Last Name	Pharmacist	
SSN	123-45-6789		DOB	9/9/1979	
Area of Work	Hospital		State Board License Number	12345	
Email Address	apharmacist753@yahoo.com				
Facility's Information					
Facility Name	Sample Hospital				
Address	456 Any Street				
City/County	Montgomery	State	AL	Zip/Postal Code	36116
Phone Number	123-456-7890		Fax Number	098-765-4321	
Email Address	sample@hospital.org				
Pharmacist's Signature _____					
By signing this document, I certify to the Alabama Department of Public Health and the State of Alabama that I am a licensed practitioner/pharmacist or certified law enforcement agent in the State of Alabama. In addition, I hereby agree to follow the security and password policies of the Prescription Drug Monitoring Program. I agree to not disclose nor misrepresent any data or protected health information to any unauthorized person or party. I agree that I will not share my account information, login name, or password with anyone, even if they are authorized users of the program. Any person who falsely swears, by signing this form, shall be guilty of a Class A misdemeanor (Code of Ala. § 13A-10-102).					
Subscribed and sworn to before me this _____ day of _____, 20_____					
Notary Signature _____					
Date Commission Expires _____					
Mail the following items to the Prescription Drug Monitoring Program: Notarized Access Request Form					

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

(PDMP – Law Enforcement)

How to complete the specific fields for the “Law Enforcement” “PDMP application type” will be described in this portion of the document.

Choose the “Law Enforcement” radio button for the “PDMP application type.”

Select Applications To Request Access

- | | | |
|--|---|---|
| <input type="checkbox"/> ADPH Meaningful Use | <input type="checkbox"/> Environmental | <input type="checkbox"/> LCMS |
| <input type="checkbox"/> ADPH Training Calendar | <input type="checkbox"/> Environmental Jayashree | <input type="checkbox"/> ORDER Approval Application |
| <input type="checkbox"/> ADPH Wellness Calendar | <input type="checkbox"/> Environmental Training | <input type="checkbox"/> Patient Tracking |
| <input type="checkbox"/> ADPH Wellness Calendar Robin | <input type="checkbox"/> EVERS Birth Pre Production Release | <input checked="" type="checkbox"/> PDMP |
| <input type="checkbox"/> EDR Certificate Numbers | <input type="checkbox"/> EVERS Death Training | <input type="checkbox"/> Slot Management |
| <input type="checkbox"/> EDR SSN Instructions-Funeral Homes Only | <input type="checkbox"/> HADIS | <input type="checkbox"/> VS Tracking -- Registrars Only |
| <input type="checkbox"/> EDR TRAINING CERTS | | |

Choose a PDMP application type

☐ Practitioner ☐ Physician Assistant ☐ Pharmacist ☒ Law Enforcement ☐ Other

Next, complete the “APOST Number,” “SSN,” “Date of Birth,” and “Agency Name” fields.

Enter the following information about the “Chief Law Enforcement Officer”: “Title,” “First Name,” “Last Name,” “Phone Number,” “Fax Number,” and “e-mail Address.”

(Please refer to “How to Create An Account” if you have questions regarding the entire process of completing and submitting “Step 1” of the “New User Request” page.)

PDMP - Law Enforcement

All Fields are Required in this Section

APOST Number	<input type="text" value="12345"/>	
SSN	<input type="text" value="555-55-5555"/>	Date of Birth <input type="text" value="08/08/1980"/> mm/dd/yyyy
Agency Name	<input type="text" value="Any Police Department"/>	
Chief Law Enforcement Officer		
Title	<input type="text" value="Sheriff"/>	
First Name	<input type="text" value="John"/>	Last Name <input type="text" value="Doe"/>
Phone Number	<input type="text" value="123-456-0987"/>	Fax Number <input type="text" value="123-456-7890"/>
e-mail Address	<input type="text" value="sheriff@anypolicedept.org"/>	

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

This page shows an example of the “Law Enforcement Database Access Request Form” generated by the System.

In order to complete the application process, you must mail the original signed and notarized application form to the following mailing address:

Alabama Department of Public Health
Bureau of Professional and Support Services
Prescription Drug Monitoring Program (PDMP)
P.O. Box 303017
Montgomery, AL 36130-3017

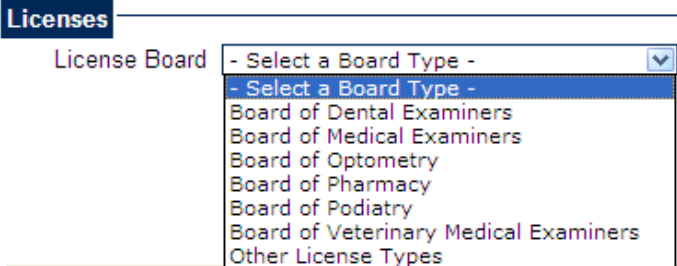
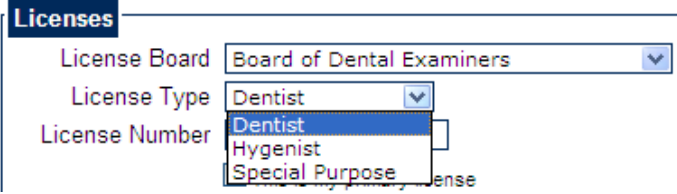
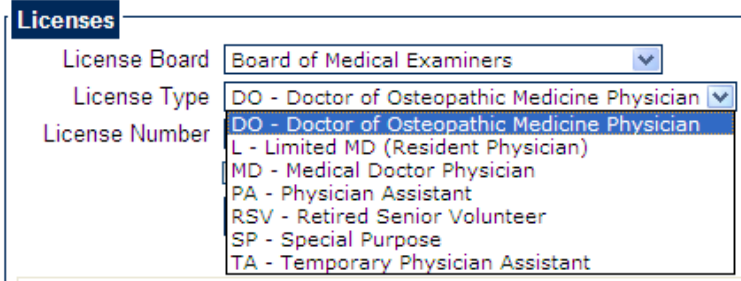
Once your application is approved, you will receive an approval confirmation e-mail from the ADPH security portal system.

Please be mindful that you WILL NOT be able to access the controlled substance database until all of the required forms are signed, notarized and mailed to the PDMP.

ALABAMA DEPARTMENT OF PUBLIC HEALTH PRESCRIPTION DRUG MONITORING PROGRAM BUREAU OF PROFESSIONAL & SUPPORT SERVICES P.O. Box 303017 Montgomery, AL 36130-3017 Office (334) 206-5226 Fax (334) 206-3749 www.adph.org/pdmp		**Office Use Only** Date Received: _____
LAW ENFORCEMENT DATABASE ACCESS REQUEST FORM		
In accordance with Code of Ala. 1975 § 20-2-214, "state and local law enforcement authorities... authorized to access prescription information upon application to the department accompanied by an affidavit stating <i>probable cause</i> for the use of the requested information".		
All fields are required. Mail completed form to the address above.		
Officer's Information		
First Name	Ammie	Last Name Officer
SSN	555-55-5555	DOB 8/8/1980
Title	Lt.	APOST Certification Number 12345
Email Address	ltlaw30@yahoo.com	
Agency Information		
Agency Name	Any Police Department	
Address	123 Any Drive	
City/County	Montgomery	State AL Zip/Postal Code 36117
Phone Number	123-456-7890	Fax Number 098-765-4321
Chief Law Enforcement Officer's Information		
First Name	John	Last Name Doe
Title	Sheriff	
Phone Number	123-456-0987	Fax Number 123-456-7890
Email Address	sheriff@anypolicedept.org	
Officer's Signature _____		
Chief Law Enforcement Officer's Signature _____		
<small>By signing this document, I certify to the Alabama Department of Public Health and the State of Alabama that I am a licensed practitioner/pharmacist or certified law enforcement agent in the State of Alabama. In addition, I hereby agree to follow the security and password policies of the Prescription Drug Monitoring Program. I agree to not disclose nor misrepresent any data or protected health information to any unauthorized person or party. I agree that I will not share any account information, login name, or password with anyone, even if they are authorized users of the program. Any person who falsely swears, by signing this form, shall be guilty of a Class A misdemeanor (Code of Ala. § 13A-10-102).</small>		
Subscribed and sworn to before me this _____ day of _____, 20____		
Notary Signature _____ Date Commission Expires _____		
Mail the following item to Prescription Drug Monitoring Program: Notarized Access Request Form		

How to Utilize the Security Portal to Access PDMP (User Guide for Practitioners, Physician Assistants, Pharmacists, and Law Enforcement)

How do I locate my license type?

<p>The Boards of Optometry, Pharmacy, Podiatry and Veterinary Medical Examiners only offer one option each. Each option will autopopulate in the “License Type” field.</p> <p>However, other License Boards include more than one option.</p>	
<p>The “Board of Dental Examiners” includes “Dentists”, “Hygienists” and “Special Purpose.”</p>	
<p>The “Board of Medical Examiners” includes many options. See the screen capture to the right.</p>	
<p>The “Other License Types” include several different options. See the screen capture to the right.</p>	