Prescription Review
Prescribe health Dispense safely

Quick Tips: Queries and Reports

This Quick Tips sheet summarizes how to log in, query, and review reports. More details and picture snapshots can be found in the full **Training Guide for Practitioners and Pharmacists** at www.wapmp.org

Log-in

Once you have established your account and permanent password, and enrolled your device, follow these steps.

1. Go to www.wapmp.org.
2. Click on **Practitioner/Pharmacist**.
3. Click on **Practitioner & Pharmacist Query Site**. The 2-Factor Authentication window displays.
4. Click the link at the bottom of the window. The RxSentry login window displays.
5. Type your user name and password in their appropriate fields and click **OK**.

Practitioner/Pharmacist Query

1. Log on to RxSentry.
2. From the home page, click **Practitioner/Pharmacist Query**. *Note:* You may query any recipient name, but before you can view the results of the query, you must authenticate the query by indicating it is for a valid reason and that you have the potential to provide a service to that recipient.
3. Select the "**I accept the above conditions**" check box. *Note:* Without selecting this check box, you will not be able to access the provider query screen.
4. Click **Recipient Query**.
5. Complete the information on the **Practitioner/ Pharmacist Query** window.
6. Once all criteria has been entered or selected, click **Submit**.
7. From the **Recipient Report** section of this window, click the desired recipient's name.
8. Select either the **Sort by Date Only** or the **Sort by Recipient by Date** option, and then click **Request**. If desired, you may sort the results by clicking the column headers that are blue hyperlinks (i.e., Date Dispensed, Prescriber, and Dispenser).

9. To print the report, click **Generate Report** to begin the report processing. *Note:* The query will remain in the database for 14 days, after which it will be automatically removed. Continue to **View Query Status** to access and print your report.

Prescriber History Query

1. Log on to RxSentry.
2. From the home page, click **Practitioner/Pharmacist Query**. You must authenticate the query by indicating it is for a valid reason and that you are authorized to submit the query.
3. Select the "**I accept the above conditions**" check box. *Note*: Without selecting this check box, you will not be able to access the provider query screen.
4. Select the **Prescriber History** check box.
5. Complete the fields on the **Prescriber History** window.
6. Click **Display**. Your search results are displayed. Clicking the blue hyperlinks in the column headings allows you to sort by that field. If desired, click **Generate Report** to create a PDF of your search results, and then continue to **View Query Status**.

View Query Status

This function allows you to check the status of a submitted query. The **Status** column on the **View Report Queue** window displays one of the following query statuses:

- **Approved/Queued**: Query is processing.
- **Approved/Done**: Query has been processed and is available for viewing.

To view the status of a query or several queries:

1. Log on to RxSentry.
2. From the home page, click **View Query Status**. (reports will be in PDF format)
3. If the report is ready for viewing, the **Job Sequence ID** field contains a hyperlink to the report. Click the hyperlink for the desired report.
4. Perform one of the following actions:
   - Click **Open** to open the report for viewing.
   - Click **Save** to save the report to a specific location for viewing at a later time.
   - Click **Cancel** to return to the previous window.

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