

INSPECT USER GUIDE

www.in.gov/inspect

Email: inspect@pla.in.gov



LOGIN PAGE: [Prescription Monitoring Program Login](http://www.in.gov/inspect) or you may visit www.in.gov/inspect and click the INSPECT logo to be taken to the login page.

Have your username (ex: jjones) and password ready

1. Login to the WebCenter with your username and password.

If you do not know your password, you may reset it by clicking [Forgot Password?](#) You will be asked to provide your username and the answers to your security questions, which are case-sensitive. If you do not know your username, please email: inspect@pla.in.gov.

2. Click the **Requests** tab in the upper left corner, then click **New Request** to submit a request for a new report. You can also view previous requests made by this account by clicking **View Request**.

INDIANA PRESCRIPTION MONITORING PROGRAM Welcome, Practitioner Test [MY ACCOUNT](#) [LOGOUT](#)

Request

Home > Request > New Request

View Request
New Request
Unsolicited - Received
Unsolicited - Send
Practitioner Self-Lookup

Latest News
Length of Requests
The length of a request is restricted to 365 days. If older information is needed, the user can make multiple requests for that individual in year increments. Example: 1/1/2009 - 12/31/2009, 1/1/2010 - 12/31/2010.

Request Patient

Patient Details
Last Name: Testpatient First Name: betty Middle Name:
Birth Date: 01/01/1970 Gender:

Contact Details
Street: City: State: IN Zip:
Family Members [Add](#)

Prescription Range
☐ Set default to last 12 months date range Begin Date: 01/01/2009 End Date: 12/31/2009

Options
Format: PDF

Request To State(s)
☒ OHIO ☐ VIRGINIA
The interstate request may take longer for response.
☒ I certify that the information I have entered above is accurate.

Testpatient betty Create

01/01/1970

3. Enter the patient information you wish to search for. Best results are obtained by using the first name, last name and date of birth.

The default time period to search is 1 year but you may change the date range by *unchecking* the box and entering new information. The time period for requests is limited to 365 days, but you may make multiple requests for different years if you wish. (Ex. 1/1/2010-12/31/2010, 6/1/2009-6/1/2010)

4. In the **Request to State(s)** region, you may check the box next to **OHIO** to send your request to the Ohio system as well as to INSPECT.

(In the contact details you can leave the state selection at the default of IN or change it to OH or blank – correct results will be returned with any option chosen as long as the OH box is checked in the **Requests to State(s)** area)

5. You must check the authorization box at the bottom of the screen to continue.

6. Click **Create** when you have completed your request. It may take a few moments to process before you see the new page.

Request Patient

User Name	Response	Sent On	Attachment	Delete
Practitioner Test	Your request has been processed automatically	9/9/2011 11:42:00 AM	Patient Rx History Report.PDF	Delete

Current Response
Practitioner Test on Fri 9/9/2011 11:42 AM Attachment: Patient Rx History Report.PDF
Your request has been processed automatically

[Browse...](#)

Display All Results

Patient Details
Last Name: dummy First Name: patient Middle Name:
Birth Date: 01/01/2001 Gender:

Contact Details

7. Click the orange button that says **"Display All Results"**. This will return complete results from all states queried in one report. The report will start on page 2 of the .PDF document.