NC VETERINARIAN DISPENSER QUICK REFERENCE SHEET

Accessing the system (Details - NC Veterinarian Dispenser Guide, Section 3)

Sign in or Register here: https://pmpclearinghouse.net/users/sign_in

Profile password requirements
- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) number*
- *One (1) special character, such as !, @, #, $, etc.*

Practices with multiple providers may combine the information into one file

Required Information (Details - NC Veterinarian Dispenser Guide, Section 2)

Important! You MUST check the box labelled

- Dispenser's DEA number
- Prescriber's DEA number
- Prescriber's State License and NPI (if available)
- Owner's name
- Owner's full address, including city, state, and ZIP code
- Owner's telephone number
- Owner's Date of Birth (this is required to aid in identification of drug diversion)
- Animal's Name
- Date the prescription was written
- Date the prescription was filled
- Prescription number
- Indication of whether the prescription was new or refill
- Metric quantity dispensed
- Estimated days' supply, if provided
- NDC number of the drug dispensed*
- Method of payment

*If the NDC number of the drug is not found, email the NDC and any other description of the drug to NCCSRS@dhhs.nc.gov so it can be added to the system. You will be notified when it has been added.

Data Reporting (Details - NC Veterinarian Dispenser Guide, Section 4)

Only controlled substance drugs (Schedule II – V) in excess of a 48-hour supply that are dispensed for administration by the owner must be reported. Drugs administered by the veterinarian or their staff do NOT need to be reported.

Veterinary dispensers are encouraged to upload at least weekly.

Files for upload must be unique, with a prefix using the date (YYYYMMDD) and a suffix of ".dat". Example: 20180919.dat. All upload files are kept separate from the files of other dispensers.

For questions or concerns not covered in this reference sheet or the Dispenser Guide, please contact NCCSRS@dhhs.nc.gov with the subject line "Vet Question" and we will respond within 2 business days.