

64K-1.004 Management and Operation of Database.

(1) All non-exempt entities that dispense controlled substances, Schedules II – IV, are required to register and report to the program database.

(2) Dispensers must register electronically at <https://fldmp-reporting.hidinc/> using the temporary user name “new acct” and temporary password “welcome.” A permanent user name and password will be provided electronically to successful registrants. Certification that the dispenser has reviewed the “Dispenser’s Implementation Guide,” DH8013-PDMP, effective 7/2015, incorporated by reference and available at <http://www.flrules.org/Gateway/reference.asp?No=Ref-06459>, is required before registration can be completed.

(3) All dispensers shall electronically report dispensing information to the program’s database as soon as possible, but not more than 7 days after the controlled substance is dispensed. Extensions of time to report the dispensing of a controlled substance may be granted for no more than 30 days upon request to the program by any dispenser unable to submit data by electronic means if the dispenser provides evidence of having suffered a mechanical or electronic failure or cannot report for reasons beyond the control of the dispenser or if the database is unable to receive submissions.

(4) Dispensing information with errors or omissions shall be corrected and resubmitted to the database by the reporting dispenser within seven business days of receiving electronic or written notice from the program manager or support staff of the error or omission.

(5) The program will file a complaint with the Department and refer to law enforcement any failure to report the dispensing of Schedules II – IV controlled substances.

(6) Pharmacies that do not dispense controlled substances in or into this state must submit a “Notification of Exemption From Reporting,” DH8016-PDMP, effective 7/2015, incorporated by reference and available at <http://www.flrules.org/Gateway/reference.asp?No=Ref-06461>. Exemptions must be renewed on or before September 30 in even years on “Renewal of Notification of Exemption from Reporting Form,” DH8018-PDMP, effective 7/2015, incorporated by reference and available at <http://www.flrules.org/Gateway/reference.asp?No=Ref-06463>. Pharmacies seeking to begin dispensing controlled substances must notify the program electronically and be removed from the exempt list prior to registering to report to the program database.

(7)(a) A patient, health care provider, prescriber, or dispenser may submit an electronic request to the program manager for the correction of erroneous information in the database. The request shall include:

1. A statement explaining in detail the error and the basis for the requested correction;
2. The precise change requested;
3. Documentation establishing the correct information;
4. The requester’s name, address, telephone number, and license number if licensed as a health care provider in Florida.

(b) The program manager or support staff will review all requests to correct information and will request the dispenser reporting the incorrect information to correct identified errors. No correction will be made if no error is found. The program will notify the entity or person requesting the correction of the results of the review.

(8) Information reported will be maintained in the database for a period of 2 years from the date the prescription was dispensed.