m1 DEPARTMENT OF HEALTH

REGISTRATION AND ACCOUNT MANAGEMENT GUIDE

FOR THE MINNESOTA DEPARTMENT OF HEALTH RX DATA PORTAL

Updated January 2024

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Purpose

The purpose of this document is to guide reporting entities on the process for registering and managing a reporting entity account on the Minnesota Department of Health (MDH) website for filing prescription drug data sets.

Technical Requirements

The Rx Data Portal (https://rxpt.health.mn.gov) functions on the following browsers: Google Chrome, Microsoft Edge, and Mozilla Firefox.

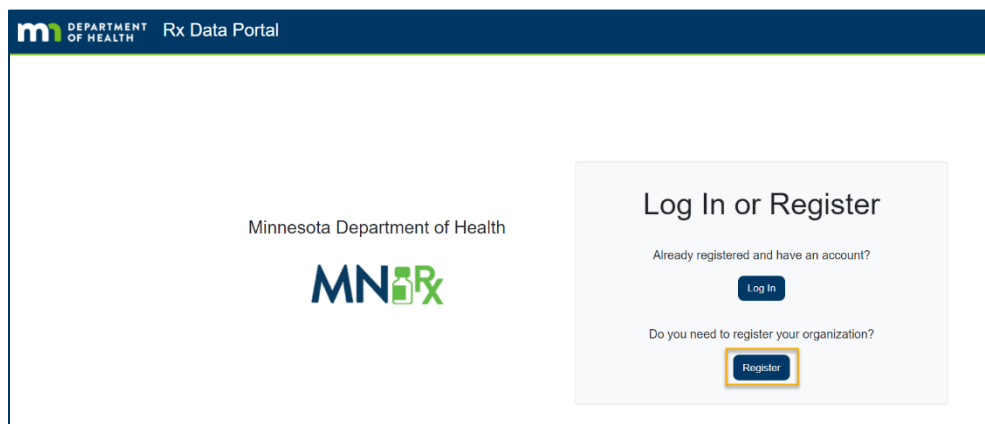# Register

Prior to filing a data set, reporting entities must register a primary contact on the MDH website using the Rx Data Portal (https://rxpt.health.mn.gov). Prescription Drug Manufacturers, Pharmacies, Pharmacy Benefit Managers (PBMs), Wholesale Drug Distributors, and 340B Covered Entities—collectively Reporting Entities—may register a primary contact. Once a request to register has been submitted, MDH reviews and approves requests. Approved registrants will receive an email through which they can activate their account and set their passwords. Successful activation of an account completes the registration process for a primary contact.

Submit a Registration Request

By following the steps below, a reporting entity may register a primary contact.

1. Access the Rx Data Portal online at: https://rxpt.health.mn.gov. Click the "Register" button (outlined in yellow).

2. Optional – License Search - Use the "License Search" button to auto-fill contact information by clicking on the "License Search" button and entering the license number in the available field.

Business Registration

Please complete the steps below to register your business and obtain access to the Minnesota Rx Transparency Reporting system.

If you have a license from the Minnesota Board of Pharmacy you can search for your information to help complete your registration information.

🔍 License Search

Busines ~~Registration~~

Please complete the ... s to the Minnesota Rx Transparency Re...

If you have a license ... for your information to help complete you...

🔍 License Search

Registration I...

* Required inform...

Reporting Type *

Name *

License Search

Enter license number   Search

Results

Use Data   Close

Note: MDH reviews the registration requests to, among other things, verify that a request to establish an organization account is being requested by an individual with an email associated with that organization. Personal emails and emails from third-party associates may not be used to register organization accounts.

3. Registration information for the organization should be entered as follows:

a. **Manufacturers, Pharmacies, PBMs, and Wholesalers** - Enter business information or review pre-filled information (from license search) and update if necessary.

b. **340B Covered Entities –** Enter business information or review pre-filled information (from license search) and update if necessary. This includes 340B Classification and National Provider Identification.

4. Enter primary contact information and then click the "Submit Registration" button to submit the registration request.

Primary Contact

Email Address (required)

Given Name (required)　　　　　　Surname (required)

Job Title (required)

Address (required)

Address 2

City (required)　　　State (required)　　Postal Code (required)

Country (required)

Phone (required)

[Submit Registration]　[Cancel]

Note: Only one organization account may be registered per unique email address. Organizations with several affiliates have two options for how to add multiple organizations to the online reporting system. One is to register a primary organization account and later add each organization as an "affiliate" within the system. The other option is to register each organization independently with distinct email addresses for each.

5. A Confirmation Number will be provided after registration has been submitted. Please keep record of it for use in any inquiries regarding the status of a registration request.

Business Registration

Registration Complete!

Your registration has been successfully submitted and received.

Once your registration has been reviewed and approved you will receive an email with information on how to access and use the system.
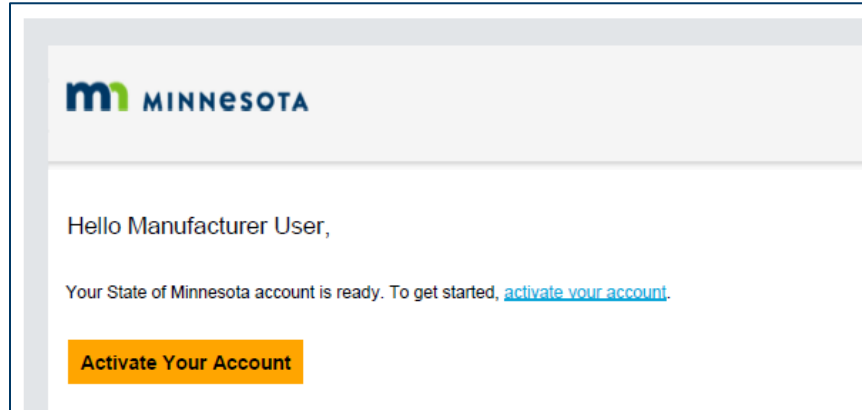
Confirmation Number: 32

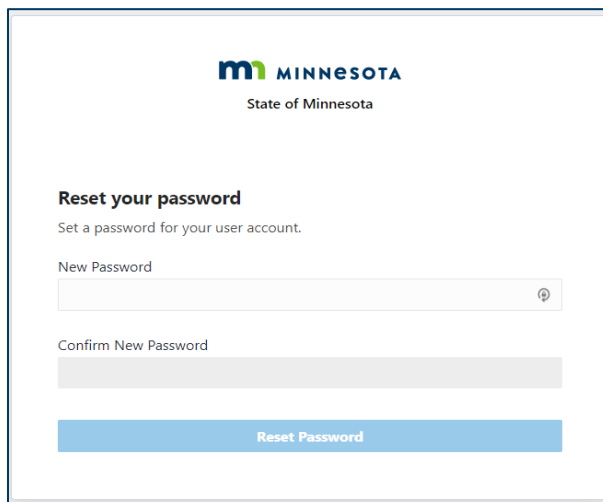Please use this number for all inquires.

Activate Account

By following the steps below, reporting entities may activate their account.

1. After MDH approval, the email provided for the primary contact will receive an email for account activation.

2. Open the email and click the "Activate Your Account" button.


Note: Account activation emails are generated automatically upon MDH's approval of the registration request. If an email does not arrive to your inbox, please check your junk folder and/or confirm with your company's security department that emails from noreply_prod@identity.mn.gov are not being blocked. If you continue to experience barriers to logging in, please email a brief description of your issue and the troubleshooting efforts you have already employed to: IAMSupport.MNIT@state.mn.us.

3. Clicking the "Activate Your Account" button will open a browser window that prompts users to enter a new password that meets MDH password design requirements. After entering and confirming the new password, click "Reset Password." Re-access the website to log in.

Note: The username (or user login) is the email that is used for registration. If you are unable to log in after setting or resetting your password, please close your browser and open a new browsing window to reattempt logging in. If you continue to experience barriers to logging in, please email a brief description of your issue and the troubleshooting efforts you have already employed to: IAMSupport.MNIT@state.mn.us.

4. Click the green "Allow" button to complete the account activation process.
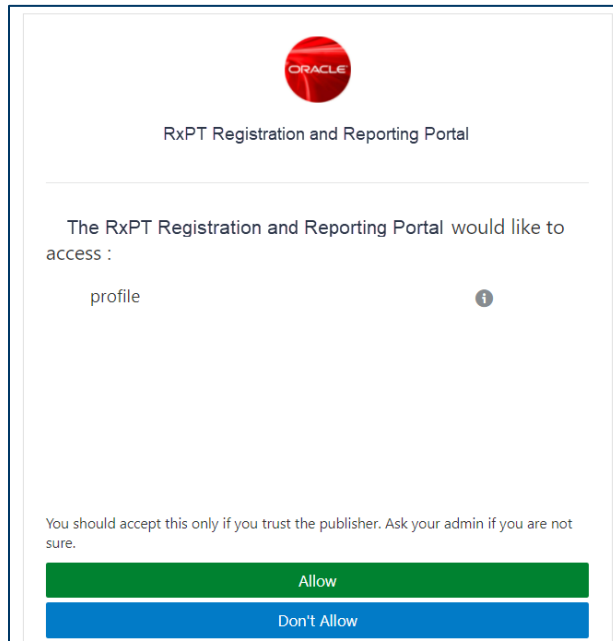
Log In and Password Recovery
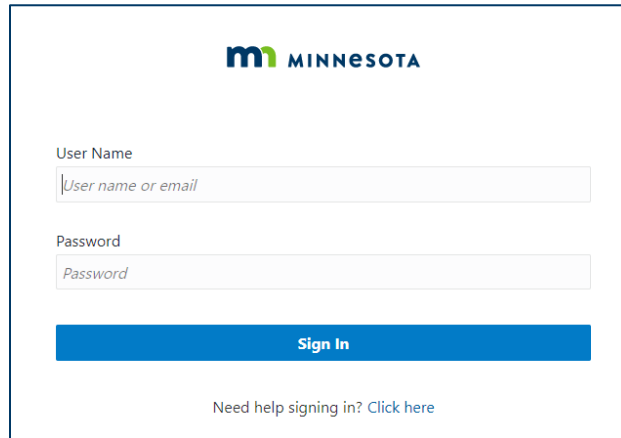
By following the steps below, a reporting entity may log in:

1. Access the Rx Data Portal online at: https://rxpt.health.mn.gov.

2. Click the "Login" button (outlined in yellow).
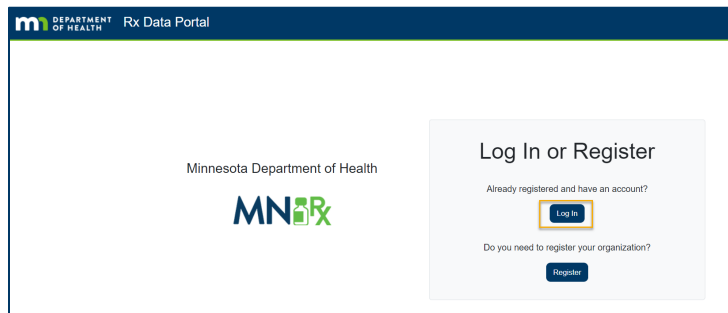
3. Type in the username (email used to register the account) and password, and then click the "Sign In" button.

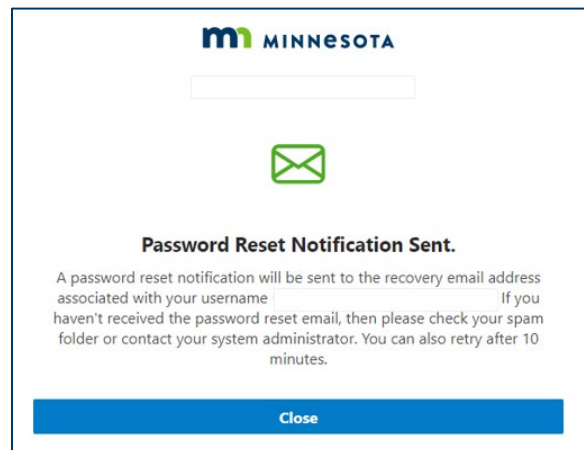4. If you have registered and have trouble signing in, click the link below for password recovery support.

5. Enter your username (email used to register the account) and click the "Next" button.

6. Upon successfully requesting support to recover your password, you will receive notification that a password recovery email was sent.
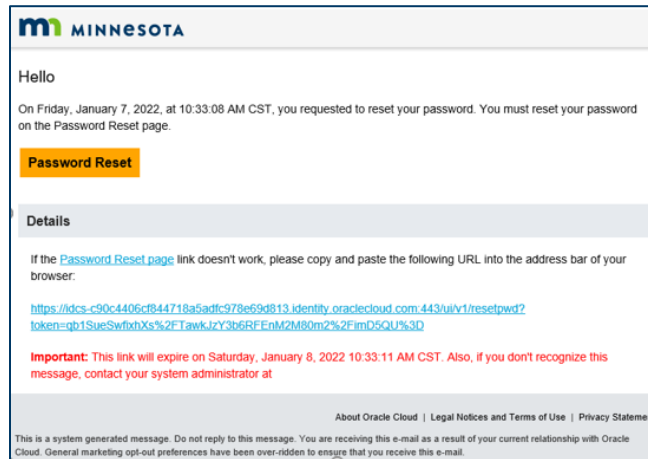
7. Open the password recovery email and click the "Password Reset" button.

8. In the window that opens, enter and confirm the new password and click the "Reset Password" button.

9. A new page will confirm that the password has been set. Click the "Continue to Sign In" button to log in.
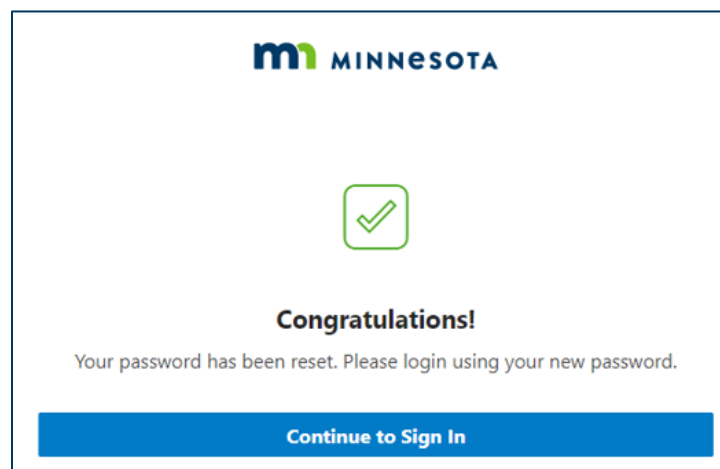
Add and Manage Affiliates (Optional)

Once registered, an organization has the option to add affiliated organizations directly and may establish an affiliation with registered third-party administrators using a lookup feature, as desired.
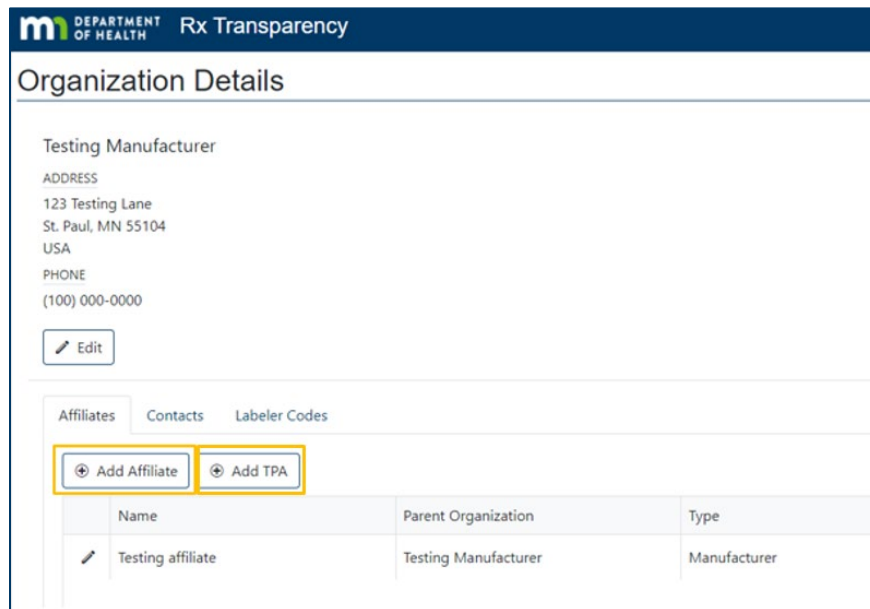
Add Affiliates

By following the steps below, an organization may add an affiliated organization:

1. From the home page dashboard, click on the drop-down "Menu" located in the upper-right of the window and click "My Organization."
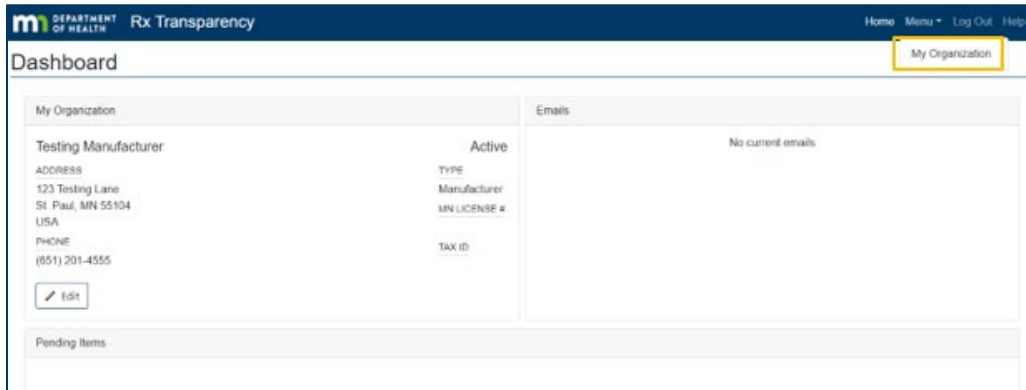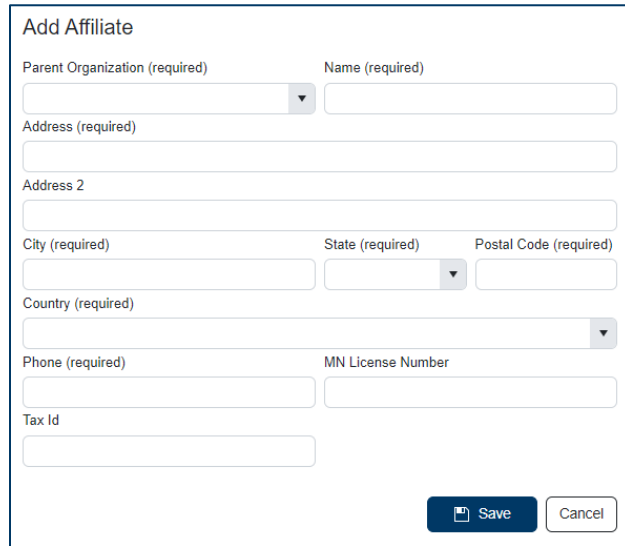

2. Click on the "Affiliates" tab and then the "Add Affiliate" button to manually add an affiliate or the "Add TPA" button to establish an affiliation with a registered third-party administrator.

3. If adding an affiliate, enter the business information for the affiliate organization and click the "Save" button in the window that appears.
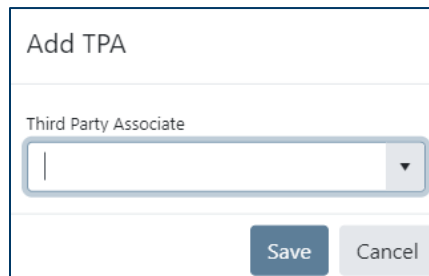

Note: The "Parent Organization" field allows users to define the level of access an affiliate and its associated contacts have to data and communications within the system. Parent organizations will have access to information submitted by related affiliates; however, affiliate organizations will not be able to access information submitted by parent organizations.

4. If adding a registered third-party administrator, use the drop-down menu to review the list of registered third-party administrators, make your selection, and click the "Save" button in the window that appears.

5. The newly added affiliate will appear in the "Affiliates" tab.

Manage Affiliates

Once affiliates have been established, an organization may edit affiliate information, inactivate affiliates, and reactivate inactive affiliates. An organization may remove an affiliation with a third-party administrator but cannot update information related to the third-party administrator.

Edit, Inactivate, or Activate an Affiliate

By following the steps below, a manufacturer may edit the information of, activate, or inactivate an affiliate they added manually.

1. On the "My Organization" page, click the "Affiliates" tab, identify the affiliate to modify, and click on the pencil-shaped edit icon to the left of the affiliate's name.

2. In the window that appears, a user may edit the contact information of the affiliate, as well as activate or inactivate the affiliate using the toggle button at the bottom of the window.


3. Click the "Save" button and the affiliate's contact information will be saved.
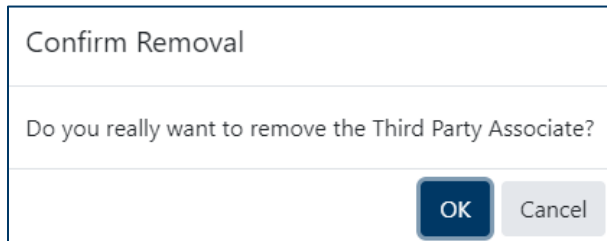
Remove a TPA Affiliate

By following the steps below, an organization may remove an affiliation with a third-party administrator.

1. On the "My Organization" page, click the "Affiliates" tab, identify the third-party administrator to remove, and click on the garbage-can-shaped delete icon to the left of the affiliate's name.
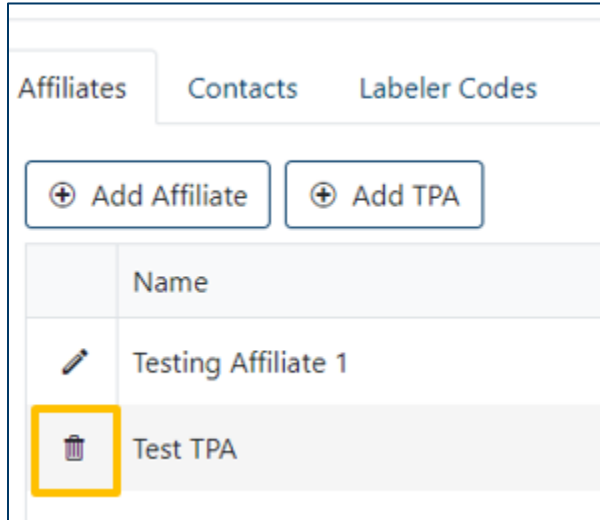
2. In the window that appears, confirm the affiliate's removal by clicking the "OK" button.

3. The third-party administrator will no longer appear in the list of affiliated organizations on the "Affiliates" tab of the "My Organization" page.

Add and Manage Contacts (Optional)

Once registered, a reporting entity has the option to add additional contacts.

Note: The contact information associated with organization account will be MDH's primary means of contacting reporting entities. Reporting entities should consider adding additional contacts to their account to ensure continuity of communication with MDH.

Add a Contact

By following the steps below, a reporting entity may add a contact:

1. On the "My Organization" page, click the "Contacts" tab and click the "Add" button.

2. In the window that appears, enter the contact information, and click the "Save" button.

Note: The "Primary Organization" field allows users to define the level of access a contact has to data and communications within the system based on the affiliate to which they are primarily assigned. Contacts will have access to submit and review information for the primary organization that is selected and any affiliates (children) of the primary organization; however, contacts will not be able to access information submitted for higher level (parent) organizations of the primary organization that is selected.

3. The newly added contact will appear in the "Contacts" tab. An activation email will be sent to the new contact and no additional approval will be required by MDH. Refer to "Activate Account" instructions.

Manage Contacts

By following the steps below, a reporting entity may edit the information of, activate, or inactivate contacts.

1. On the "My Organization" page, click the "Contacts" tab, identify the contact to modify, and click on the pencil-shaped icon to the left of the contact's name.

2. In the window that appears, a user may edit the contact information of the contact, as well as activate or inactivate the contact using the toggle button at the bottom of the window.
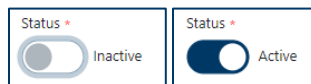
Note: If a contact does not appear in the user's list of contacts, they may be inactive and not displayed by default. To display all active and inactive contacts, use the toggle button on the right side of the page.

3. Click the "Save" button and any modifications to the contact's information or status will be saved.

## Add and Manage Labeler Codes (Optional for Manufacturers and Third-Party Administrators)

Once registered, a manufacturer or a third-party administrator has the option to add labeler codes.

> **Note**: To support accurate reporting, Minnesota's online reporting portal automatically generates data warnings when the National Drug Code (NDC) on a drug report does not match a labeler code added to the manufacturer's account. Adding labeler codes will eliminate these warnings for reports on associated NDCs.

Add a Labeler Code

By following the steps below, a reporting entity may add a labeler code:

1. On the "My Organization" page, click the "Labeler Codes" tab and click the "Add" button.
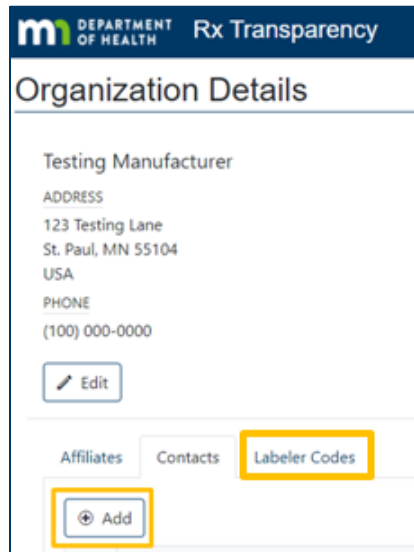
2. In the window that appears, enter the Labeler Code information, and click the "Save" button.

3. The newly added labeler code will appear in the "Labeler code" tab.

Remove Labeler Codes

By following the steps below, a reporting entity may remove labeler codes.

1. On the "My Organization" page, click the "Labeler Code" tab, identify the Labeler Code to remove, and click on the garbage-can-shaped delete icon to the left of the labeler code.

2. Click the "Save" button and the labeler code will be removed.