

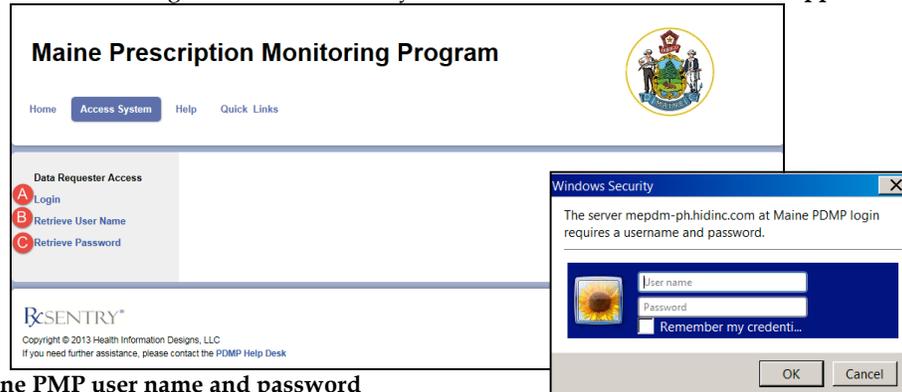
Adding the Maine Prescription Monitoring System as a Favorite

Beginning 1/1/17 all newly prescribed narcotic medications ordered when discharging a patient from the Emergency Department or an Inpatient department must be recorded in the Maine prescription monitoring system (Maine PMP). Follow these steps to access the Maine PMP site from the SeHR/Epic system and create shortcuts to the activity to simplify access.



Access the Maine PMP site from hyperspace

- Follow this path for the initial launch of the Maine PMP site: **Epic>Help>Maine PMP Program**
Please note: the Maine PMP database is managed and maintained by the State of Maine and does **NOT** support single-sign on



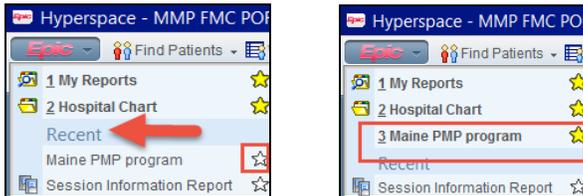
- Click **Login** to enter your **Maine PMP user name and password**
 - If you **know your user name and password**, click Login
 - To **retrieve your user name** click Retrieve User Name
 - To **retrieve your password** click Retrieve Password



Save the Maine PMP site as a favorite under the Epic button

After accessing the site from the Epic menu path you can make the link a favorite under the Epic menu.

- Click the **Epic button**, the Maine PMP program hyperlink will appear under your Recent activities, click the **Star icon** to save it as a favorite.



After starring the activity it becomes a favorite stored under the Epic button



Save the Maine PMP site as a Quick Button on your Epic Toolbar

After accessing the site from the Epic menu path you may choose to make the Maine PMP hyperlink a quick button on your main Epic toolbar.

- Click the **wrench icon** at the top right of your screen to access the personalization activity
- Scroll down the column to the left and **click the Help** menu to expand the submenu
- Drag and drop the Maine PMP Program activity to the top of the My Toolbar column on the right
- After moving the activity it will appear under your My Toolbar section as well as on your Epic toolbar, click **Accept** to save this change

