

Patient History Report Quick Guide for ME PMP Users

- Visit <https://mainepmp.org> and click on the image to bring you to the “Login Page.”
 - Enter your username all in lowercase letters.
 - Enter your password.
 - Click “Submit.”
- Under the “Reports” folder, click on “Patient History.”
- Under the “Find Patients” heading, click on the “Search” button.
 - Enter the Patient’s last name in “Patient Last Name” field
 - Under “Exact Last Name” click on the “down” arrow and select either “Begins with” or “Equal to” (“Begins with” by default)
 - Enter the Patient’s first name or first initial in “Patient First Name” field.
 - Under “Exact First Name” click on the “down” arrow and select either “Begins with” or “Equal to” (“Begins with” by default)
 - Enter the “Patient’s Date of Birth” in format 00/00/0000
The Patient’s City and Zip Code are not required
 - Click “Submit.”

If the patient has data to display, their “Patient Id,” “Patient First Name,” “Patient Last Name,” “Patient Gender,” “Patient D.O.B.,” “Patient City,” “Patient State,” and “Patient Zip” will appear in the upper panel.

If more than one profile is listed in the search results:

- Click on the first entry
- For each profile you would like to add to the patient history report, highlight the entry and click “Add to report”
- To select all of the results,
 - Click on the first patient profile,
 - Hold the SHIFT key,
 - Click on the last patient profile. (This should “highlight” them all.)
 - Click on “Add to Report” – the selected patient profiles should appear in the lower panel.
- Click on the “Generate Report” button.
- Select the “Report Date Range” (past 6 months, by default).

The report should pop-up in a new browser window in PDF format.

Maine PMP Helpdesk: 866-749-7838, mepdmphelpdesk@ghsinc.com