

### **Health Care Provider or Dispenser for Requesting Access to the Vermont Prescription Monitoring System (VPMS)**

The VPMS database is an electronic tool designed to offer Vermont Health Care Providers and Dispensers with information regarding the controlled substance (Schedules II through IV) usage of their patients.

To request access to the VPMS Database a Health Care Provider or Dispenser must:

- Complete the Health Care Provider/Dispenser Access Request Form and Privacy Statement Form
- Sign and date both forms
- Have Health Care Provider/Dispenser Access Form notarized
- Submit copies of current VT DEA Registration
- Retain a copy of all forms for your records

(Note: If the Access Request Form is filled in by hand, block print must be used to increase legibility.)

Mail the following items to the Prescription Drug Monitoring Program:

1. Notarized Health Care Provider/Dispenser Access Request Form
2. Signed copy of the Privacy Statement

Vermont Prescription Monitoring System  
Vermont Department of Health  
Division of Alcohol and Drug Abuse Programs  
108 Cherry Street, PO Box 70  
Burlington VT 05402-0070  
Tel: (802) 652-4147  
Fax: (802) 651-1573  
Email: [vpms@vdh.state.vt.us](mailto:vpms@vdh.state.vt.us)

You will be notified that your Health Care Provider/Dispenser Access Request Form has been approved by the VPMS. VPMS technical expert (Health Information Designs) will notify the requestor via two separate e-mails. The first e-mail will include a VPMS system Login ID and the approved password. A second e-mail will provide a security four digit pin number to be used when requesting technical assistance.

Note: VPMS will not process a faxed Health Care Provider/Dispenser Access Request Form. Supporting documents can be sent via fax or email; however, VPMS staff recommends that all documents be sent via the mail. If you choose to send your supporting documents via e-mail or fax, please make sure all documents are legible.