

Overview of WA State Order Process for

COVID-19 Therapeutics

Purpose:

The United States Government is responsible for the distribution of monoclonal antibody (mAb) therapeutics and oral antivirals for the treatment of COVID-19, as per the Emergency Use Authorizations (EUA) issued by the U.S. Food and Drug Administration. As of September 14, 2021, order requests for mAb therapeutics were moved to a state allocation model.

With the increased demand for monoclonal antibodies and oral antivirals nationwide and in Washington State, it is important that sites that wish to request an allocation of Federally allocated COVID-19 therapeutics through WA DOH, establish a Healthcare Partner Order Portal (HPOP) account to submit allocation requests, as well as receive and track shipments. This account should be used by each site to submit orders and report transfers, wastage and on-hand/utilization reports of each therapeutic product. This information will be used to track statewide use, as well as determine future allocation considerations per site.

What is HPOP?

The Healthcare Partner Order Portal(HPOP) is a web-based tool for managing, monitoring, and reporting key metrics associated with the distribution and administration of vaccines, therapeutics, and diagnostics. Within HPOP there are three types of entities:

Central Partners(DOH) - Manage the allocation, distribution, and inventory within their area of responsibility. Central Partners include jurisdictions (states and territories), federal agencies (e.g.,DOD, DOS, FEMA), and large healthcare/pharmacy organizations (e.g.,CVS, Walgreens, etc.). Central Partner Contacts (described below) have access to the Central Partner portal and can create and manage Providers.

Providers - are the organizations that administer therapeutics to patients and customers. Providers include individual stores within a pharmacy chain and organizations such as hospitals, clinics, doctors' offices, dialysis centers, and local pharmacies. Provider contacts have access to the Provider Portal for management of inventory and information including addresses, licensing, and operating hours.

Contacts(users) - represent Central Partners or Providers who interact with HPOP on behalf of that organization or government entity. Contacts who are affiliated with a Central Partner have access to the Central Partner Portal, while Contacts who are affiliated with a Provider have access to the Provider Portal.

HPOP accounts can be acquired by requesting access via the Medical Countermeasures Team at mcm@doh.wa.gov and submitting the following information for the receiving site:

- Site Name and shipping address
- Hours of operation
- Point of contact w/ email address
- Pharmacy license # / NPI

Once this info is received, an account will be created and a notification will go out to the site POC.

State allocation process for Therapeutics in Healthcare Partner Ordering Portal – EVUSHELD/BEBTELOVIMAB/PAXLOVID/MOLNUIRAVIR

EVUSHELD - Pre-exposure prophylaxis monoclonal antibody

- HHS allocation to WA for EVUSHELD is on a monthly cadence
- Requests for EVUSHELD can be submitted on any day of the week

Orders for EVUSHELD are distributed in shipping quantities of 24 boxes(12 full courses) per shipping unit

BEBTELOVIMAB - Monoclonal antibody treatment

- HHS allocation to WA for BEBTELOVIMAB is on a weekly cadence
- Requests for BEBTELOVIMAB can be submitted on any day of the week

Orders for BEBTELOVIMAB are distributed in shipping quantities of 5 doses per shipping unit

Process

- 1) Requesting sites can create new order(see below) in their HPOP account. If current inventory or administered doses are not reported, then the receiving site has the responsibility to update their information(see therapeutic inventory section)
- 2) mAb request will be transmitted to DOH Medical Countermeasures (MCM) Team for approval
- 3) Shipment from central distributor will be sent to requesting site for the amount allocated by DOH
- 4) Receiving site will report on-hand/utilization/transfer of all allocated doses in HPOP on Monday and Thursday each week (see therapeutic inventory section)

PAXLOVID and MOLNUIRAVIR - Oral antivirals

- Order thresholds are reset for WA on a weekly cadence for PAXLOVID and MOLNUIRAVIR
- Requests for PAXLOVID MOLNUIRAVIR allocation can be submitted on any day of the week.

Orders for PAXLOVID and MOLNUIRAVIR are distributed in shipping quantities of 20 courses per shipping unit. Orders for the adjusted Renal dosing of Paxlovid is in shipping quantities of 5 and is currently capped at 10 courses per site, per order.

Process

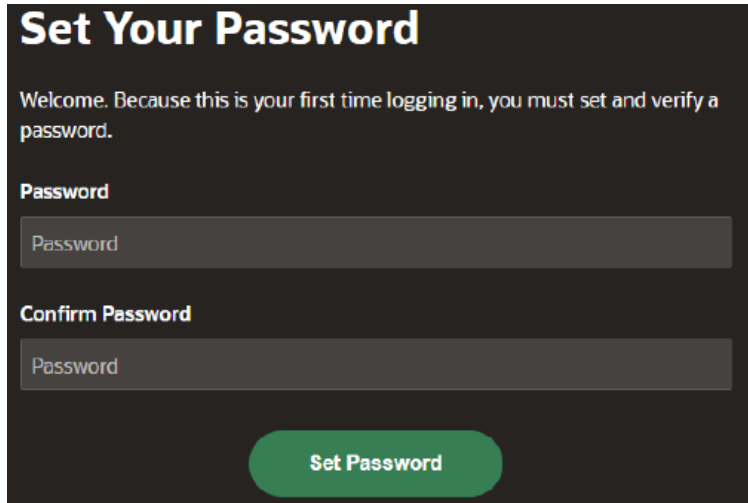
- 1) Requesting sites can create new order(see below) in their HPOP account. If current inventory or administered doses are not reported, then the receiving site has the responsibility to update their information(see therapeutic inventory section)
- 2) OAV request will be transmitted to DOH Medical Countermeasures (MCM) Team for approval
- 3) Shipment from central distributor will be sent to requesting site for the amount allocated by DOH
- 4) Receiving site will report on-hand/utilization/transfer of all allocated doses in HPOP on Monday and Thursday each week (see therapeutic inventory section)

This plan is a working document and is updated as information is available; last updated 7/5/2022.

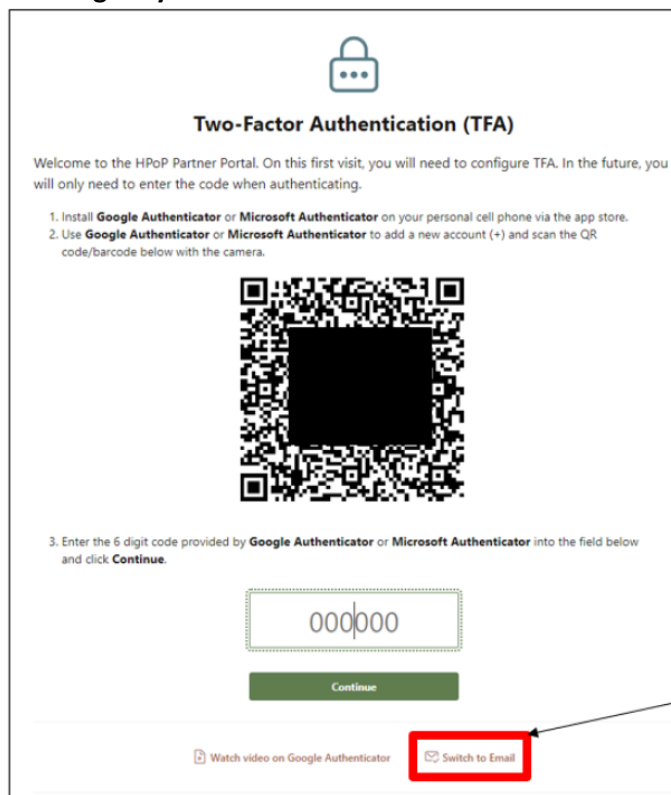
HPOP Instructions: Logging in to the Provider Portal:

After DOH creates a Provider Contact for a site, the Provider Contact will receive a registration email from vpop-no-reply@cdc.gov. In that email will be a registration link that will expire after 72 hours. After opening the registration link, you will be taken to a screen to set your password and configure your two-factor authentication.

1. Set your password:



2. Configure your two-factor authentication:



- Download Google Authenticator to your smart phone:



- Scan barcode in App
- Type the code that is generated into the box
- Click Continue

Alternatively, use Email

- Click the "Switch to Email"

3. If

you run into errors, contact the help desk at cars_helpdesk@cdc.gov.

4. After completing password and two-factor authentication setup, you will be presented with a screen to agree to an attestation statement regarding the therapeutics program. You will be unable to continue logging in to the system until you agree to the attestation statement.

HPOP Instructions: Create New Order in HPOP

Oracle HPOP - Provider Portal Partner: HPOP Validation Jurisdiction Partner Demo Site 001 Help Feedback steven.griffiths@hhs.gov

Demo Site 001 : Therapeutic

Show All Receiving Address / Hours Contacts External Partners Therapeutics News Therapeutic Orders Therapeutic Inventory

Therapeutic Orders [Create Order](#)

TX-HHX-186238 (04/13/2022 08:28) [SUBMITTED](#) >
Total Order Lines: 2

TX-HHX-173838 (03/31/2022 13:12) [CANCELLED](#) >
Total Order Lines: 1

TX-HHX-173819 (03/31/2022 12:28) [TRANSMITTED](#) >
Total Order Lines: 2

TX-HHX-173806 (03/31/2022 12:17) [CANCELLED](#) >
Total Order Lines: 2

Therapeutic Inventory [Save Therapeutic Courses](#)

Courses Administered and Available (since last reported) Wastage Transfers

Courses Administered and Available (since last reported)

Therapeutic	Courses Administered	Courses Available	Hist
Bebtelovimab (0002-7589-01)			
Evusheld (0310-7442-02)			
Lagevrio (molnupiravir) (0006-5055-06)			
Paxlovid (0069-1085-30)			

Provider Details [Receiving Address / Hours](#) [Support Information](#)

Provider Details

Name
Demo Site 001

Federal PIN State PIN National Provider Identifier (NPI)
HHX123456

Provider Type
[18] Pharmacy – independent

Alternative Vaccine ID Alternative Therapeutic ID Non-Public Provider
No

Modules
Vaccine Therapeutic Diagnostic

Therapeutic Categories
 Monoclonal Antibody Monoclonal Antibody Special Antiviral A

License License Expiration Date
123456 03/31/2025

1. Under Therapeutic Orders, select the green “Create Order” button.
2. The Therapeutics the partner can order for the provider are shown.
3. Select one of the therapeutics. Select a quantity.
4. Review and confirm, then submit; or select “Add another therapeutic” and continue.
5. When satisfied with the order request, select Submit. The requested order now appears under Therapeutic Orders along with the status.

Requests that are submitted for each HPOP account will be forwarded to DOH Medical Countermeasures for consideration as part of the State allocation process, as outlined above.

It is important to note that allocations of COVID-19 therapeutics for each site may be less than requested amounts depending on available product at the time of request.

It is the Washington Department of Health’s intent to distribute these therapeutics in a fair and equitable way, with every effort made to ensure that statewide access is the guiding goal. Given that each product has specific uses outlined in their respective EUAs, this plan will continue to be updated based on:

- Therapeutic supply and demand
- New information from clinical trials and local data
- New federal guidance and treatment recommendations
- Ongoing feedback from impacted communities and partners

HPOP instructions: Reporting Therapeutic Inventory

This section is composed of three tabs that allow WA sites to update therapeutic inventory information.

▼ Therapeutic Inventory

Courses Administered and Available (since last reported)

Wastage

Transfers

Courses Administered and Available (since last reported)

Save Therapeutic Courses

Therapeutic	Courses Administered	Courses Available	Hist
Bebtelovimab (0002-7589-01)			
Evusheld (0310-7442-02)			
Lagevrio (molnupiravir) (0006-5055-06)			
Paxlovid (0069-1085-30)			

Courses Administered and Available

For each therapeutic type that you have received or dispensed:

1. Double-click in the row under Courses Administered and Courses Available.
2. Enter total number administered since the last report, click “Save Therapeutic Courses.”
3. After clicking “Save” you will see a short pop up indicating that the save operation completed successfully. a. Note: After clicking “Save Therapeutic Courses,” the columns will still show the data that you entered. These values will remain until the system moves them to the History column, which happens once a day around midnight EST.

Ability to edit Administered / Available:

If a person inadvertently enters an incorrect value, or transposes the Administered and Available numbers, they can edit and correct the data entry errors.

Wastage

Wastage can now be entered for Therapeutics.

1. Click the “Add Wastage” button. The “New Wastage Report” window opens.
2. Select the date and reason for the wastage. A description is required if “other” is chosen for the reason.
3. Select the “Add Therapeutic” button. The “Line Details” window opens.
4. Select the therapeutic to be reports. Enter the number of courses wasted. Select the check boxes for “Destroyed on Site” and “Returned to Manufacturer”. You must select one or other of these checkboxes. Lot number and expiration date are required.
5. Select the “Add” button. The “Review & Confirm” window opens.
6. Review and edit details. Select “Add another therapeutic” or “Submit” to complete the wastage report. a. Note: Once a wastage report is submitted, the provider’s partner has an opportunity to review and accept or reject the wastage report.

Transfers

This section is used if a Provider has received a shipment of some therapeutic, and instead of administering or dispensing them at their site, they transferred the therapeutic to another Provider. Using this “Transfer” section **will not automatically ship product** to another Provider: it is a tool to keep track of the location of the therapeutic product.

For each therapeutic product that you have transferred to another Provider, click the *Add Transfer* button and fill out the required information. The receiving providers listed are restricted to providers that have the same product setup and are eligible for product as defined by the Central Partner. If the Provider that you shared product with does not appear as an option for the transfer, contact DOH MCM at mcm@doh.wa.gov and let us know.

Sites with active HPOP accounts will have their reported information publicly available on the HHS Therapeutic locator. This site will show the last reported on-hand quantities and available therapeutics: [COVID-19 Therapeutics Locator \(arcgis.com\)](https://www.arcgis.com):

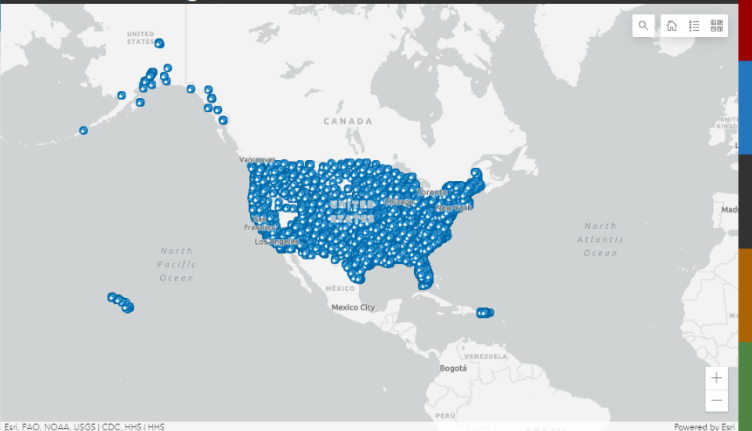
Find Locations
Search by therapy and by zip code to find potential locations.

Therapeutic Distribution Locator for Provider Use

State, Territory, or Jurisdiction: All
Therapeutic Selector: All

Locations: **41,488**

Use search glass below to find locations near an address.



10 GOVE STREET 10 Gove St, Boston, MA 02128 Evusheld, Product #00310-7442-02 48 Available	Evusheld Available: 293,414
10 GOVE STREET 10 Gove St, Boston, MA 02128 Renal Paxlovid, Product #00069-1101-20 6 Available	Lagevrio (molnupiravir) Available: 1,010,456
10 GOVE STREET 10 Gove St, Boston, MA 02128 Lagevrio (molnupiravir), Product #00006-5055-06 93 Available	Paxlovid Available: 1,106,415
10 GOVE STREET 10 Gove St, Boston, MA 02128 Paxlovid, Product #00069-1085-30 43 Available	Bebtelovimab Available: 105,465
1127-CENTRO ISABELINO MED AVANZA CARR 112 KM 1.4 INT, ISABELA, PR 00662 Paxlovid, Product #00069-1085-30 20 Available	Renal Paxlovid Available: 110,319
11th Medical Group - JB Andrews 1560 West Perimeter Road, JB Andrews, MD 20762 Paxlovid, Product #00069-1085-30 Available Inventory has not been reported in the last 2 weeks. Please contact provider to make sure product is available.	
123 PHARMACY INC 3712 PRINCE ST, FLUSHING, NY 11354 Renal Paxlovid, Product #00069-1101-20 Available	

Esri, FAO, NOAA, USGS | CDC, HHS | HHS
Powered by Esri

Authorized therapeutic product information:

Oral Antivirals

Paxlovid

[Fact Sheet for Healthcare Providers \(PDF\)](#)

[Interim DOH Guidance on Prioritization for Use of Paxlovid \(PDF\)](#)

Lagevrio(Molnupiravir)

[Fact Sheet for Healthcare Providers \(PDF\)](#)

[Interim DOH Guidance on Prioritization for Use of Molnupiravir \(PDF\)](#)

Monoclonal Antibodies

Bebtelovimab

[Fact Sheet for Healthcare Providers \(PDF\)](#)

[Interim Guidance on Monoclonal Antibody Use in Washington \(PDF\)](#)

Evusheld

[Fact Sheet for Healthcare Providers \(PDF\)](#)

[Interim DOH Guidance on Prioritization for Use of EVUSHELD™ \(PDF\)](#)

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.

Para solicitar este documento en otro formato, llame al 1-800-525-0127. Las personas con sordera o problemas de audición deben llamar al 711 (Washington Relay) o enviar un correo electrónico a civil.rights@doh.wa.gov.