



HPoP Reporting: Inventory & Utilization

Courses Administered & Available 1
 Transfers..... 2
 Create a Transfer..... 2
 Receive a Transfer 4
 Wastage..... 5

Courses Administered & Available

1. Navigate to the 'Courses Administered and Available (since last reported)' section under the Therapeutic Inventory Tab
2. Enter the Courses on hand – Currently Available
3. Enter the Courses Administered
 - a. Please note that this figure reflects **total administration since last reported**
 - b. Also note the help text (highlighted blue) below can be misleading. Bottom line is that:
 - i. **Courses Available** = current courses on hand right now
 - ii. **Courses Administered** = Courses Administered between right now and the last report
 1. If you have not reported administration in 3 weeks, the figure you enter is your administration for the last three weeks. If you have never reported, the figure you enter is your total historical administration.

Oracle HPoP - Provider Portal

Oregon Health Authority : Therapeutic

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

⚠ Therapeutic Create New Order not available as using Partner Apportionment.

▼ 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	History
Bebtelovimab (0002-7589-01)			
Evusheld (0310-7442-02)			
Paxlovid (0069-1085-30)			
Lagevrio (molnupiravir) (0006-5055-06)			
Renal Paxlovid (0069-1101-20)			

i For Administered and Available please enter values for today and not cumulative values. Please note that some Therapeutics may not be displayed in Inventory.

Transfers

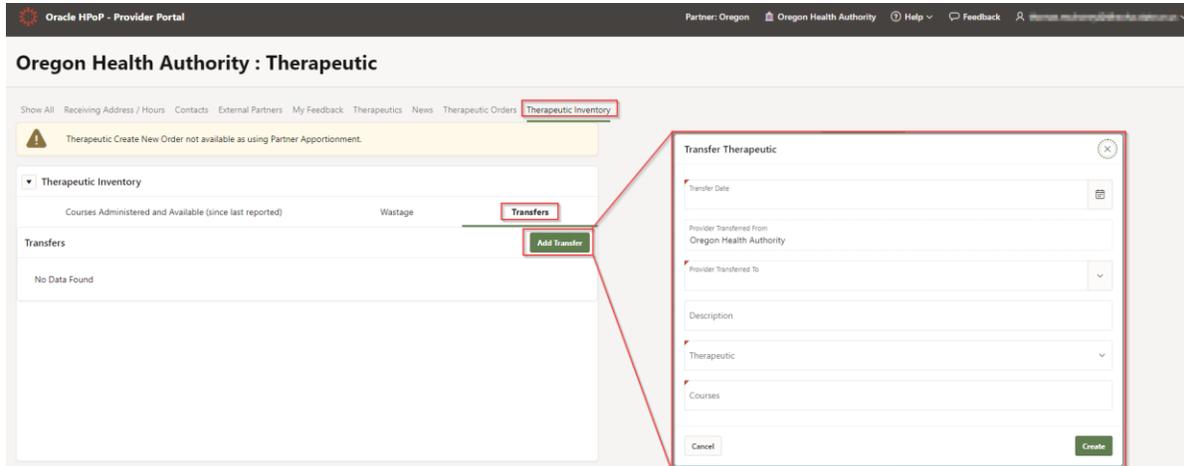
Utilize this feature if you have ever sent or received therapeutics from another provider.

This feature does not *trigger* the physical transfer of product, it is only for record keeping purposes.

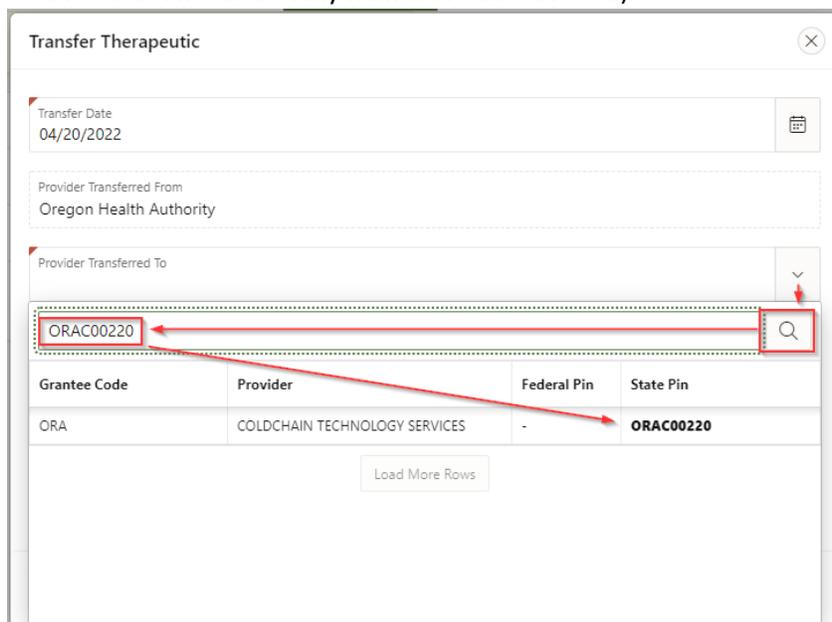
	Responsible Party	HPoP Action Required
Sender	(Transferred From)	'Create'
Receiver	(Transferred To)	'Review & Amend'

Create a Transfer

1. Navigate to the Transfers Section of the 'Therapeutic Inventory' tab, Select Add Transfer



2. Enter the Date (can be a date in the past)
3. Select the 'Provider Transferred To' Party
 - a. Utilize the Search function in the Drop-Down
 - i. You can search by Provider Name or State PIN – We recommend the receiving party provides you with their State PIN. This is the most accurate method of searching as not all Provider names in HPoP perfectly match the actual Provider facility name (HPoP has a character limit and many names are abbreviated).



4. Select the Provider after a successful search

5. Enter a Description
 - a. Helpful to OHA and provides context to the receiving party
6. Select a Therapeutic, Enter the Courses Transferred

Transfer Therapeutic ✕

Transfer Date
04/20/2022 📅

Provider Transferred From
Oregon Health Authority

Provider Transferred To
COLDCHAIN TECHNOLOGY SERVICES ▼

Description
Demo Example

Therapeutic
Molnupiravir [Qty 20] (0006-5055-06) ▼

Courses 12

7. Click 'Create'

Receive a Transfer

1. Navigate to the Transfers section of the 'Therapeutic Inventory' tab
2. Select the Transfer Line you are expecting
 - a. Note the Transfers are arranged by date and the date of the transfer is the date recorded by the transferring party. If the date is in the past, it may appear lower down in your list.

The screenshot shows the Oracle HPOp - Provider Portal interface. The main header is 'COLDCHAIN TECHNOLOGY SERVICES : Therapeutic'. Below the header, there are navigation tabs: 'Show All', 'Receiving Address / Hours', 'Contacts', 'External Partners', 'My Feedback', 'Therapeutics', 'News', 'Therapeutic Orders', and 'Therapeutic Inventory'. A warning message states: 'Therapeutic Create New Order not available as using Partner Apportionment.' The 'Therapeutic Inventory' section is expanded, showing a table of transfers. The first transfer is highlighted: 'TX-T019887 (Receiving from Oregon Health Authority)' with a date of '04/20/2022'. A modal window titled 'Transfer Therapeutic' is open, showing details for this transfer: 'Transfer Date: 04/20/2022', 'Provider Transferred From: Oregon Health Authority', 'Provider Transferred To: 278573684404618474349717738430749364548', 'Description: Demo Example', 'Therapeutic: Molnupiravir [Qty 20] (0006-5055-06)', and 'Courses: 12'. The modal has 'Cancel', 'Delete', and 'Apply Changes' buttons.

3. Review the Details of the Transfer
4. Amend any Details of the Transfer (Date, Description, Therapeutic, Courses) that are incorrect

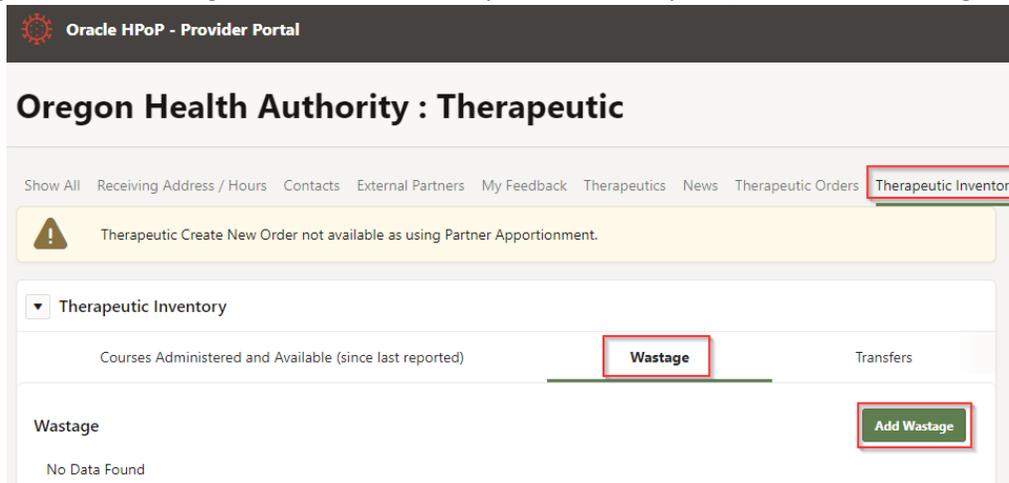
The screenshot shows the Oracle HPOp - Provider Portal interface. The main header is 'COLDCHAIN TECHNOLOGY SERVICES : Therapeutic'. Below the header, there are navigation tabs: 'Show All', 'Receiving Address / Hours', 'Contacts', 'External Partners', 'My Feedback', 'Therapeutics', 'News', 'Therapeutic Orders', and 'Therapeutic Inventory'. A warning message states: 'Therapeutic Create New Order not available as using Partner Apportionment.' The 'Therapeutic Inventory' section is expanded, showing a table of transfers. The first transfer is highlighted: 'TX-T019887 (Receiving from Oregon Health Authority)' with a date of '04/26/2022'. A modal window titled 'Transfer Therapeutic' is open, showing details for this transfer: 'Transfer Date: 04/26/2022', 'Provider Transferred From: Oregon Health Authority', 'Provider Transferred To: 278573684404618474349717738430749364548', 'Description: Demo Example - Changed Description', 'Therapeutic: Molnupiravir [Qty 20] (0006-5055-06)', and 'Courses: 6'. The modal has 'Cancel', 'Delete', and 'Apply Changes' buttons. Red boxes and arrows highlight the changes: 'Updated' next to the date, 'Updated' next to the description, and 'Updated' next to the courses.

5. The initiating party will see your changes on their side

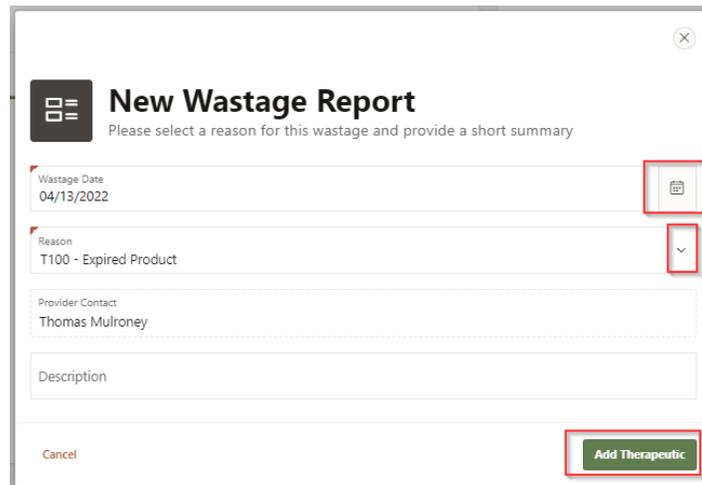
The screenshot shows the Oracle HPOp - Provider Portal interface. The main header is 'Oregon Health Authority : Therapeutic'. Below the header, there are navigation tabs: 'Show All', 'Receiving Address / Hours', 'Contacts', 'External Partners', 'My Feedback', 'Therapeutics', 'News', 'Therapeutic Orders', and 'Therapeutic Inventory'. A warning message states: 'Therapeutic Create New Order not available as using Partner Apportionment.' The 'Therapeutic Inventory' section is expanded, showing a table of transfers. The first transfer is highlighted: 'TX-T019887 (Sending to COLDCHAIN TECHNOLOGY SERVICES)' with a date of '04/26/2022'. A modal window titled 'Transfer Therapeutic' is open, showing details for this transfer: 'Transfer Date: 04/26/2022', 'Provider Transferred From: Oregon Health Authority', 'Provider Transferred To: COLDCHAIN TECHNOLOGY SERVICES', 'Description: Demo Example - Changed Description', 'Therapeutic: Molnupiravir [Qty 20] (0006-5055-06)', and 'Courses: 6'. The modal has 'Cancel', 'Delete', and 'Apply Changes' buttons. Red boxes and arrows highlight the changes: 'Updated' next to the date, 'Updated' next to the description, and 'Updated' next to the courses.

Wastage

1. Navigate to the Wastage section of the 'Therapeutic Inventory' tab, select 'Add Wastage'



2. Select your Wastage Report Criteria (date of product destruction, reason, optional comment), select 'Add Therapeutic'



3. Select the Therapeutic, Enter the courses destroyed, Enter Lot Number and Lot Number Expiration Date



- a. Lot Number and Expiration Date are optional but very helpful for inventory tracking purposes.
 - b. If you have multiple lot numbers to report on, please batch the wastage reports according to lot number
4. Select Add
 5. Repeat the process for another therapeutic or hit Submit