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# HPoP Reporting: Inventory & Utilization

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## 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.

egon Health Authority : Therapeutic						
/ All Receiving Address / Hours Contac	ts External Partners My Fee	edback Therapeut	ics News Ther	apeutic Orde	rs Therapeut	ic Invento
Therapeutic Create New Order not	available as using Partner App	ortionment.				
Therapeutic Inventory						
Therapeutic Inventory Courses Administered and Availab	le (since last reported)		Vastage		Transfers	
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## 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

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.	Transfer Therapeutic	$\otimes$
Therapeutic Inventory	Transfer Date	e
Course Administered and Available (since last reported) Wastage Transfers Transfers Add transfer	Provider Transferred From Oregon Health Authority	
No Data Found	Provider Transferred To	
	Description	
	Therapeutic	~
	Courses	
	Cancel	Greate

- 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).

Transfer Therapeut	tic			×
Transfer Date 04/20/2022			ť	Ē
Provider Transferred From Oregon Health Auth	ority			
Provider Transferred To				¥
ORAC00220			C	λ
Grantee Code	Provider	Federal Pin	State Pin	
ORA	COLDCHAIN TECHNOLOGY SERVICES	-	ORAC00220	
	Load More Rows			
-				

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	Ē
Provider Transferred From	
Oregon Health Authority	
Provider Transferred To COLDCHAIN TECHNOLOGY SERVICES	~
Description	
Demo Example	
Therapeutic	
Molnupiravir [Qty 20] (0006-5055-06)	Ý
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.

> Oracle HPoP - Provider Portal		Partner: Orego	COLDCHAIN TECHNOLOGY SERVICES	⑦ Help ~ P Feedback	A management requiring the second
OLDCHAIN TECHNOLOGY SERVICES : Therape	utic				
ow All Receiving Address / Hours Contacts External Partners My Feedback Therapeutics News Ther	rapeutic Orders Therapeutic Inventor	1			
Therapeutic Create New Order not available as using Partner Apportionment.		Tran	sfer Therapeutic		$\otimes$
Therapeutic Inventory		Tran 04/	fer Date 20/2022		Ē
Courses Administered and Available (since last reported) Wastage ansfers	Add Transfer	Prov Ore	der Transferred From gon Health Authority		
TX-T019887 Beceiving from Oregon Health Authority)	12 >	Prov 278	ider Transferred To 573684404618474349717738430749364548		~
X-T018365 (Sending to HI-SCHOOL PHARMACY - 1147) 4/07/2022	12 >	Desc Der	ription no Example		
DX-T018366 (Sending to HI-SCHOOL PHARMACY - 1152) 04/07/2022	12 >	Ther	speutic Inupiravir [Qty 20] (0006-5055-06)		~
X-T018367 (Sending to CUTTERS HI-SCHOOL PHARMACY - 1167) 4/07/2022	12 >	Cour	ses		
IX-T018368 (Sending to HI-SCHOOL PHARMACY - 1165) 4/07/2022	12 >				12
.oad more		Car	cel Delete		Apply Changes

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

Cracle HPoP - Provider Portal		Partner: Oregon	COLDCHAIN TECHNOLOGY SERVICES	⑦ Help ∨ ♀ Feedback	X	ni Denna rakona -
COLDCHAIN TECHNOLOGY SERVICES : Therapeutic	c	Transfer Therape	utic		۲	
Show All Receiving Address / Hours Contacts External Partners My Feedback Therapeutics News Therapeuti	c Orders Therapeutic Inventory	Transfer Date 04/26/2022			Ē	
Therapeutic Create New Order not available as using Partner Apportionment.		Provider Transferred Fro Oregon Health Aut	m thority			
Therapeutic Inventory		Provider Transferred To 278573684404618	474349717738430749364548		~	
Courses Administered and Available (since last reported)	Transfers	Description	hanned Description			
Transfers	Add Transfer	Therapeutic	nangeo beschption			
TX-T019887 (Beceiving from Oregon Health Authority)	12	Molnupiravir [Qty	20] (0006-5055-06)			
TX-T018365 (Sending to HI-SCHOOL PHARMACY - 1147) 04/07/2022	12 >				-6	
TX-T018366 (Sending to HI-SCHOOL PHARMACY - 1152) 04/07/2022	12 >	Cancel Delete		AF	ply Changes	

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

🔆 Oracle HPoP - Provider Portal	Partner: Oregon 🏦 Oregon Health Authority 🕜 Help ~ 🖓	⊃ Feedback &
Oregon Health Authority : Therapeutic	Transfer Therapeutic	۲
Show All Receiving Address / Hours Contacts External Partners My Feedback Therapeutics News Therapeutic Orders	Transfer Date 04/26/2022	
Therapeutic Create New Order not available as using Partner Apportionment.	Provider Transferred From Oregon Health Authority	
Therapeutic Inventory	Provider Transferred To COLDCHAIN TECHNOLOGY SERVICES	~
Courses Administered and Available (since last reported) Wastage Transfers	Description Demo Example - Changed Description	
Transfers Add Transfer	Therapeutic Molnupiralvir [Qty 20] (0006-5055-06)	~
IX-101986 (Jending to COLUCHAIN TECHNOLOGY SERVICES)	Courses	6
	Cancel Delete	Apply Changes

### Wastage

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

Oracle HPoP - Provider Portal	0
Oregon Health Authority : Therapeutic	
Show All Receiving Address / Hours Contacts External Partners My Feedback Therapeutics News Ther	rapeutic Orders Therapeutic Inventory
Therapeutic Create New Order not available as using Partner Apportionment.	
Therapeutic Inventory	
Courses Administered and Available (since last reported)	Transfers
Wastage	Add Wastage
No Data Found	

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

	×
New Wastage Report           Please select a reason for this wastage and provide a short summary	
Wastage Date 04/13/2022	Ē
Reason T100 - Expired Product	~
Provider Contact Thomas Mulroney	
Description	
Cancel	Therapeutic

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

	×
ET Line Details Select a therapeutic and enter in the quantity of courses that were wasted.	
Therapeutic Evusheld (0310-7442-02)	~
Courses 3	
Lot Number	
Lot Expiration Date	÷
·	Add

- 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