COVID-19 Therapeutics Enrollment Guide
March 23, 2022
Providers wishing to request COVID-19 monoclonal antibodies (therapeutics) from the State of Texas’ allocations at no cost will need to be enrolled as a therapeutics provider. All enrolled COVID-19 therapeutics providers must have a Health Partner Order Portal (HPOP) account. If you would also like to request Sotrovimab and Bebtelovimab, then you will also need access to the Vaccine Allocation & Ordering System (VAOS).

This guide will walk you through how to setup an HPOP account and, if applicable, how to gain access to VAOS.

The therapeutics DSHS distributes through VAOS may vary as the information and situation around COVID-19 changes. For more information on the therapeutics available and their request platforms, visit the Therapeutics Product Guide or contact the provider help desk by phone at (833) 832-7068, Option 0 or by email at therapeutics@dshs.Texas.gov.
Disclaimer

We are receiving new information and system changes frequently. We will continue to provide updates to inform you of any changes.

One of the most effective ways to stay up-to-date with current COVID-19 therapeutics news is by visiting the News & Updates section of the DSHS Information for COVID-19 Therapeutics Providers webpage.
Which therapeutic(s) are you interested in?

The enrollment process varies depending on the therapeutic product(s) you would like to request. Please select the therapeutic(s) you’re interested in from the list below to view the enrollment process for that therapeutic.

- Molnupiravir
- Paxlovid
- Evusheld
- Sotrovimab
- Bebtelovimab
Enrolling for Molnupiravir, Paxlovid, and/or Evusheld
Molnupiravir, Paxlovid, Evusheld Enrollment

First, check that you fulfill the requirements for the therapeutic(s) you are interested in:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Molnupiravir</th>
<th>Paxlovid</th>
<th>Evusheld</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Valid Texas pharmacy license</td>
<td>Valid Texas pharmacy license</td>
<td>Available for facilities that have a medical relationship with the patients for the immunocompromising condition that qualifies them for Evusheld. Additional facilities that can take prescriptions for Evusheld, like home health or infusion centers, may also receive Evusheld.</td>
</tr>
</tbody>
</table>

Email the COVID-19 Therapeutics Provider Help Desk at therapeutics@dshs.texas.gov to request the HPOP enrollment forms for the therapeutics product(s) you would like to request. Please state which therapeutic(s) you would like to request.

Complete the HPOP form and email it back to therapeutics@dshs.Texas.gov.
After requesting an HPOP account, it may take 5-7 business days to receive your account.

During this period, be on the lookout for any emails from therapeutics@dshs.texas.gov in the event that more information is needed.

Looking for more information on HPOP? Please refer to the COVID-19 Therapeutics Providers FAQ for additional guidance.

Enrolling for Sotrovimab and/or Bebtelovimab
Sotrovimab, Bebtelovimab Enrollment

First, check that you fulfill the requirements to request the therapeutic(s) you are interested in:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Sotrovimab</th>
<th>Bebtelovimab</th>
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<tbody>
<tr>
<td>• Need to be able to administer according to the EUA</td>
<td>• Need to be able to administer according to the EUA</td>
<td></td>
</tr>
<tr>
<td>• Have either a pharmacy license or someone to sign as authorizing provider (MD, DO, NP, pharmacist)</td>
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<td></td>
</tr>
</tbody>
</table>

Email the COVID-19 Therapeutics Provider Help Desk at therapeutics@dshs.texas.gov to request the HPOP enrollment forms for the therapeutics product(s) you would like to request. Please state which therapeutic(s) you would like to request.
If you **already have a VAOS account**, complete the HPOP forms and email them back to COVID-19 Therapeutics Provider Help Desk at therapeutics@dshs.texas.gov.

After requesting an HPOP account, it may take **5-7 business days** to receive your account.

During this period, be on the lookout for any **emails** from therapeutics@dshs.texas.gov in the event that more information is needed.

**OR**

If you **do not have a VAOS account**, please follow the steps in the next slides.
Enrolling for VAOS

You will only need a VAOS account if you would like to request Sotrovimab and/or Bebtelovimab. If you would like to request at least one of these products and do not already have a VAOS account, please:

1. Complete the HPOP enrollment forms sent from the therapeutics help desk.
2. Use your completed HPOP enrollment forms to submit the VAOS enrollment form. Details are on the following slides.
Complete the VAOS Enrollment Form

Once you have completed the HPOP forms and completed the steps above, complete the VAOS enrollment form: [https://txctt.force.com/CTE](https://txctt.force.com/CTE)

Select **No** under **Do you have AmerisourceBergen account?** Regardless of whether you have an ABC account.
Complete the VAOS Enrollment Form

Complete the form and upload relevant files. Please upload the relevant HPOP form(s) linked in slide 9 in the **Signed LOA** field.
Complete the VAOS Enrollment Form

If you have any questions, contact by email at therapeutics@dshs.texas.gov or by phone at (833) 832-7068, Option 0.

Once you’ve completed the form, select Save.
Complete the VAOS Enrollment Form

After completing the form, you will be directed to the confirmation screen this indicates your request for a new account has been received.

Record Successfully created

Therapeutics Form Account Details New

Thank you for registering as a therapeutics provider! Your enrollment has successfully been submitted. Once reviewed, you will receive an email to notify you of approval or additional questions. If you have any questions in the meantime, please contact therapeutics@dshs.texas.gov.
Await Login Credentials

After submitting the completed form, it may take 5-10 business days to receive your account login credentials for VAOS and HPOP.

During this period, be on the look out for any emails from therapeutics@dshs.texas.gov in the event that more information is needed.
Once your account is approved, you will receive an email from noreply@salesforce.com.

After your account is approved, watch for these emails, which will come in the following days:
- An email from IdentityManagement@hhsc.state.tx.us with login credentials.
- An email from COVID19VacMgmt@dshs.Texas.gov with instructions to log into VAOS.
Enrollment Support

For questions related to the therapeutics enrollment process, please contact the therapeutics team by email at therapeutics@dshs.texas.gov or by phone at (833) 832-7068, Option 0.
Reference Guides

Providers may refer to the following resources for more specific guidance:

- **Therapeutics Webpage**
  For most therapeutics updates and resources.

- **COVID-19 Therapeutics Product Guide**
  March 3, 2022
  For details on product availability and resources.

- **VAOS Catalog**
  For a list of guides on specific VAOS actions.

- **Therapeutics Allocation Request Guide**
  September 24, 2021
  For a walkthrough of how to place an allocation request for therapeutics in VAOS.

- **Therapeutics FAQ**
  For more detailed answers to common questions.

- **HPOP FAQ**
  For answers specific to HPOP.