

COVID-19 Therapeutics Enrollment Guide

March 23, 2022



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Health and Human
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Texas Department of State
Health Services

[View the VAOS Job Aid Catalog](#)

Enrollment Overview

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:

	Molnupiravir	Paxlovid	Evusheld
Requirements	Valid Texas pharmacy license	Valid Texas pharmacy license	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.

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.

HPOP Timeline



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



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Sotrovimab, Bebtelovimab Enrollment

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

	Sotrovimab	Bebtelovimab
Requirements	<ul style="list-style-type: none">• Need to be able to administer according to the EUA• Have either a pharmacy license or someone to sign as authorizing provider (MD, DO, NP, pharmacist)	<ul style="list-style-type: none">• Need to be able to administer according to the EUA• Have either a pharmacy license or someone to sign as authorizing provider (MD, DO, NP, pharmacist)

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.

Sotrovimab, Bebtelovimab Enrollment

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](#).

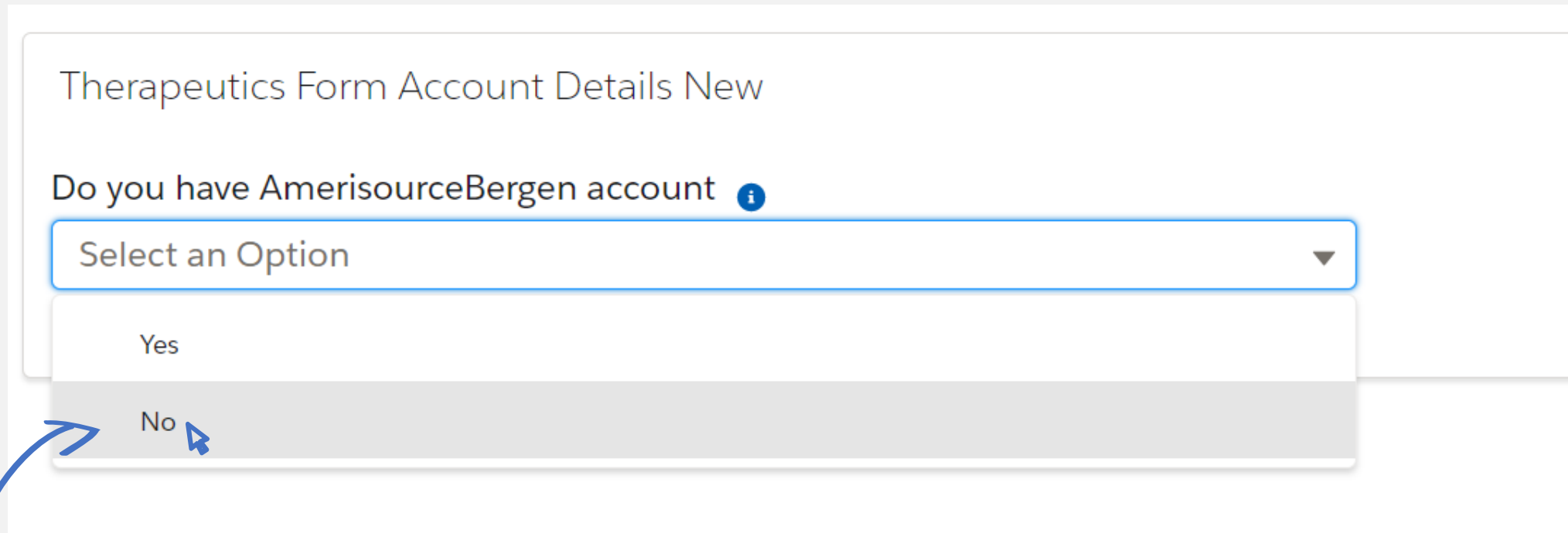
Enrolling for VAOS

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>



Therapeutics Form Account Details New

Do you have AmerisourceBergen account i

Select an Option ▼

Yes

No

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.



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Therapeutics Form Account Details New

Do you have AmerisourceBergen account ?

No

Facility Information

* Account Name ?

Alt Site Name (parent company, DBA, etc) ?

Authorizing Provider Name

Authorizing Provider License Number

Copy of License

[Upload Files](#) Or drop files

* Do you have a pharmacy license at this address?

Select an Option

If you don't know your pharmacy license number, you may look it up using this link [TSBP Website - Texas State Board of Pharmacy](#)

TX Pharmacy License Number

Authorizing Provider License Number (MD, DO, NP only)

Signed LOA



[Upload Files](#) Or drop files

Upload HPOP
Forms Here


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.**

Address Information

*Shipping: Street Address 	Shipping Suite
<input type="text"/>	<input type="text"/>
*Shipping: City	*Shipping: State
<input type="text"/>	<input type="text"/>
*Shipping: Zip	*Shipping: County
<input type="text"/>	<input type="text"/>
*Physical: Street Address	*Physical: City
<input type="text"/>	<input type="text"/>
*Physical: State	*Physical: Zip
<input type="text"/>	<input type="text"/>
*Physical: County	*Facility Phone Number 
<input type="text"/>	<input type="text"/>


Additional Facility IDs

*Do you have an ImmTrac account Select an Option 	ImmTrac Organization Code
<input type="text"/>	<input type="text"/>

If you are not sure, or you do not know your ImmTrac Organization Code, please use the provider lookup

Provider/TVFC PIN	TDEM UFID
<input type="text"/>	<input type="text"/>

If you don't know your TDEM UFID, please email vaccine@tdem.texas.gov



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.

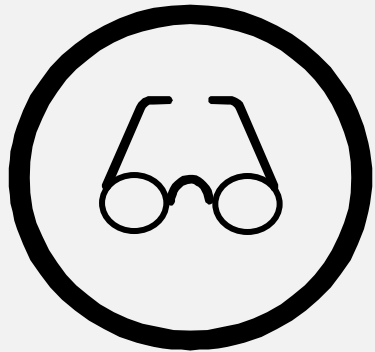
Await Login Credentials



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.

Enrolling for HPOP and VAOS



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**.

Resources



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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 Allocation Request

September 24, 2021

[Therapeutics Allocation Request Guide](#)

For a walkthrough of how to place an allocation request for therapeutics in VAOS.

COVID-19 Therapeutics Product Guide

March 3, 2022

[Therapeutics Product Guide](#)

For details on product availability and resources.

Vaccine Allocation & Order System (VAOS) – Learning Resources

COVID-19 Vaccine Job Aids

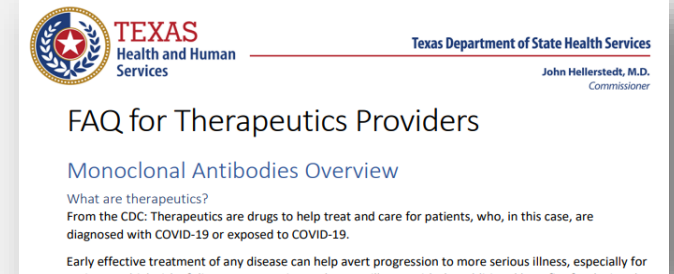
- [VAOS Tips & Tricks](#) (11/2/2021)
- [COVID-19 Vaccine Data Dashboard](#) (6/29/2021)

COVID-19 Therapeutics Job Aids

- [COVID-19](#)

[VAOS Catalog](#)

For a list of guides on specific VAOS actions.



[Therapeutics FAQ](#)

For more detailed answers to common questions.

FAQ for COVID-19 Therapeutics Providers using HPOP

Updated as of January 2022

General

What is HPOP?

The Health Partner Ordering Portal (HPOP) is a system developed and maintained by US HHS. HPOP is currently used for three therapeutics: Paxlovid, Molnupiravir, and Evusheld. As of January 5, 2022, DSHS will allocate to and place orders for these therapeutics on behalf of a select group of facilities that follow...

[HPOP FAQ](#)

For answers specific to HPOP.