



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

**Log Receipt of Packages, Notify
THMP of Missing Medications and
Request a New Order**

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- 4 | Submit a reorder of medication



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Learning Objectives

In this module, you will learn:

- How to log complete receipt of orders
- How to log partial receipt of an order
- How to log that the entire order has not been received
- How to request a reorder of some or all medication from an order



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Log Receipt of Packages If All Medication Received

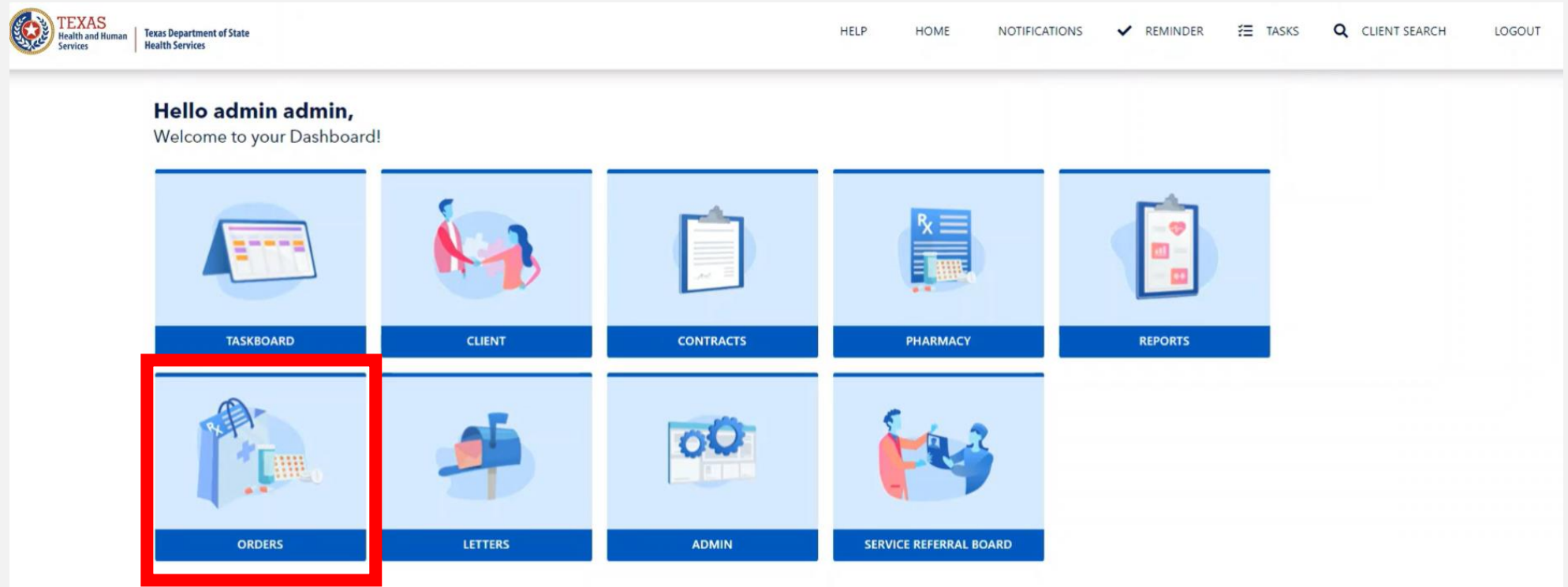


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Health Services

Order Tile

- To access information about a client's order, select the **Order** tile on the TCT homepage



Search Order

- Fill in the **Order Submission Start Date**, **Order Submission End Date**, and **Status** as 'submitted'. You can also search by Order ID number if known.

Back to dashboard

Order History

Search Order History

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HELP

HOME

NOTIFICATIONS

CLIENT SEARCH

LOGOUT

Orders

The orders screen allows you to view previously submitted and open orders. To create a new order, select the 'Add Order' button.

Order ID

Order Submission Start Date

Order Submission End Date

Order Creation Start Date

Order Creation End Date

Status

Client ID

Clear Search

Search

Add Order

Order ID	Status	Created By	Order Creation Date	Order Submission Date	Shipping Status
42579	Submitted	Pharmacyamex Pharmacyamex	11/01/2023	11/01/2023	Shipping Status
42578	Submitted	Pharmacyamex Pharmacyamex	11/01/2023	11/01/2023	Shipping Status
42577	Submitted	Pharmacyamex Pharmacyamex	11/01/2023	11/01/2023	Shipping Status
42576	Submitted	Pharmacyamex Pharmacyamex	11/01/2023	11/01/2023	Shipping Status

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Showing rows 1 to 4 of 4

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Order Details

- On the Order Details, you will select the **Order Received Status** and **Order Received Date**.

Back to dashboard

Order History

Search Order History

Order ID: 42579

Order Submitted Date: 11/10/2023

Order Status: Submitted

Order Details

Please wait until 3 business days from when the Status for this Order is updated to Shipped, to indicate the Order Status and Medication Shipment information.

Client ID

Client First Name

Client Last Name

D.O.B.

Pharmacy ID

Pharmacy Name

MM/DD/YYYY

Filter

Clear Filters

Order Received Status

Order Received Status Date

Select

MM/DD/YYYY



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Order Details – All Medication Received

- Mark the **Order Received Status** as 'Full Order Received' and put the date order was received in **Order Received Status Date**. The column **Medication Shipment Received** will be marked 'Medication Received'.

Filter

Clear Filters

Order Received Status

Full Order Received

Order Received Status Date

11/02/2023

X

W

P

Pharmacy ID	Trade Name	Generic Name	Dosage Strength	Measure	Form	Day Supply	Quantity	Shipped Date	Tracking Number	Dispensed Date	Medication Shipment Received	Medication Received Date	Client ID	Client Name	D.O.B	Medication Resubmitted	Select
148	EVOTAZ (30/btl)	Evotaz (atazanavir/cobicistat)	300;150	MG,MG	TAB	30	1			Dispensed Date MM/DD/YY	Medication Shipment Received Medication Received	Medication Received Date 11/02/2023	426308	testauto, sunita	08/01/2000	--	☐
148	NEBUPENT (300mg/vl)	Pentamidine	300	MG	PWD F/SOL	30	1			Dispensed Date MM/DD/YY	Medication Shipment Received Medication Received	Medication Received Date 11/02/2023	426308	testauto, sunita	08/01/2000	--	☐
148	ZIDOVUDINE OS (240 ml/btl)	Zidovudine OS (AZT)	10	MG/ML	SYRUP	30	1			Dispensed Date MM/DD/YY	Medication Shipment Received Medication Received	Medication Received Date 11/02/2023	426308	testauto, sunita	08/01/2000	--	☐

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Log Receipt of Packages If Partial Order Received



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Order Details – Partial Order Received

Mark the **Order Received Status** as 'Partial Order Received'. In the column **Medication Shipment Received** mark which medications have been received and which have not been received. Select the ones that have been received and save the page.

Order Received Status ⓘ

Partial Order Received

Order Received Status Date

MM/DD/YYYY

Print

PDF

Share

Pharmacy ID	Trade Name	Generic Name	Dosage Strength	Measure	Form	Day Supply	Quantity	Shipped Date	Tracking Number	Dispensed Date	Medication Shipment Received	Medication Received Date	Client ID	Client Name	D.O.B	Medication Resubmitted	Resubmitted Order ID	Select
148	ZIDOVIDINE OS (240 ml/btl)	Zidovudine OS (AZT)	10	MG/ML	SYRUP	30	1			MM/DD/YYYY	Medication Shipment Received Not Received	Medication Received Date MM/DD/YYYY	426496	issue, prod	07/31/1991	Approved	42667	
148	ZIDOVIDINE OS (240 ml/btl)	Zidovudine OS (AZT)	10	MG/ML	SYRUP	30	1			MM/DD/YYYY	Medication Shipment Received Not Received	Medication Received Date MM/DD/YYYY	426496	issue, prod	07/31/1991	Pending Approval		
148	SMZ/TMP (100/btl)	SMZ/TMP	800/160	MG	TAB	30	1			MM/DD/YYYY	Medication Shipment Received Select	Medication Received Date MM/DD/YYYY	426496	issue, prod	07/31/1991	Pending Approval		
148	SMZ/TMP (100/btl)	SMZ/TMP	800/160	MG	TAB	30	1			MM/DD/YYYY	Medication Shipment Received Not Received	Medication Received Date MM/DD/YYYY	426496	issue, prod	07/31/1991	--		☒
148	SMZ/TMP OS (473 ml/btl)	SMZ/TMP OS	200/40	S ML	SUSP	30	1			MM/DD/YYYY	Medication Shipment Received Select	Medication Received Date MM/DD/YYYY	426496	issue, prod	07/31/1991	Pending Approval		
148	ACYCLOVIR (100/btl)	Acyclovir	200	MG	CAP	30	1			MM/DD/YYYY	Medication Shipment Received Select	Medication Received Date MM/DD/YYYY	426496	issue, prod	07/31/1991	Pending Approval		
148	ZIDOVIDINE (100/btl)	Zidovudine (AZT)	100	MG	CAP	30	1			MM/DD/YYYY	Medication Shipment Received Select	Medication Received Date MM/DD/YYYY	426496	issue, prod	07/31/1991	Pending Approval		
148	ZIDOVIDINE (100/btl)	Zidovudine (AZT)	100	MG	CAP	30	1			MM/DD/YYYY	Medication Shipment Received Select	Medication Received Date MM/DD/YYYY	426496	issue, prod	07/31/1991	Pending Approval		

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Save

Resubmit Order

Transfer

Log Receipt of Packages If No Medication Received



Order Details – Order Not Received

Mark the **Order Received Status** as 'Not Received'. In the column **Medication Shipment Received** mark 'Not Received' and save the page.

Order Received Status ⓘ

Not Received

Order Received Status Date

MM/DD/YYYY

X

W

P

Pharmacy ID	Trade Name	Generic Name	Dosage Strength	Measure	Form	Day Supply	Quantity	Shipped Date	Tracking Number	Dispensed Date	Medication Shipment Received	Medication Received Date	Client ID	Client Name	D.O.B	Medication Resubmitted	Select
148	NEBUPENT (300mg/vl)	Pentamidine	300	MG	PWD F/SOL	30	1			Dispensed Date MM/DD/Y	Medication Shipment Received Not Received	Medication Received Date MM/DD/Y	426463	Bhendetestone, sunita	03/03/2000	Pending Approval	
148	ZIDOVUDINE OS (240 ml/btl)	Zidovudine OS (AZT)	10	MG/ML	SYRUP	30	1			Dispensed Date MM/DD/Y	Medication Shipment Received Not Received	Medication Received Date MM/DD/Y	426463	Bhendetestone, sunita	03/03/2000	Pending Approval	
148	ZIDOVUDINE (100/btl)	Zidovudine (AZT)	100	MG	CAP	30	1			Dispensed Date MM/DD/Y	Medication Shipment Received Not Received	Medication Received Date MM/DD/Y	426463	Bhendetestone, sunita	03/03/2000	Pending Approval	

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 Showing rows 1 to 3 of 3

Save

Resubmit Order

Transfer



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Submit a reorder of medication

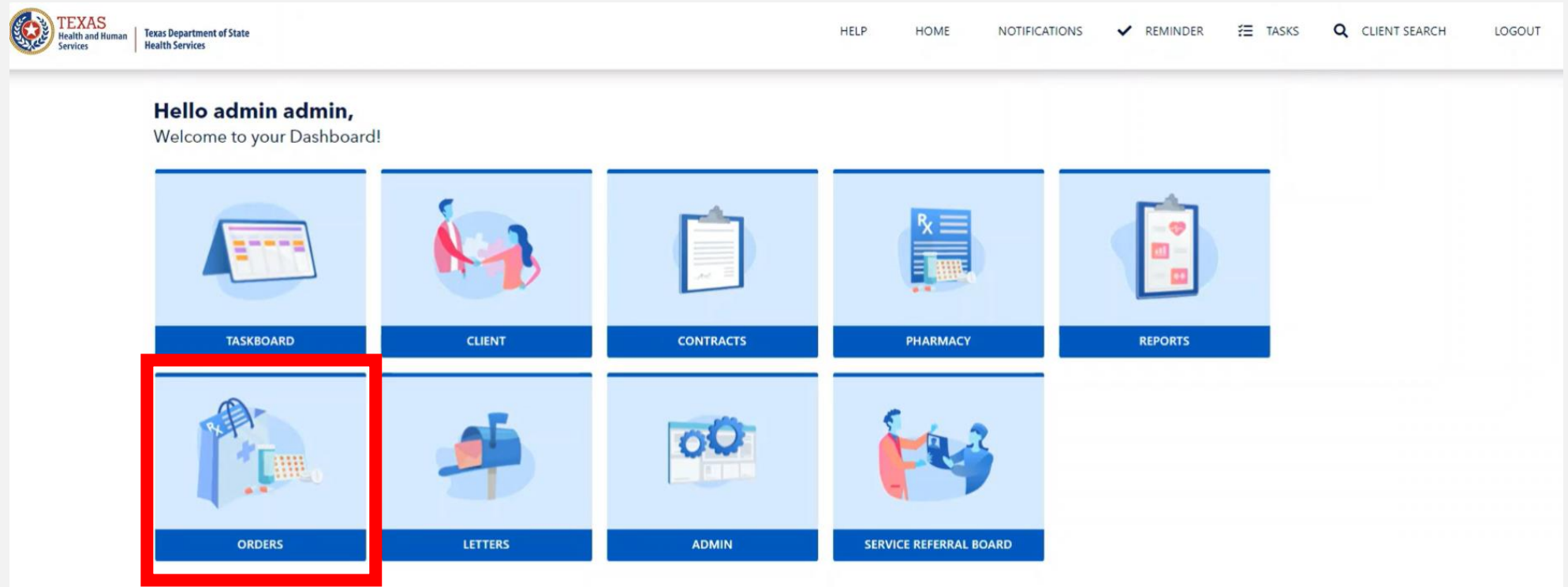


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Search Order History

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Order ID

Order Submission Start Date

Order Submission End Date

Order Creation Start Date

Order Creation End Date

Status

Client ID

Clear Search

Search

Add Order

Order ID	Status	Created By	Order Creation Date	Order Submission Date	Shipping Status
42579	Submitted	Pharmacyamex Pharmacyamex	11/01/2023	11/01/2023	Shipping Status
42578	Submitted	Pharmacyamex Pharmacyamex	11/01/2023	11/01/2023	Shipping Status
42577	Submitted	Pharmacyamex Pharmacyamex	11/01/2023	11/01/2023	Shipping Status
42576	Submitted	Pharmacyamex Pharmacyamex	11/01/2023	11/01/2023	Shipping Status

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Resubmit Order

If the order has not been received, select 'Not Received' in the Order Received Status and then check the select box and click resubmit order

Order Received Status ⓘ

Not Received

Order Received Status Date

MM/DD/YYYY

X

W

P

Pharmacy ID	Trade Name	Generic Name	Dosage Strength	Measure	Form	Day Supply	Quantity	Shipped Date	Tracking Number	Dispensed Date	Medication Shipment Received	Medication Received Date	Client ID	Client Name	D.O.B	Medication Resubmitted	Resubmitted Order ID	Select
906	Dovato (30/btl)	dolutegravir/lamivudine	50;300	MG;MG	TAB	30	1			Dispensed Date MM/DD	Medication Shipment Received Not Received	Medication Received Date MM/DD	424097	ARMENTA, Kalli	02/06/1995	--		☒

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Showing rows 1 to 1 of 1

Save

Resubmit Order

Transfer



Resubmit Order

Enter reason to resubmit order in the text box and then select resubmit for approval button



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HELPHOME

NOTIFICATIONS

✓ REMINDER

☰ TASKS

🔍 CLIENT SEARCH

LOGOUT

Order ID: 42366

Order Submitted Date: 11/29/2023

Order Status: Shipped

Back to dashboard

Order History

Search Order History

Review Order

Resubmit Reason *

enter reason [here](#)

You have 983 characters remaining.

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Pharmacy ID	Trade Name	Generic Name	Dosage Strength	Measure	Form	Day Supply	Quantity	Last Order Date	Medicaid/CHIP ID	Client ID	Client Name	D.O.B	Remove from Order?
906	Dovato (30/btl)	dolutegravir/lamivudine	50/300	MG/MG	TAB	30	1	08/17/2023		424097	ARMENTA, Kalli	02/06/1995	Remove

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Resubmit For Approval



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