



**TEXAS**  
Health and Human  
Services

**Texas Department of State  
Health Services**

# **Assign Pharmacy and Drug Regimen**



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# Learning Objectives

In this module, you will learn:

- How to view or add a drug regimen for a client
- Steps to add or change a client pharmacy assignment



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# Drug Regimen



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# Client Tile

- To access information about a client's drug regimen, select the **Client** tile or **Client Search** in the TCT Dashboard. Search for the client you are looking for.

The screenshot displays the TCT Dashboard interface. At the top left is the Texas Health and Human Services logo. The top right navigation bar includes links for HOME, NOTIFICATIONS, CLIENT SEARCH (highlighted with a red box), and LOGOUT. The main content area features a greeting: "Hello Pharmacy Staff, Welcome to your Dashboard!". Below the greeting are four tiles: CLIENT (highlighted with a red box), PHARMACY, REPORTS, and ORDERS. Each tile contains an icon representing its function.



# Change Regimen

To confirm the drug has been added to the client, select Drug Regimen on the left panel of the screen. Confirm the drug is now listed on the **Prescribed Drugs** page.

Any changes to a client's medication can be made from this page. To remove medications, select the drop button on the item. You will need to do this before adding medications or changing the days' supply.

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**Pharmacy** ▲

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**Drug Regimen**

[Client Medication History](#)

Assessment ▾

Eligibility ▾

Client Services ▾

Risk ▾

### Prescribed Drugs

TX MD/DO License # \*  Doctor Name:

[Search Doctor](#) [Add Prescription](#)

Status:

Trade Name	Generic Name	Dosage Strength	Measure	Form	Count As	Day Supply	Dosage Frequency	TX MD/DO License #	New Drug to Client?	Status	Approval Date	Regimen Drop Date	Drop?
ABACAVIR (60/btl)	Abacavir	300	MG	TAB	1	30		1		Approved	08/17/2023	--	<a href="#">Drop</a>

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[Add Notes](#)



# Adding Prescribed Medications

- From the left navigation bar, navigate to **Pharmacy** and view **Drug Regimen** to populate the Prescribed Drugs page.
- The Prescribed Drugs page should open with the client's current drug regimen. From here, you can drop or add a current medication from the client's drug regimen.

The screenshot displays the 'Client Application Dashboard' interface. On the left, a navigation menu is visible with the 'Pharmacy' section highlighted in a red box. The 'Pharmacy' section includes sub-options: 'Assign/Change Pharmacy', 'Drug Regimen', and 'Client Medication History'. The main content area is divided into two panels. The left panel, titled 'Start an Application Update', shows a 'Due Date' of 12/31/21 and lists three categories of services: 'HIV Medications', 'Food and Nutrition Assistance', and 'Other Care Services', each with a 'Program: CARE-RW Care' entry. The right panel, titled 'Prescribed Drugs', contains a form for adding a new prescription with fields for 'TX MD/DO License #', 'Doctor Name', and 'Status' (set to 'Active'). Below the form are two buttons: 'Search Doctor' and 'Add Prescription'. At the bottom of this panel is a table of prescribed medications.

Trade Name	Generic Name	Dosage Strength	Measure	Form	Count As	Day Supply	Dosage Frequency	TX MD/DO License #	New Drug to Client?	Approval Date	Regimen Drop Date	Drop?
ABACA VIR	Abacavir	300	MG	TAB	1	31		CONV_0002		12/08/2021	--	<a href="#">Drop</a>

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[Add Notes](#)



# Adding Prescribed Medications

- Next, enter **Doctor License #** with any valid license number e.g., CONV\_0002, and select **Search Doctor**. Note: You need to know the Prescriber License number to add a prescription.

**Prescribed Drugs**

TX MD/DO License # \*  Doctor Name:

Status:

Trade Name	Generic Name	Dosage Strength	Measure	Form	Count As	Day Supply	Dosage Frequency	TX MD/DO License #	New Drug to Client?	Approval Date	Regimen Drop Date	Drop?
ABACAVIR	Abacavir	300	MG	TAB	1	31		CONV_0002		12/08/2021	--	<input type="button" value="Drop"/>

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# Add Medication

- To add a new medication, enter the doctor license number and select **Add Prescription**. The Add Prescribed Drug page will open. From here, you can search the new drug by entering the **Drug Code**, **Trade Name**, or **Generic Name**. Select **Search** to populate the drug below. A list of the drug(s) associated to the drug code will populate on the page.

**Prescribed Drugs**

TX MD/DO License # \*  Doctor Name:

Status

Active

**Add Prescribed Drug**

Please Note: All medications require prescriptions written by an authorized prescriber, regardless of who enters the information in TCT. The prescriptions must be sent to the assigned pharmacy.

Search for drugs to add to client's drug regimen. Note: upon clicking add, the screen refreshes and saves to the regimen. If you wish to see the current regimen, click 'Rx Back'

Drug Code  Trade Name  Generic Name

No drugs found matching your search criteria.



# Add Medication

The drug will temporarily disappear from the screen. To view it and the allotted day supply, select the **Rx Back** button.

Enter the appropriate amount under the Day Supply, Dosage Frequency, and answer if the client is new to this drug. Once done, select Add.

Note: The day supply is a mandatory field and should always be a value equal or greater to the minimum day supply.



## Search Results



Drug Code	Trade Name	Generic Name	Dosage Strength	Measure	Form	Count As	Day Supply	Min Day Supply	Dosage Frequency	Status	Is the client new to this Drug?	Add Drug
67	ABACAVIR (60/btl)	Abacavir	300	MG	TAB	1	Day Supply *	30	Dosage Frequency	Active	Select	+ Add

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# Assign Pharmacy



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# Client Tile

To access information about a client's drug regimen, select the **Client** tile or **Client Search** in the TCT Dashboard. Search for the client you are looking for if you don't already have them up.

The screenshot displays the TCT Dashboard interface. At the top left is the Texas Health and Human Services logo. The top right navigation bar includes links for HOME, NOTIFICATIONS, CLIENT SEARCH (highlighted with a red box), and LOGOUT. The main content area features a greeting: "Hello Pharmacy Staff, Welcome to your Dashboard!". Below the greeting are four tiles: CLIENT (highlighted with a red box), PHARMACY, REPORTS, and ORDERS. The CLIENT tile shows an illustration of a pharmacist and a patient. The PHARMACY tile shows a prescription pad and pills. The REPORTS tile shows a clipboard with a heart icon. The ORDERS tile shows a pharmacy building and pills.



# Pharmacy Search

Navigate to the **Assign/Change Pharmacy** link under the Pharmacy section of the left navigation bar. To assign primary pharmacy enter a Pharmacy Name, Code, City or Zip Code to locate the right pharmacy for a client. Select **Search**.

The screenshot shows a web interface for pharmacy search. On the left is a navigation menu with a red box around the 'Pharmacy' section, which contains the 'Assign/Change Pharmacy' link. The main content area is titled 'Pharmacy Search' and includes a 'Primary Pharmacy Search' section with input fields for 'Primary Pharmacy Code', 'Primary Pharmacy Name', 'City', and 'Zip Code'. A red box highlights the 'Search' button. Below the search fields is a message: 'No pharmacies found matching your search criteria.' At the bottom is a 'Secondary Site Search' section with input fields for 'Secondary Site Code', 'Secondary Site Name', and 'City'.

**Pharmacy Search**

**Primary Pharmacy Search**

Use this section to choose the primary pharmacy for normal medication ordering. This will be your regular pickup location. Only one Primary Pharmacy can be assigned at a time.

Primary Pharmacy Code

Primary Pharmacy Name

City

Zip Code

No pharmacies found matching your search criteria.

**Secondary Site Search**

This section is for medications with special administration requirements and can only be assigned by THMP. This is not intended for vacation supplies. Please contact THMP at 1-800-255-1090 if you believe you need a Secondary Site for your medications.

Secondary Site Code

Secondary Site Name

City



# Pharmacy Search

Navigate to the **Assign/Change Pharmacy** link under the Pharmacy section of the left navigation bar. To assign secondary site enter a Secondary Site Name, Code, City or Zip Code to locate the right pharmacy for a client. Select search. A secondary site may only be assigned once a medication requiring it has been added to the client regimen and approved by THMP staff.

The screenshot displays the Pharmacy Search interface. On the left, a navigation menu is shown with the following items: Pharmacy (expanded), Assign/Change Pharmacy (highlighted with a red box), Drug Regimen, Client Medication History, Assessment, Eligibility, Client Services, and Risk. The main content area features two search forms. The top form has three input fields for name, code, and city, and a Zip Code field. A 'Search' button is located to the right. Below the input fields, a message states 'No pharmacies found matching your search criteria.' The bottom form is titled 'Secondary Site Search' and includes a descriptive paragraph: 'This section is for medications with special administration requirements and can only be assigned by THMP. This is not intended for vacation supplies. Please contact THMP at 1-800-255-1090 if you believe you need a Secondary Site for your medications.' This form has four input fields: Secondary Site Code, Secondary Site Name (with a required field indicator), City, and Zip Code. A 'Search' button is located to the right. Below the input fields, a message states 'No pharmacies found matching your search criteria.' Red boxes highlight the 'Assign/Change Pharmacy' link in the navigation menu, the 'Secondary Site Search' section title, and the four input fields in the bottom search form.



# Assign Pharmacy

Once you find the client's chosen pharmacy, select **Assign** to add it for the client. Note: you should receive a green success banner when it's successfully added. A client can only be assigned to one primary pharmacy and one secondary pharmacy at a time.



You have successfully assigned a pharmacy to client!



Pharmacy Code	Pharmacy Name	Address	City	Zipcode	Effective Begin Date	Effective End Date	Site Type	Assign
956	Test Pharmacy	123 Main St	Austin	78756			Both	<a href="#">+ Assign</a>
957	Test Pharmacy2	122 Main St	Austin	78756			Both	<a href="#">+ Assign</a>
952	test3	123	dallas	75201			Both	<a href="#">+ Assign</a>



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**Thank You!**

