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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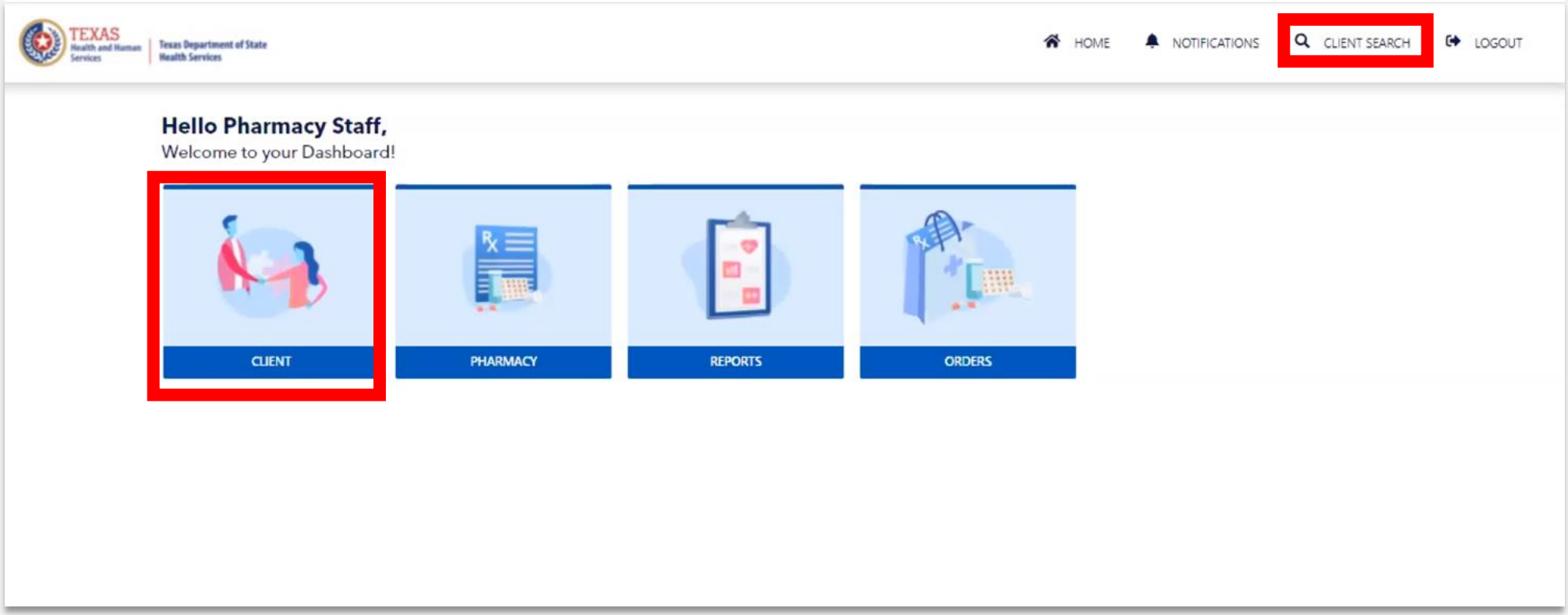
Drug Regimen

Client Tile

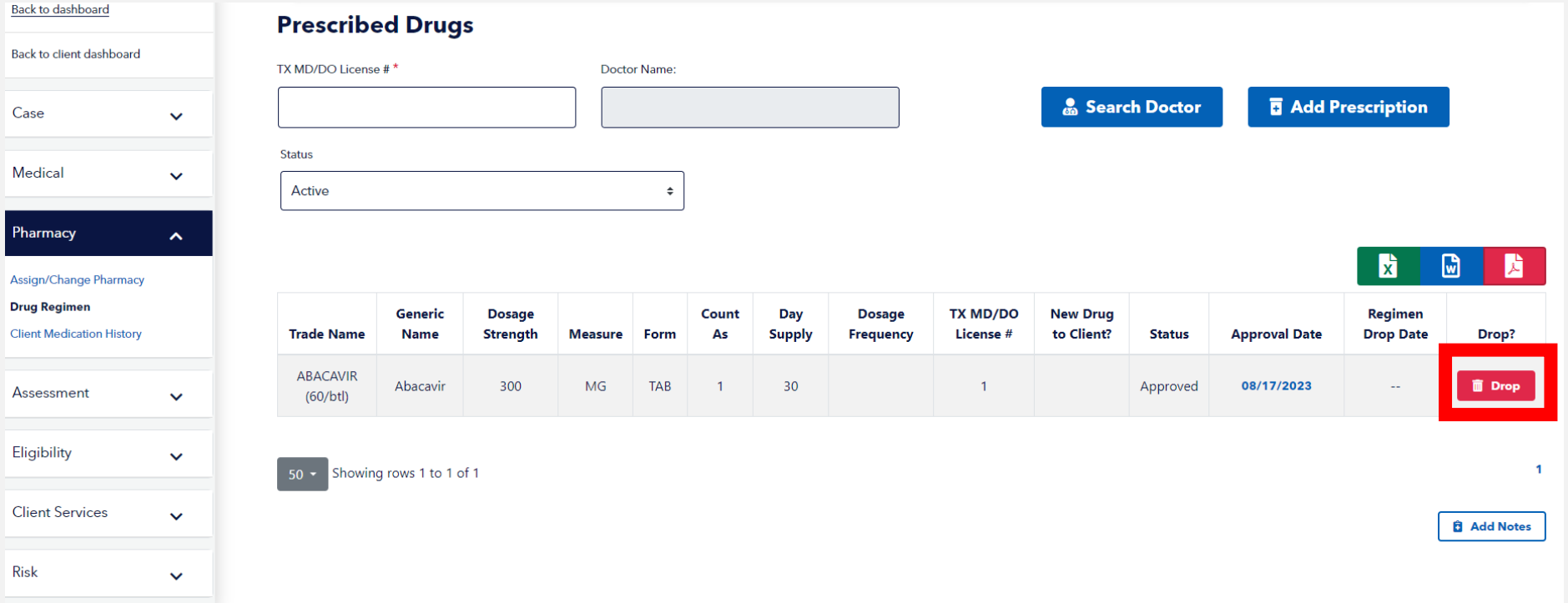
- To access information about a client's drug regimen, select the **Client** tile or **Client Search** in the TCT Dashboard. Search for the client you are looking for.



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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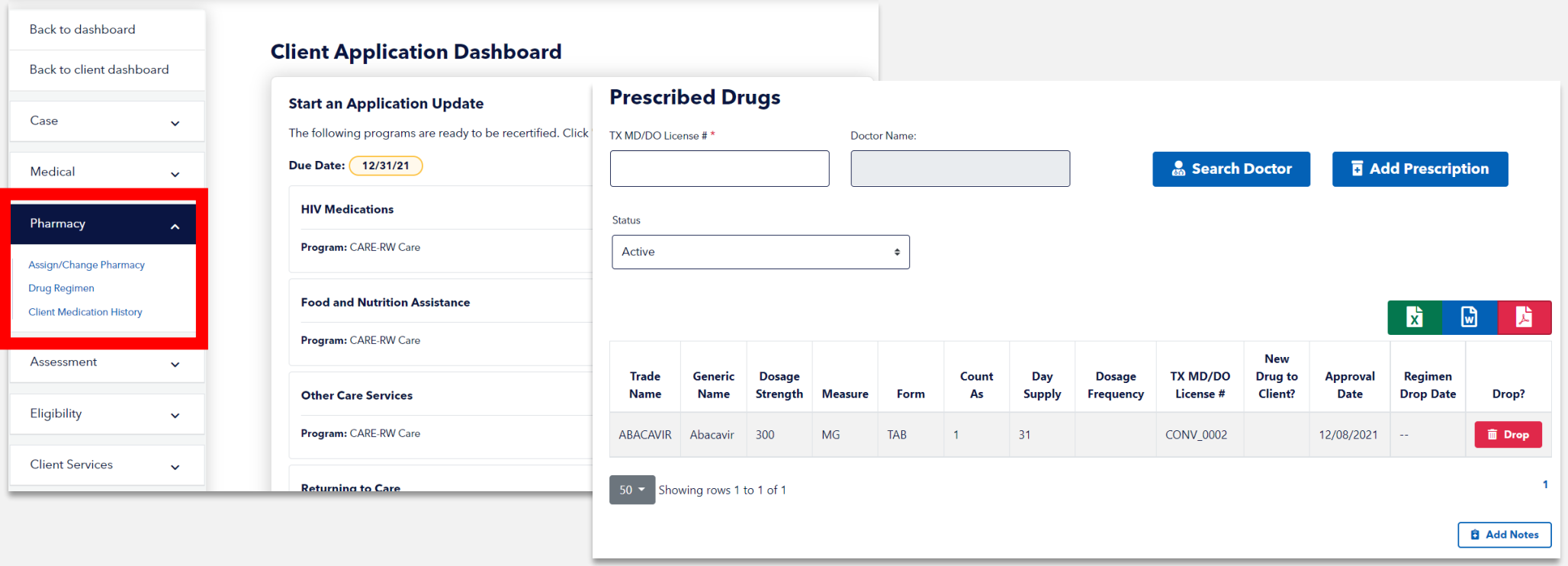
Adding Prescribed Medications

- 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.



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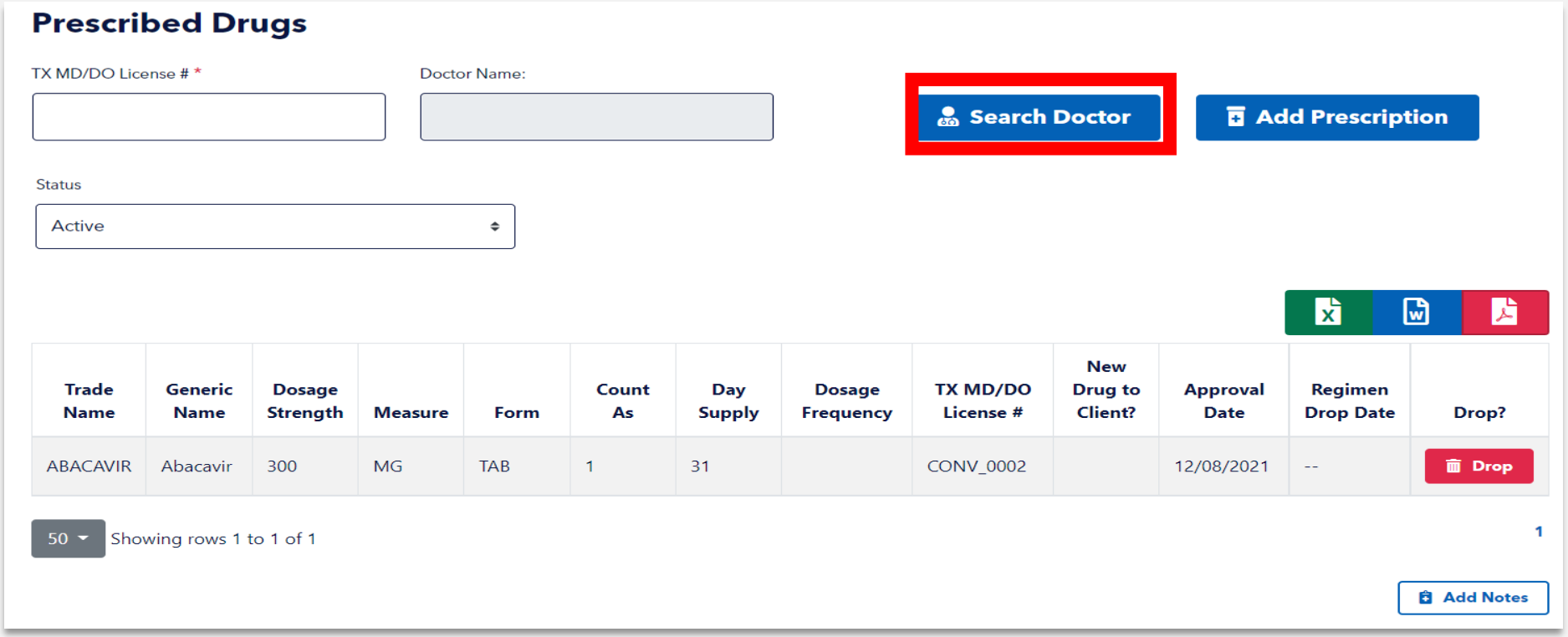
Adding Prescribed Medications

- 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.



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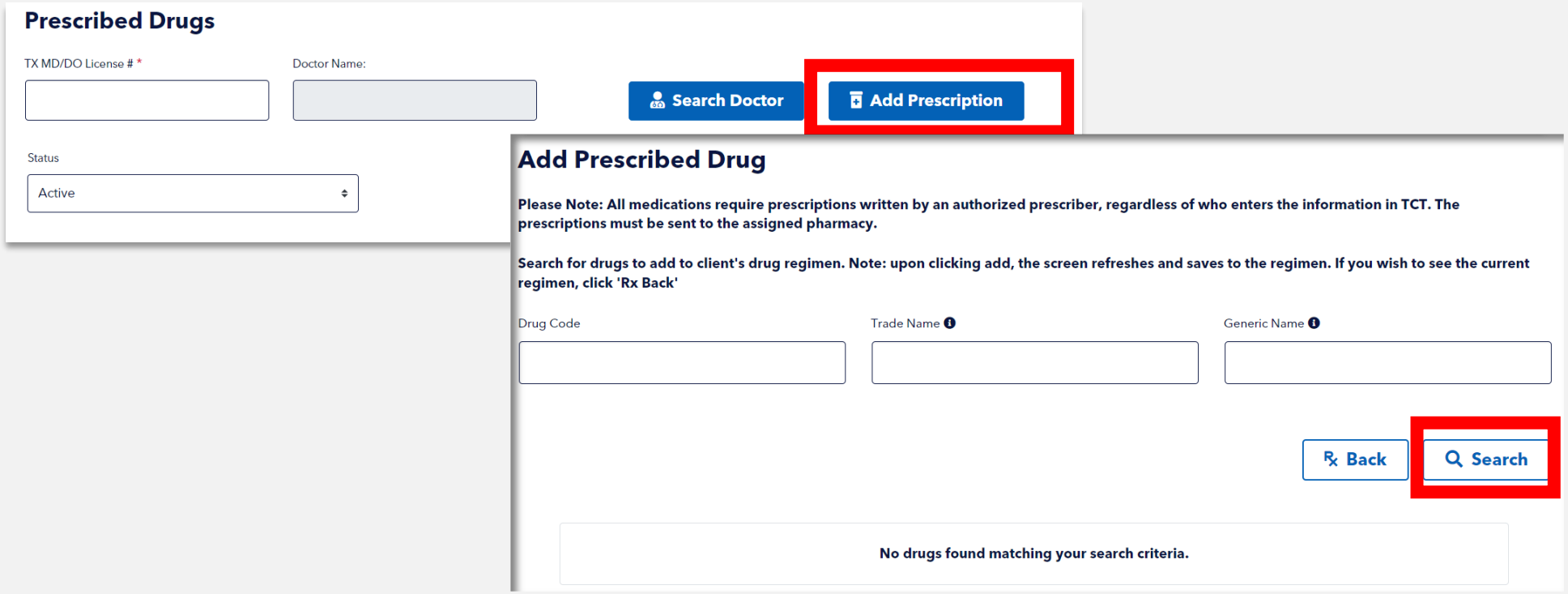
Add Medication

- 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.



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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	Is the client new to this Drug? Select	+ Add

50 Showing rows 1 to 1 of 1

1

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Client Tile

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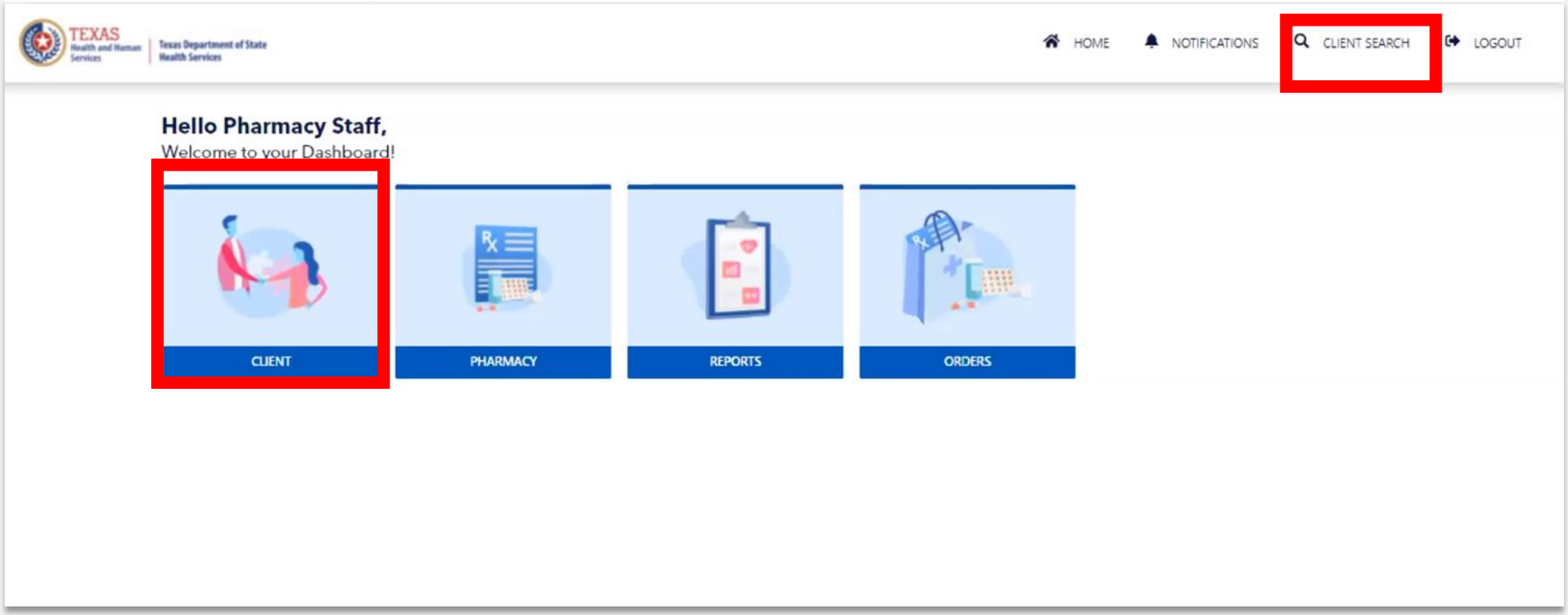

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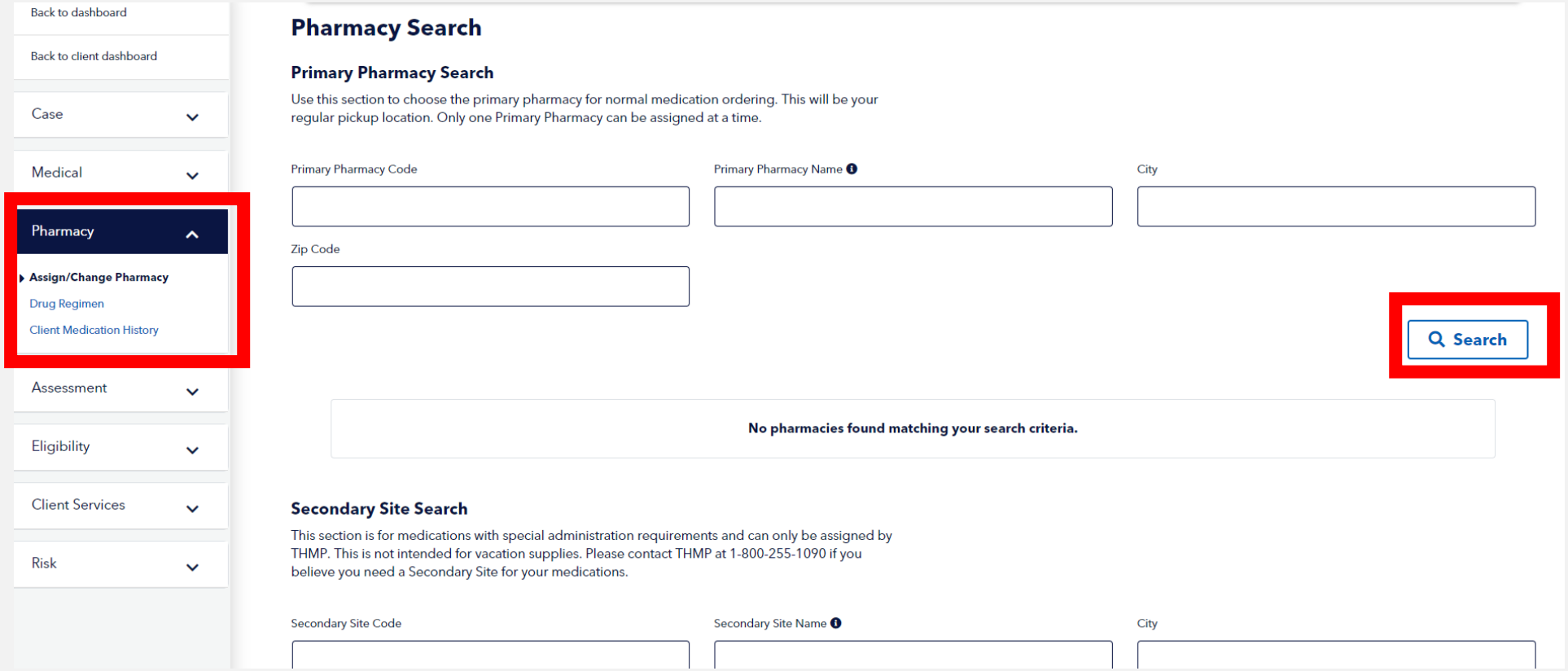
Pharmacy Search

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**.



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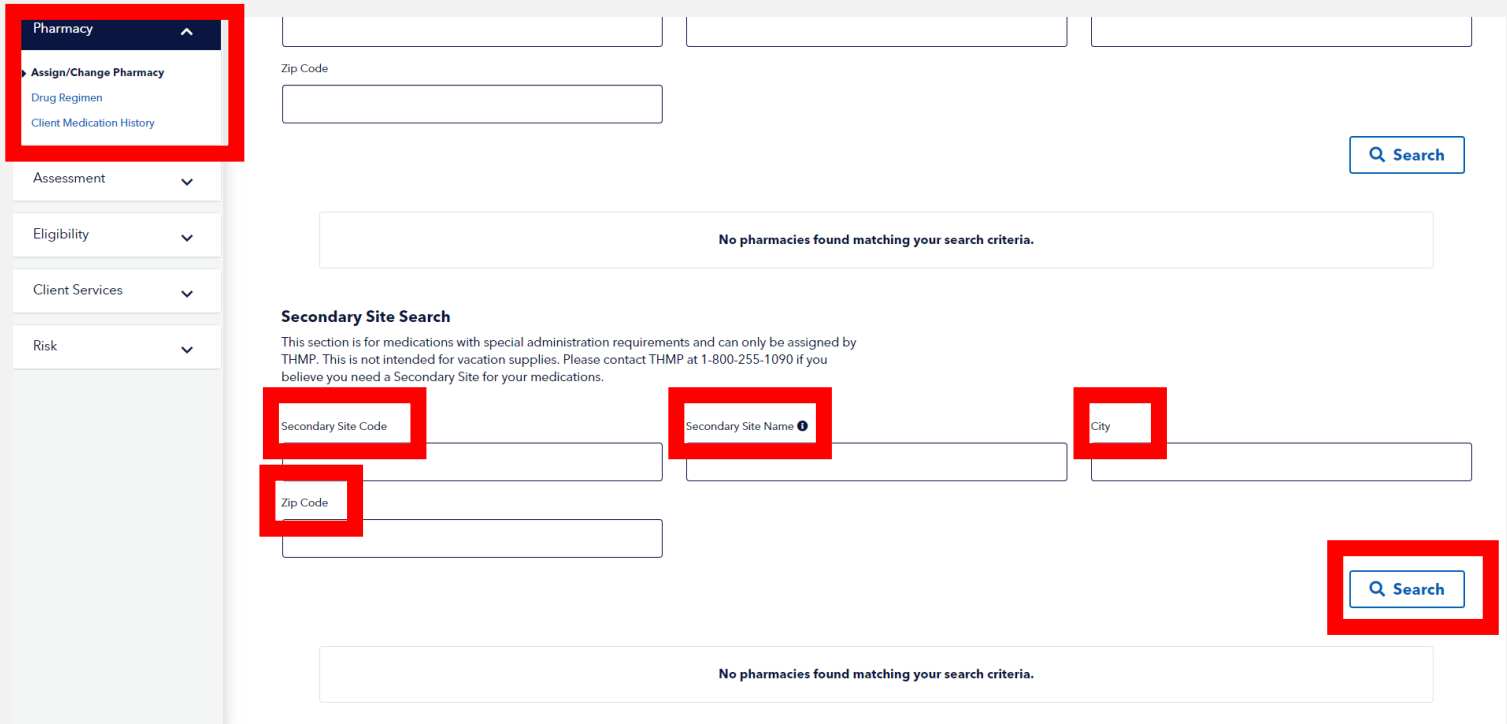
Pharmacy Search

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.



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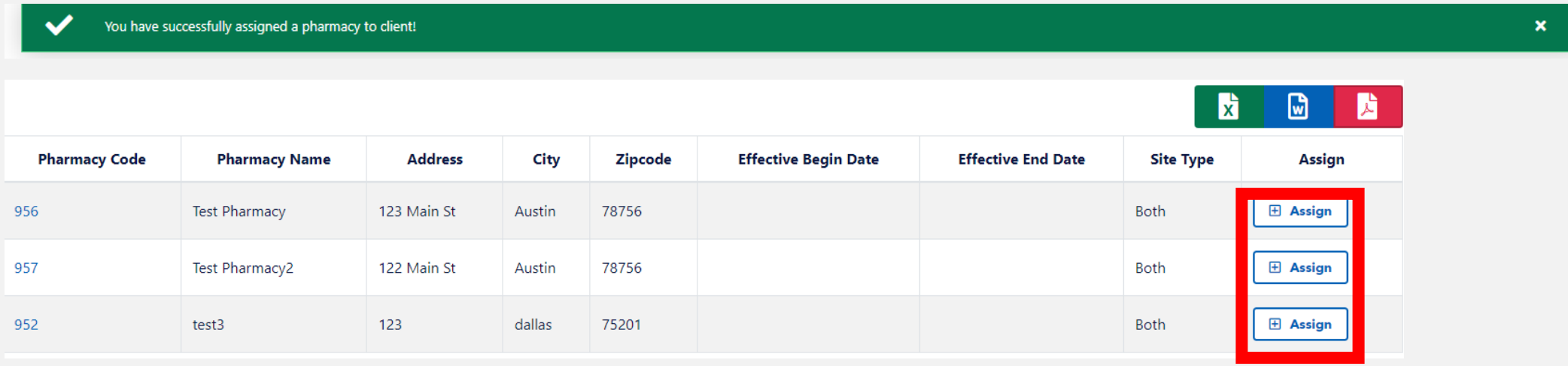
Assign Pharmacy

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.



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	Assign
957	Test Pharmacy2	122 Main St	Austin	78756			Both	Assign
952	test3	123	dallas	75201			Both	Assign

Thank You!