Provider Enrollment Process and Information

Current as of June 24, 2022
Enrollment and Ordering Overview, Eligibility to Dispense, and Provider Checklist
# Provider Enrollment: Step-by-Step process

<table>
<thead>
<tr>
<th>Step 1: Complete Provider Enrollment Form</th>
<th>• Provider initiates interest by completing the COVID-19 Therapeutics Provider Intent Form, which can be accessed on VDH’s COVID-19 Therapeutic Website.</th>
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<tbody>
<tr>
<td>Step 2: VDH Review</td>
<td>• VDH reviews provider enrollment form and confirms whether facility has access to HPoP.</td>
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</table>
| Step 3: HPoP Account Creation | • If a provider does not already have an account in HPoP, VDH will create their account. The registration link will stay active for 72 hours.  
• HPoP (Health Partner Order Portal) is a federal web-based system that manages therapeutic provider ordering and reporting for HHS. |
| Step 4: HPoP Enrollment | • Providers must complete their enrollment in HPoP to be eligible to receive products. This includes inputting their facility license information and verifying receiving address / hours. Instructions are available here. |
| Step 5: U.S. Healthcare C-19 Portal Enrollment | • If site has Sotrovimab, BAM/ETE, and/or Regen-COV inventory on-hand, providers must also enroll in the U.S. Healthcare COVID-19 Portal. Instructions are available here.  
• The U.S. Healthcare COVID-19 Portal is a federal web-based system for healthcare facilities reporting COVID-19-related data. |
| Step 6: Submit Orders in HPoP | • Providers must submit their order requests in HPoP by Tuesdays at 12PM ET.  
• Dependent on current state allocations, VDH will confirm the orders by Tuesdays at 5PM ET. |
• Providers must report Evusheld, Bebtelovimab, Paxlovid and Lagevrio (Molnupiravir), administered & on-hand doses, every Monday and Thursday by 11:59PM ET in HPoP. |
Provider Enrollment Journey Map

Provider:
- Submit Enrollment Form
- Enroll in COVID-19 Portal, if applicable
- Complete enrollment in HPoP
- Request products in HPoP by 12PM ET Tuesdays
- Review order requests

VDH Central Office:
- Review Enrollment Form
- Create account in HPoP, if applicable
- Confirm orders in HPoP by 5PM ET Tuesdays
- Monitor delivery information
- Ship products to providers
- Report doses administered & on-hand

HHS:
- Monitor delivery information

Enroll in COVID-19 Portal, if applicable
Complete enrollment in HPoP
Request products in HPoP by 12PM ET Tuesdays
Review order requests
Confirm orders in HPoP by 5PM ET Tuesdays
Ship products to providers
Report doses administered & on-hand

Submit Enrollment Form
Review Enrollment Form
Create account in HPoP, if applicable
Complete enrollment in HPoP
Request products in HPoP by 12PM ET Tuesdays
Review order requests
Confirm orders in HPoP by 5PM ET Tuesdays
Monitor delivery information
Ship products to providers
Report doses administered & on-hand
Provider Enrollment Checklist

Providers should follow this checklist to enroll and make orders for therapeutics

- Therapeutics Enrollment Form is submitted for each physical location

- Provider is enrolled in the U.S. Healthcare COVID-19 Portal, if have Sotrovimab, BAM/ETE, and/or Regen-COV inventory on-hand (Job Aid)

- Provider has completed enrollment in HPoP (Job Aid)
  - Provider has signed the Attestation Statement
  - Provider has updated their license information and expiration date
  - Provider has validated their facility’s receiving address/hours

- Provider ordered products for the upcoming week in HPoP under the “Therapeutics Orders” tab by Tuesdays at 12 PM ET (Job Aid)

- Provider reports administered doses and inventory for:
  - Sotrovimab, BAM/ETE & Regen-COV are reported to the U.S. Healthcare COVID-19 Portal via NHSN or TeleTracking weekly on Wednesdays by 11:59 PM ET (COVID-19 Portal Job Aid)
  - Evusheld, Bebtelovimab, Paxlovid & Lagevrio (Molnupiravir) are reported to HPoP weekly on Mondays and Thursdays by 11:59 PM ET (HPoP Job Aid)
Provider Eligibility to Dispense Oral Antivirals

If the provider is not a pharmacy, the provider must have a Physician Selling Controlled Substance Facility Permit.

Is your facility a pharmacy?

Yes

Facility is authorized to dispense oral antivirals

No

Does your facility have a Physician Selling Controlled Substance Facility Permit?*

Yes

Facility & provider are authorized to dispense oral antivirals

No

Visit the Virginia Board of Pharmacy’s website under ‘Forms for Physicians’ to apply for a CSR.

Does the Dispensing Physician have a Physician CSR?*

Yes

No

Please see the Board of Pharmacy’s FAQs regarding dispensing medications from a physician’s office.

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1 Also referred to as “License for Practitioner of the Healing Arts to Sell Controlled Substances”

*Free Clinics only need a facility CSR permit in order to dispense.
Ordering and Reporting Cadence
Weekly Ordering Cadence

Orders are submitted and shipped for therapeutics on a weekly basis.

- **Monday:** VDH receives allocation from HHS
  - Rolling Shipping & Deliveries

- **Tuesday:**
  - Provider submits weekly requests in HPoP by **12PM ET**
  - VDH confirms orders in HPoP by **5PM ET**
  - Rolling Shipping & Deliveries

- **Wednesday:**
  - Rolling Shipping & Deliveries

- **Thursday:**
  - Rolling Shipping & Deliveries

- **Friday:**
  - Rolling Shipping & Deliveries

- **Saturday / Sunday:**
  - No Shipments or Deliveries
Weekly Reporting Cadence

The two reporting systems, the U.S. Healthcare COVID-19 Portal and the Health Partner Order Portal (HPoP), require different reporting cadences. The COVID-19 Portal requires reporting on a weekly basis, whereas HPoP requires reporting twice weekly. Sites will be considered non-compliant if they do not report in HPoP on both Monday and Thursday, and will not receive requested therapeutics until they meet reporting compliance standards.

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<td>Regen-COV</td>
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<td>BAM/ETE</td>
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<td><strong>Health Partner Order Portal (HPoP)</strong></td>
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<td>Report by 11:59PM ET</td>
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<td>Evusheld</td>
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<td>Report by 11:59PM ET</td>
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<td>Lagevrio (Molnupiravir)</td>
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<td>Renal Paxlovid</td>
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Expiring and Expired Therapeutics
Guidance on Handling Expired and Expiring Therapeutics

Providers are required to operate in accordance with COVID-19 therapeutic expired and expiring product guidance

**Expiring & Expired Product Guidelines for Therapeutics in HPoP**

- Providers must report wastage in the Health Partner Order Portal (HPoP) for the following therapeutics: Evusheld, Bebtelovimab, Paxlovid and Lagevrio (Molnupiravir). Please review the HPoP Job Aid for guidance on how to report wastage.
- Wastage reporting is required if the therapeutics in your inventory expire, are damaged, experience temperature excursion, or another reason that prohibits them from being used or redistributed.
- Unused products that are still in date should **not** be discarded/destroyed and reported as wastage.
- If your facility has soon-expiring products on-hand that will not be used, consider an interfacility transfer to another site to avoid wastage.

**Expiring & Expired Product Guidelines for Legacy Therapeutics**

- Legacy Therapeutics are therapeutics that have had their Emergency Use Authorization (EUA) amended due to low efficacy against current variants of COVID-19.
- These therapeutics are **not** available to report as wastage in HPoP.
- VDH recommends that providers contact the manufacturers regarding returning **undamaged** legacy therapeutics:
  - **Bamlovimab (BAM) and Bamlovimab/Etesevimab (BAM/ETE):** Visit [www.lillytrade.com](http://www.lillytrade.com) for guidance on returning product
  - **REGEN-COV:** Call Regeneron Medical Information at 1-844-REGN-MID (1-844-734-6643) to return product
  - **Sotrovimab:** Visit [www.gsk-ecs.com](http://www.gsk-ecs.com) for guidance on returning product
- Reconstituted (diluted) product should **not** be returned and should be treated as waste per your facility's Standard Operating Procedures.
Reimbursement
Reimbursement for Therapeutics
Reimbursement is available across payers

Reimbursement by Payer

- Both mAbs and oral antivirals (OAVs) products are currently free of charge for providers and can be ordered through HPoP.
- Providers can receive reimbursement for administration (mAbs) and dispensing (OAVs) through Medicare, Medicaid, and commercial payers.
- As of March 23, 2022, the HRSA COVID-19 Uninsured Program stopped accepting claims for reimbursement of COVID-19 treatment administration. Providers are encouraged to direct patients who are underinsured or uninsured to a nearby Federally Qualified Health Center (FQHC) or Free Clinic for access to COVID-19 treatment.

Reimbursement Resources

To learn about reimbursement for the different payers please review the following resources:

Medicaid Resources:
DMAS: Coverage of COVID-19 Oral Antiviral Products (Paxlovid and Molnupiravir)
DMAS: Updated coverage of COVID-19 Antibody Products, Antiviral Products & Vaccine Booster Eligibility
DMAS: Coverage of Additional COVID-19 Antibody Product and Convalescent Plasma for Outpatient Use

Medicare Resources:
CMS: Coverage of Monoclonal Antibody Products to Treat COVID-19
CMS: Coverage of Oral Antiviral Therapies to Treat COVID-19
Contact Information

VDH Healthcare Coordination & Therapeutics Team
COVID19Therapeutics@vdh.virginia.gov