**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

| Step | Details |
|------|---------|
| **Step 1: Complete Provider Enrollment Form** | • Provider initiates interest by **completing the <u>COVID-19 Therapeutics Provider Intent Form,</u>** which can be accessed on VDH's COVID-19 Therapeutic <u>Website</u>. |
| **Step 2: VDH Review** | • VDH reviews provider enrollment form and confirms whether facility has access to HPoP. |
| **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.<br>• *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 <u>here</u>. |
| **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 <u>here</u>.<br>• 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.**<br>• Dependent on current state allocations, VDH will confirm the orders by Tuesdays at 5PM ET. |
| **Step 7: Report Doses Administered & On-Hand** | • Providers must report Sotrovimab, BAM/ETE, & Regen-COV on-hand inventory **weekly on Wednesdays by 11:59PM ET** in COVID-19 Portal.<br>• Providers must report Evusheld, Bebtelovimab, Paxlovid and Lagevrio (Molnupiravir), administered & on-hand doses, every **Monday and Thursday by 11:59PM ET** in HPoP. |

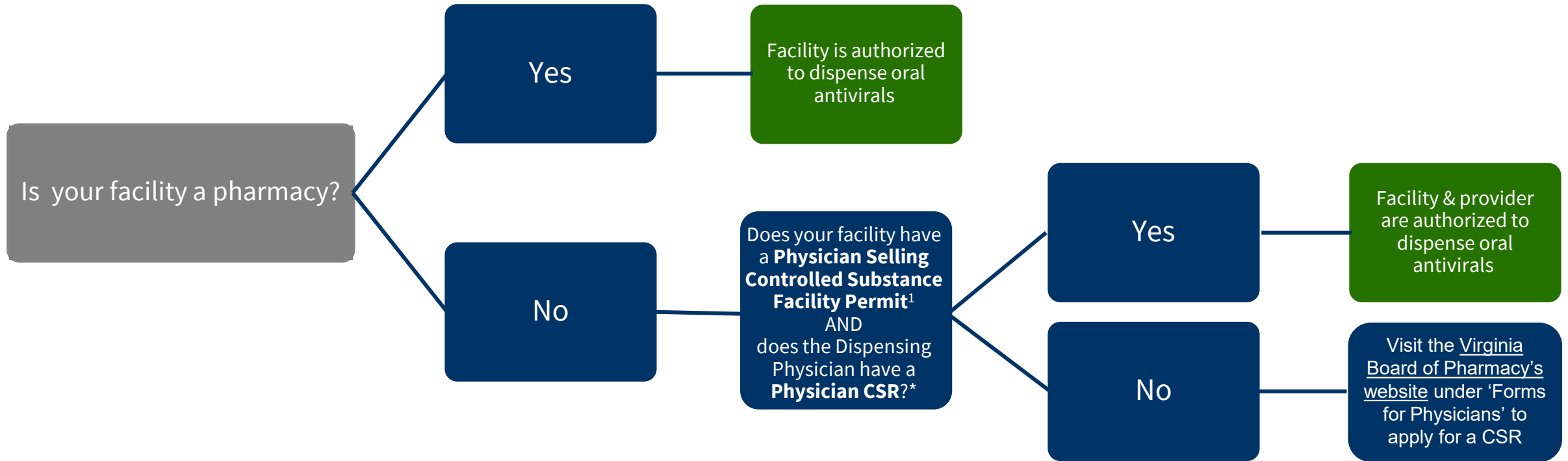**VDH** VIRGINIA DEPARTMENT OF HEALTH

# Provider Enrollment Journey Map

# 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**[1] AND does the Dispensing Physician have a **Physician CSR**?*
  - **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

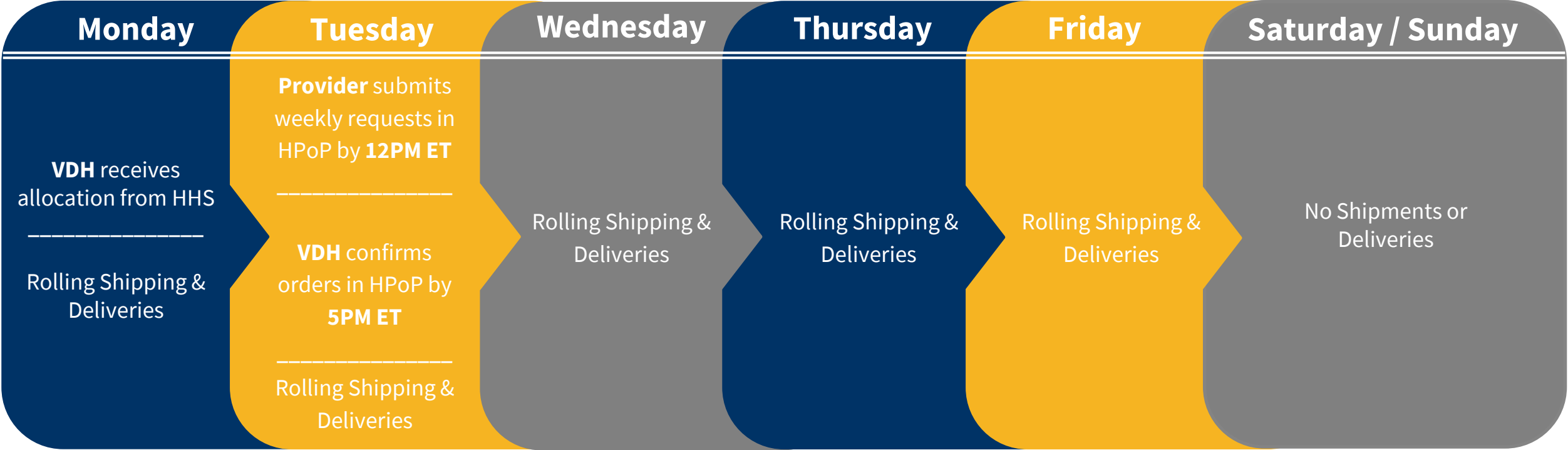**Please see the Board of Pharmacy's FAQs regarding dispensing medications from a physician's office.**

[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

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# Ordering and Reporting Cadence

# Weekly Ordering Cadence

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

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday / Sunday |
|---|---|---|---|---|---|
| **VDH** receives allocation from HHS<br><br>———————<br><br>Rolling Shipping & Deliveries | **Provider** submits weekly requests in HPoP by **12PM ET**<br><br>———————<br><br>**VDH** confirms orders in HPoP by **5PM ET**<br><br>———————<br><br>Rolling Shipping & Deliveries | Rolling Shipping & Deliveries | Rolling Shipping & Deliveries | Rolling Shipping & Deliveries | No Shipments or Deliveries |

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# 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.*

| | | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|---|
| **U.S. Healthcare COVID-19 Portal** | Sotrovimab | | | | **Report by 11:59PM ET** | | | |
| | Regen-COV | | | | | | | |
| | BAM/ETE | | | | | | | |
| **Health Partner Order Portal (HPoP)** | Evusheld | | **Report by 11:59PM ET** | | | **Report by 11:59PM ET** | | |
| | Lagevrio (Molnupiravir) | | | | | | | |
| | Paxlovid | | | | | | | |
| | Bebtelovimab | | | | | | | |
| | Renal Paxlovid | | | | | | | |

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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 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 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.

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# 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

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# Contact Information

**VDH Healthcare Coordination & Therapeutics Team**
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