Oregon Health Authority

800 NE Oregon St
Portland, OR 97232
OHA.Therapeutics@dhsoha.state.or.us

HPoP Direct Ordering

Creating Orders

1. Under the Therapeutic Orders section, select the green "Create Order" button.
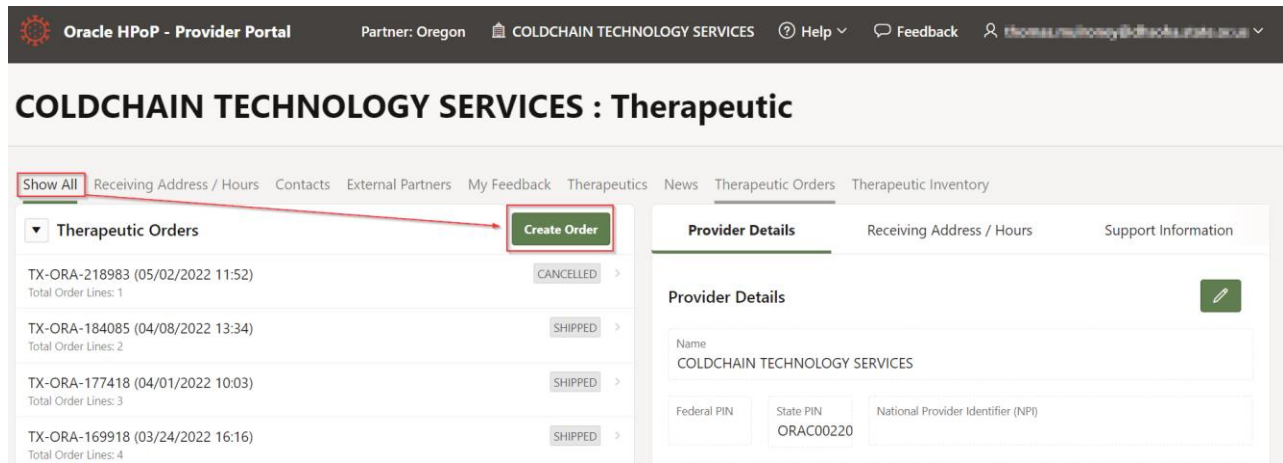
2. Select a Therapeutic Product you wish to order
   a. You can only select one at a time.
   b. If you do not see the Therapeutic Product you wish to order please contact OHA at OHA.therapeutics@dhsoha.state.or.us
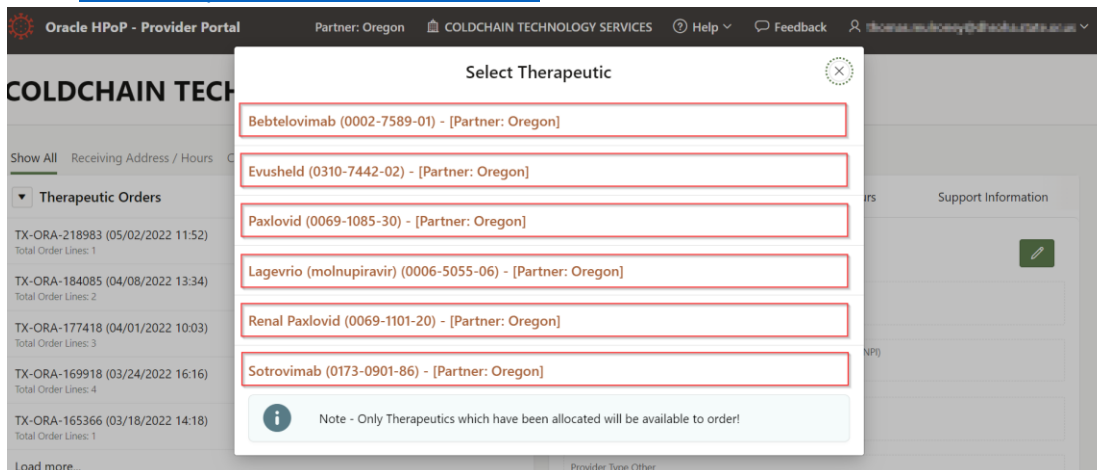
3. Select your desired order quantity

    a. If you wish to order more than 10 shipping units (cases) scroll down and click 'Next' to see the next set of shipping options.

4. Review and confirm, then submit; or select "Add another therapeutic" and repeat until ready to hit submit.

Review & Confirm

Line No. ↑≣	Therapeutic	Generic Description	Quantity	
1	Paxlovid	For the treatment of mild-to-moderate COVID-19 in certain adults and pediatric patients	1 Shipping Units (20 Courses)	✕
2	Bebtelovimab		4 Shipping Units (20 Courses)	✕

Cancel   Add another therapeutic   **Submit**

5. When satisfied with the order request, select Submit. The requested order now appears under Therapeutic Orders along with the status

   a. The number of individual therapeutic products ordered appear as the 'Total Order Lines:' figure

Show All   Receiving Address / Hours   Contacts   External Partners   My Feedback   Therapeutics   News   Therapeutic Orders   Therapeutic Inventory

▼ **Therapeutic Orders**   **Create Order**

TX-ORA-220700 (05/02/2022 15:19)   SUBMITTED >
Total Order Lines: 2

View Past Orders

1. Navigate to the Therapeutics Orders Tab / Section

2. Orders are displayed with most recent on top

3. View order details by clicking the order line

    a. Shipping information is only displayed for orders with status "Shipped"

4. For more information on Order Statuses see the Therapeutics User Guide in HPoP (Appendix A > Order Status Codes)

Canceling & Amending Orders

ORDERS CANNOT BE EDITED OR AMENDED AFTER SUBMISSION

If you need to make an edit or amendment, **communicate to the Central Partner** by using the **Feedback** function. Include the following Information:

- "*Order Amendment*"

- State PIN

- Order Key

- New Order Details (Therapeutic & Courses Requested)