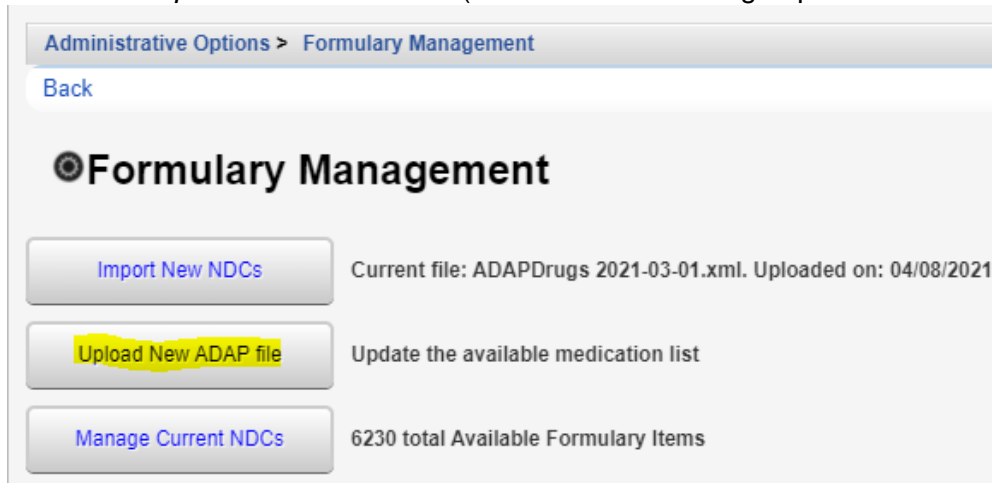
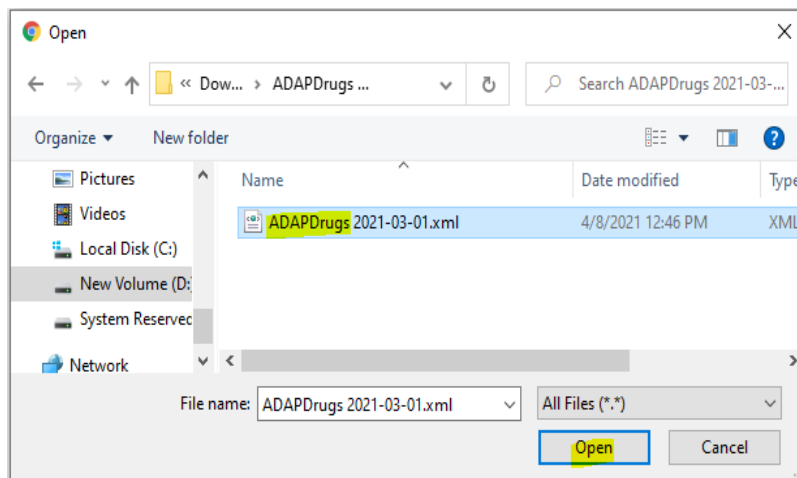


The ADAP Medication Import file can be used to import new ADAP Medications by following these instructions:

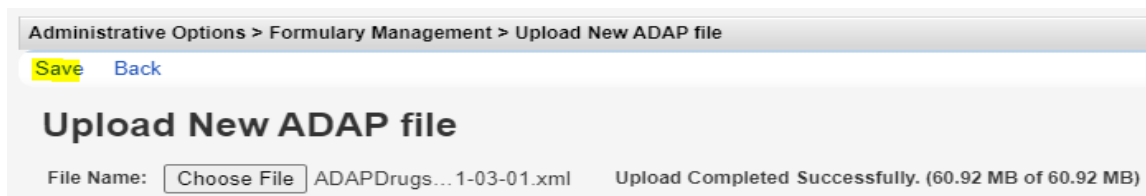
1. Log into the ADAP provider.
2. Click *Administrative Options*.
3. Click *Manage NDCs*.
4. Click *Upload New ADAP file*. (The latest ADAP Drug Import file can be downloaded [here](#).)



5. Click *Choose File*.
6. Select the *ADAP Drugs* import file.
7. Click *Open*.



8. Click *Save*.



At this point, the Import New NDCs list has been populated with the new ADAP Drugs.

To import those new medications, follow these instructions:

1. Click *Import New NDCs*.
2. Search for or select a medication in the list.

Administrative Options > Formulary Management

Import Import Brand Import Generic Default Dispense Fee \$1.50 Back Print or Export

ADAP NDC Import

Search:

Generic	Brand	NDC Details	Imported	Drug Code
fostemsavir	Rukobia	49702025018, 600 mg, 60.00000, ViiV Healthcare	Yes	d09591

3. Click *Import*.

Administrative Options > Formulary Management

Import Import Brand Import Generic Default Dispense Fee \$1.50 Back Print or Export

ADAP NDC Import

Search:

Generic	Brand	NDC Details	Imported	Drug Code
fostemsavir	Rukobia	49702025018, 600 mg, 60.00000, ViiV Healthcare	Yes	d09591

At this point, the new medication is in the ADAP provider formulary list.

To activate the medication, follow these instructions:

1. Click *Manage Current NDCs*.

Administrative Options > Formulary Management

Back

Formulary Management

Import New NDCs Current file: ADAPDrugs 2021-03-01.xml. Uploaded on: 04/09/2021

Upload New ADAP file Update the available medication list

Manage Current NDCs 6230 total Available Formulary Items

2. Select an NDC.
3. Click *Edit*.

Administrative Options > Formulary Management

View **Edit** Remove NDC Remove Brand Remove Generic Add Placeholder Update All Dispensing Fees Back

ADAP Formulary Management

Search: fostemsavir

Generic	Brand	NDC	Dispense Fee	Active	Drug Code
fostemsavir	Rukobia	49702025018, 600 mg, 60.00, ViiV Healthcare	\$1.50	Yes	d09591


4. Set the *Active Date*.
5. Enter the Unit Price, Dispense fee, Days, Units, and Indication.
6. Check *Active*.

Note: the *Active Date* needs to be prior to the first drug payment date.

Administrative Options > Formulary Management > Edit

Save Cancel

Edit


Active Date: 1/1/2020 

Unit Price: \$1.00

Dispense Fee: \$1.50

Days: 365

Units: 365

Indication: Antiretrovirals 

Active: ☒

Requires Protocol: ☒

View – Opens the NDC for review.

Edit – Allows the user to change set up information for the NDC.

Remove NDC, Brand, Generic – Removes the ADAP Drug from the list.

Add Placeholder – Allows users to enter an NDC missing from the ADAP Drug list, allowing payments until the list is updated.

Update All Dispensing Fees – Allows users to set a single dispensing fee for all NDCs.

NDCs can automatically be added to the ADAP formulary using the Provider Data Import by following the instructions [here](#).