

Updating Medications in CAREWare

Purpose	Update the medication definitions used for medication prescription data entry.
Who should do this	CAREWare administrators or designated users with access to Clinical Setup and Medication Management.
Use this guide when you need to	Download a medication file, import medication definitions, activate medications for a provider, or assign custom medication names.
Main warning	Importing makes medications available for setup; each medication must still be activated in every provider domain where users need it.
Medication file source	CAREWare medication files

Quick path

Administrative Options > Clinical Setup > Medication Management > Medication Definitions File > Upload New Medication File. After importing: Medication Setup > select medication > Activate.

Before you begin

- This guide covers medications used for medication prescription data entry. It does not cover the separate [ADAP Medications Import](#) file.
- You need [administrative access](#) to [Clinical Setup](#) and Medication Management. This work may be limited to CAREWare administrators or power users.
- Medication definitions can be imported from Central Administration or from a provider domain. Activation is provider-specific and may need to be repeated for each provider domain.

Workflow overview

- Download the current Medications Import file and save it where you can find it.
- Upload the file and import the medication definitions you need.
- Activate medications in each provider domain where they should be available.
- Optionally enable Custom Names and assign brand or locally preferred display names.

Download the medication file

Use the CAREWare medication files page to retrieve the current file for prescription data entry.

Step 1. Click this link [CAREWare medication files](#)

Step 2. Click Medications Import

Step 3. Right click the downloaded zip file

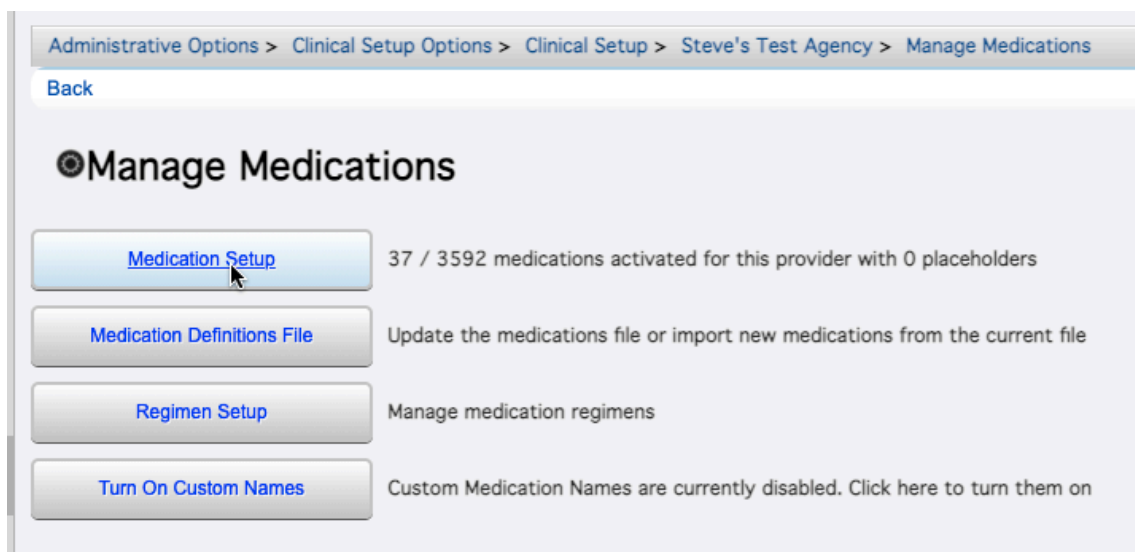
Step 4. Click Extract All

Upload the medication file to CAREWare

Step 5. Click Administrative Options.

Step 6. Click Clinical Setup.

Step 7. Click Medication Management.



Step 8. Click Medication Definitions File.

Step 9. Click Upload New Medication File, click Choose File, select the file you downloaded, and save the upload.

Step 10. Select the medication definitions you need and click Import, or click Import All to import every definition in the file.

Medication Import

Search:

DCode	Active Ingredients	Abbreviation	
d04964	ibuprofen topical		
d04990	amisulpride		
d06115	eugenol topical		
d06357	lactitol		
d07527	hydrocortisone/hydr		
d07552	benzocaine/lidocain		
d07559	artesanate		
d07699	ferric derisomaltose		
d07755	acetaminophen-ibup		
d08011	dexamethasone-mo		

Hide/Show Columns

Important

Import All can add a very large list. Use it only when your organization intends to make the full medication file available for setup.

Optional: identify ART medications with Ingredient Count

Step 11. On the Medication Import page, open Hide/Show Columns, select Ingredient Count, and click Save.

[Save](#) [Back](#) [Print or Export](#)

Customize the List Appearance

Search:

Show	Column
☐	PK
☒	DCode
☒	Active Ingredients
☐	Ingredient Count
☐	HAART Class
☒	Abbreviation

Click the Ingredient Count column header to sort it in descending order. This can help bring combination medications, including many ART entries, toward the top of the list so you can select the definitions you need.

Tip

Importing a definition does not make it selectable in client medication data entry. Complete the activation steps in the next section.

Medication management actions

Use this table as a quick reference while you work through the medication update process.

Action	What it does	When to use it
Medication Definitions File	Opens the medication import workflow.	Use to upload a new medication file and import definitions.
Upload New Medication File	Lets you select the downloaded medication file.	Use whenever a newer Medications Import file is available.
Import	Adds the selected medication definitions.	Use when you want only specific medications.
Import All	Adds every medication in the uploaded file.	Use only when your organization wants the full list available for setup.
Medication Setup	Opens the provider-specific activation list.	Use to activate, deactivate, or edit medications.
Activate / Activate All	Makes selected or all medications available for data entry.	Use carefully; activation is provider-specific.
Turn On Custom Names	Allows brand or locally preferred names to display.	Use when ingredient names are not the preferred display text.
Edit	Opens the selected medication so you can enter a custom name.	Use after Custom Names are enabled.

Important

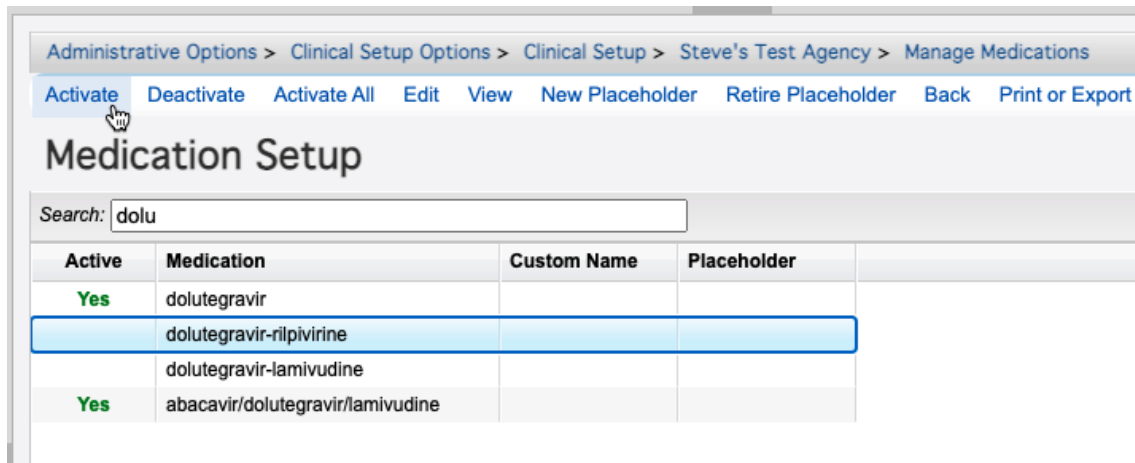
Medication definitions and medication activation are separate stages. A medication can be imported successfully and still remain unavailable to users until it is activated for their provider domain.

Activate medications for a provider domain

Activation controls which imported medications users can select for prescription data entry in the current provider domain.

Step 12. From Manage Medications, click Medication Setup.

Step 13. Search for a medication, select it, and click Activate. Repeat for each medication users need.



Active	Medication	Custom Name	Placeholder
Yes	dolutegravir		
Yes	dolutegravir-rilpivirine		
Yes	dolutegravir-lamivudine		
Yes	abacavir/dolutegravir/lamivudine		

Important

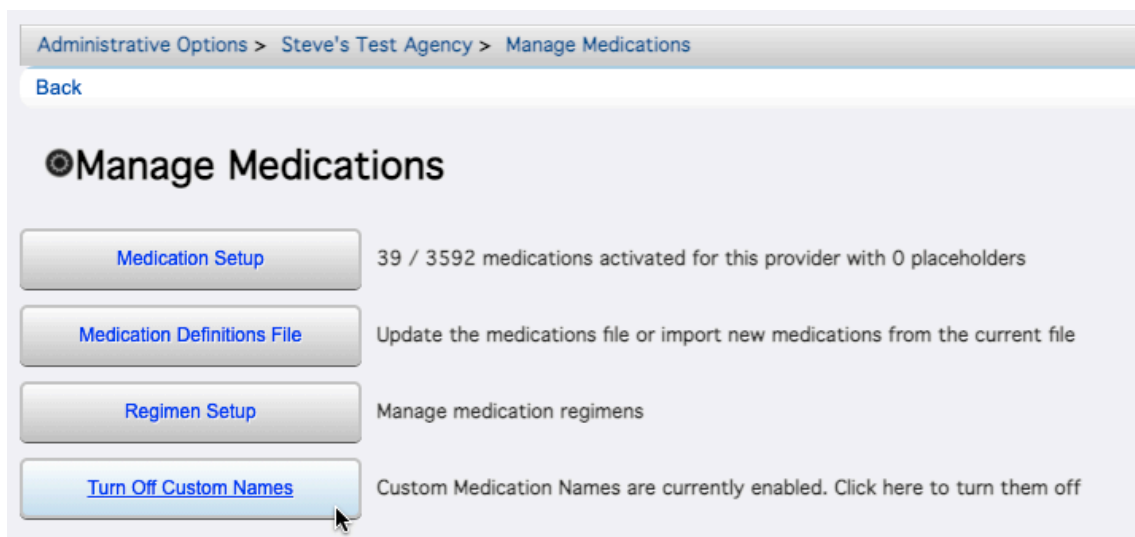
Use Activate All only when the imported list contains only the medications your organization wants available, or when your organization intends to track all medications in CAREWare.

Step 14. Repeat the activation process in every provider domain that needs the medications.

Enable custom medication names

CAREWare medication definitions may display ingredient or component names. Custom Names let the provider display brand names or locally preferred names instead.

Step 15. On Manage Medications, click Turn On Custom Names.



39 / 3592 medications activated for this provider with 0 placeholders

Assign a custom medication name

Step 16. Open Medication Setup, search for the medication, select it, and click Edit.

Administrative Options > Steve's Test Agency > Manage Medications

Activate Deactivate Activate All Edit View Back Print or Export

Medication Setup

Search:

Active	Medication	Custom Name
Yes	dolutegravir	
Yes	dolutegravir-rilpivirine	
	dolutegravir-lamivudine	
Yes	abacavir/dolutegravir/lamivudine	

Step 17. Enter the preferred name in Custom Name and click Save.

Administrative Options > Steve's Test Agency > Manage Medications > Edit

Save Cancel

Edit

Medication:

Custom Name:

Administrative Options > Steve's Test Agency > Manage Medications

Activate Deactivate Activate All Edit View Back Print or Export

Medication Setup

Search:

Active	Medication	Custom Name
Yes	dolutegravir	Dovato
Yes	dolutegravir-rilpivirine	
	dolutegravir-lamivudine	
Yes	abacavir/dolutegravir/lamivudine	

When medications share the same ingredients

Some brand medications share one ingredient-based medication definition. In that situation, one Custom Name can identify both brands. For example, the source guide shows emtricitabine-tenofovir labeled as Descovy or Truvada.

Medication Setup		
Search: emt		
Active	Medication	Custom Name
Yes	emtricitabine	
Yes	emtricitabine-tenofovir	Descovy or Truvada
	gemtuzumab ozogamicin	
	alemtuzumab	

How custom names appear to users

After the medication is activated and the custom name is saved, the custom name appears in the medication selection list for users in that provider domain.

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Medication Name:

Units: Dovato

Form: Descovy or Truvada

Strength: abacavir

Frequency: acyclovir

Med ICD10: atovaquone

Indication: azithromycin

OI: efavirenz

Comment: hydrochlorothiazide

Instructions: lamivudine
lamivudine-zidovudine

Type the first few characters to through 39 choices.

Important

Custom Names and medication activation apply to the provider where they were configured. Repeat these steps for other providers that need the same setup.

How to confirm it worked

1. Open medication prescription data entry for a client in the provider you updated.
2. Search for one of the medications you imported and activated.
3. Confirm the medication appears and can be selected.
4. When Custom Names are enabled, confirm the custom display name appears instead of, or alongside, the ingredient-based name as expected.
5. For installations with multiple providers, repeat the check in each provider domain you updated.

Troubleshooting and common questions

Why does an imported medication not appear in data entry?

The definition may have been imported but not activated. Open Medication Setup in the user's provider domain and confirm the Active column shows Yes.

Why do users in another provider not see the medication?

Activation is provider-specific. Repeat Medication Setup and activation in that provider domain.

Why do I not see the custom name?

Confirm Custom Names are turned on for the provider, then open Medication Setup and verify that the Custom Name was saved for the correct medication definition.

Topic	Description
Manage NDC's	Instructions for updating the ADAP Formulary
Provider User Manager	Instructions for updating permission groups and user accounts
Clinical Setup	Instructions for enabling clinical data elements