

Medications

Purpose	Track client medications for reporting, quality management, and program needs.
Who should do this	CAREWare staff who enter or update medication records.
Use this guide when you need to	You need to start, stop, correct, or change a medication or medication regimen.
Main warning	Choose the correct indication. It affects RSR and performance measure reporting.

Quick path

Client record → Medications → All (Start, Stop, Change)

Medications Used for Reporting

The medication date, name, and indication are used for Question 52, Client Prescribed ART, on the RSR. The same information is used for Prescribed ART in the Reporting Period on the EHE Triannual Report.

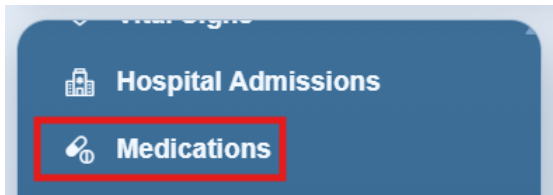
Before You Begin

Medications must be added to CAREWare and set to active before staff can use them in client records. Each provider domain has its own [medication list](#). Staff can update the list in Central Administration or in the provider domain.

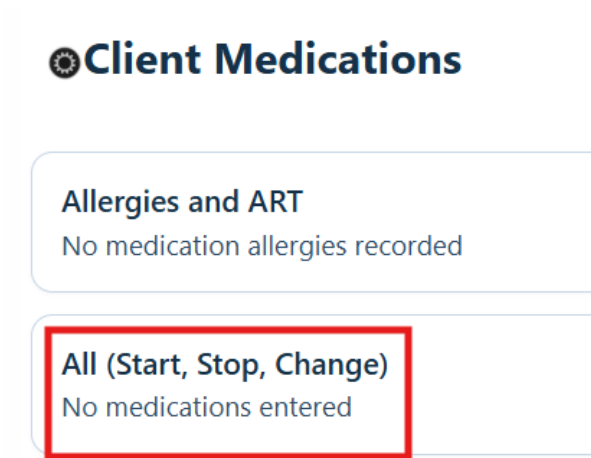
NOTE: ADAP domains use a separate process to [manage National Drug Codes \(NDCs\)](#).

Start a Medication in CAREWare

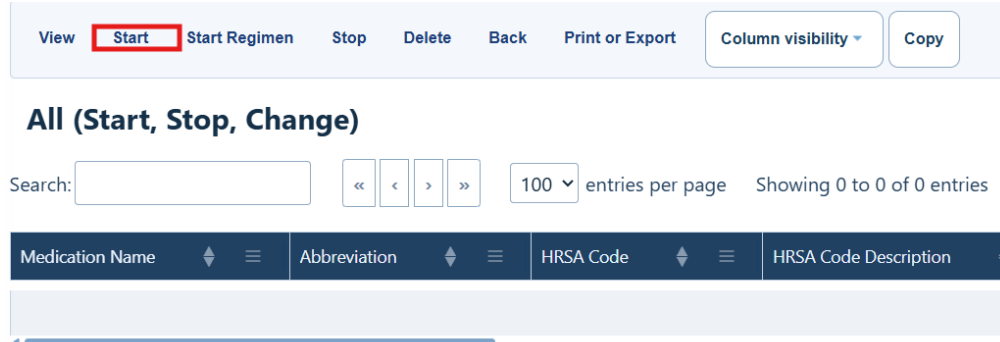
Step 1. Open the client record. Select Medications from the left menu.



Step 2. Select All (Start, Stop, Change).



Step 3. Select Start.



Medications Menu Buttons

Button	What it does
View	Open the selected medication record.
Start	Start one medication.
Start Regimen	Start a group of medications.
Stop	Stop the selected medication.
Delete	Delete a medication record.
Back	Return to the Medications menu.
Print or Export	Print or export the client's medication list.
Column Visibility	Choose which columns appear in the list.

Step 4. Enter the medication start date.

[Save](#)
[Back](#)

All (Start, Stop, Change)

Start Date:

Medication Name *

Step 5. Choose the medication name from the list.

All (Start, Stop, Change)

Start Date:

Medication Name *

bictegravir/emtricitabine/tenofovir
CABENUVA 400 MG/2 ML-600 MG/2 ML IM SUSPENS
.

NOTE: More fields appear after you choose a medication.

Step 6. Enter the number of units, form, strength, frequency, indication, OI (for OI prophylaxis), comment, and instructions for the medication.

[Save](#) [Back](#)

All (Start, Stop, Change)

Start Date: 05/24/2026 

Medication Name *: bictegravir/emtricitabine/tenofovir 

HRSA Code: d08736 - bictegravir/emtricitabine/tenofovir

Units:

Form *: 

Strength: mg

Frequency *: 

Med ICD10 *:

Indication *: ART 

OI *:

Comment:

Instructions:

NOTE: MediCD10, Comment, and Instructions are optional.

NOTE: The indication is required to report Prescribed ART on the RSR and PCP prophylaxis for HAB Performance Measures.

Step 12. Select Save.

[Save](#) [Back](#)

All (Start, Stop, Change)

Start Date: 05/24/2026 

Medication Name *: bictegravir/emtricitabine/tenofovir 

Stop a Medication

- Step 1.** Select the medication. Then select Stop.
- Step 2.** Enter the end date.
- Step 3.** Choose the reason the medication was stopped.
- Step 4.** Select the checkbox beside the medication name.
- Step 5.** Select Save.

Correct a Medication Record

Use this process to fix a data entry error or update clinical information in an existing medication record.

- Step 1.** Select the medication. Then select View.
- Step 2.** Select Correct Data Error.
- Step 3.** Correct the start date, medication name, units, form, strength, frequency, indication, end date, discontinuation reason, or other fields as needed.
- Step 4.** Select Save.

Change a Medication Dose

- Step 1.** Select the medication from the list. Then select View.
- Step 2.** Select Change Dose.
- Step 3.** Enter the new units, new strength in milligrams, and new frequency.
- Step 4.** Select Save.

Medication Regimens

Medication regimens make it faster to enter several HIV medications for one client. This feature is also used to add Genvoya and other tenofovir medications.

Step 1. Select Start Regimen from the client's medication list.

Step 2. Choose the regimen. Then select Next.

Step 3. Enter the start date. Then select Save.

How to Confirm It Worked

- The medication appears in the client's medication list.
- The start date, dose, frequency, and indication are correct.
- A stopped medication shows the correct end date and discontinuation reason.

Troubleshooting and Common Questions

Why is the medication missing from the list?

The medication may not be active in the provider domain. Ask an administrator to check the medication list.

Why can't I see all medication fields?

Choose a medication name first. The remaining fields appear after you make that selection.

Why is the indication important?

CAREWare uses the indication to identify ART and OI-related medications for required reports and measures.

Related References

Document	Use it for
Updating Medications on CAREWare	Manage available medications for client records in non-ADAP domains.
Manage NDCs	Manage available medications for client records in ADAP domains.