

Drug Payments

Purpose	Add a drug payment to a client record in CAREWare.
Who should do this	Staff who enter or review ADAP drug payment records.
Use this guide when you need to	Record a medication payment for ADR reporting .
Main warning	Check the payment date, enrollment date, and formulary dates before you save.

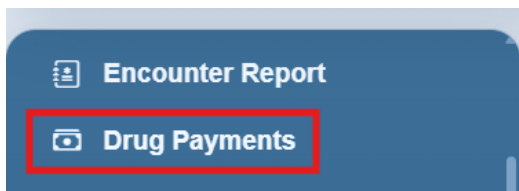
Quick path: Client record > Drug Payments > Add > Enter payment details > Save

Before you begin

- Check that the medication for the drug payment is active under [Formulary Management](#).
- Verify that you are logged into the ADAP domain.
- Verify the payment date, drug name, and other relevant information.

Add an ADAP drug payment

Step 1. Open the client record. Select Drug Payments in the left menu.



Step 2. Select Add.

View Add Edit Delete Dispensers Print or Export Column visibility ▾ Copy

Drug Payments

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Drug Funding FK	Date	Dispenser	Generic	Brand
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Drug Payment Menu Options

Button	What it does
View	View an existing drug payment record.
Add	Add a new drug payment record.
Edit	Edit an existing drug payment record.
Delete	Delete an existing drug payment record.
Dispensers	View and edit the list of dispensers for drug payments.
Print or Export	Print or export the list of drug payments for the client.
Column Visibility	Hide or show columns in the list of drug payments.

Step 3. Enter the date of the drug payment.

Save
Back

Date: 03/02/2026

TIP CAREWare checks the drug payment date against the client's enrollment history.

Date: 03/02/2026

ADAP enrollment date is after the first ADAP service date as of :

Step 4. Select the dispenser, drug name, and funding source.

Dispenser *: ADAP

Drug/NDC *: abacavir(d04376), Abacavir Sulfate, 00121089720, 20 mg/mL, 15, Pharmaceutical Assoc Inc

Funding *: ADAP

Step 5. Enter the days supplied, total units, unit price, and dispense fee, if there is one. CAREWare calculates the drug cost and total cost.

Days:	365
Units:	365.00
Unit Price:	1.00 \$
Drug Cost:	365.00 \$
Dispense Fee:	3.55 \$
Total Cost:	368.55 \$

How these fields are used in the ADR

CAREWare field	ADR question
Date	Q.25 Receipt of medication services; Q.27 Medication dispensed date
NDC	Q.26 Medication(s) dispensed
Days	Q.28 Day(s) supply of medication
Total Cost	Q.29 Amount paid for medication

Step 6. Add a Drug Payment Comment if needed. This field is optional.

SaveBack

Date:03/02/2026

Dispenser *:ADAP

Drug/NDC *:abacavir(d04376), Abacavir Sulfate, 00121089720, 20 mg/mL, 15, Pharmaceutical Assoc Inc

Funding *:ADAP

Days:365

Units:365.00

Unit Price:1.00\$

Drug Cost:365.00\$

Dispense Fee:3.55\$

Total Cost:368.55\$

Drug Payment CommentsThis is a comment for the drug payment

Step 7. Select Save.

SaveBack

Date:03/02/2026

Dispenser *:ADAP

Drug/NDC *:abacavir(d04376), Abacavir Sulfate, 00121089720, 20 mg/mL, 15, Pharmaceutical Assoc Inc

Funding *:ADAP

Days:365

Units:365.00

Unit Price:1.00\$

Drug Cost:365.00\$

Dispense Fee:3.55\$

Total Cost:368.55\$

Drug Payment CommentsThis is a comment for the drug payment

How to confirm it worked

- The saved payment appears in the Drug Payments list for the client.
- Review the date, drug, funding source, and total cost. Correct any item that is wrong.

Quality checks and common questions

What if the payment date is before the first ADAP enrollment date?

CAREWare shows a warning. Check the client’s ADAP enrollment record and the drug payment date. Fix any date that is wrong, then save again.

Date: 03/02/2026

ADAP enrollment date is after the first ADAP service date as of :

What if the drug was not active in the formulary on the payment date?

CAREWare shows a warning after you select Save. Check the payment date and the drug’s active date in the formulary. Correct the record that is wrong, then save again.

Drug/NDC *: abacavir(d04376), Abacavir Sulfate, 00121089720, 20 mg/mL, 15, Pharmaceutical Assoc Inc

Drug payment date cannot be before the formulary item for NDC 00121089720 was activated.

Related references

Document	Use it for
ADR Documents	Review ADR reporting rules and field definitions.
Manage NDCs	Manage formulary medications for ADAP domains and ADR reporting.