

Manage NDCs

Purpose	Upload an ADAP medication file, import new NDCs, and activate medications in the formulary.
Who should do this	ADAP staff who manage medications and the provider formulary.
Use this guide when you need to	Add medications from an ADAP drug file or update an NDC in the current formulary.
Main warning	Set the Active Date before the first drug payment date.

Quick path

Administrative Options > Manage NDCs

Upload the ADAP medication file

Upload the latest [ADAP medication file](#) to add new medications to the available list.

- Step 1.** Log in to the ADAP provider.
- Step 2.** Select *Administrative Options*.
- Step 3.** Select *Manage NDCs*.
- Step 4.** Select *Upload New ADAP file*. Download the latest ADAP Drug Import file from the CAREWare medication files article.

Formulary Management

Import New NDCs

Current file: ADAPdrugs(2026) 022626.xml. Uploaded on:

Upload New ADAP file

Update the available medication list

Manage Current NDCs

9222 total Available Formulary Items

Step 5. Select *Choose File*.

Step 6. Find and select the ADAP Drugs import file.

Step 7. Select *Open*.

Step 8. Select *Save*.

Import new NDCs

After the upload finishes, the Import New NDCs list contains the new ADAP medications.

Step 1. Select *Import New NDCs*.

Step 2. Search for a medication or select one from the list and click *Import*.

[Import](#) [Import Brand](#) [Import Generic](#) [Default Dispense Fee \\$3.55](#) [Back](#) [Print or Export](#) [Column visibility](#) [Copy](#)

ADAP NDC Import

Search: « < 1 > » Go to page entries per page Showing 1 to 2 of 2 entries

Drug Code	Generic	Brand	NDC Details	Imported
d08284	abacavir/dolutegravir/lamivudine	Triumeq	49702023113, 600 mg-50 mg-300 mg, 30.00000, ViiV Healthcare	Yes
d08284	abacavir/dolutegravir/lamivudine	Triumeq PD	49702025837, 60 mg-5 mg-30 mg, 90.00000, ViiV Healthcare	

The medication is now in the ADAP provider formulary list.

Activate an NDC

Step 1. Select *Manage Current NDCs*.

Formulary Management

Import New NDCs

Current file: ADAPdrugs(2026) 022626.xml. Uploaded on: 06/01/2026

Upload New ADAP file

Update the available medication list

Manage Current NDCs

9222 total Available Formulary Items

Step 2. Select an NDC.

Step 3. Select *Edit*.

View

Edit

Remove NDC

Remove Brand

Remove Generic

Add Placeholder

Update All Dispensing Fees

Back

Print or Export

Column visibility

Copy

ADAP Formulary Management

Search:

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Go to page

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entries per page

Showing 1 to 100 of 9,

Drug Code	Generic	Brand	NDC	Indication
d00001	acyclovir	Acyclovir	00054208025, 200 mg, 100.00, Roxane Laboratories Inc	Antiretrovirals

Step 4. Set the *Active Date*.

Important:

The Active Date must be before the first drug payment date.

Step 5. Enter the Unit Price, Dispense Fee, Days, Units, and Indication.

Step 6. Check *Active*.

Save

Cancel

Active Date:

01/07/2011

Unit Price:

\$0.00

Dispense Fee:

\$8.50

Days:

365

Units:

365

Indication:

Antiretrovirals

Active:

☒

Requires Protocol:

☒

Manage NDCs Menu Options

Button	What it does
View	Opens the NDC for review.
Edit	Lets you change setup information for the NDC.
Remove NDC	Removes the NDC ADAP medication from the list.
Remove Brand	Removes the brand-name ADAP medications from the list.
Remove Generic	Removes the generic-name ADAP medications from the list.
Add Placeholder	Adds an NDC that is missing from the ADAP medication list so payments can be entered until the list is updated.
Update All Dispensing Fees	Sets one dispensing fee for all NDCs.
Back	Return to the Formulary Management menu.
Print or Export	Print or export the list of NDCs.

How to confirm it worked

- The uploaded file appears as the current file on the Formulary Management page.
- The medication appears in the ADAP provider formulary list.
- The NDC shows as active after you save the setup information.

Troubleshooting and common questions

What if an NDC is not in the ADAP medication list?

Use Add Placeholder to enter the missing NDC. This allows payments until the ADAP medication list is updated.

Can I update every dispensing fee at one time?

Yes. Use Update All Dispensing Fees to set one fee for all NDCs.

Can NDCs be added automatically?

Yes. The Provider Data Import can be used to [automatically add NDCs](#).

Related References

Document	Use it for
CAREWare Medication Files	Download the latest ADAP Drug Import file.
Automatically Add NDCs Using the PDI	Add NDCs to the ADAP formulary through Provider Data Import.