

Regimen Setup

Purpose	Set up medication regimens for faster entry of common ART combinations. Regimens are also used for adding Genvoya and other tenofovir medications .
Who should do this	Users with access to Clinical Setup and Medication Management .
Use this guide when you need to	Create a regimen and add the medications it includes.
Main warning	A regimen must be active before it can be used in a client record.

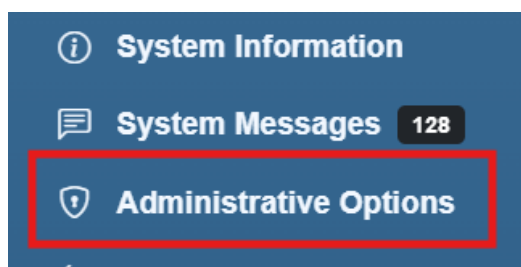
Quick path

Administrative Options > Clinical Setup > Medication Management > Regimen Setup

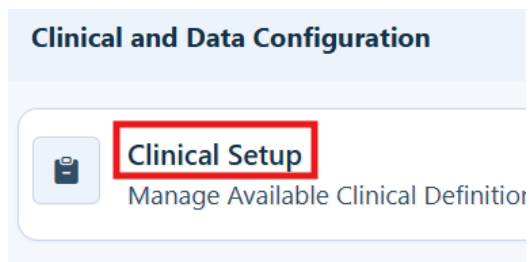
Important: Regimens are unique to each provider domain. Set them up in the provider domain or in Central Administration, based on your organization's needs.

Set Up a Medication Regimen

Step 1. Select *Administrative Options* from the left menu.



Step 2. Select *Clinical Setup*.



Step 3. Select *Medication Management*.

Clinical Setup

Lab Setup

118 / 134 Labs Activated

Screening Lab Setup

51 / 62 Screening Labs Activated

Screening Setup

261 / 265 Screenings Activated

Screening Action Class Setup

19 total Action Classes

Screening Result Class setup

46 total Result Classes

Immunization Setup

31 / 31 Immunizations activated

Medication Management

Activate medications, upload a medication file, or

Step 4. Select *Regimen Setup*.

Manage Medications

Medication Setup

21 / 4342 medications activated for this pro

Medication Definitions File

Update the medications file or import new r

Regimen Setup

Manage medication regimens

Step 5. Select *Add*.

View

Add

Edit

Delete

Medications

Activate/Deactivate

Back

Print or Export

Column visibility

Regimen Management

Search:

«

<

1

>

»

Go to page

1

100 entries per page Showing 1

PK	Active	Regimen Name	Regimen Line	Medications
021de805-eca1-				

Regimen Management Menu Options

Button	What it does
View	View the regimen name, line, and active status.
Add	Add a medication regimen.
Edit	Edit the regimen name, line, or active status.
Delete	Delete a regimen.
Medications	Add or edit medications in a regimen.
Activate/Deactivate	Change whether the regimen is active. Only active regimens are available in client records.
Back	Return to the Medication Management menu.
Print or Export	Print or export the regimen list. Medication names are not included.
Column Visibility	Choose which columns appear in the regimen list.

Step 6. Enter a *Regimen Name*.

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

Regimen Management

Regimen Name:

Regimen Line:

Step 7. Select the *Regimen Line* from the dropdown list.

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

Regimen Management

Regimen Name:

Regimen Line:

Second

Third

Step 8. Select *Save*.

SaveBack

Regimen Management

Regimen Name: New Regimen for Meds

Regimen Line: First

Important: By default, the new regimen is set as active, yet it does not have any medications added yet.

PK	Active	Regimen Name	Regimen Line	Medications
40f1c5cd-de47-4b29-8cd3-c0df72303266	Yes	New Regimen for Meds	First	0

Step 9. Select the regimen, and then select *Medications*.

ViewAddEditDeleteMedicationsActivate/DeactivateBackPrint or Export

Regimen Management

Search: new

<<<1>>>

Go to page 1 entries per page 100

PK	Active	Regimen Name	Regimen Line
40f1c5cd-de47-4b29-8cd3-c0df72303266	Yes	New Regimen for Meds	First

Step 10. Select *Add*.

ViewAddEditDeleteBackPrint or ExportColumn visibility

Regimen Medications

Search:

<<<>>>

100 entries per page

Medication	Units	Strength	Medication

Regimen Medications Menu Options

Button	What it does
View	View a medication in the regimen.
Add	Add medication to the regimen.
Edit	Edit a medication in the regimen.
Delete	Delete medication from the regimen.
Back	Return to the regimen list.
Print or Export	Print or export the list of medications in the regimen.
Column Visibility	Choose which columns appear in the medication list.

Step 11. Select the medication name. Complete the *Units*, *Strength*, *Form*, *Frequency*, and *Indication* fields. The *Option* and *Instructions* fields are optional.

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

Regimen Medications

Medication: calcium gluceptate

Units: 1

Strength: 100

Form: Tablets

Frequency: Twice a day (bid)

Indication: Other

Option:

Instructions:

Step 12. Select *Save*.

SaveBack

Regimen Medications

Medication:

calcium gluceptate

Units:

1

Strength:

100

Form:

Tablets

Frequency:

Twice a day (bid)

Indication:

Other

Step 13. Repeat Steps 10 through 12 for each medication in the regimen.

Step 14. Select *Back*.

ViewAddEditDeleteBackPrint

Regimen Medications

Search:

<<<1>>>

Medication	Units
calcium gluceptate	1

Step 15. Verify that the regimen is set to active and that it includes the correct number of medications.

Regimen Management

Search:

new

<<<1>>>

Go to page1100entries per pageShowing 1 t

PK	Active	Regimen Name	Regimen Line	Medications
40f1c5cd-de47-4b29-8cd3-c0df72303266	Yes	New Regimen for Meds	First	2

If the *Active* column is blank, select the regimen and then select *Activate/Deactivate*.

ViewAddEditDeleteMedicationsActivate/DeactivateBackPrint or ExportColumns

Regimen Management

Search:

new

<<<1>>>

Go to page1100entries per pa

PK	Active	Regimen Name	Regimen Line	Med
40f1c5cd-de47-4b29-8cd3-c0df72303266		New Regimen for Meds	First	2

JPROG

2026-09-21

6

How to confirm it worked

- The regimen appears in Regimen Management.
 - The Active column shows Yes.
 - The medication list includes each medication in the regimen.
- The regimen is available in client records under Medications > All Start/Stop > Start Regimen.

Troubleshooting and common questions

Why is a medication not showing in the list when adding it to a regimen.

The [medication may need to be set active](#) for the provider domain.

Why doesn't the regimen show up when adding medications to a client record?

Verify that the regimen is set as Active and has at least one medication.

Related References

Document	Use it for
Updating Medications in CAREWare	Update and activate medications for client records
Clinical Setup	Update and activate labs, screenings, screenings labs, medications, diagnoses, and other clinical aspects of CAREWare
Instructions to Enter Genvoya or Other Tenofovir Medications	Add Genvoya and other tenofovir medications in CAREWare (required due to duplicate HRSA d codes for these medications)