Test to Treat Site Checklist

The Test to Treat initiative gives individuals an important new way to quickly access free lifesaving treatment for COVID-19. Through this program, people are able to get tested and if they are positive and treatments are appropriate for them, receive a prescription from a health care provider, and have their prescription filled all at one location.

If your pharmacy, clinic, or organization is interested in becoming a Test to Treat site, please review the list below to see if you meet eligibility requirements. If you are able to answer yes to all the criteria, email DHS Operations with the information listed on page 2, and you will be listed as a Test to Treat site. This list is intended for your internal use, it does not need to be sent to DHS.

Checklist	
Checklist Complete this checklist to determine if you can be a Test to Treat site	
	You can provide rapid COVID-19 testing on site (or evaluation of at home or other testing)
	You can provide a clinical evaluation by a licensed health care provider after positive result to provide prescription when appropriate
	There is a co-located pharmacy ready to dispense antiviral drugs to eligible patients (see the EUA fact sheets for Lagevrio and Paxlovid) if prescribed by the licensed health care provider
	You agree provide services to all individuals, regardless of insurance status[1]
	You agree not to charge a dispensing fee for the antiviral drugs[1]
	You agree to accept new patients for priority same day or next day visit for COVID-19 services[1]
	You have an account in the Health Partner Ordering Portal. If not, instructions for setting up an account are on page 2
	You can provide the required pharmacy license number for the Health Partner Ordering Portal account
	You agree to report inventory daily in the Health Partner Ordering Portal

[1] Condition for receiving free antiviral drugs from the U.S. Department of Health and Human Services.

Health Partner Ordering Portal (HPOP) Account

For all questions or to provide required information, email:
DHSOperations@wisconsin.gov

To set up an account in HPOP we need some basic information about your facility. If you have a pandemic vaccine PIN that speeds up the process, but it is not necessary.

If you have a PIN, please email that and the name and email address of your primary contact to the above address.

If you do not have a pandemic vaccine PIN, please email the following to
DHSOperations@wisconsin.gov:

Site Name:
Full Address (no PO boxes):
Pharmacy License:
License Expiration Date:
Primary Contact Name:
Primary Contact Email Address:
Primary Contact Phone Number:

Once we create an account, the primary contact will receive a registration email from vpop-no-reply@cdc.gov. The email contains instructions for setting a password and using two-factor authentication. The registration email is only good for 72 hours, if you miss the window, please email us.

HPOP uses two-factor authentication so the primary contact will need a smart phone or tablet with an authentication app such as Googles' free Authenticator App.

Once the primary contact has created a password and logs in, they will need to provide the 10-digit NPI and verify the pharmacy licenses, receiving address and receiving hours.

Requesting drugs, reporting usage, and inventory are all done in HPOP. A user guide will be provided. Requests can be made at any time and orders will be placed as allocation allows on Mondays after 3:00 pm.