Direct Ship – Need New Formula

Full package originally issued Direct Ship (from Clinic Stock)

Current Benefits - PFDTU in Future

- ☐ Open Participant Folder of participant needing new formula
- ☐ Click **Benefit Management** menu
- ☐ Select **Food Adjustment Wizard**
- ☐ Select **Void Current and Future Benefits** radio button
- ☐ Click **OK** on message
- ☐ Create food package with new formula
- ☐ Click **Issue Benefits** icon and re-issue current and future benefits

Current Benefits - PFDTU of Current Date or in Past → Change Food Already Issued

- ☐ Open Participant Folder of participant needing new formula
- ☐ Click **Benefit Management** menu
- ☐ Select **Food Adjustment Wizard**
- ☐ Click **OK** (or press Enter on keyboard) → default radio button = Change Food Already Issued
- ☐ Select **FORMULA** from *Food Category* drop-down
- ☐ Click **OK** (or press Enter)
- ☐ Enter **number of cans returned to clinic** for current month
- ☐ Click **OK** (or press Enter)
- ☐ Select the **new formula** in the *Select Formula* screen
- ☐ Click **OK** (or press Enter
- ☐ Complete the **Special Prescription Item** screen if necessary and click **OK**
- ☐ If **not** direct-shipping the new formula for certain sets, remove the checkmarks from the Direct Ship column
- ☐ If direct-shipping **any** sets for the new formula, click the **In Stock** radio button and **Next** (or **Finish** button)
- ☐ Click **OK** (or press Enter)

DEPARTMENT OF HEALTH