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)