**Purpose:**

| **Major Steps** | | **Details**  (relevant details and tips, diagram, workflow, picture, time grid) | **Time** | **Reason** |
| --- | --- | --- | --- | --- |
| **Screening** | |  |  |  |
|  | Obtain insurance information | * Navigator obtains participant’s insurance card and information | 5 min |  |
|  | Discuss PrEP options | * Navigator discusses PrEP options and elicits interest in long-acting injectable PrEP | 15 min |  |
|  | Viiv Connect Form | * Navigator fills out Apretude Enrollment form with Patient Information (Section 1), Insurance Information, (Section 2), Prescriber information (Section 3), Medication information (Sections 4-5, 7-8)   + [English Form](https://www.viivconnect.com/content/dam/cf-viiv/viiv-connect/master/pdf/APRETUDE_English_Enrollment_Form.pdf)   + [Spanish Form](https://www.viivconnect.com/content/dam/cf-viiv/viiv-connect/master/pdf/APRETUDE_Spanish_Enrollment_Form.pdf) | 10 min |  |
|  | Complete Viiv Connect Form | * Have participant complete Sections 1 (including signature), PAP (Section 6) | 5 min |  |
|  | Explain insurance process | * Explain insurance approval process. Explain that staff will contact participant to schedule their first injection once insurance approvals are received. | 5 min |  |
|  | Discussion with Provider | * Provider provides general information about Apretude, including injection location and schedule, and review side effects, including injection site reactions. Discuss preference for direct-to-inject vs. oral lead in | 10 min |  |
|  | Medical history and physical exam | * Provider completes baseline medical history, reviews medications, and physical exam (including inspection of bilateral gluteal regions) | 20 min |  |
|  | Review medications | * Provider reviews medication list for any contraindicated medications: * Anticonvulsants (carbamazepine, oxcarbamazepine, phenobarbital, phenytoin) * Antimycobacterials (rifampin, rifapentine, rifabutin) | 5 min |  |
|  | Specimen collection | * Nurse draws labs including HIV Ag/Ab, HIV RNA, syphilis, basic metabolic panel, HbsAg, and collects specimens – urine, throat and rectal swab for GC/CT | 15 min |  |
|  | Complete Viiv Connect form | * Provider completes and signs off on Apretude enrollment form | 5 min |  |
|  | Send prescription | * For Medi-Cal and commercial insurance, provider e-prescribes Apretude:    Apretude initial loading dose: **INJECT 3ML INTRAMUSCULARLY AS DIRECTED 2 LOADING DOSES EVERY 30 DAYS, THEN EVERY 2 MONTHS.**   Apretude maintenance dose: **INJECT 3ML INTRAMUSCULARLY AS DIRECTED EVERY 2 MONTHS.**   * For those interested in oral lead in, prescribe:   **Vocabria 30 mg, 1 PO QD # 30**  **ICD 10 code: Z20.6** | 10 min |  |
|  | Insurance navigation, medication delivery | * Navigator checks on status of insurance approval, schedules medication delivery | Variable |  |
|  | Review lab results | * Clinicians review labs for eligibility | 5 min |  |
|  | Schedule injection visit | * If eligible, navigator reaches out to schedule first injection visit | 10 min |  |
|  | **Enrollment** |  |  |  |
|  | Specimen collection | * Medical Assistant collects blood for HIV rapid test (if part of clinic protocol), 4th gen (if per protocol), and HIV RNA | 15 min |  |
|  | Review labs | * Provider review labs with client | 5 min |  |
|  | Update Medical history | * Provider discusses any changes to medical history | 10 min |  |
|  | Prepare injection | * Nurse assesses BMI and selects needle size □ 23G x 1.5 in BMI ≤30   □ 21G x 2.0 in BMI > 30 | 5 min |  |
|  | Prepare and administer injection | * Nurse prepares medication and administers CAB-LA | 10 min |  |
|  | Schedule 1 month follow-up | * Clinician schedules next follow-up visit in 28 days | 5 min |  |