

FLOW CHART* ON CLINIC DISTRIBUTION OF TASKS

TRIAGE RN:

Review all charts in the que

Identify:

- Expedited patients
- Non-expedited patients
- Determine appropriate clinician / room
- Potential study candidates “flag the charts”
- Patients who are here only for treatments and immunizations
- Triage Max patients



RN only visits

- Administer treatment
- Administer Ceftriaxone
- Immunizations
- Help with referrals
- Wound care (Max)
- Review daily routed lab results and ask a clinician for treatment as needed
- Daily pharmacy inventory
- My chart messages

Expedited

- No symptoms
- No STD contacts

NON-EXPEDITED



MA

- Stock and organize patient rooms
- Maintain cleanliness (disinfect as required)
- Room patients
- INSTI MSM not on PrEP
- Alert clinician
- Chaperone
- Vital signs (Max) pts



CLINICIANS

- Review Kiosk printout
- Take medical, sexual and social History
- Perform physical Examination
- Collect specimens
- IUD / Nexplanon insertion
- Perform cryotherapy
- Perform POCT
- Order labs, meds and immunizations
- Sign orders
- Patient counseling / education
- Patient referral
- Enter orders in Epic
- Sign orders
- Alert MA that they have a patient
- Close encounter after MA executes orders

MA

- Rapid HIV (INSTI) test (MSM)
- Blood draw (HIV RPR) + Hep A,B,C (**Searunar**)
- Self- obtained pharyngeal, rectal swabs (MSM) for chlamydia and gonorrhea Aptima
- Self-obtained vaginal swabs (**insured**) for chlamydia and gonorrhea Aptima
- Self-obtained vaginal swabs (**uninsured**) for chlamydia and gonorrhea CDD
- Process specimens
- Instruct patient on how to get test results
- Have patient sign up for my chart
- Refer for partner management (as needed)
- Schedule F/u (as needed)
- Discharge patient

MA

- Verify patient identity
- Open patient encounter
- Open pending orders in the inbox
- Execute orders
- Process specimens
- Go to MAR → administer medications
- Go to immunization and administer orders
- Have patient sign up for my chart
- Enter med dispensed in PH inventory system
- Enter vaccinations in the logs in the med room (Twinrix)
- Refer for partner management (as needed)
- Room turnover

*Please note that this flowchart is not currently being used in the clinic but is an example of a previous flow.