

New York City Biomedical HIV Prevention Referral List

Clinical Site Checklist

Non-Occupational Post-Exposure Prophylaxis (nPEP): PEP is the use of anti-HIV medications after possible sexual or needle-sharing exposure to HIV. Many clinics now offer nPEP to patients with appropriate exposures.

1. Is your clinic ready to offer PEP? Use this checklist to confirm that your clinic is ready to provide emergency PEP:

- 1a. Clinical staff** have completed at least one hour of CME credit on the use of nPEP and are familiar with the [NYS Clinical Guidelines](#) for nPEP prescribing
- 1b. Front-desk staff** are familiar with nPEP, are aware that it is provided, understand the time sensitivity of the visit, and are able to triage patient calls and visits accordingly
- 1c. Triage staff** are aware that a high-risk HIV exposure that occurred within the past 36 hours should be triaged as an urgent visit
- 1d** An after-hours plan is in place to receive calls for nPEP (e.g., patients know of the number to call; answering services knows how to triage the calls)
- 1e.** On-site HIV testing is available to ensure that initial HIV testing is conducted rapidly
- 1f.** Starter packs of medication are available on-site to ensure rapid receipt of first dose of PEP
- 1g.** Local emergency departments have been contacted to let them know the clinic will accept referrals for follow-up care
- 1h.** Educational pamphlets (or other patient education materials) are available for patients
- 1i.** A clinic PEP “champion” has been identified. (A champion is a clinician who takes a special interest and leadership role in implementing a project.)

Pre-Exposure Prophylaxis (PrEP): PrEP is the use of anti-HIV medications as a form of HIV prevention. Many clinics now offer PrEP to patients with ongoing behavior that places them at high risk for HIV infection.

2. Is your clinic ready to offer PrEP? Use this checklist to confirm that your clinic is ready to provide PrEP:

- 2a. Clinical staff** have completed at least 1 hour of CME credit on the use of PrEP and are familiar with the [NYS Clinical Guidelines for PrEP](#) and/or the [U.S. Public Health Service Guidelines for PrEP](#)
- 2b. Front-desk staff** are familiar with PrEP, are aware that it is provided, and are able to triage patient calls and visits appropriately
- 2c.** A protocol/plan is in place to accommodate the need for HIV testing every three months
- 2d.** Adherence counseling, risk reduction counseling and condoms are available on-site
- 2e.** Educational pamphlets (or other patient education materials) are available for patients
- 2f.** A clinic PrEP “champion” has been identified. (A champion is a clinician who takes a special interest and leadership role in implementing a project.)

Overall clinic readiness for PEP and PrEP provision:

- 3.** Clinical staff know which billing codes to use for PEP and PrEP visits
- 4.** Clinical staff are aware of PEP and/or PrEP options for uninsured patients (i.e., patient assistance programs) and for insured patients with significant copays (i.e., co-pay assistance programs)

If you have any questions, contact the NYC Health Department at PEPandPrEP@health.nyc.gov