Republic of Namibia

Ministry of Health and Social Services

Directorate of Special Programs

Division: HIV Case Management

IMAI ART PATIENT PROCESS FLOW

ART IMAI SITE

1. **Routine Activities**
   Initiating New Patients
   Dispensing to existing patients
   Transferring in/ out patients
2. **Reporting to ART Main Site**
   (on or before the 25th of the month)
   Patient Data (EDT Mobile device & appointments lists)
   Stock Data (ARVs list showing latest stock on hand)

ART Patient at IMAI Site

Is Patient to be newly initiated on ART?

— YES → Fill out the ART EDT Recruitment Form and file for sending to ART Main Site at month end *(do not dispense to the patient today)*

— NO ↓

Is Patient on your Appointments List?

— YES → **Any Changes in the Patient's Regimen or status?**

- NO →
  1. Dispense to the patient using the EDT Mobile Device
  2. Tick the corresponding check box in the Appointments List
  3. As much as possible DO NOT book patients to come back during the last week of the month

- YES ↓

Indicate any of the following changes in the last column of the ART Appointments List
- transfers out *(state the facility they're transferring out to)*;
- deceased *(indicate date of death if known)*

← YES — **Is the Patient Transferring Out to Another Facility?**

Is Patient on your Appointments List? — No ↓

Refer In-Transit Patients to ART Main Site

Is Patient a Transfer In?

— NO → Refer In-Transit Patients to ART Main Site

— YES (← YES) ↓

Does Patient have enough ARVs to last until the next ARVs re-supply from Main Site?

— No ↓

1. Dispense from ARV Buffer Stock using the EDT Mobile if the patient's record is in the EDT Mobile
2. Fill Out ART Recruitment Form & send ASAP to ART Main Site
   ** so that buffer stock is replenished

IMAI SITE AT MONTH END
Send the following to the DH Pharmacy **on or before the 25th day of the Month:**
- ART Recruitment Forms *(for new & transferred in patients)*
- All the ART Appointments Lists printed out and given to the IMAI nurse on the previous visit
- EDT Mobile device
- The ARVs List showing remaining stock on hand at the IMAI site for each of the regimens listed

DISTRICT HOSPITAL (MAIN ART SITE) PHARMACY

FOR SCHEDULED ARV ORDERS-
1. Upload data from EDT mobile returned by the IMAI site(s)
2. Enter details of new & transferred in patients into EDT (from ART Recruitment Forms) *Do not dispense to them on the EDT*
3. Update status changes (deceased, transferred out, stopped etc.) from the filled out Appointments Lists returned from the IMAI Site
4. Export updated data into EDT Mobile
5. File the previous month's Appointments Lists at the Main Site *(to avoid accumulation of forms at the IMAI site)* and print out TWO Appointments Lists from the EDT:
   - First Appointments List: for the previous three months- to capture patients who missed their appointments and who might come late for their ARVs
   - Second Appointments List: for the coming two months to cater for early patients
6. When you print the Appointments List for the coming month, a second list (the ARVs List) summarising the quantity of each ARV medicine required is also printed out. Use these lists (for previous month & coming month) to help you determine the quantity of ARVs to issue to the IMAI site
   ** Add BUFFER STOCK- one month supply for ONE PATIENT for the commonly used first line adult ART regimens (TDF/ 3TC/ NVP or EFV) and AZT/ 3TC/ NVP or EFV)
7. Send the EDT Mobile Device + ART Appointments lists + ARVs List + ARVs to the IMAI Site BEFORE the 1st day of the month

FOR EMERGENCY ARV ORDERS-
1. For patients transferred in from other ART MAIN Sites: Enter details of the transferred in patients into EDT *and dispense to the transferred in patients on the EDT*
   For patients transferring from your Main to an IMAI site under your Main Site, edit the patient's IMAI site on your EDT *(DO NOT dispense on the EDT since the IMAI site has already dispensed to them using their EDT mobile device from the buffer stock.)*
2. Send the ARVs to the IMAI site to replenish their buffer stock

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