



BRITISH COLUMBIA  
CENTRE for EXCELLENCE  
in HIV/AIDS

St. Paul's Hospital  
613-1081 Burrard Street  
Vancouver, BC  
Canada V6Z 1Y6

Tel 604.806.8477  
Fax 604.806.8464  
www.cfenet.ubc.ca

June 6<sup>th</sup>, 2014

Dear Doctor;

The BC Centre for Excellence in HIV/AIDS (the "BC-CfE") is updating our forms and procedures. Effective June 16<sup>th</sup>, 2014, enrolment of new patients in the Drug Treatment Program will require completion of both an Enrolment form and a Prescription Request form. Copies of these new forms are enclosed, and are available on the BC-CfE website at [www.cfenet.ubc.ca](http://www.cfenet.ubc.ca) (see "Drug Treatment Program" in the "For Healthcare Providers" section). In addition procedures and forms for approval notification for HIV medication requests, prescription refills and annual Clinical Status Report forms will also be updated, as described below.

#### 1) Enrolment Form

A new patient Enrolment form will be used to capture important clinical and patient demographic information at the time of the patient's initial enrolment in the Drug Treatment Program. This form is completed only **ONCE**, at the time of the patient's first antiretroviral prescription in BC. The requested enrolment information, such as date of HIV diagnosis, antiretroviral treatment history and prior AIDS defining illnesses provides important background information pertaining to HIV care.

#### 2) Prescription Request Form

The HIV Drug Treatment Program Prescription Request form (used for treatment initiation, treatment re-start or medication regimen change) has been updated to remove one-time information captured by the Enrolment form. Clinical information which is relevant for the selection of HIV medication regimen, such as most recent HIV viral load and CD4 count, is still included on the Prescription Request form.

If you wish to receive a supply of individualized Enrolment and/or Prescription Request forms pre-printed with the physician's name and address, please contact the Drug Treatment Program office at 604-806-8515.

#### 3) Approval notification procedure

When a requested HIV medication regimen is authorized, the BC-CfE sends an approval letter to the patient's physician. A copy of the authorized prescription will now accompany the approval letter, for your records. Approval letters will now be sent to both the follow-up physician (who will authorize future prescription refills) and, if different, the prescribing physician who submitted the prescription request.

The BC-CfE will no longer mail patient profile summaries with approval notifications. Clinicians may request faxed patient profile summaries for patients under their care by contacting the Drug Treatment Program office.

#### 4) Prescription Refill Form

The Drug Treatment Program will continue to mail pre-printed refill prescriptions to the follow-up prescriber in order to support continuity of care; however, the three-layer refill prescription form will be replaced by a single page prescription form. Prescribers may choose to make a copy of the prescription for their records. Signed prescription refill forms may be returned to the Drug Treatment Program office by fax or mail.

#### 5) Clinical Status Report Form (formerly Clinical Staging Report)

The annual Clinical Staging Report form will be replaced with the Clinical Status Report form. This form will be mailed to the follow-up prescriber once yearly in order to update important information regarding AIDS defining illness and other conditions.

If you have any questions or concerns please contact Drug Treatment Program office at 604-806-8515.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Julio', with a stylized flourish at the end.

Julio S. G. Montaner, MD, DSc (hon), FRCPC, FCCP, FACP, FRSC  
Professor of Medicine, Chair in AIDS Research and Head of Division of AIDS,  
University of British Columbia;  
Director, BC Centre for Excellence in HIV/AIDS, St. Paul's Hospital, Providence  
Healthcare;  
Founding National Co-Director, CIHR Canadian HIV Trials Network  
Past-President, International AIDS Society