POINT OF CONTACT FORM – NOTIFICATION AND FOLLOW-UP

In order to ensure proper follow-up on reported HIV positive test results, we need information from your site. The Primary POC should be the Provider responsible for discussing the result with the patient. This is to ensure compliance with CAP regulations for report of HIV test results.

Primary POC: _____	**Secondary POC:** _____
Phone Number: _____	**Phone Number:** _____
(Commercial Only)	(Commercial Only)
Fax Number: _____	**Fax Number:** _____
Is this fax secure (in a private office)?	Is this fax secure (in a private office)?
Yes No	Yes No
Email Address: _____	**Email Address:** _____
Mailing Address: _____	**Mailing Address:** _____
_____	_____
_____	_____

Printed name and position title: _____ _____
(Printed name) (Title)

Signature authorizing designation of POCs: _____ _____
(Signature) (Date)

HDRL requires at least two (2) POCs, full addresses, and telephone and fax numbers.

Due to the sensitive nature of HDRL's reports, the POCs will be the only persons HDRL will consult for follow-up information. HDRL may also contact the POCs if questions arise concerning specimens.

Result reports will continue to go through the current mechanisms, but NLT 10 working days post reporting a positive result, HDRL will conduct a follow-up with the primary POC to ensure notification.

Please fax this information to (301) 319 3502. Additionally, keep this form on file and update HDRL with any changes regarding the POCs, addresses, or phone numbers.

For questions, please contact the HDRL Laboratory Manager @ 301-319-3173 or 301-319-3177.