

SPECIMEN SUBMISSION GUIDELINES

HIV Diagnostics and Reference Laboratory, Diagnostics and Countermeasures Branch
 Center for Infectious Disease Research, Walter Reed Army Institute of Research
 508 Research Drive, Silver Spring, MD 20910

POINT OF CONTACT FORM – RESULT REPORTING

To maintain the integrity of our database and services, the HIV Diagnostics and Reference Laboratory (HDRL) requests new or updated information from your site. Please review and enter any corrections.

This information pertains to the delivery of **(please check ALL applicable reports):**

- | | | |
|---|--|---|
| <input type="checkbox"/> Serology (HIV EIA, Geenius HIV1/2, Western Blot) | <input type="checkbox"/> HIV Viral Load | <input type="checkbox"/> Viral Phenosense |
| <input type="checkbox"/> Qualitative HIV-1 RNA (Aptima) | <input type="checkbox"/> HCV Viral Load | <input type="checkbox"/> Viral Trofile |
| <input type="checkbox"/> Qualitative HCV RNA (Aptima) | <input type="checkbox"/> HIV-1 Resistance Genotyping | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> HIV-1 Integrase Genotyping | |

All Fields are required for Primary POC. Please provide information for Secondary POC if applicable.

Primary POC: _____	Secondary POC: _____
Phone Number: _____ (Commercial Only)	Phone Number: _____ (Commercial Only)
Fax Number: _____	Fax Number: _____
Is this fax secure (in a private office)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this fax secure (in a private office)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address: _____	Email Address: _____

Mailing Address: _____
 (Including organization name) _____

Send Results By:
 Fax Fed Ex Both
 Secure File Transfer

Reason for POC change (if applicable): _____
 (e.g., new account, POC moved, different testing, yearly update)

Primary POC authorizing signature

OIC or Dept. Manager authorizing signature

Signatures of the primary POC and Officer in Charge or Department Manager are required to update this information.

Due to the sensitive nature of HDRL’s reports, only the designated POC (or alternate) can receive reports from HDRL. The facility POC is responsible for posting results and distributing any other mailings HDRL provides them.

HDRL may contact POCs if questions arise during the receipt and/or processing of specimens.

Fax completed forms to 301-319-3502. For questions, call 301-319-3123.