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):

Serology (HIV EIA, Geenius HIV1/2, Western Blot)	HIV Viral Load	Other
	HCV Viral Load	
Qual / Quant HIV-1 RNA	Sentosa® SQ Sentosa®	
Qual / Quant HCV RNA	SQHIV-1 Genotyping	

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

Primary POC:	Secondary POC:
Phone Number:	Phone Number: (Commercial Only) 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:	Send Results By:
(Including organization name)	Fax Fed Ex Both
	Secure File Transfer
Reason for POC change (if applicable): (e.g., new account, POC moved, different testing, yet	

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.