

## 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.**

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