

HIV/AIDS REPORTING REQUIREMENTS

Medical providers, laboratories, hospitals and other facilities are required under Title 17, California Code of Regulations §2500 to report cases indicative of HIV or AIDS to Napa County Public Health within seven calendar days. Although laboratories report test results for patients to Public Health, the medical provider is still required to submit a case report form in addition to the laboratory report. As of April 17, 2006 health care providers, laboratories, and local health departments must now report cases of HIV infection using patient names.

HEALTH CARE PROVIDER REPORTING PROCEDURES

What cases must be reported?

- All persons testing positive for HIV
- All persons with a condition or test results meeting AIDS case diagnosis criteria

Who must report?

- A "health care provider"
- A laboratory that processes tests for health care facilities (note: laboratories have a separate reporting procedure and health care providers must still participate in completing the HIV/AIDS Case Report Form described below)

What is the reporting procedure?

To make the reporting procedure as convenient as possible, you may submit the required information via **one** of the following ways:

(1)

- Complete a copy of the HIV/AIDS Case Report Form. A copy is included with your Provider Manual and can also be printed from: http://www.dhs.ca.gov/aids/HIVReporting/pdf/CDPH_8641A_0507.pdf.
- If any of the requested information on the case report form is not available from your records, mark the section as UA (unavailable).
- **Via traceable mail only** [the State Office of AIDS directs that no identifying information be sent by fax, regular mail, or email], send the completed form to:

Napa County HHSA – Public Health Division

Attn: HIV/AIDS Surveillance

2344 Old Sonoma Road, Bldg. G

Napa, Ca. 94559

(Mark the envelope "CONFIDENTIAL")

- You may also hand deliver the completed form to the receptionist at the address above during regular business hours. To have the completed form picked up from your office, please call the Surveillance Coordinator at (707) 259-8729, and leave a message including your address.

OR (2)

- Complete the form over the telephone, by **calling** (707) 259-8729. This is a confidential telephone line. The Surveillance Coordinator will call you back to discuss the items on the form and complete it for you. Either a physician or a designated staff member can use this option.

FREQUENTLY ASKED QUESTIONS

I was contacted by your office in regards to a patient, but we've subsequently determined that the patient is not HIV infected. What needs to be done?

Our office may have received notification from your laboratory that a viral load test (either positive or undetectable) was performed on the patient. If the patient's result was undetectable and he/she is not HIV infected, please indicate that on the HIV/AIDS Case Report Form or telephone the Surveillance Coordinator. No other additional information is needed.

Who do I contact if I have questions regarding completion of the form or need additional information?

Call the Napa County Public Health Division - HIV/AIDS Surveillance Coordinator at (707) 259-8729.

To assist you in completing the "Risk" section of the HIV/AIDS Case Report Form, a list of possible risk behaviors is referenced below:

- Sex with a male
- Sex with a female
- Injection drug use
- Blood transfusion (esp. prior to 1985)
- Child born of an HIV infected woman
- Blood to blood job exposure

HETEROSEXUAL relations with any of the following:

- Injection drug user
- Bisexual male
- Person with hemophilia/coagulation disorder
- Transfusion or transplant recipient with documented HIV
- Person with AIDS or documented HIV infection

Even one exposure fitting any of these behaviors should be marked "yes."

What services does Public Health provide after the HIV/AIDS Report Form is sent to your office?

Your completion of this form is vital; the information provided helps the Public Health Division to provide services to persons with HIV/AIDS in Napa County and to take measures to prevent the further spread of infection. Accurate reporting of cases allows the Public Health Division to obtain funding from the Federal government, which in turn enables the Division to provide health care planning and services for patients living with HIV/AIDS. These services are described in the attached document: *Understanding the Ryan White CARE Act*.