

**Clerical Support Services**  
**Procedure for Mailing HIV results**

COPY

**Purpose:**

This procedure provides instructions for mailing out HIV results to the patient.

**Policy:**

With limited exceptions, New York State law requires health care professionals to offer all patients between the ages of 13 to 64 a voluntary HIV test. The law applies to anyone receiving treatment for a non-life-threatening condition in a hospital, a hospital emergency department or a primary care setting, such as a doctor's office or outpatient clinic. The Laboratory has established a procedure to provide HIV results to patients that ensures that protected health information is not compromised.

The laboratory will only generate results for patients who have requested the HIV screening test. These patients must be registered from the following locations:

- Saratoga Hospital Emergency Department,
- Saratoga Hospital Inpatients
- Malta Medical Arts Urgent Care
- Wilton Medical Arts Urgent Care

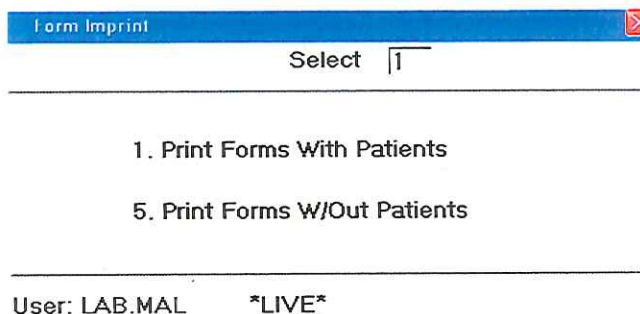
Only patients who have **NEGATIVE** HIV results will receive a letter. Positive results are handled by the Saratoga Hospital Infection Control Manager. No action is required by the laboratory.

**Scope:**

This procedure applies to the Saratoga Hospital Laboratory.

**Procedure:**

1. The "HIV/HIVSCR" report is automatically generated Monday thru Friday on the LABLPT printer.
2. To generate the letters, select the "MOX" from the meditech main menu:
3. Choose Forms/Packets(Form Fast #110)
4. Select #1 "Print Forms with Patients". Press <enter>.



5. The following screen will appear:

FRM 151 (FORM MIS/204) LAPIERRE, MADEIRA A

Print Forms

Facility SAA  
Location

Patient	Age/Sex	Room	Bed	Attending Doctor

Category IP      Copies   
Packet

To search for a packet/form, type an \* followed by three or more letters of a word in the title, then press <F9>.

COPY

6. Using the HIV/HIVSCR report scan the barcode into the "Patient" field. Ensure that the patient information on the screen matches the barcode scanned from the HIV/HIVSCR report.
7. Category: IP
8. Packet: Press "Lookup" and select the "NEGATIVE" letter (form #5161). Press <enter>.

FRM 151 (FORM MIS/204) LAPIERRE, MADEIRA A

Print Forms      Packet Lookup

Facility SAA      Select   
Location

Mnemonic	Description
1 5160	YOUR HIV TEST IS POSITIVE PATIENT INSTR
2 5161	NEGATIVE HIV TEST PATIENT INFORMATION

Patient

Attending Doctor

Category IP  
Packet

Print Form

Facility SAA  
 Location \_\_\_\_\_

Patient	Age/Sex	Room	Bed	Attending Doctor

Category IP      Copies 1  
 Packet 5161      To search for a packet/form, type an \* followed by three or more letters of a word in the title, then press <F9>.

COPY

9. Copies: 1
10. Press <enter> and print letters to LABLPT.
11. Match patient results with the HIV/HIVSCR report and then date and initial next to the patient's name. This represents confirmation that the report was sent.
12. Check the address to that is complete (i.e. no zip code, "homeless").
13. Reports are put into envelopes and placed in the outgoing mailbox for delivery to the mailroom.

Returned or Undeliverable Letters

1. Letters that are returned or were undeliverable due to an incomplete address will be sent to the department where the patient was registered. A contact person is listed for each department.
2. Place the letter in an interdepartmental envelope and send an email to the contact person. Include the following information:
  - o Notice of returned mail- HIV
  - o Patient account #
  - o Date of service

Contacts:

- Inpatients/Emergency Department
- Malta Urgent Care
- Wilton Urgent Care

All questions should be directed to the Saratoga Hospital Infection Control Manager.

Date of origin: 02/09/13  
 Date revised: 11/07/13

Written by: Jeanne Leonard  
 Reviewed by: Darlene Falconio

Date Placed in Service:

Approved by: Jeanne M Leonard 11/7/13      WY Fred HMO 11/12/13  
 Supervisor      Date      Laboratory Medical Director      Date

Acknowledged by: Cedric DeMorganis 11/11/13  
 Administrative Director      Date

*Revised 11/15 Leonard*

# 19th Century - English Literature

The 19th century was a period of significant literary achievement in England. It was characterized by a focus on the individual, the family, and the social order. The novel became the dominant form of fiction, and the poet became a prominent figure in society. The century was marked by a sense of progress and a belief in the power of the individual to shape the world.

## Major Authors and Works

The major authors of the 19th century include Jane Austen, Charles Dickens, William Shakespeare, and John Milton. Austen's *Pride and Prejudice* and *Emma* are among the most beloved novels of the period. Dickens' *Oliver Twist* and *David Copperfield* are also major works. Shakespeare's *Hamlet* and *Macbeth* are among his most famous plays. Milton's *Paradise Lost* is a masterpiece of epic poetry.

The 19th century was also a time of great social change. The Industrial Revolution had transformed the landscape of England, and the middle class was growing in power. The novel became a vehicle for social criticism, and authors like Dickens and Austen used their fiction to comment on the problems of their time.

The century was also a time of great artistic achievement. The Romantic movement was at its height, and poets like Wordsworth and Keats were writing some of the most beautiful poetry of the period. The novel became a more sophisticated form of fiction, and authors like Tolstoy and Dostoevsky were writing some of the most profound works of the century.

The 19th century was a time of great intellectual achievement. The scientific revolution was in full swing, and the discovery of Darwin's theory of evolution was a major event. The century was also a time of great philosophical achievement, and the work of Hegel and Kant was influential in the development of modern thought.