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>.

Form Imprint

Select 1

1. Print Forms With Patients

5. Print Forms W/Out Patients

User: LAB.MAL   *LIVE*

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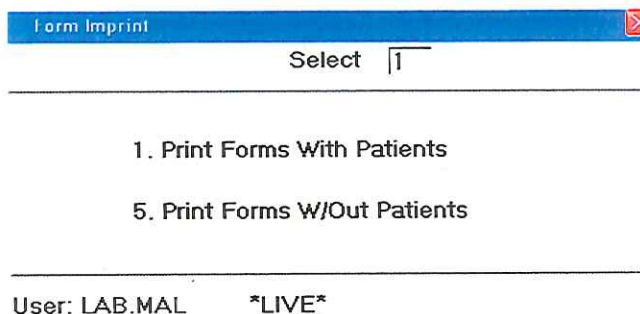
5. The following screen will appear:

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>.

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RM LST [I/RM MIS/204]  LAPIERRE_MADELINE A
Print Forms

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>.
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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   Written by: Jeanne Leonard
Date revised: 11/07/13   Reviewed by: Darlene Falconio

Date Placed in Service:

Approved by: _Jeanne M Leonard_   11/7/13   _W G Freet MD_   11/12/13
             Supervisor   Date   Laboratory Medical Director   Date

Acknowledged by: _Cealyn De Marini_   11/11/13
                 Administrative Director   Date

Reviewed 1/8/15 J Leonard