

## **NBIMC's HIV INITIAL POSITIVE NOTIFICATION PROCESS**

- Confirmatory HIV results reviewed and validated
- Member's demographic information verified (HMS, DEERS, MLS)
- Member's command and CO information verified (NPC, HQMC, USCG)
- Email sent to CO that includes:
  - BUMED notification letter serial # is Subject line
  - CO's Guide attached
  - Service Member Guide attached
- CO contacts NBIMC
  - PKI exchanged; encrypted notification letter & results sent
  - PKI not exchanged; HIPAA fax procedures followed or
  - Sent through AMRDEC S.A.F.E.
- Submitting Laboratory Notification
  - Lab notified to hold barcode certification in CHCS (pending CO's notification)
  - Lab is also instructed to have Health Care Provider contact NBIMC for additional information or instructions
- HIV Evaluation and Treatment Unit (HETU) Notification
  - Letter and result sent so HETU knows to expect member
  - 2nd validation sample drawn upon arrival
- Personnel Command Notification (NPC, HQMC, USCG)
  - Once CO verifies member notification, the Personnel Command is notified and again
  - Once the member arrives at the HETU and completed initial evaluation
- NBIMC tracks in HIV Management Service (HMS) for 2nd validation sample results
- Member tracked in HMS HETU module for re-evaluation compliance