

## How to Report HIV

**WHAT (disease):** HIV

**WHO (must report):** Each person who makes a diagnosis OR treats a person with HIV shall report such facts to the local county health department within 2 weeks of diagnosis or treatment.

**HOW (to report):** Reports may be made by MAILING in the Florida Adult or Pediatric HIV/AIDS Case Report form or CALLING the HIV Surveillance program office. **Faxing of confidential information is prohibited.** Reports must be submitted to the local county health department and shall contain the following:

- (1) Patient name
- (2) Patients address - including city, state, and zip code
- (3) Patient contact number- i.e. telephone, cell phone, beeper, etc.
- (4) Date of birth
- (5) Sex
- (6) Race and ethnicity
- (7) Social Security Number
- (8) Risk information
- (9) HIV test date (specimen collection date)
- (10) CD4 count
- (11) Viral load
- (12) Patient notification status (comment section)
- (13) Treatment/ services referrals
- (14) Provider name
- (15) Provider name and address - including city and state
- (16) Name of person completing form and phone number
- (17) Pregnancy status (if applicable)
- (18) Incidence/ resistance information
- (19) HIV exposed newborns (0-18 months) shall be reported on the Pediatric HIV/AIDS Confidential Case Report (please call the office if you have an exposed newborn)

**WHERE (reports are sent):** Florida Health-Palm Beach County  
Psyche Doe, Surveillance Manager  
Disease Surveillance Program  
1050 West 15<sup>th</sup> Street  
2<sup>nd</sup> floor, Room 26  
Riviera Beach, FL 33404

**Reports may be called in to: (561) 840-3137**

**WHEN (how often):** HIV is to be reported within 2 weeks of diagnosis OR treatment.

**WHY (statutory rule/authority):**

Florida Statute 384 - each person who violates the provisions of this section may be fined by the department up to \$500 for each offense. The department shall report each violation of this section to the regulatory agency responsible for licensing each health care professional and each laboratory to which these provisions apply.

Florida Administrative Code 64D-3 - any person who does not comply as required by Rule 64D, shall be fined by the department up to \$500 for each offense.

## How to Report AIDS

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