

How to Report HIV

Report via Fax or Mail • No Reporting via Email

Who must report?

Each person who makes a diagnosis OR treats a person with HIV, must report to the local county health department within two weeks of diagnosis OR treatment.

How to report:

Reports may be made by **FAXING to 561-207-2592**, or by **MAILING** in the Florida Adult or Pediatric HIV/AIDS Case Report form, or **CALLING** the HIV Surveillance Program office. The form should be placed in two envelopes sealed, with the word "CONFIDENTIAL" marked on the inner envelope. Please address the envelope with **Attn:** to help ensure it is delivered correctly.

Reports must be submitted to the local county health department and must contain the following:

- | | |
|--|--|
| (1) Patient name, and aliases, if any | (12) Country of birth |
| (2) Patient address-including city, state, and zip code | (13) Patient notification status (comment section) |
| (3) Patient contact number (e.g., telephone, cell phone, etc.) | (14) Treatment/services referrals |
| (4) Date of birth | (15) Provider name |
| (5) Sex | (16) Provider name and address-including city and state |
| (6) Race and ethnicity | (17) Name and phone number of person completing form |
| (7) Social Security Number | (18) Pregnancy status (if applicable) |
| (8) Risk information-mode of transmission | (19) Incidence/resistance information |
| (9) HIV test date (specimen collection date) | (20) HIV-exposed newborns (0-18 months) must be reported on the Pediatric HIV/AIDS Confidential Case Report (call the office if you have an exposed newborn) |
| (10) CD4 count | |
| (11) Viral load | |

Where reports are sent:

Florida Department of Health in Palm Beach County
Irma Shute, Surveillance Manager
1150 45th St., 2nd Floor, Suite H-200,
West Palm Beach, FL 33407

**Reports may be made by calling:
561-804-7948**

When to report?

HIV is to be reported within two weeks of diagnosis OR treatment.

Why report (statutory rule/authority)?

It's required by Florida law, codified in section 384.25 Florida Statutes and rule 64D, Florida Administrative Code. Each person to violate the requirements, may be fined up to \$500 for each offense.