

## 4 Reports Required: An Overview

### 1. HIV Test Report - 3 Parts

**Part 1** - For every HIV test that you perform, you must fill out and submit an HIV Test Report (aka bubble sheet).

Fill out **Part 2** when you get a rapid test preliminary positive.

Fill out **Part 3** when you confirm a preliminary positive test result

A form to **REQUEST Bubble Sheets** is available on the FORMS page of the HIV Early Intervention Services (EIS) website ([www.hiveis.com](http://www.hiveis.com)) or from [info@imaginehope.com](mailto:info@imaginehope.com).

For general step-by-step instructions, see the **Power Point** on the FORMS page of the HIV EIS website or request a copy from [info@imaginehope.com](mailto:info@imaginehope.com).

For instructions that are specific to HIV EIS, check out **Bubble Sheet Guide** on the FORMS page of the HIV EIS website or request a copy from [info@imaginehope.com](mailto:info@imaginehope.com).

EIS nurses and counselors must keep their copy of all HIV Test Reports in a **locked file cabinet**. We recommend keeping these for 18 months before shredding. Public Health may call with questions about one of your bubble sheets. **Your file system** should make it easy for you to find your copy of any bubble sheet and to identify the client that it refers to.

### 2. Case Report Form

For each HIV-positive diagnosis that you make, fill out a **Case Report form** (available on the FORMS page of the HIV EIS website) or request a copy from [info@imaginehope.com](mailto:info@imaginehope.com).

### 3. HIV+ Client Served - Confidential Form

The first time you serve an HIV-positive client, [whether newly or previously diagnosed](#), fill out a confidential **HIV-Positive Client Served** form. Download from the FORMS page of the HIV EIS website ([www.hiveis.com](http://www.hiveis.com)) or request a copy from [info@imaginehope.com](mailto:info@imaginehope.com)

### 4. Quarterly Field Report Form

Once a quarter, each agency participating in the HIV EIS program emails a Field Report, along with any Confidential HIV-positive Client Served forms, to Katherine Bever of Imagine Hope, Inc.

The **Quarterly Field Report Form** is available on the FORMS page of the HIV EIS website ([www.hiveis.com](http://www.hiveis.com)) or request a copy from [info@imaginehope.com](mailto:info@imaginehope.com).

Questions? Call Winona Holloway, 404.805.0369 or email [winona@imaginehope.com](mailto:winona@imaginehope.com).