

Tips on How to *Use* Interim Bubble Sheets

By HIV Prevention Manager Rick Mendiola & HIV CTS Program Manager Judi Duffy

SUMMARY:

- Purple bubble sheets are in short supply.
- When and if you run out, you may use a *copy* of a bubble sheet as an interim “place holder” for data until the new forms arrive.
- These interim bubble sheets are not to be sent to Judi Duffy.
- Therefore, explains Judi, you don't need to fill in the bubbles because you will be transferring the data onto the new bubble sheet forms when those arrive.

As some of you already know, the HIV Section is out of HIV Counseling and Testing Report Forms (the purple bubble sheet). This problem does not apply only to Georgia, but to all the other states utilizing the scan forms.

1. Review “How to Print, Number, and Track Interim bubble sheets” (available on the HIV Early Intervention Services website, www.hiveis.com under FORMS).

- This is the CDC recommendation for creating our own interim reporting system using Excel.
- In creating your own number sequence, please start your number series with your three digit site number that normally goes on the purple bubble sheet.
- For example, if your site number is 706, start your number series with 70600001, 70600002, 70600003.
- For site numbers that start with a zero, like 039, Excel will delete the zero so you would have a sequence like 3900001, 3900002, 3900003.
- Please use FOUR zeros to separate your site number and the initial numbering sequence, which starts with "1". That way the system will be able to distinguish between a site number 039 and site number 390. This will hopefully reduce duplicate numbers from various areas of the state.

2. These instructions can be used for all HIV tests. **NOTE from Judi Duffy:** This temporary numbering system is primarily to identify your specimen in the Chatham Lab database, and enable you to access your test results via the web. It also enables the lab to spot errors and easily identify submitters.

Finally, let me remind you all that all specimens must be identified with an ID number and a client name, on *both* the specimen tube and the requisition form.

3. Please note that every HIV test must be documented.
4. **Do not mail these interim report forms to the state office.** Save the forms as you will need to reproduce all the information for every test on an "official" bubble sheet once they become available again.
5. Please review this information now, even if you have purple bubble sheets still on hand.

The CDC is hopeful that they will have resolved their supply problem soon. In the meantime, utilize the information above to prepare so that even if you run out of forms, you may continue to provide HIV testing.

**If you have any questions and/or problems with the instructions,
please call or e-mail Judi Duffy for technical support:
Phone: 404-657-3128
Email: jlduffy@dhr.state.ga.us.**

You may also call LaTonya Turner at 404-657-3126.

We apologize for the inconvenience.
As soon as we hear from CDC we will let everyone know.
Thank you for your support and cooperation.