

January 11, 2010

Dear Colleagues,

Following the transfer of HIV-1 serum testing from City of Detroit and Kent County Laboratories to the MDCH Bureau of Laboratories in Lansing, we have prepared a FAQ document for your convenience in order to make the transfer easier. Please see below answers to frequent questions

**1. Question:** We send HIV serum specimens to Detroit City HD (or Kent Co. HD) for testing and receive automatic FAX reports via our secure FAX machine. Will we need to complete new auto FAX agreements to keep receiving HIV reports via FAX?

**Answer:** HIV serum reports will continue to arrive via your designated secure FAX. Lansing is cross-referencing Detroit City HD and Kent Co HD agency d-bases to verify correct secure automatic FAX numbers. In the event Lansing finds a discrepancy your agency will receive an *Automatic FAX Agreement* to update and return per included instructions.

**2. Question:** Do we continue to use the same agency code when completing the *Microbiology/Virology Test Requisition (DCH-0583 December 4, 2009)* form, for sending HIV serum specimens to Lansing?

**Answer:** Continue to use the current *agency code*. Lansing is cross-referencing Detroit City HD and Kent Co HD agency d-bases to verify correct *agency codes*. In the event Lansing finds a discrepancy your agency will receive a notice, of the **correct** *agency code* to use when completing the *Microbiology/Virology Test Requisition (DCH-0583)*.

**3. Question:** How do we access the *MDCH Laboratories Services Guide* on line?

**Answer:**

Web address: [www.michigan.gov/mdchlab](http://www.michigan.gov/mdchlab) SAVE this web address as an "internet favorite" for future reference. To access the *Laboratory Services Guide*: Find the section titled *Laboratory Services Guide*. It is located in the middle of the screen. Click on it.1. To order test kits (clinical components) click on *Specimen Collection & Shipping Containers* then **DCH-0568**. To find information regarding a specific test click on ***A – Z Test Listing***. To find specimen collection, submission and shipping guidelines and a breakdown of BOL Lab tests, click on ***Bureau of Laboratories - Laboratory Services Guide***.

**4. Question:** Can we request multiple testing such as HepB, Syphilis and HIV serum testing using one serum sample and one requisition form?

**Answer:** Yes, however the *minimum* volume of serum, for multiple tests ordered is 3 ml. NOTE: Whole blood is spun resulting in 3ml serum.

**5. Question:** Where can we obtain Unit 49 collection kit?

**Answer:** This kit can be obtained by either

-Faxing a DCH-0568 "***Clinical Specimen Shipping Units Requisition***" to 517-335-9039

-Mailing a DCH-0568 to Michigan Department of Community Health

Laboratory Support Unit

927 Terminal Road

Lansing, MI 48906

**6. Question:** Who can we contact with additional questions?

Answer: For HIV testing questions, please contact Bruce Robeson @ 517-335-8099 or email your questions to [RobesonB@Michigan.gov](mailto:RobesonB@Michigan.gov)

For general HIV questions please contact Dr Anthony Muyombwe @ 517-335-8099 or email your questions to [muyombwea@michigan.gov](mailto:muyombwea@michigan.gov)

With shipping unit questions please contact Dr Jeff Massey @517-335-8074 or email questions to [masseyj@michigan.gov](mailto:masseyj@michigan.gov)