



Department of Health

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Acting Executive Deputy Commissioner

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Dear Colleague:

This letter is to inform you that the Medical Provider HIV/AIDS and Partner/Contact Report Form (PRF), also known as Form DOH-4189, was updated in May 2023. This form allows providers to fulfill their regulatory obligation to report Human Immunodeficiency Virus (HIV) infection, HIV-related illness, and Acquired Immunodeficiency Syndrome (AIDS), as written in New York State (NYS) Public Health Law (PHL) Article 21. This latest update correlates to recent amendments to NYS PHL for medical providers on the reporting of HIV/AIDS to the New York State Department of Health (NYSDOH).

What is a Provider Report Form?

The PRF is the NYSDOH reporting mechanism for providers to submit information on individuals with HIV/AIDS to the NYSDOH and meet mandated reporting requirements.

The PRF **MUST** be completed by all medical providers who are authorized to order diagnostic tests or make medical diagnoses for patients who are:

- newly diagnosed with HIV or AIDS,
- previously diagnosed with HIV or AIDS, but who are being newly seen by a provider, or
- reporting a sexual or needle-sharing partner to a provider.

What are the timelines for reporting?

Previously, providers had 14 days to submit a PRF. The recent amendments to NYS PHL changed the reporting timelines to the following:

| | | |
|----------------------------|---|---|
| Reporting Timelines | Acute HIV Infection | Report within 24 hours of diagnosis |
| | HIV Infection Not Acute & AIDS | Report within 7 days of diagnosis or receipt of laboratory results |

What is different about the new Provider Report Form?

Updates to the form integrate the changes in NYS PHL that took effect in March 2023. The language in the form was also updated to be more inclusive of diverse gender identities.

What are next steps for providers?

Providers and organizations who use paper copies of the PRF should take the following steps:

- **Destroy ALL previous versions of the PRF.** Discontinue use of PRFs that have a date of 9/2016 or earlier. The version date can be found in the bottom right corner of the form.
- Contact the Bureau of HIV/AIDS Epidemiology (BHAЕ) at 518-474-4284 to request copies of the most recent version of the PRF. Requests can also be made via email to BHAЕ@health.ny.gov. **If emailing, please do not include patients' personal identifiable information or protected health information (PHI).**

Providers who submit PRFs electronically do not need to take any additional steps – the HIV/AIDS Provider Portal within the NYSDOH Health Commerce System (HCS) has already been updated to incorporate the changes to the form.

Completing the PRF electronically is the most efficient way to meet the HIV reporting requirement.

If you would like to learn how to submit the PRF electronically or if you have questions about the PRF or HIV/AIDS reporting in general, please call BHAE at 518-474-4284 for assistance.

What does NYSDOH do with the information on the Provider Report Form?

The PRF provides the NYSDOH with information that cannot be obtained from laboratory reports, including patient demographic characteristics, risk factors, diagnostic information, testing and treatment history, and partner information.

NYSDOH uses information from the PRF to monitor HIV trends, detect HIV clusters and outbreaks, monitor HIV prevention and care outcomes, and guide public health action. The NYSDOH also uses information from the PRF to provide services, such as:

- Partner Services (PS), which can be requested on the PRF if the provider or patient requests help notifying a sexual or needle-sharing partner that they should seek HIV testing, and
- The Rapid Initiation of Antiretroviral Treatment (RIA) Program, which seeks to ensure that individuals receive HIV antiretroviral treatment soon after diagnosis.

Sincerely,

Carol-Ann Swain, PhD
Director, Bureau of HIV/AIDS Epidemiology
AIDS Institute