



ARIZONA DEPARTMENT OF HEALTH SERVICES

Facilities performing laboratory tests for COVID-19, including facilities using Point-of-Care (POC) devices such as FDA-authorized antigen diagnostic tests, are required to report both positive and negative results for COVID-19 directly to ADHS pursuant to [Executive Order 2020-37](#). Laboratory is defined in [A.R.S. § 36-451\(4\)](#).

All laboratories must report results of COVID-19 tests that they conduct to the appropriate federal and state agencies.

- Facilities must report all results (positive *and* negative) of all testing conducted by the facility.
- Test results must be reported within 24 hours of test completion.

The reporting procedures described below are intended for facilities using POC devices to test for COVID-19, but that may have limited technical or database support. This document instructs on how to securely send the results to ADHS, satisfying state requirements.

- Please note, this reporting method applies only to COVID-19 test results obtained using an on-site POC testing instrument.
 - Specimens collected from staff, residents, or others and sent off-site to another laboratory for COVID-19 testing **do not need to be reported through this process.**
- Facilities that prefer to meet laboratory reporting requirements by submitting COVID-19 results electronically via standardized spreadsheet or Health Level Seven (HL7) formats should visit the [COVID-19 Lab Resources webpage](#) for information on alternative reporting methods.

A Clinical Laboratory Improvement Amendment (CLIA) Certificate of Waiver, or another form of CLIA certification, is required for facilities performing COVID-19 POC testing, and must be obtained before testing begins. Please see the ADHS [Laboratory Licensure & Certification webpage](#) if you need further information about obtaining CLIA certification. The facility's CLIA Certificate of Waiver Number is required for reporting testing results.

OVERVIEW OF REPORTING PROCESS

1. Complete the online [Facility Registration Form for Reporting COVID-19 Point-of-Care Diagnostic Testing](#) to enroll your facility for reporting results using this process. **This form needs to be completed only one time.**
2. Following registration, instructions for accessing the *COVID-19 Results Reporting Form for Point-of-Care Testing* will be sent to your facility, using the email address provided during registration. This reporting form is where you will enter state mandated information about the individual tested and their test results. Please note, the form needs to be completed for each individual tested, *regardless of negative or positive outcome*. This data must be reported within 24 hours of test completion to satisfy state requirements.

3. Questions concerning this process can be directed to reportingquestions@azdhs.gov. Please do NOT send patient information in your communications.

THINGS TO CONSIDER BEFORE YOU BEGIN

- Identify a point-of-contact person for your facility as well as contact information in the event ADHS needs to follow up on reported information.
- Know the CLIA Certificate of Waiver number for your facility. This will be required for each test result being reported.
- Know the POC platform your facility is using. There are [several POC platforms available](#), with additional platforms under development. Current examples include the Quidel Sofia SARS Antigen FIA and BD Veritor System for Rapid Detection of SARS-CoV-2.
- Know what specimen is collected for each patient tested: Nasopharyngeal (NP) Swab or Nasal Swab.
- Have a standard procedure in place for recording patient demographic information (name, date of birth, sex, address (including county of residence), phone number, race and ethnicity) and testing information (specimen collection date, test results and result date). This information will be needed when reporting to ADHS.
- Have a standard procedure available for identifying whether each person tested is a staff member of the facility.
- Have a standard procedure available for notifying each person tested of their results and guardians/family, as necessary.

Skilled nursing facilities (SNFs) must meet the reporting requirements for the State of Arizona as well as for the Centers for Medicare and Medicaid Services (CMS). Once federal guidelines for SNFs are released and federal reporting is in effect, there may be changes to how SNFs report test results for the State of Arizona.