Florida Department of Health (FDOH), Bureau of Public Health Laboratories (BPHL)
Reporting Process for Coronavirus Disease 2019 (COVID-19) Testing Results
To provide prompt and accurate COVID-19 results, BPHL requests that you read and respond to the following information.
The BHPL is committed to **communicating results of COVID-19 testing with submitting entities within 24-48 hours**.
Results can be provided by secure facsimile (fax), the US Postal Service, or through the BPHL WebLIMS Portal.

March 28, 2020

BPHL REPORTING OPTIONS

1. **BPHL SECURE AUTOFAX**

   • If you would like to receive COVID-19 results by secure fax rather than US Postal Service, complete the BPHL Secure Fax Form and fax to Jackie Sayers at 904-791-1567. The form can also be submitted by email to Jackie.Sayers@flhealth.gov or Fay.Hubbard@flhealth.gov.

   • **If you have multiple satellite collection sites** submitting samples and want the results faxed to only one central location, please complete a Secure Fax Form for each satellite site. On each form provide the same central secure fax number.

2. **ELECTRONIC ACCESS**

   BPHL WebLIMS Portal
   • Through the WebLIMS Portal, authorized submitters and epidemiologists may access the BPHL LabWare system to submit orders and to view and print reports for their patients or patients in their authorized territory/region.

   • **If you need to request access,** visit http://www.floridahealth.gov/programs-and-services/public-health-laboratories/weblims-ra.html.

   • For assistance with your WebLIMS account, please call 904-791-1744.

3. **US POSTAL SERVICE**

   • **If the submitting entity has not registered for secure fax or electronic access, COVID-19 results will be printed and mailed through the US Postal Service to the health care provider information listed on the** BPHL Clinical Lab Submission Form, DH1847.

HOW TO PREVENT DELAYS

For initial diagnostic testing for COVID-19, the Centers for Disease Control and Prevention recommends:
• Collecting and testing an upper respiratory nasopharyngeal swab (NP) https://www.cdc.gov/coronavirus/2019-ncov/lab/guidelines-clinical-specimens.html.
• If other swabs are not available, collection of only oropharyngeal swabs is acceptable.

TO AVOID TESTING DELAYS:

• Note that an NP swab is NOT a nasal, nose, or nares swab.
• If alternative transport media to viral transport media or universal transport media was used, indicate the media type on the specimen tube.
• Do not overwrap or package the collection tube or the collection box with excessive tape, as it impedes the testing process.
• Label collection tube and DH1847 correctly. Ensure the **patient name**, **date of birth** and **specimen source** fields are completed.
• Provide Merlin number (issued by FDOH Epidemiologist).

TO AVOID REPORTING DELAYS:

• Provide complete and accurate Health Care Provider information on the DH1847.
• Verify **collection date** and **date of birth** are entered correctly on specimen and on the DH1847.

ADDITIONAL GUIDANCE

Submitting entities are encouraged to visit the BPHL website for updated COVID-19 testing information. You may consult BPHL staff by phone as needed at the following:

Jacksonville: 904-791-1500 | **Tampa:** 813-233-2203 |**Miami:** 305-324-2432