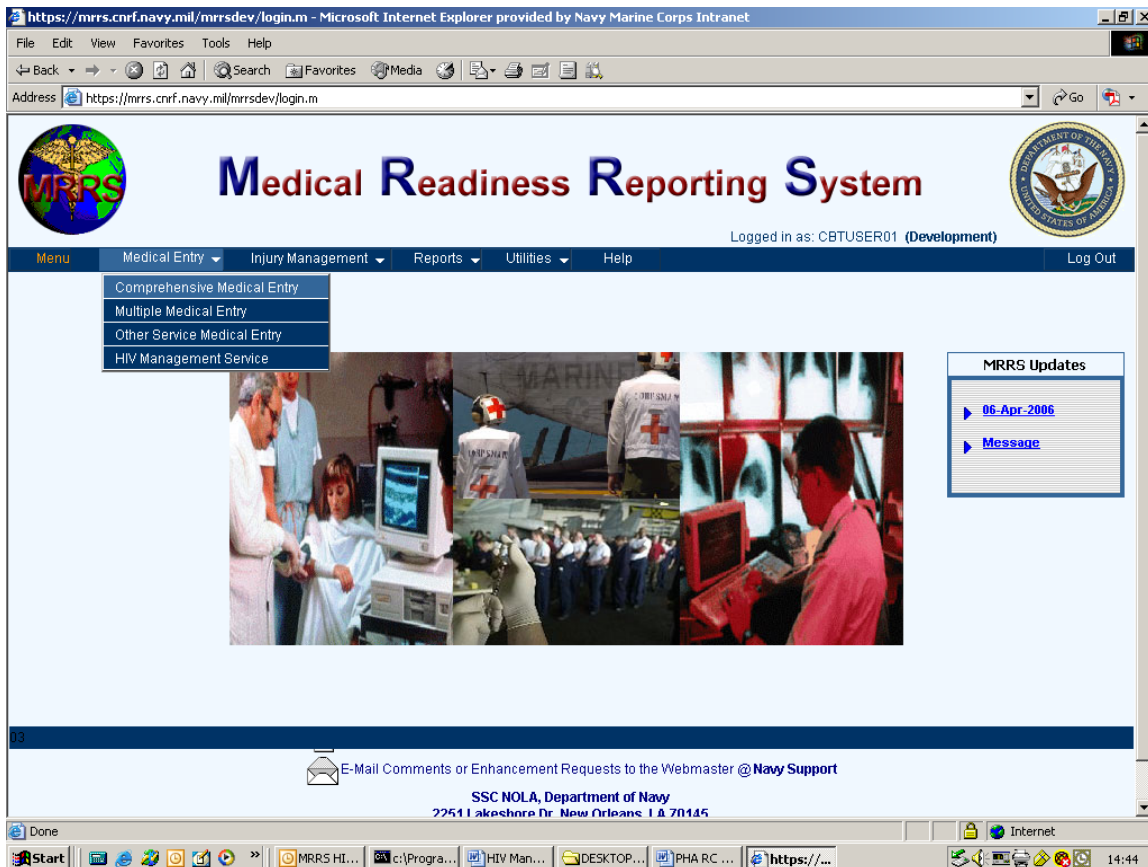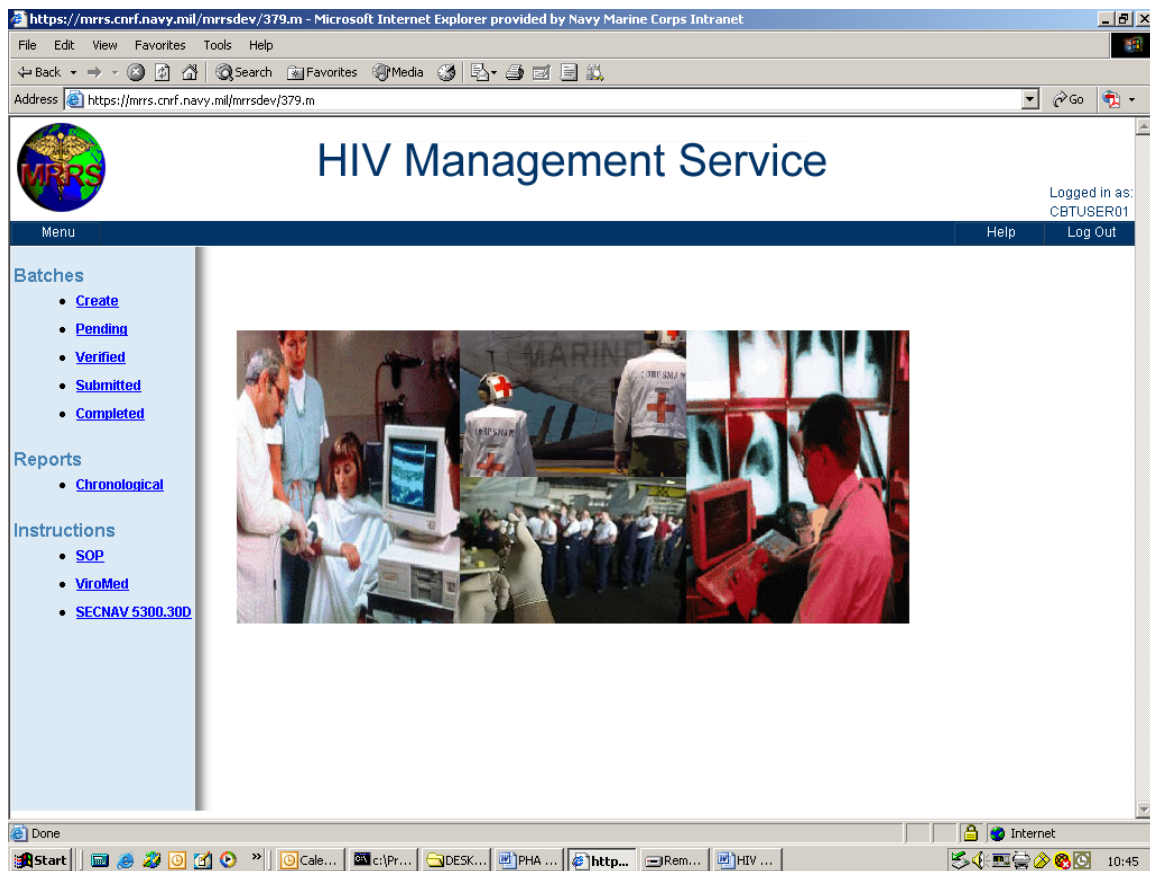# MRRS HIV Management Services

Standard Operating Procedures

To access the HIV Management Service, click on Medical Entry from the main menu, then scroll down and click on the HIV Management Service option.

The below procedures should be followed after all HIV samples have been drawn and the sample tubes have been properly labeled (name, date of birth, social security number), and centrifuged.

The HIV Management Service menu has three main sections.

The 'Batches' section provides the capability to select a list of all of the batches that are at each stage of the submission and tracking process.

The 'Reports' section provides the capability to print a Chronological report for a selected individual.

The 'Instructions' section provides links for instructional information. The 'ViroMed' link provides instructions for collecting, preparing, and shipping samples to ViroMed. The SECNAV link is a link to the most current SECNAV instruction concerning HIV processing.

To begin the process, select 'Create'.

To produce a list of the members who were tested, use the 'Search' filter on the left. Use the drop downs to filter the list of individuals by Command, Activity, or Unit. Press 'Apply'.

(See the section at end of this manual to add a member from another service)

HIV Management Service

Logged in as:
CBTUSER01

| Menu | HIV Menu | | | Help | Log Out |

Search ○ Local ○ Global

Command:
98: Active Duty Navy

Activity:
99998: CBT Testing

Unit:
99998: CBT Testing

SSN:

	Name	SSN	Activity	Unit
☑	DEBRA DOE SKCS	000-00-1006	99998	99998
☐	JEFFREY DOE GYSGT	000-00-1002	99998	99998
☐	KEVIN DOE LTJG	000-00-1001	99998	99998
☑	KIMBERLY DOE LCDR	000-00-1004	99998	99998
☐	LEWIS DOE SGT	000-00-1010	99998	99998CBT
☐	LISA DOE SGT	000-00-1014	99998	99998CBT
☑	LYDIA DOE YN1	000-00-1007	99998	99998
☐	MARK DOE CDR	000-00-1003	99998	99998
☐	MICHELLE DOE SGT	000-00-1012	99998	99998CBT
☑	RICKY DOE OSC	000-00-1008	99998	99998
☑	TIMOTHY DOE BMC	000-00-1005	99998	99998
☐	TRAVIS DOE SGT	000-00-1011	99998	99998CBT
☐	WENDY DOE SSGT	000-00-1013	99998	99998CBT
☐	WILLIAM DOE PVT	000-00-1009	99998	99998CBT

☐ Select All

Submit

Page Record: 14 of 14

Apply   **Clear**

The individuals who meet the search criteria are displayed on the right hand of the screen. To select the members who were tested, click the box next to each of their name or you can select all members by clicking on the 'Select All' box. After each of the desired members have been checked, click on the 'Submit' button.

HIV Management Service

Logged in as: CBTUSER01

| Menu | | | | | | Help | Log Out |

Batch ID: 9999803232006455
Activity: 99998

Pending Batch 🖨

Back

Name	SSN	Status	Barcode	Test Name	Date Drawn	Date Ordered		
DEBRA DOE	000-00-1006	PENDING	Add			23-Mar-2006		Delete
KIMBERLY DOE	000-00-1004	PENDING	Add			23-Mar-2006		Delete
LYDIA DOE	000-00-1007	PENDING	Add			23-Mar-2006		Delete
RICKY DOE	000-00-1008	PENDING	Add			23-Mar-2006		Delete
TIMOTHY DOE	000-00-1005	PENDING	Add			23-Mar-2006		Delete

Total Members in Batch: 5

[Assign Barcodes (pre-fill)]   [Add Members to Batch]

The 'Pending' batch page lists the members selected in the previous step. The 'Batch ID' located in the upper left-hand section of the screen, is the automatically generated ID number of batch. On this page, you may individually assign a barcode to each member by clicking on the 'Add' link next to the member's name or you may automatically assign a barcode to each member on the list by selecting the Pre-fill option. If Pre-fill is selected, the application will sequentially assign a barcode to each member in the selected list. Since the list of members is in alphabetical order, you may find it helpful to align your test tubes in alphabetical order prior to executing this step in the process.

You also have the option of deleting or adding additional members to the batch. If you select 'Add', you will be directed back to the filter screen. At this point, you have the option of selecting a member using the 'Global' functionality. If you want to add an individual from another branch of service, you will need to first add the member to the database via the 'Other Service' option. After entering the individual in the 'Other Service' option, you will then be able to select him or her via the 'global' function.

To 'Pre-fill' (automatically assign barcodes), click the 'Assign Barcodes (Pre-fill)' button. Note: If you choose to pre-fill, you should ensure that you have enough barcode labels left on the roll, for that entire batch. If your barcode numbers are not sequential from one roll to the next, you will be required to enter the second string of barcode numbers individually, later in this process.

If you select 'Pre-fill, enter the first available barcode from the roll of barcode stickers provided by ViroMed. Click on the drop down arrows to select the Source of Test, the Test type, and the member's Duty Code. Click on the calendar to select the date drawn. If the sample does not arrive at ViroMed within (7) days from the entered drawn date, the samples will be rejected. When all of the required fields have been entered, click on the 'Save' button.

After entering the testing information in the pre-fill option, the program will return you to the 'Pending Batch' listing where you will see that the application has assigned a barcode to each member on the batch listing.

You may add additional members by clicking on the 'Add Members to Batch' button. You are now ready to 'Verify' each member in the batch. The batch cannot be submitted for processing until all of the members in the list have been verified.

To 'Verify', get the blood sample tube of the first member listed. Click on the 'Edit/Verify' link next to the member's name.

HIV Management Service

Logged in as: CBTUSER01

Menu | Help | Log Out

Batch ID: 9999803232006455
Activity: 99998

Edit And Verify Member

Cancel | Save

Member Data

SSN: ★ 000-00-1006

Name: ★ DEBRA DOE

DOB: ★ 17-Aug-1955

BarCode: ★ N12R301950

Source of Test: ★ Pre/Post Deployment Health Assessment (PDHA)

Test: ★ 100 - HIV-1 Initial ELISA

Duty Code: ★ N11 - ACDU-N

Date Drawn: ★ 12-Mar-2006

Date Test Ordered: ★ 23-Mar-2006

Status
○ Pending
◉ Verified

ViroMed will not perform the test if the SSN, Name, DOB, and Barcode values displayed on the screen do not match the data on the sample tube. After ensuring that there is no data mismatch, check the Verified radio button and then click on the Save button.

Review all of the information fields to ensure that they are correct. If they are correct, affix the barcode label to the blood tube. When finished, click 'Verified', then 'Save'. Repeat this step for each member in the batch. You will not be able to submit the batch until each member on the list has been verified. If you receive an error message, you must correct the data before it can be saved.

When the last member in a batch has been verified, a text box appears, indicating the batch is ready to submit. You must then click on the ' Submit Batch' button to initiate the transfer process.

HIV Management Service

Logged in as: CBTUSER01

Menu | Help | Log Out

Batch ID: 9999803232006455
Activity: 99998

Verified Batch 🖨

Back

Name	SSN	Status	Barcode	Test Name	Date Drawn	Date Ordered	
DEBRA DOE	000-00-1006	VERIFIED	N12R301950	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Delete
KIMBERLY DOE	000-00-1004	VERIFIED	N12R301951	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Delete
LYDIA DOE	000-00-1007	VERIFIED	N12R301952	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Delete
RICKY DOE	000-00-1008	VERIFIED	N12R301953	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Delete
TIMOTHY DOE	000-00-1005	VERIFIED	N12R301954	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Delete
TRAVIS DOE	000-00-1011	VERIFIED	N12R401067	100-HIV-1 Initial ELISA	23-Mar-2006	23-Mar-2006	Delete
WENDY DOE	000-00-1013	VE		ELISA	23-Mar-2006	23-Mar-2006	Delete

Microsoft Internet Explorer ✕

? Are you ready to submit batch?

OK | Cancel

Total Members in Batch: 7

Add Members to Batch | Submit Batch

After clicking on the 'Submit Batch' button, a confirmation box will appear. If you are not ready to submit, click cancel. Otherwise, click OK.   If for some reason you do not want to or are not able to submit at this time, the data that you entered will not be lost.   You will be able to retrieve and submit the batch at a later time by locating the batch id in the list of 'Verified' batches and clicking on the 'Submit Batch' button.

HIV Management Service

Menu | Processing Please wait... | Help | Log Out

Batch ID: 9999803232006455
Activity: 99998

Verified Batch 🖨

Name	SSN	Status	Barcode	Test Name	Date Drawn	Date Ordered	
DEBRA DOE	000-00-1006	VEF	N	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Del
KIMBERLY DOE	000-00-1004	VEF	N	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Del
LYDIA DOE	000-00-1007	VEF	N	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Del
RICKY DOE	000-00-1008	VEF	N	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Del
TIMOTHY DOE	000-00-1005	VEF	N	100-HIV-1 Initial ELISA	12-Mar-2006	23-Mar-2006	Del
TRAVIS DOE	000-00-1011	VEF	N	100-HIV-1 Initial ELISA	23-Mar-2006	23-Mar-2006	Del
WENDY DOE	000-00-1013	VEF	N	100-HIV-1 Initial ELISA	23-Mar-2006	23-Mar-2006	Del

Total Members in Batch: 7

Add Members to Batch | Submit Batch

After clicking the 'Submit Batch' button, the batch information will be transmitted to NCHP.

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If the transmission was successful, a message will appear notifying you that your test information was successfully submitted to NCHP. Click on the 'Print Submitted Batch Report' button to print a report for your records. Click on 'Add Tracking Numbers to Batch' button to enter the FedEx air bill number for this batch.

If you have multiple shipping boxes for the one batch id, you should enter all Air Bill numbers that are associated with the batch id.

To ensure that there is no delay or problem in shipping, it is recommended that you monitor the shipping status of the samples with your carrier, because if ViroMed does not receive the samples within 10 days from the drawn date, they will discard the samples and you will be required to redraw and resubmit new samples.

If you click on the Air Bill number, you will be directed to the FedEx website where you can view the status of the shipment.

The batch listing will be located in the 'Submitted' list until the results are received from NHCP. Once MRRS receives the results from NHCP, an automatic email will be sent to the user who submitted the batch informing him or her that HIV result information has been received.

At this time the batch id will move from the 'Submitted' batch listings to the 'Completed' batch listing. To view the status of each test in a batch, click on the 'View' button of the batch you wish to review.

If the sample has been received and/or tested, the status will change from 'Submitted' to 'Completed' or 'Redraw'. If you click on the word 'Redraw', the reason a redraw is required will be displayed. A 'Non-reportable' reason means the result was either 'Positive', 'Indeterminate' or 'Uninterpretable. Refer to the 'Deficiency Code Table' at the end of this document for more details describing a 'D' code reason.

Once a test is submitted in the HIV Management option, the 'Date Blood was Drawn ' field on the member's blood tab in the comprehensive option will automatically be updated. The result date will be 'grayed' out for input and an 'Awaiting Results' message will be displayed. When the results have been received from ViroMed, the 'Date ViroMed Results Obtained.' field will automatically be updated. If a result date is not received within 60 days, the date drawn will be deleted and the member will be required to retest.

To submit tests for an individual from another branch of service follow the below procedures:
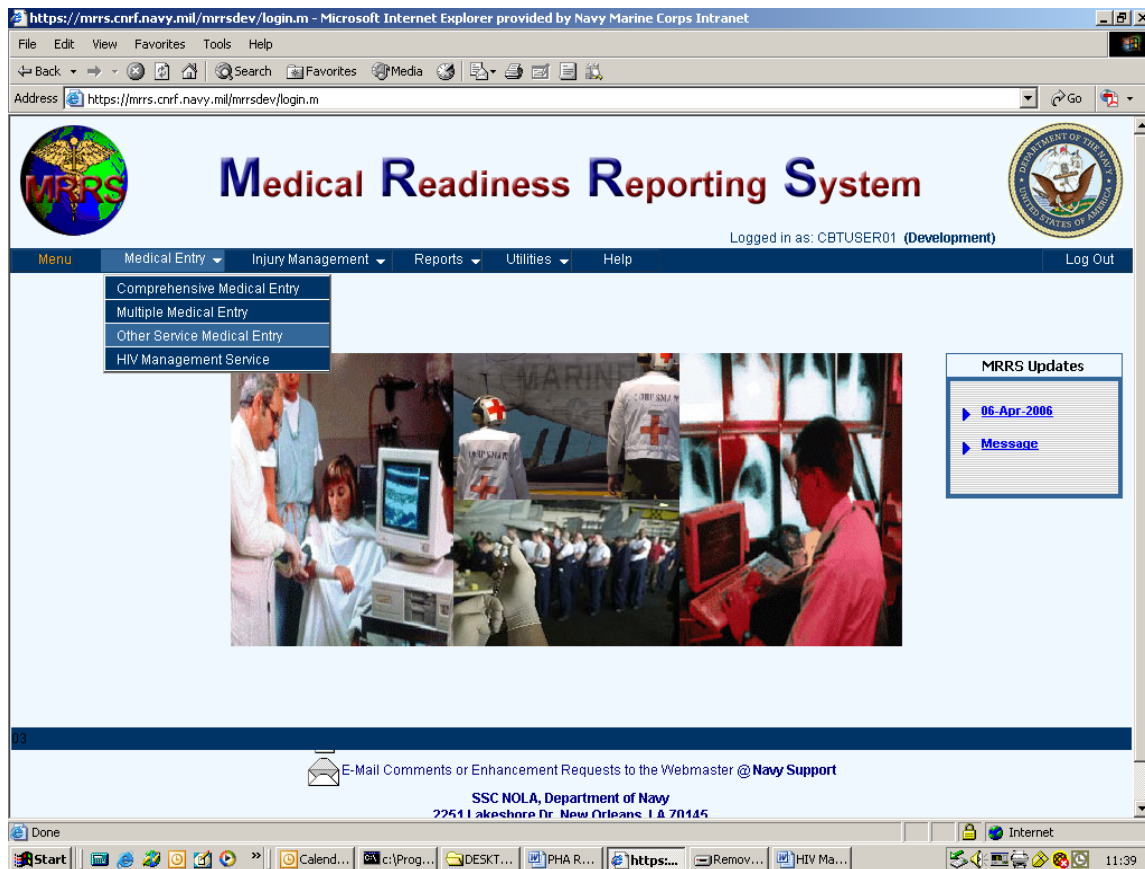
From the MRRS main menu, access the menu option 'Other Service Medical Entry'.
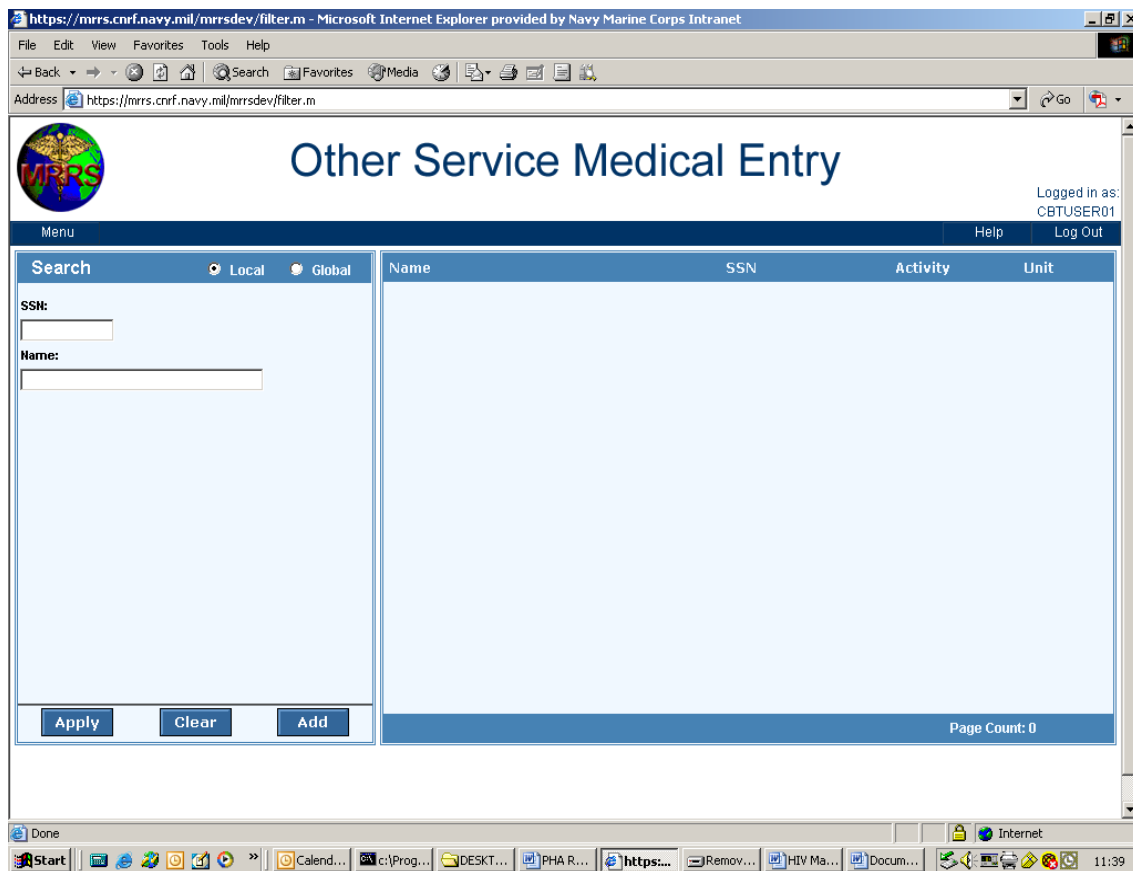
Click Add.

Enter all pertinent information, then click the 'Save' button.

Return to HIV Management Service. If your are adding the other service member to a current batch, locate the batch id in the pending list and click on 'Add Member to Batch'.
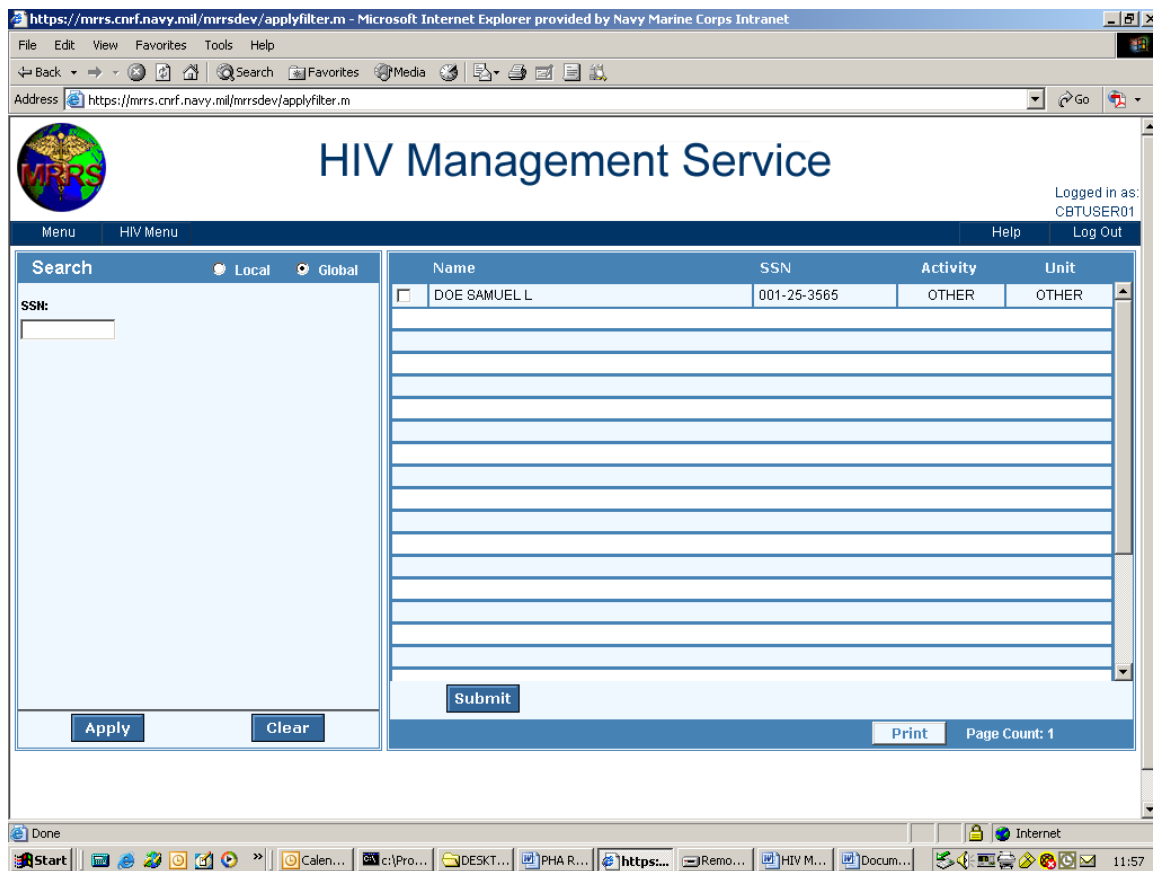
You will be directed to the filter screen. Click on 'Global' and enter the full social security number of the member. Click 'Apply'. Click on the check box next to the member's name and then click on 'Submit'.

The member will now appear in the batch listing where you will now add the individual's barcode and other test information. After verifying the member's information, you will be able to 'Submit' the batch.

DEFICIENCY CODE TABLE

CODE	CIRCUMSTANCES	STATUS OF SAMPLE	SPECIFIC DEFICIENCY	PROBLEM CATEGORIZATION	NECESSARY ACTION(S) FOR SITE
D-1	May occur during electronic transmissions, network operational failures or if the originating site fails to include the record within the appropriate timeframes.	Hold	No Record Received	Site transmitted data & did not get Shipping Confirmation in system	Contact SPAWAR Help Desk for assistance.
			Specimen received without an order.	Specimens shipped without 'Submitting' orders via MRRS.	Site needs to process and 'Submit' the batch.
			Hold converted to Discard	Sample was discarded	N/A?
D-2	May occur when the submitting activity fails to include the specimen in the shipment, the data was submitted in error, or a specimen was never collected.	Hold	No Specimen Received	Need FEDEX Tracking # to verify shipment	Access www.fedex.com using Tracking # to verify shipment
			Converted D2-Hold to D2 Discard	Failure to take action within 5 days on a D-2 Hold will result in a D-2 Discard	Specimen will need to be redrawn
D-3	Government submitted the same specimen barcode number for two different specimens.	Hold	Duplicate Barcode(s)	Requires notification and investigation within specified time frames.	Site needs to redraw sample.
D-4	Issue received that renders the Contractor unable to complete processing of the specimen as defined on a case-by-case basis. For example: invalid submission, date drawn older than 10-ten days, carrier delay in delivery, incorrect Health Level-	Reject	Specimen received but data is discarded	Specimen received after the 5 days that the data was held	Site needs to redraw

	7 message (format) or originating location.				
D-4			Incorrect tube	Site did not use VML provided tube	Site needs to redraw
			Test already ordered for barcode. Order not accepted	Additional tests were ordered for barcode after the 24 hr window for the order	Site will need to redraw for the subsequent tests
			Specimen was rejected prior to this order	An order was received for a D-1 discarded specimen	Site needs to redraw
			Sample more than 10 days old from draw date	VML received specimens that were not shipped immediately after the draw date	Site needs to redraw
D-5	May occur when a discrepancy exists between the information contained on the specimen serum separator tube and/or the record information received.	Reject	Data Mismatch	Data Mismatch	Site needs to redraw
D-6	Exists when the specimen is submitted without identification and/or accompanying labels (name, barcode) on the serum separator tube. Also applies to internal Contractor documents omitting appropriate data.	Reject	No Specimen Barcode	No Specimen Barcode	Site needs to redraw

D-7	Pertains to the specimen condition received by the Contractor when the color exceeds the manufacturer's specifications for acceptable testing without significant interference.	Reject	Grossly Hemolyzed or Lipemic	Grossly Hemolyzed or Lipemic	Site needs to redraw
D-8	Insufficient specimen quantity received that renders the Contractor unable to complete processing of the specimen.	Reject	Quantity Not Sufficient	Quantity Not Sufficient	Site needs to redraw
D-9	Condition of the specimen renders the Contractor unable to complete specimen processing. Visual cloudiness, greenish color, visible sedimentation, and spillage during transshipment are examples of contamination. Gross leakage pertains to specimens leaked in transit, where the integrity of the specimens, condition of the specimen labels, or safety hazards for personnel unpacking the shipment make test processing inappropriate.	Reject	Individual Specimen Contamination or Gross Leakage	Individual Specimen Contamination or Gross Leakage	Site needs to redraw