

2023 Changes to Provider Reporting of Human Immunodeficiency Virus (HIV) in New York State



Department
of Health

2023 Changes to Provider Reporting of Human Immunodeficiency Virus (HIV) in New York State (NYS)

New Reporting Requirements: 2023 Public Health Law Update

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

Insurance Reporting

HIV testing conducted in the context of insurance
institution underwriting decisions is required to be
reported by clinicians under whose medical
license the HIV testing is ordered.

Previous Reporting Requirement

Within **14 day** of HIV or AIDS diagnosis or receipt of laboratory results

The Public Health Law, Article 21, Title III, Section 2130 can be found at nysenate.gov/legislation/laws/PBH/2130
The update to AHI reporting can be found at dos.ny.gov/system/files/documents/2023/03/032223.pdf



Department
of Health

How to Report

DOH-4189 Medical Provider HIV/AIDS
and Partner/Contact Report Form

Electronic Reports (Preferred)

Complete the DOH-4189 form
electronically using the HIV/AIDS
Provider Portal on the New York State
Health Commerce System (HCS).

Paper Reports

Non-New York City (NYC) providers

should mail the **yellow copy only** of the
completed DOH-4189 form to the:

New York State Department of Health
Division of Epidemiology, Evaluation,
and Partner Services
PO Box 2073
ESP Station
Albany, NY 12220-0073

NYC providers

should complete the form and call the
NYC HIV Epidemiology Program at
212-442-3388 to submit.

HIV/AIDS Provider Reporting

What to Report

Reporting of HIV and AIDS is required by physicians and other persons authorized to order diagnostic testing for individuals screened for HIV in New York State. Reporting is initiated upon receipt of positive laboratory results or after diagnosis, whichever is sooner.

Reporting Timelines

Acute HIV Infection

Report any determination or diagnosis of Acute HIV Infection (AHI) including primary HIV infection, acute retroviral syndrome, and early HIV infection. An AHI is the earliest stage and is associated with high levels of viremia and undetectable antibodies.

Acute infection should be **reported within 24 hours of diagnosis**.

HIV Infection (not acute)

Non-AHI HIV infection is determined using the Diagnostic Testing Algorithm. Testing begins with an FDA-approved antigen/antibody immunoassay that detects HIV-1 and HIV-2 antibodies and HIV-1 p24 antigen. Reactive assays should have subsequent differentiation and viral load testing completed. Reports should be made **within 7 days of diagnosis or receipt of positive laboratory results** whichever is sooner.

AIDS

AIDS (Stage 3 HIV Infection) should be determined using criteria such as CD4+ T-lymphocyte <200 cells/ μ L or an opportunistic infection (AIDS-defining illness). Reports should be made **within 7 days of diagnosis or receipt of positive laboratory results** whichever is sooner.

Reporting Methods

Electronic Reports

Use the HIV/AIDS Provider Portal on the New York State Health Commerce System to complete the electronic provider reporting form.

Paper Reports

Non-New York City (NYC) Providers:

Complete DOH-4189 and mail **yellow copy only** to:

Division of Epidemiology, Evaluation, and Partner Services
PO BOX 2073, ESP Station
Albany, NY 12220-0073

NYC Providers:

Complete DOH-4189 and call the NYC HIV Epidemiology Program at 212-442-3388 to submit.

Completion of a Medical Provider HIV/AIDS Report Form (DOH-4189) is required by NYS public health law Article 21, Chapter 163. The form can be completed electronically (preferred) or by paper submission.

General Questions

Call the New York State Department of Health at 518-474-4284 for paper copies of the DOH-4189 form or with general reporting questions.

For more information on the Public Health Law for HIV/AIDS reporting visit https://www.health.ny.gov/diseases/aids/providers/regulations/partner_services/.



Accessing the HIV/AIDS Provider Portal

A Quick Start Guide

Revised: April 2023



Department
of Health

This guide was prepared by

**The Bureau of HIV/AIDS Epidemiology
Division of Epidemiology, Evaluation, and Partner Services
New York State Department of Health**

Questions about content should be directed to the Bureau of HIV/AIDS Epidemiology at 518-474-4284 or eprfhlp@health.ny.gov.

Access to the **HIV/AIDS Provider Portal** is available to New York State (NYS) licensed MD, DO, DDS, NP, PA, and midwife clinicians with a valid medical license number associated with their NYS Health Commerce System (HCS) profile. Submission of all determinations or diagnoses of Human Immunodeficiency Virus (HIV) infection, Acute HIV Infection, HIV-related illness, and Acquired Immune Deficiency Syndrome (AIDS) electronically via the portal helps clinicians and health systems meet the reporting requirements of HIV/AIDS as outlined in NYS public health law.

You must have an active HCS account to access the **HIV/AIDS Provider Portal**. If you do not, please click on 'Sign Up Here' on the HCS login screen and follow the on-screen instructions. If your HCS account is inactive, please contact the HCS Coordinator for your facility or the Commerce Account Management Unit (CAMU) at 1-866-529-1890 or hinhpn@health.ny.gov to activate your account.

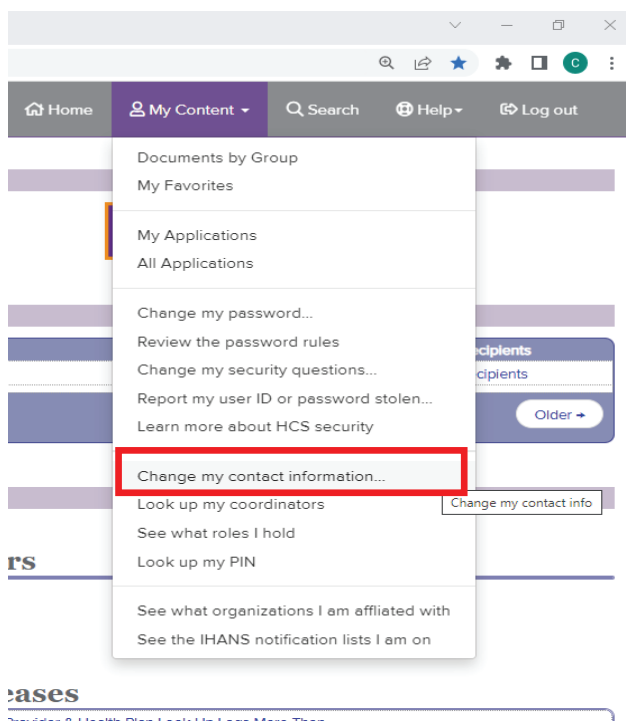
If you are not a NYS licensed MD, DO, DDS, NP, PA, or midwife and would like to use the provider portal, you must first receive permission from an account holder with a valid license before access can be granted.

Before getting started, please ensure that you are using the most up to date version of Google Chrome or Firefox. Other browsers are not currently supported by the HCS. After opening a supported browser, navigate to the [New York State Health Commerce System](#).

Getting Started

Log into your HCS account and check to ensure that your NYS Medical License Number is associated with your account. To associate your medical license number with the **HIV/AIDS Provider Portal**:

1. Select → 'My Content' from the top right section of the screen
2. Select → 'Change my contact information' in the drop-down menu



Navigate to the 'Profession Information' tab and add or update your provider information. If your license information is not displayed in this subsection:

1. Select → 'Add Profession'
 - a. enter your profession and license number

Once complete:

1. Select → 'Add'
2. Select → 'Submit'

If you are unsure of your NYS Medical license number, you can search for this information on the Office of Professions website ([Verification Search | Office of the Professions \(nysed.gov\)](https://www.nysed.gov/verification-search)).

Important instructions for filling out this form:
(1) Be sure to enter all information for required fields in both the Business and Emergency sections on this screen.
(2) * Indicates required information.

Business Contact Information Emergency Contact Information **Profession Information** MFA Information

Add Profession

Add a profession NOT listed above

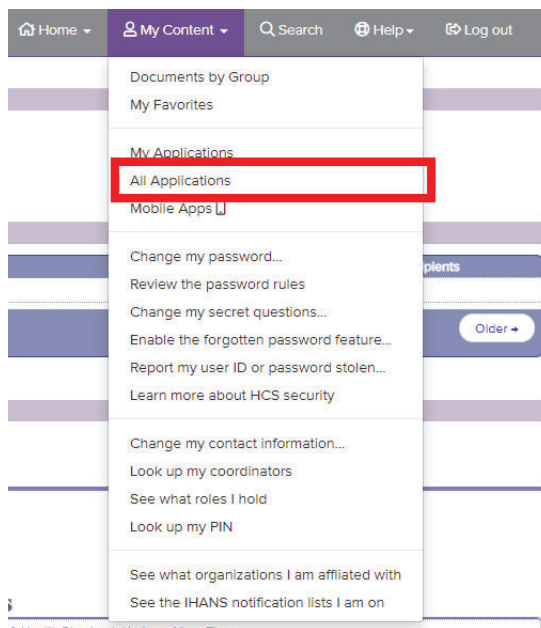
Profession License Number **Add** **Cancel**

Submit **Reset**

Finding the HIV/AIDS Provider Portal

To find the **HIV/AIDS Provider Portal** application in HCS, navigate to the top right portion of the HCS home screen and:

1. Select → 'My Content'
2. Select → 'All Applications' from the drop-down menu



Navigate to the 'H' section of applications. Find the **HIV/AIDS Provider Portal** – it will be listed as an available application.

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

View All

| Application Name | Acronym | Profile | Restricted | Add/Remove |
|--|---------|---------|------------|------------|
| Health Care Facility Evacuation Center Application | HECAPP | | Yes | |
| Health Commerce Distribution Management System | HCDMS | | | |
| HIV/AIDS Information for Regional Training Centers | | | Yes | |
| HIV/AIDS Provider Portal | | | Yes | |
| HIV/AIDS Surveillance Case Report Upload | | | | |
| HIV/HCV Provider Directory | | | | |
| HNP Data Dashboard | | | | |
| Home and Community Based Care (HCBS) | HCBS | | | |

1. Select → **HIV/AIDS Provider Portal**. The following popup will appear

HIV/AIDS Provider Portal

Redirected Due to Missing NYS Medical License Number

CAMU | About | Revised: 7/14/2015
Phone: 1-866-529-1890

If you are a provider, you were redirected to this page because there is no current NYS Medical License Number associated with your Health Commerce System. Although you have a valid HCS account, if you are an MD, DO, DDS, NP, PA or midwife without a current NYS Medical License Number associated with your HCS account, you will not have access to this application. You may update this information by using the [Person Update Tool](#). After being redirected to the "Person Update Tool" page, click on the "Profession Information" tab --> "Add Profession" button, select your profession and enter your current NYS Medical License Number.

If you are not a provider and you were redirected to this page, your supervisor or their administrator has not authorized you to be a user of this application. Please contact your supervisor to get access.

Once the information is entered, please allow two business days for access to be granted to the Provider Portal.

If you have any difficulty, please contact the Bureau of HIV / AIDS Epidemiology (BHAIE) at 518-474-4284 or via email at epfhelp@health.ny.gov.

Thank you,

Bureau of HIV / AIDS Epidemiology (BHAIE)

Staff from the Bureau of HIV/AIDS Epidemiology will confirm your license credentials before granting access to the portal. This may take 24-48 hours as we review your account. Please contact us at 518-474-4284 or epfhelp@health.ny.gov if you do not have access within 48 hours.

If you are not a NYS licensed MD, DO, DDS, NP, PA, or midwife and would like use to the provider portal, you must first receive permission from an account holder with a valid license before access can be granted.

The **HIV/AIDS Provider Portal** has 3 available roles: Provider, Administrator, and Data Entry Operator. The Provider Role is only available to individuals who are a NYS licensed MD, DO, DDS, NP, PA, or midwife. The Administrator or Data Entry Operator roles are available to anyone with a valid HCS account. Each role is allowed access to specific functions within the portal as shown below.

| | | Portal Role | | |
|-----------------|-----------------------------|-------------|---------------|---------------------|
| | | Provider | Administrator | Data Entry Operator |
| Portal Function | Assign Administrators | ✓ | | |
| | Assign Data Entry Operators | ✓ | ✓ | |
| | Submit Reports | ✓ | ✓ | ✓ |


HIV/AIDS Provider Portal Setup

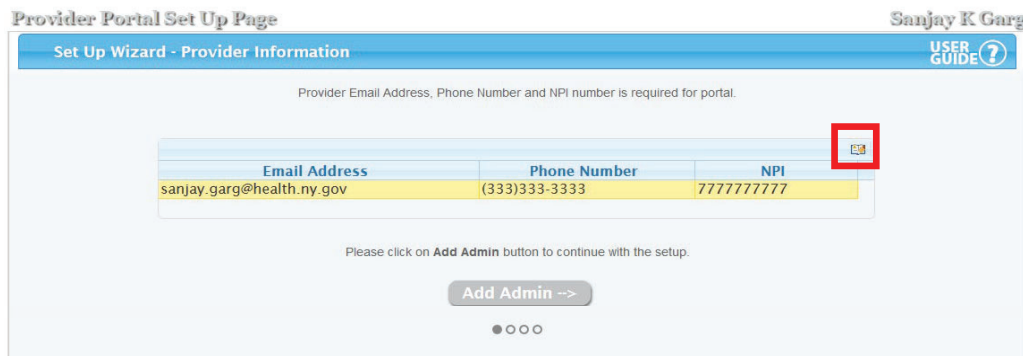
There is a one-time setup prior to first use. The setup takes less than 5 minutes to complete and consists of four parts:

1. Enter the contact and license information of the provider
2. Add Administrator(s)
3. Add facility address and
4. Add Data Entry Operator(s)

Providers

Your contact and license information should auto-populate from your HCS account. Please verify that the information is accurate. If you need to change or add information:

1. Select → the  icon located the upper right side of the screen
2. Select → 'Add Admin-->'



Adding Administrators

Note: you have the option to designate one or more Administrators to help manage your provider portal account.

To add an Administrator, enter the HCS User ID, email, and phone number associated with their account in the corresponding fields.

1. Select → 'Submit'

You may add additional Administrators or proceed to the next step. To continue the setup yourself:

2. Select → 'Add Provider Info-->'

If the account setup will be completed by an Administrator:

3. Select → 'Skip Setup'

You **will not** be able to access the functions of the portal until setup is complete.

Provider Portal Set Up Page Sanjay K Garg

Set Up Wizard - Administrator USER GUIDE ?

The provider is the default administrator of this account. Additional administrators can be added to this account.
To add an administrator, please complete the below section.
Administrators have data entry rights by default for the Provider Report Form.

Add Administrator

HCS User ID:

Email:

Phone Number:

| HCS ID | Full Name | Email Address | Phone Number | Access Start Date |
|---------|----------------------|--------------------------------|---------------|-------------------|
| KMS18 | Kathleen Shea | kathleen.bogucki@health.ny.gov | (518)474-4284 | 06/29/2017 |
| SKG02 | Sanjay K Garg | sanjay.garg@health.ny.gov | (518)474-4284 | 06/27/2017 |
| OBTEST1 | ObTest ObTest ObTest | OBTEST1@health.com | (518)474-4284 | 06/27/2017 |
| JXK27 | Jyothsna Katari | jyothsna.katari@health.ny.gov | (518)474-4284 | 06/27/2017 |

Set up may be skipped and finished by any account administrators.
To continue with the set up please click **Add Provider Info**.

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Adding Addresses

The facility address is required. To add your facility address:



- a. Select → 'Link Facility Address'


If you cannot find your facility address:

- b. Select → 'Add New Facility Address'

2. The 'Mailing Addresses' window will auto-populate.
3. You do not need to enter a practice address in the 'Practice Addresses' window.
4. Select → 'Add Data Entry -->' once you have linked your facility address.

Provider Portal Set Up Page Sanjay K Garg

Set Up Wizard - Addresses USER GUIDE ?

Please use  to add facility, practice and mailing addresses below. To add a facility address, search existing addresses and link or add a new address.

Facilities Addresses

| Facility Name | Dept Clinic | Street | City | State | Zip | County | Phone | NPI | Start Date |
|---------------|-------------|-------------|------------|-------|------|----------|---------------|------|------------|
| JUNE28 | JUNE28 | 1111 RON ST | NEW YORK | NY | 1000 | New York | (518)777-7711 | 122 | 06/27/2017 |
| TESTJUNE271 | TESTJUNE27 | 111 MAIN ST | WATERVLIET | NY | 1218 | Albany | (518)878-7512 | 345 | 06/27/2017 |
| FINAL TEST 27 | FINAL TEST | 27 JUNE | WATERVLIET | NY | 1218 | Albany | (518)878-7512 | 3333 | 06/27/2017 |
| ASDFAS | ASDFASD | 234 MAIN ST | NEW YORK | NY | 1000 | New York | (518)878-7512 | 345 | 06/27/2017 |

Practice Addresses

| Street | City | State | Zip | County | Phone | Start Date |
|--------|------|-------|-----|--------|-------|------------|
|--------|------|-------|-----|--------|-------|------------|

Mailing Addresses

| Street | City | State | Zip | County | Phone | Start Date |
|--------------|------------|-------|-------|------------|---------------|------------|
| 22 SCOTTLANE | ALBANY | NY | 12202 | Albany | (518)777-7777 | 06/27/2017 |
| 222 MADISON | RENSSELAER | NY | 12144 | Rensselaer | (445)354-3543 | 06/27/2017 |
| 235 MAIN ST | ALBANY | NY | 12201 | Albany | (445)354-3543 | 06/27/2017 |
| 1111 RON ST | NEW YORK | NY | 10001 | New York | (518)777-7777 | 06/27/2017 |

Addresses cannot be modified once set up is complete. To correct an address after set up, retire/terminate the incorrect address and enter a new address.
Set up may be skipped and finished by any account administrators.
To continue with the set up please click **Add Data Entry**.

[<- Add Admin](#) [Skip Setup](#) [Add Data Entry -->](#)

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Adding Data Entry Operators

To add a Data Entry Operator, enter the HCS User ID associated with their account.

1. Select → 'Submit'

You may add additional Data Entry Operators.

2. Select → 'Done' when finished

Set Up Wizard - Data Entry Operators

To add dedicated data entry persons, please use Add Data Entry Person section.

Add Data Entry Person

HCS User ID:

Submit

| HCS ID | Full Name | Role | Access Start Date |
|--------|----------------------|------------|-------------------|
| VXT05 | Vivek Tanneeru | Data Entry | 06/29/2017 |
| KMS18 | Kathleen Shea | Admin | 06/29/2017 |
| SKG02 | Sanjay K Garg | Provider | 06/27/2017 |
| ORT051 | OhTest OhTest OhTest | Admin | 06/27/2017 |

You can add multiple data entry persons.

Set up may be skipped and finished by any account administrators.

<-- Add Provider Info Skip Setup Done

This completes provider portal setup.

Now that setup is complete, you can add the **HIV/AIDS Provider Portal** to the 'My Applications' list, making the link readily available whenever you log in. Search for the **HIV/AIDS Provider Portal** from the 'All Applications' selection on the 'My Content' dropdown on the landing page of your HCS account:



If you have any issues accessing the portal or submitting the requested setup information, please call the Bureau of HIV/AIDS Epidemiology at 518-474-4284 or email eprfhel@health.ny.gov.