



## INSTRUCTIONS FOR COMPLETING E-NOTIFICATION TO PUBLIC HEALTH

These instructions are to help with completing the COVID-19 Health link form.

Data from this electronic form is used for:

- Automated return of negative results by text message
- Reporting to the Ministry of Health against the Testing Strategy for Northland
- As notification on suspicion of COVID19 under the Health Act

### For Asymptomatic People Being Tested

For patients with a voucher or a testing code or who are having privately funded testing

- Select **No: voucher holder**
- Select the voucher code from the drop down. These all begin SURV-XXX (see over for codes in use)
- If a person has a voucher/code that is **not in the drop-down list**
  - Select No: No voucher
  - Write the code in the Reason for Swabbing text box
- Note the voucher **code must be written on the Lab Form**

For patients with NO voucher / code

- Select Symptoms **No: No voucher**
- Enter the Reason for Swabbing in the text box
- You may occasionally be asked to enter additional codes for example for clusters or outbreaks
- Note people provided with a voucher/code are advised to go to a CTC for testing but may present to primary care for testing

### Testing Site

- Select Primary Care or Aged Residential Care (ARC)
- If you select ARC you will see drop-down options for the Facility Name

### High Index of Suspicion Criteria

- You have to select at least one – note this includes No criteria as an option
- Can select more than one criteria
- If you select Other – enter the criteria in the box (Eg: Travel to Auckland, Directed by MOoH)
- For Symptomatic People who have HIS criteria – write **HIS-SYM on the lab form**
- For Symptomatic People with NO HIS criteria – write **LIS-SYM on the lab form**

### Occupation

- If the person is NOT a healthcare worker you need to enter their role and workplace
- Please provide as much detail as possible, for example
  - **Role:** Checkout operator      **Workplace:** Countdown
  - **Role:** Admin      **Workplace:** Northport
  - **Role:** ARC resident      **Workplace:** Riverview Resthome
  - **Role:** Retired/Not working      **Workplace:** None



## TESTING CODES ON LABORATORY FORMS

Testing codes must be written on the laboratory request form.  
This supports regional and national reporting of Testing Activity.

### Testing Codes for Symptomatic People Being Tested

Please write one of the following two codes on the lab form:

HIS-SYM	Symptomatic People with High Index of Suspicion Criteria
LIS-SYM	Symptomatic People with Low Index of Suspicion Criteria

### Definition of Testing Codes for Asymptomatic People Being Tested

Code	Purpose
SURV-USA	Air NZ crew returning on USA flights
SURV-AIRNZ	Other Air NZ staff except those on USA flights
SURV-CTC	CTC staff and PHNs doing swabbing
SURV-MHP	Māori Health Provider staff doing swabbing
SURV-NTO	PHU border staff NOT doing swabs
SURV-CUS	Customs border staff
SURV-MPI	Ministry for Primary Industries border staff
SURV-POR	Staff working at Opuā, Northport, Refinery, or Marsden Point Marina including shipping agents, pilots, tugs crew, stevedores, etc
SURV-MAR	Crew of international vessels entering NZ to live
SURV-SHL	Crew of international vessels entering NZ on shore leave only
SURV-EXM	People in quarantine in Northland with an exemption from Managed Isolation
SURV-PRI	Privately funded asymptomatic pre-departure for international travel
SURV-TRA	Staff transporting people to a Managed Isolation Facility