DEPARTMENT OF HEALTH & HUMAN SERVICES

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10 March 2015

RE: Reporting Your Results

Dear Participant:

All results must be reported electronically using the _Syphilis Proficiency Testing Results Form._
This form was created to make it easier for you to submit your results. The form can be filled and submitted electronically using the free version of Adobe PDF reader, available here:
https://get.adobe.com/reader/

If you don't have access to a computer or internet connectivity, you can print out this form, neatly enter all relevant information and send it back to us by fax or regular mail. A hard copy of the form is provided with the shipment. If you are using the electronic version of the form, click the "submit" button after all relevant information is filled out. An email window will pop up. The data from the form will be attached to this email as an XML file. Once the email is generated, click the "send" button. We've made the form more intuitive by allowing you to select from a drop-down list for reactivity and manufacturer. All tests performed are to be entered on the same page. If you have any questions or need help to fill out the form, please don't hesitate to contact us by e-mail or fax.

Instructions for Reporting Test Results

1. Select your unique laboratory code from the drop-down list
2. Select which shipment is being reported.
    - Shipment 1 is sent out in March
    - Shipment 2 is sent out in June
    - Shipment 3 is sent out in September

3. Select the date the samples were received.
    - Click in the date box
    - To the right of the box, press the down arrow
    - You can select the date from the calendar which appears

4. Select the condition of the sample upon receipt (Satisfactory or Unsatisfactory).
5. Enter the complete mailing address of the laboratory, including addressee. This is to verify that the lab code you entered is correct, as well as to ensure we have your most current contact information.
6. The "Notes" section is optional and provides an opportunity for you to enter any additional information or problems encountered during testing.
7. Enter all your relevant testing information in the table. Select your results for the tests performed under the appropriate columns. Using the drop-down arrow, select test results and titer where relevant (for quantitative reporting).

8. Under the "Manufacturer" tab, you can select the manufacturer of the test used. If you don't see your test manufacturer, you can type in a specific manufacturer.
9. Under the "Other" section, you can select the type of test used and all other relevant information.
10. All other information (Lot number, Expiration Date, Date tested and Person performing the test) should be entered accordingly.
11. Enter the name of the Lab Director/ Supervisor reviewing the results.
12. Select the Date of Reporting.
13. Once all relevant information is complete, print your results using the Print button and keep a copy for your records.
14. Press the "Submit by Email" button.

The form will open your email program and generate an email with an XML file attached. Once you verify this, send the email. We will send a verification email acknowledging receipt of your results.