



Maine CDC Point of Care Test Reporting

Maine CDC requests that all Point of Care (POC) tests are reported through the REDCap online reporting system. Positive results of tests conducted must be reported via the online reporting tool within 24 hours. After facilities/organizations register as reporting organizations, they will be sent a unique link tied to their facility and CLIA license or waiver. *Facilities/organizations should not register more than one time, however **each physical location of a facility (or school in a school district) should register individually.*** If your facility/organization misplaces the link to submit POC results, email redcap.dhhs@maine.gov to obtain the unique URL/link.

Registration

Each physical location of a facility/organization that will use the REDCap reporting system needs to register at https://redcap.link/MECDC_POC_Registration.

The facility/organization needs to identify one individual to be the main point of contact for the point of care testing program. This can be anyone (Infection Control, Nurse, Admin, Director etc.) who would be able to answer questions about the facility if there is a question about a submission. They will need to provide their name, telephone number, and email address. This information can be edited in the survey form for individual submissions if desired. Please note that anyone authorized by the facility/organization may report tests on their behalf, not just the person identified as main point of contact. Maine CDC also needs the following information about the facility/organization (these fields are required, and registrations will not be approved if any of this information is missing):

- Facility/organization name
- Provider name (may use medical director or if you plan to use the Standing Order please enter Isaac Benowitz, MD)
- CLIA Number (it can be looked up using the [U.S. CDC CLIA Lookup Tool](#) or the [CMS CLIA Lookup Tool](#))
- Address (physical location of the facility)
- Phone Number
- Facility Type (select from one of the dropdown options or choose other and specify the type of facility – please ensure you have checked the *entire* list before using “other”)

You will be asked to provide “COVID Testing Information.” For the “POC Testing Device Name (Manufacturer)” please indicate the platform you are using such as “Abbott BinaxNOW” or “Cepheid.” In the next selection menu please only select the POC tests your facility performs.

Do not include tests that your facility collects specimens for but sends to a commercial laboratory for analysis. These are not considered POC tests. Do not include tests that are not performed **by your staff at your facility.** *Tests taken home and self-administered are not*

reported to Maine CDC. After you have completed this form and you have verified its accuracy, press Submit. *This form should only be completed once for each facility/organization's physical locations.*

After submitting the registration survey, you will get an email confirmation that it was received. Maine CDC will review the registration and after approval will send an automated email with a unique reporting URL link for your facility/organization to the email address listed on your registration. This link should be used every time you need to report a test.

Facilities/organizations should expect to receive their custom link within two (2) business days. This link will not change and will be tied to your specific facility/organization's physical locations. When you click on the link, it will automatically populate the Facility Reporting information into the form for reporting of POC results.

Entering Test Results

When submitting results to Maine CDC, you will need the following pieces of information from each person tested using a POC Test:

- First name
- Middle initial
- Last name
- Date of birth
- Sex
- Ethnicity
- Race
- Patient address including zip code
- Patient phone number
- Specimen collection date (all results must be reported within 24 hours)
- Specimen source
- Test results
- Test manufacturer and device (e.g. Abbot BinaxNOW)
- Are they hospitalized?
- Are they a healthcare worker?
- Are they a first responder?
- Do they live in a congregate setting?
- Are they symptomatic?
- Symptom onset date (if symptomatic)
- Comments (clinical/laboratory information about the patient).

It is important that after you enter all the appropriate information that you verify its accuracy in the "Verify Lab Submission" section at the bottom of the form. This section will auto-populate as you enter data into each field. Please do not hit submit until the entry is complete and you have verified the information at the bottom of the survey. These are official infectious disease records with Maine CDC and should be treated as such regarding accuracy and completeness. All information submitted via this form is covered by Maine CDC confidentiality rule(s) and law(s) including [22 MRSA Chapter 250](#).

Once submitted, the information is automatically processed directly into Maine CDC's National Electronic Disease Surveillance System. If you identify an error after submission, please contact redcap.dhhs@maine.gov to correct the issue as soon as possible.