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## DIRECTIVE TO MEDICAL PROVIDERS TO REPORT SCREENING, TESTING, AND PPE DATA USING THE NMDOH PROVIDER PORTAL

APRIL 3, 2020

To maximize the efficiency and utilization of COVID-19 testing and identify those regions of the state that require additional resources, the New Mexico Department of Health (“NMDOH”) is directing all health care providers who conduct scheduled COVID-19 screening and testing events to report the number of patients served and PPE used on the NMDOH Provider Portal found at <https://cv.nmhealth.org/public-health-screening-and-testing/list-your-screening-and-testing-location/>

This directive applies to any medical provider, hospital or medical center (each a “Site Provider”) where multiple members of public are screened and tested for COVID-19 at a scheduled event on any given day. Generally, these events are conducted by medical centers in the form of appointment-based, walk-in or drive-through testing clinics across the state. **This directive does not apply to providers who are only testing patients on an individual basis as part of an individual visit to a clinic or hospital.**

Site Providers must identify a person to serve as a point of contact who must visit the link above and register on the Provider Portal. Following the conclusion of a scheduled testing site event, Site Providers must report the following information to NMDOH using the Provider Portal by close of business:

1. Number of patients screened at testing site event
2. Number of patients tested (# of specimens collected) at testing site event
3. Amount of PPE used during testing site event:
  - a. # of gloves
  - b. # of masks (surgical and N95)
  - c. # of goggles, face shields, or other head coverings (if disposed)
  - d. # of gowns, smocks, or suits
4. Courier used to transport testing specimens to laboratory for testing
  - a. Date and time courier took possession of testing specimens
5. Laboratory selected to test specimens

Site Providers should also use the Provider Portal to report upcoming testing site events. Testing site events will post in real time on the NMDOH website and NMDOH will ensure the testing events are advertised to the public.

The Provider Portal is compatible with computer, smart phone, or tablet.

**IF YOU HAVE QUESTIONS ABOUT THIS DIRECTIVE OR COVID-19, PLEASE CONTACT THE NEW MEXICO DEPARTMENT OF HEALTH AT 1-855-600-3453 OR VISIT THE NMDOH COVID-19 WEBSITE AT <https://cv.nmhealth.org/>.**

We appreciate the cooperation of all the medical providers in the state in complying with this directive and other orders and guidance issued by NMDOH.

### OFFICE OF THE SECRETARY

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