

## **Welcome to the new NACHC HIV Testing Redesign Virtual Office**

**April 2008**

The purpose of the NACHC HIV Testing Redesign Virtual Office is to provide a national forum and one-stop portal for models, tools, and other resources health centers can use to incorporate routine HIV screening into their primary care programs. Some of the materials have been created and tested by health centers already engaged in routine HIV screening through a pilot program organized by NACHC in response to the latest HIV testing recommendations from the Centers for Disease Control and Prevention (CDC).

Specific features of the Virtual Office include:

- A National Calendar of upcoming events related to routine HIV screening, including dates, times and relevant information.
- Important Announcements.
- A File Folder Section containing information categorized as follows:
  - HIV Testing Recommendations
  - State HIV Testing Laws and Policies
  - Step-by-Step Approach and Tools for Implementing Routine HIV Screening.

Please join and regularly visit the Virtual Office to learn more about routine HIV screening and how your health center can be at the forefront of this important testing and prevention strategy. Whether your health center is ready to take action now or is just beginning to think about routine HIV screening, you will find information to address your needs.

### **To Join - Membership**

Membership to this Virtual Office is open to all interested staff and providers of Health Centers, Primary Care Associations, Clinical Networks, national organizations, and Federal partners.

Since the Virtual Office is housed on the Health Disparities Collaboratives web site, membership must be requested to that site as follows:

**If you do not already have an account** at the Health Disparities Collaboratives web site:

1. Go to <http://www.healthdisparities.net> and follow the link in the Welcome Box at the top right hand side for "new user signup."
2. Complete "General Information" form and then hit "Continue" at the bottom of the form.
3. On the "Group Memberships" page, check the box next to "HIV Routine Screening Within Primary Care" in the "Operational" category.
4. Click "Save Changes" at the bottom of the page. You will receive an Account Confirmation. This also will generate a request for membership in the HIV Testing Redesign Virtual Office. You will receive a reply shortly from the Administrator letting you know that your membership has been granted.

**If you already have an account** at the Health Disparities Collaboratives web site:

1. Go to <http://www.healthdisparities.net> and log in to the web site with your user name and password.
2. Highlight "Office" in the main navigation bar and select "My Account."
3. Click on the "Group Memberships" tab.
4. Check the box next to "HIV Routine Screening Within Primary Care" in the "Operational" category.
5. Click "Save Changes" at the bottom of the page. This will generate a request for membership in the HIV Testing Redesign Virtual Office. You will receive a reply shortly from the Administrator letting you know that your membership has been granted.

Once you are a member, you can access this Virtual Office at anytime. Simply log in at <http://www.healthdisparities.net/hdc/html/virtualOffice.aspx> .

If you have any questions, please contact Caryn Bernstein at [crbernstein@verizon.net](mailto:crbernstein@verizon.net) or 301.593.3054.

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