

Instructions for Completing the VRDL General Specimen Submittal Form for Novel Coronavirus 2019 Submissions

Please use the VRDL General Purpose Specimen Submittal Form when submitting novel coronavirus (nCoV) specimens to the VRDL for testing. Please complete one form per specimen submitted. The form must be electronically completed. Currently, Internet Explorer is the only browser that supports this form.

A copy of the required form can be found at: [VRDL General Purpose Specimen Submittal Form \(https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/VRDL_General_Purpose_Specimen_Submittal_Form.pdf\)](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/VRDL_General_Purpose_Specimen_Submittal_Form.pdf)

The following fields are specific to nCoV submissions and **must** be completed to ensure timely testing at VRDL:

1. **Disease Suspected:** Select "Novel Coronavirus 2019" from the drop-down menu.
2. **CalREDIE Incident #**
3. **Case ID #:** Enter the patient's assigned PUI #. Write "pending" if the patient is still awaiting approval for testing.
4. **Symptoms:** list symptoms and other relevant clinical findings in the second free-text comment box in the Clinical Information section.

Including travel history and contact with a known case of COVID-19 may help prioritize testing.

The image shows a screenshot of the "California Department of Public Health - Viral and Rickettsial Disease Laboratory General Purpose Specimen Submittal Form". The form is divided into several sections. A large box labeled "PATIENT AND SPECIMEN INFORMATION" contains fields for Patient Information (Priority Level, Last Name, First Name, Birthdate, Date of Death, Age, Units, Sex, Patient Address, City, County, State, ZIP) and Specimen Information (Disease Suspected, Disease Onset Modifier, Disease Onset Date, Rash Onset Date, Specimen Collection Date, Specimen Type, Specimen Site, ICD Code, Patient Location, Public Health Dept Submitter). Annotations 1 through 4 highlight specific fields: 1 points to "Disease Suspected" (set to "Novel Coronavirus 2019"), 2 points to "CalREDIE Incident #", 3 points to "Case ID #", and 4 points to the "Clinical Findings and Patient Symptoms" section. The form also includes a "Submit sample(s) to:" section, a "CDPH USE ONLY" section, and a "Barcode" section at the bottom.

Additionally, the following fields in the Patient and Specimen Information section are required:

- Patient name (first and last)
- Patient birthdate
- Patient sex
- Disease onset date
- Patient's county of residence
- Specimen collection date
- Specimen type
- Public Health Dept. submitter name