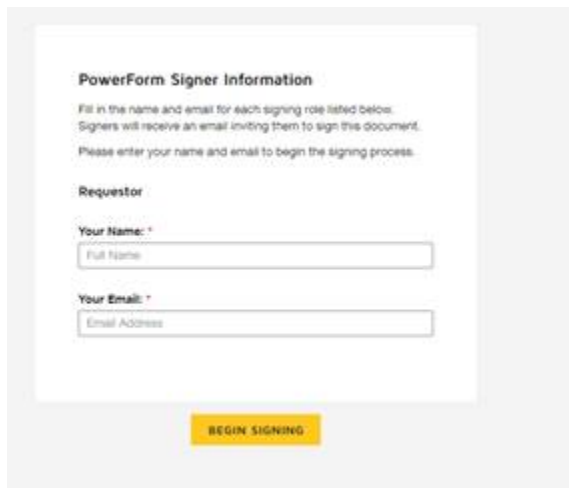


How Patients or Legally Authorized Representatives Can Request COVID-19 Test Results for Specimens Tested by the Mississippi Public Health Laboratory

The Mississippi Public Health Laboratory (MPHL) performs COVID-19 testing for SELECT Mississippi State Department of Health events. If you were tested as a part of a MSDH event AND were told that your testing was performed by the Mississippi Public Health Laboratory, follow the below instructions to request a hard copy of your COVID-19 test results. You will need to give authorization via an online form. To access and submit this form please follow the below instructions.

1. Complete an on-line COVID-19 Test Results Release form located at <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=705b2558-b844-46e9-bc51-7dba75a1e287&env=na3&acct=ca3d40be-4f16-4a6a-892e-a0fe14f1a6ef&v=2>
2. To begin filling out the form, type in your full name and email address and click on BEGIN SIGNING



The image shows a screenshot of a web form titled "PowerForm Signer Information". The form contains the following text: "Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process." Below this text, there is a section labeled "Requestor" with two input fields: "Your Name: *" with a sub-label "Full Name" and "Your Email: *" with a sub-label "Email Address". At the bottom of the form, there is a yellow button labeled "BEGIN SIGNING".

3. Click on the yellow CONTINUE button



4. Accurately fill out the form in its **entirety**
5. Click on the yellow “Sign” box to set up your digital signature

EXPIRATION DATE: This authorization will expire on the date that the MPHIL either discloses the requested laboratory results or determines that it is unable to fulfill the request.

Required: A copy of one of the documents listed below must be included with the completed form:
a valid Driver’s license; ID card issued by federal, state, or local government; Passport; School ID card with photograph; original or certified birth certificate

Signature (required) Sign Date 9/1/2020 | 11:05 AM CDT

Printed Name of Person Signing (if not patient) (Last, First, Middle)

Click button below to attach the required proof of identification to this form for automatic submission OR print and mail the completed form per instructions. Be sure to attach the required proof of identification.

6. Type in your full name and initials and select your style, draw a signature or upload a signature. When complete click the yellow “Adopt and Sign” button

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name

Initials

SELECT STYLE DRAW UPLOAD

Preview Change Style

Digitized for **MSDR TEST**
 OR **ACT**

By clicking Sign and Sign I agree that the signature and initials will be the necessary representation of my signature and initials for all purposes related to this request and that I understand the necessary legal, binding conditions and the terms of a patient's paper signature or mark.

ADOPT AND SIGN CANCEL

7. Click on the yellow attachment button to attach a copy of your required



The screenshot shows a web form titled "DiscSign_CSD-1 Patient Request for Release of COVID-19 Laboratory Results.docx". The form includes a signature field with the text "MSDH TEST" and a date field showing "9/3/2020 | 11:13 AM CDT". Below the signature field is a text input field for the "Printed Name of Person Signing (not patient) (Last, First, Middle)". A yellow button with a downward arrow and a document icon is positioned below the text field. To the right of the button, the text "Form # CSD-1-D 8/24/20" is visible. A yellow "FINISH" button is located on the left side of the form. The footer of the form reads "DiscSign_CSD-1 Patient Request for Release of COVID-19 Laboratory Results.docx" and "1 of 2".

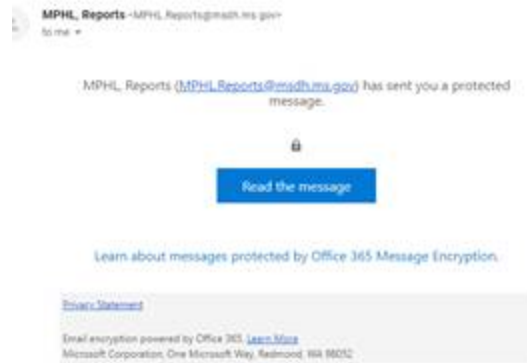
identification

8. Once the form is complete, identification has been attached, and form checked for accuracy click the yellow "Finish".

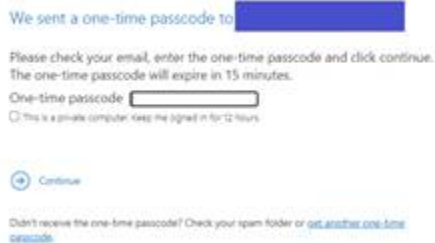


The screenshot shows a close-up of the bottom right corner of the form. A yellow button labeled "FINISH" is centered in the view. Above the button, the text "Form # CSD-1-D 8/24/20" is visible. The background is a light gray color.

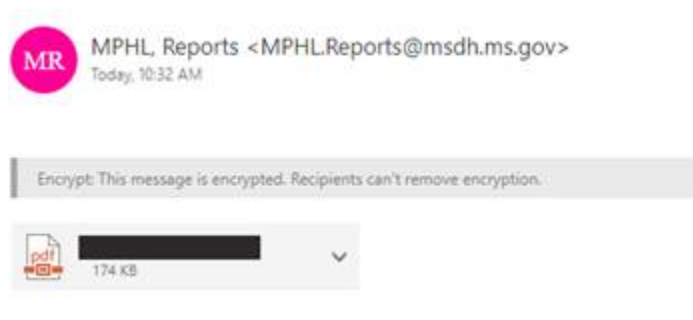
9. After clicking "Finish", your completed COVID-19 test results release form will be sent automatically to MPHL.Reports@msdh.ms.gov. After submission, you will be redirected to healthy.ms.gov. With the form now completed, you can exit from the website.
10. The MPHL will receive your request and respond to email requests within 5 working days and mail requests within 10 working days.
 - a. If email authorization is given, you will receive an email from MPHL,Reports MPHL.Reports@msdh.ms.gov with a link to retrieve your encrypted results.



- b. Click on “Read the message”. You will be directed to a page where you can sign in with Google or sign in with a one-time passcode. If you select one-time passcode, the passcode will be emailed to you from microsoftoffice365@messaging.microsoft.com and is good for 15 minutes.



- c. After entering the passcode you will be directed to your encrypted test results. Double click on the attachment to view your results.



The MSDH cannot release test results for tests performed by laboratories or clinics other than the Mississippi Public Health Laboratory. All other test results

must be obtained through your clinician or the laboratory where your specimen was tested.