













THE ASSOCIATION OF SAVINGS AND INVESTMENT OF SOUTH AFRICA (ASISA) HIV PROTOCOL: PATHOLOGY TESTING FOR INSURANCE COMPANIES

ASISA is the acronym for the Association of Savings and Investment of South Africa. Pathology testing done for life insurance companies who are ASISA members, is regulated by the ASISA Protocol. This Protocol ensures and regulates both the confidentiality and the accuracy of HIV testing. It was also implemented to curb the alarming incidence of fraudulent (substituted) specimens to obtain life cover. The ASISA Protocol requires identification of the client, verification of his/her identity and the collection of HIV specimen(s) as follows:

- | |  = Acceptable |  = Unacceptable |
|---|---|--|
| <p>1 Ensure that the client has the original of any one of the following ASISA approved identity documents:</p> <p style="text-align: center;">↓</p> | <ul style="list-style-type: none">  • SA ID Book * Recently married women: refer to no 9 below.) * Minors: refer to no 10 below • Valid SA Passport • New Credit-card drivers' licence • Valid temporary ID/Drivers license, only with prior permission of the Chief Medical Officer or his/her designate. • Foreign passports are not allowed except where approval is given in a specific case by the Chief Medical Officer or his/her designate. | <ul style="list-style-type: none">  • Certified/faxed copies of ID or passport  • Photocopies or faxed copies of identity documents regardless of whether such documents are certified or not. • IDs or passports from former TBVC-countries, i.e Transkei, Bophuthatswana, Venda, Ciskei. • SAPD/SANF cards • Employees' /gym cards etc • Expired passports |
| <p>2 The official insurance request form must accompany each request:</p> <p style="text-align: center;">↓</p> | <ul style="list-style-type: none">  • Original/faxed/photocopy of insurance forms • The policy number is mandatory • Information regarding the intermediary (name, branch, tel no etc) is mandatory. | <ul style="list-style-type: none">  • A non-official piece of paper |
| <p>3 The venesectionist must verify the client's identity on the relevant documentation:</p> <p style="text-align: center;">↓</p> | <ul style="list-style-type: none">  • Ensure that ID or passport no is accurately written on all documentation. • For passports, state country of origin of passport & expiry date. | |
| <p>4 The client MUST sign consent to HIV-testing, and that he/she has read the HIV-pretest counselling information/brochure. The client must sign his/her consent in the presence of the venesectionist. No pre-signed forms may be accepted. In the event that the client has pre-signed the form, he/she must re-sign it in the presence of the venesectionist:</p> <p style="text-align: center;">↓</p> | | |
| <p>5 The client must nominate a medical practitioner to enable the insurance company to refer the client for post-test counselling should the HIV-test result be reactive:</p> <p style="text-align: center;">↓</p> | | |
| <p>6 The signature and telephone number of the venesectionist and the practice number of the clinic/doctor's rooms are required as proof that the client has been correctly identified and his/her identity verified.</p> <p style="text-align: center;">↓</p> | | |
| <p>7 Mark specimen(s) as follows:</p> <p style="text-align: center;">↓</p> | <ul style="list-style-type: none">  • Correct initials and surname • Label specimen(s) and documentation with barcode stickers | <ul style="list-style-type: none">  • Corrections on specimen(s) • Correction fluid ('tippex') |
| <p>8 Specimens and documentation must be transported to the laboratory by official laboratory staff.</p> <p style="text-align: center;">↓</p> | <ul style="list-style-type: none">  • Lab staff to transport specimen(s) and documentation | <ul style="list-style-type: none">  • Intermediaries/clients MAY NOT transport specimen(s) and documentation. |
| <p>9 Recently married woman: An identity document issued in her maiden name may be used for verification of the identity of a recently married woman (who cannot supply a marriage certificate). The specimen(s) are to be marked with her initials and maiden name (with the married surname written in brackets). Please advise the client that the results will be issued in her maiden name and ask her to notify her insurance intermediary of this.</p> | | |
| <p>10 Minors: Where tests are performed on a minor, 12 years or younger, the consent of the legal gaurdian will be required. In cases where the minor is unable to obtain an identity document because of his/her age, the identity document of the legal guardian will be required. The venesectionist must then verify the identity of the legal gaurdian/parent as stated above. <i>In terms of the Children's Act, a minor is a person under the age of 12 years and is therefore not entitled to sign consent for HIV testing. Any person over the age of 12 years can and must sign consent for HIV testing.</i></p> | | |

Please note: ASISA has approved the provision of information to the intermediaries/agents/brokers regarding specimen collection and tests requested. This EXCLUDES provision of the account/laboratory/requisition number and the results. Confirmation of the following has been approved by ASISA: **client details (ID no, policy number, surname & initials) date of testing, name of insurance company and the tests requested.**