Enquiries to:

Telephone:

Fax:

Email:

Ref:

Executive Director

Communicable Diseases Branch

Department of Health

Locked Bag 28  
FORTITUDE VALLEY BC QLD 4006  
HIV\_PH\_Team@health.qld.gov.au

Dear Executive Director

Re **<*Insert coded patient reference>***

I am writing to inform you that I am of the view that **<*insert coded reference>*** is placing others at risk of HIV transmission through their actions, and therefore I will be commencing level one case management under theQueensland Health *Guideline for the management of people with HIV whose behaviours may place others at risk of HIV transmission* (the guideline), from **<*insert date of commencement>***.

I am undertaking the steps identified in the guideline to manage this person and will provide an update on the status every four months. I will also notify you when case management of the person under the guideline has ceased, or if the person fails to change their behaviours that place others at risk of HIV transmission.

Yours sincerely

***<Signature>***

***<Insert name>  
<Insert title>  
<Insert date>***