May 23, 2020

Re: COVID-19 Testing for your Place of Employment

Dear Employee of [INSERT EMPLOYER],

The New Mexico Department of Health (“NMDOH”) is committed to partnering with business to keep those at work in our state safe. At the request of your employer, the NMDOH will be performing COVID-19 testing for your place of employment.

Please be aware that your test result may be shared with your employer in association with medical surveillance of the workplace pursuant to 45 CFR § 164.512(b)(v). All other health information is kept private by NMDOH.

The NMDOH will need some basic demographic information about you to complete testing. Your health insurance information will also be collected, but please note there is no cost to you, and if you do not have health insurance, you will still be able to access a test. It is important that we collect your health insurance information so the state can track the testing services being provided on behalf of your managed care organization and CMS Medicaid/Medicare.

The test requires an NMDOH healthcare professional to swab either your nose or throat. Your swab will then be sent to a laboratory for processing. We generally receive results back in two to four days. If you test positive for COVID-19, a staff member from the NMDOH Epidemiology and Response Division will contact you for additional information. You can obtain your results through the NMDOH’s secured website (<https://cvresults.nmhealth.org/>).

If you have any questions related to COVID-19, please visit <https://cv.nmhealth.org/> or call the COVID-19 Hotline at 1-855-600-3453.

We appreciate your cooperation and thank you for the work you do in New Mexico.