BrownClinic

Brown Clinic Northridge 511 14th Ave. NE Watertown, SD

Brown Clinic 506 First Ave. SE Watertown, SD

Laboratory Procedure Manual

Policy: Reporting Communicable Disease

Purpose:

To assure results of Reportable Communicable Disease are reported to the South Dakota State Health Laboratory in the required timeframe. Reporting infectious diseases and related conditions is a vital step in disease prevention and control.

Procedure:

I. Reportable Conditions

- A. Reportable Diseases and conditions can be found on the South Dakota Department of Health website <u>http://doh.sd.gov/diseases/</u>
- B. Two levels of disease are designated for reporting:
 - i) Category I includes diseases with severe health or outbreak implications that require immediate public health follow-up. These MUST be reported within 24 hours.
 - ii) Category II includes diseases that affect public health but do not require immediate follow-up. These MUST be reported within 3 days.

II. Reporting Diseases and Conditions

- A. Brown Clinic Laboratory will be responsible for reporting diseases to the state that are discovered by laboratory tests performed within the Brown Clinic Laboratory.
- B. Information necessary for reporting includes:
 - i) Patient's Name (First and Last), city of residence, race, ethnicity, date of birth and gender.
 - ii) Disease or Condition, test name and patient hospitalization.
 - iii) First and last name, phone number and facility of person reporting the disease or condition.
- C. Reporting will be completed manually within the necessary timeframe using the following link: <u>https://apps.sd.gov/PH93Morbidity/secure/index.aspx</u>

III. Procedure for reporting Influenza

- A. Daily reports will be pulled during influenza season for determining the need to report results to the State Health Lab.
 - i) In LabDaq:

- (1) Click on Report
- (2) Select Management Reports
- (3) Select Out of Range Summary
- (4) Set Collection date for the previous day
- (5) By "TEST" select Range in the drop down
- (6) Enter 3560 in the first box and 3570 in the second box
- (7) Click OK
- B. For each positive Influenza test, access the patient demographics in the EMR
- C. Enter individual patient demographics for reporting in the online submission form: <u>https://apps.sd.gov/PH93Morbidity/secure/index.aspx</u>
- D. Submit form to the State online.
- E. File LabDaq report in the Daily Folder with other patient results.

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Approved By:	Date:
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REVIEW - REVISION SUMMARY DOCUMENTATION

Date By

By Revision Summary