Local County Health Department

Policy Title: Reporting of Communicable Diseases and Conditions
No.   [Example X.XXX-0X]

Purpose: This policy sets the standard for the health department to report cases of communicable diseases and conditions within their jurisdiction.

Policy: The local health department will report communicable disease according to local and state laws and in accordance with the recommendations of the Centers for Disease Control and Prevention.
The authority for this policy is derived from NCGS ∫130A-41(b) and 10A NCAC 41A .0103.

Approvals:

_____   __/__/_____
Director of Nursing   Date Signed

_____   __/__/_____
Medical Director   Date Signed

_____   __/__/_____
Health Director   Date Signed

Procedure:
1. The health director will assure that trained staff is available to report communicable diseases and conditions to NC Division of Public Health utilizing the North Carolina Electronic Disease Surveillance System (NC EDSS). All LHD staff using NC EDSS must receive training provided by DPH. Additional training is required in order to use NC EDSS for tuberculosis (TB) reporting and HIV/Syphilis.
2. The health director will assure adequate staff to ensure timely reporting of cases investigated by the health department. Reports will be assigned to the NC Division of Public Health (DPH) via the NC EDSS within one (1) month of notification of the reportable disease or condition. A minimum of two (2) staff will be assigned this responsibility to ensure continuity if the primary staff is not available to report. Active users must have the ability to log into the NC EDSS system.
3. The health director will assure dedicated computers, internet access and IT support for the reporting of communicable disease cases via the NC EDSS system.
4. The health director will designate a Public Health Nurse to be responsible for monitoring all STD and other CD disease events via regular review of NC EDSS events and workflows. This nurse must have NC EDSS training and be an active user, and be knowledgeable of the 2011 NC Communicable Disease Public Health Program Manual and the 2011 NC Sexually Transmitted Disease Public Health Program Manual.
5. The health director, or his/her designee, will assure NC EDSS workflows are monitored and managed in a timely manner (optimally, on a daily basis).
6. The health director, or his/her designee, will assure that all paper laboratory reports and physician reports of suspected communicable diseases are manually entered into NC EDSS. Reports for patients outside the jurisdiction of the LHD should be entered into NC EDSS then transferred electronically to the appropriate jurisdiction. (Reports will not be mailed, faxed or e-mailed.)
7. Sharing NC EDSS user account information such as user name and password is strictly prohibited. Every NC EDSS user must have his/her own account. Every user must have a functioning LHD email account so he/she may receive system updates distributed via email.
8. LHD agrees to notify DPH immediately when a user no longer needs access to NC EDSS, either through attrition or transfer to a position unrelated to CD or STD surveillance. DPH reserves the right to disable the accounts of users who are unable to demonstrate competency using NC EDSS software
9. This policy will be electronically available to Regional Communicable Disease Nurse Consultant upon request.

References:
10A NCAC 41A .0103
Division of Public Health Agreement Addendum 510 – Communicable Disease Control

Note to policy/procedure writers:
This policy reflects best practice. Use this sample policy as a template to customize the policy for your agency by assigning responsibility to specific positions within the agency.

Example: "The Director of Nursing will notify"….instead of "The LHD agrees to notify…."

**Example: "The Health Director will designate a registered nurse as lead nurse for communicable disease
               reporting and a second registered nurse as a lead nurse for STD reporting."**