

# POLICY & PROCEDURE



<b>TITLE: Reporting Communicable Diseases (Notifiable Conditions)</b>				
<b>Scope/Purpose:</b> To provide reports of communicable diseases (notifiable conditions) to local and state authorities in accordance to Department of State Health Services requirements.				
<b>Division/Department:</b> All HealthPoint Clinics			<b>Policy/Procedure #:</b>	
<b>Original Date:</b> 12/22/2008			<input type="checkbox"/> <b>New</b> <input checked="" type="checkbox"/> <b>Replacement for: Same</b>	
<b>Date Reviewed:</b>	<b>Date Revised:</b>	<b>Implementation:</b>	<b>CPIC Approved:</b>	<b>Board Approved:</b>
	July 1, 2014	07/10/14	07/10/14	
<b>Responsible Party: Director Compliance/QA; Director Clinical QA</b>				

## DEFINITIONS:

**Notifiable Conditions** – Cases or suspected cases of illness considered as **public health emergencies, outbreaks, exotic diseases**, and unusual group expressions of disease must be reported to the local health department or Department of State Health Services (DSHS) **immediately**.

## POLICY:

HealthPoint Clinics are to report patients- suspected of having a Notifiable Condition to the local health department or Department of State Health Services (DSHS) in accordance to the DSHS requirements.

## PROCEDURE:

1. Each clinic will designate a staff person(s) with responsibility to report communicable diseases (notifiable conditions) diagnosed at their clinic to the local health department or DSHS.
2. The *Texas Department of State Health Services Notifiable Conditions* list will dictate the diseases to be reported and the time frames applicable to each disease.
3. When a case is identified as being reportable the designated staff will complete the appropriate Department of State Health Services reporting form and follow the directions for submission as detailed on the forms. A copy of this reporting form will be maintained in the clinical record.

Forms may be found at <http://www.dshs.state.tx.us/idcu/investigation/forms/>

4. In addition to the notifiable conditions, any **outbreaks, exotic diseases, and unusual group expressions of disease** must be reported.

5. All diseases shall be reported by name, age, sex, race/ethnicity, DOB, address, telephone number, disease, date of onset, method of diagnosis, and name, address, and telephone number of physician.
6. The List indicates when to report each condition.
  - a. Cases or suspected cases of illness considered as **public health emergencies, outbreaks, exotic diseases**, and unusual group expressions of disease must be reported to the local health department or DSHS **immediately**.
  - b. Other diseases for which there must be a quick public health response must be reported **within one working day**.
  - c. All other conditions must be reported to the local health department or DSHS **within one week**.
7. Most notifiable conditions, or other illnesses that may be of public health significance, should be reported directly to the local or health service regions.

Brazos County Health Department  
201 North Texas Ave  
Bryan, TX 77803  
Day Phone: (979) 361-4440  
Fax: (979) 823-2275

Texas Department of State Health Services  
2408 South 37<sup>th</sup> St, Mail Code 1902  
Temple, TX 76504  
Day Phone: (254)778-6744  
Fax: (254) 899-0405

Reporting exceptions are marked by \* on the *Texas Notifiable Conditions List*.

8. Cases of **vancomycin intermediate and resistant Staphylococcus aureus (VISA) and (VRSA)** are to be immediately reported by calling (800) 252-8239 or faxing (512) 776-7616. All reports of VISA and VRSA shall include patient name; date of birth or age; sex; city of submitter; anatomic site of culture; date of culture; and minimum inhibitory concentration (MIC) if available.

RELATED POLICY:

Infection Control Plan  
Infection Control – Employee Health

REFERENCES:

<http://www.dshs.state.tx.us/layouts/contentpage.aspx?pageid=8589935673&id=29398&terms=Notifiable+conditions>  
2014 Summary of TAC changes relating to notifiable conditions.

REQUIRED BY:

Health & Safety Code, Chapters 81, 84, and 87  
(Chapter 97, Title 25, Texas Administrative Code ☞).

ATTACHMENTS/ENCLOSURES:

DSHS Notifiable Conditions Form  
Initial Provider Infectious Disease Report Form (Epi2)  
Confidential Provider Infectious Disease Report (Epi1)  
Varicella (chickenpox) Reporting Form  
VRSA/VISA Case Report Form  
Contaminated Sharps Injury Report Form

**POLICY/PROCEDURE TRACKING FORM**

<b>TITLE:</b>				
<b>Scope/Purpose::</b> To provide reports of communicable diseases (notifiable conditions) to local and state authorities in accordance to Department of State Health Services requirements.				
<b>Division/Department:</b> All HealthPoint Clinics			<b>Policy/Procedure #:</b>	
<b>Original Date:</b> 12/22/2008			<input type="checkbox"/> New <input checked="" type="checkbox"/> Replacement for: Same	
<b>Date Reviewed:</b>	<b>Date Revised:</b>	<b>Implementation:</b>	<b>CPIC Approved:</b>	<b>Board Approved:</b>
	July 1, 2014	07/10/14	07/10/14	
<b>Date of Revision</b>		<b>Description of Changes</b>		
July 1, 2014		Reformatted; Updated to current DSHS requirements		