

TITLE: <b>DISEASE REPORTING POLICY</b>	DATE OF ISSUE:
APPROVED BY:	REVIEW/REVISED DATE:

## **Disease Reporting Policy and Procedure**

This document will illustrate how to properly create a Disease Reporting policy for your facility.

What needs to be included in a Disease Reporting policy:

1. **Purpose:** This section should describe why the Disease Reporting policy exists. For example, to establish a set of standards and actions when a communicable disease requires reporting.
2. **Goal:** This section should describe the goals of having this policy. The goal of this policy is to provide skilled nursing facility (SNF) staff with a safe and healthy work environment, both for working with residents and for staff protection.
3. **Scope:** The scope is to whom this policy applies. For example, staff, visitors, and residents.
4. **Definitions:** This section should define any terms in the following policy that may not be commonly known or that the facility administration feels are important to have explicitly defined.
5. **Procedure:** This section describes the roles and responsibilities of SNF administration and staff, the actions needed to be taken by SNF staff to comply with this policy, and resources for further questions and education.

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**PURPOSE:**

- To report communicable diseases, conditions, and unusual disease, promptly, to prevent ongoing transmission and outbreaks.

**DEFINITIONS:**

- Healthcare provider: as defined by state law, a physician and surgeon, veterinarian, podiatrist, nurse practitioner, physician assistant, registered nurse, nurse midwife, school nurse, infection control practitioner, medical examiner, coroner, or dentist.
- Unusual disease: Rare disease or a newly apparent or emerging disease or syndrome of uncertain etiology which a health care provider has reason to believe could possibly be caused by a transmissible infectious agent or microbial toxin.
- Communicable disease: Infectious or contagious disease caused by a pathogen (i.e., virus or bacteria) that can spread from one person to another.

**POLICY STATEMENT:**

- The infection preventionist (IP) will report any case or suspected case of any reportable diseases and conditions to the local health officer for the jurisdiction the patient resides. During after hours, or in the event that the IP is out of the office (i.e., not on duty), [facility designated personnel] is responsible for reporting such events.
- Reporting requirements may include communication via telephone, mail, electronic transmission, email, or fax, as specified by the local health jurisdiction.

**WHAT TO REPORT:**

1. Healthcare providers are required by California law to report a variety of suspected or confirmed communicable diseases as well as outbreaks of any disease in accordance with [California Code of Regulations \(Title 17 Section 2500\)](#).
2. See [Reportable Diseases and Conditions List](#).

**HOW TO REPORT:**

1. If a case resides in Los Angeles County, the IP must report the case through the Los Angeles County Department of Public Health Communicable Disease Reporting System.
2. Identify appropriate reporting requirements such as reporting method and urgency as specified in the [Reportable Diseases and Conditions List](#).
3. Reporting a non-urgent disease:
  - Complete the [Confidential Morbidity Report \(CMR\) Form](#).
  - Submit the CMR form via secure email, fax, or mail as instructed on the form.

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**WHEN TO REPORT:**

- Certain communicable diseases, outbreaks, and the occurrence of any unusual disease are considered emergencies and must be reported immediately. Not all communicable diseases and conditions have the same reporting requirements. See [Reportable Diseases and Conditions List](#) for more information.

**RESOURCES:**

1. Reportable Diseases and Conditions List:  
<http://publichealth.lacounty.gov/acd/docs/ReportableDiseaseList.pdf>
2. Provider Communicable Disease Reporting in Los Angeles County Website  
<http://publichealth.lacounty.gov/acd/cdrs.htm>
3. Mandatory Reporting (LAC DPH) website:  
<http://publichealth.lacounty.gov/clinicians/report/about.htm>
4. Confidential Morbidity Report (CMR) Form:  
<http://publichealth.lacounty.gov/acd/pubs/reports/CMR-H-794.pdf>
5. California Code of Regulations Title 17 Section 2500:  
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/ReportableDiseases.pdf>