

A Guide for West Virginia Local Health Departments

Steps for Managing a Disease Report

A laboratory, medical provider, or another health department notifies you of a disease case through paper report, phone call, etc. What do you do next?

1. Determine reportability. Use color-coded chart as a guide (found at http://www.wvdhhr.org/idep/pdfs/idep/charts/Reportable_Disease_Chart.pdf)
 - a. Is this a reportable disease?
 - b. If reportable, how soon does it need to be reported (to RE, IDEP)?
2. Have the *Quick Reference Guide* or WVEDSS Form on hand to assist with determining the most immediate information needed.
3. Determine county (and state) of residence of the case. If county of residence is not indicated on the report, contact the following entities (contact number can be obtained from the local phone book or through the internet) for information*.
 - a. Name of the test Submitter - if it is a hospital or health care facility, contact the infection control practitioner, laboratorian or medical records
 - b. Name of the Doctor/Provider who ordered the test – contact the office
 - c. Name of the Laboratory performing the test – some labs have patient demographic information in the 'patient registration' computer system instead of the lab's computer system.
 - ◆ If the case resides IN your county - continue with the investigation
 - ◆ If the case is NOT a resident of your county, but a WV resident - inform the appropriate local health department and forward the information to them.
 - ◆ If the case is NOT a West Virginia resident, contact IDEP and forward the information.
4. Open *WVEDSS* and perform a search to determine if the case has already been entered. If entered, update the record. If the case has not been entered, a record needs to be opened. (If unsure about this procedure, contact your Regional Epi or IDEP Surveillance Nurse for assistance). Enter all the information you have on hand.