Title: Notifiable Disease Reporting

Attachment:
- Georgia Notifiable Disease Report Form 3095 and Disease Reporting Reference Sheet
- Treatment for Animal and Human Bites
- Animal Bite Rabies PEP Algorithm
- Clarke County Health Department Animal Bite Report
- CDC Form 50.42A HIV/AIDS
- Animal Bite Rabies Drop-In

Section: CG-6  
Page: 1 of 1

Purpose: To comply with state law OCGA 31-12-1, the University Health Center Laboratory will report all notifiable diseases to the District 10 Public Health Department. Animal bites identified and/or diagnosed by personnel at the UHC will be reported by the Urgent Care Clinic Manager to the District 10 Public Health Department.

Policy:
1. The Department of Human Resources is empowered to declare certain diseases and injuries to be diseases requiring reporting to the County Board of Health and the Department of Human Resources.
2. Notifiable diseases and timeframes for reporting are listed on the Disease Reporting reference sheet.

Procedure:
1. Evidence of notifiable disease will be gathered by laboratory personnel from results of tests performed at the UHC lab, reference labs, and state labs.
2. Laboratory personnel will initiate the Georgia Notifiable Disease Report Form weekly, complete the “Laboratory Information” section, and forward it to the appropriate clinician for completion.
3. The clinician will return the form to the UHC lab for mailing to the District 10 Public Health Department.
4. Diseases falling in the categories listed on the form that are diagnosed by a clinician and not identified by laboratory personnel will be reported to the UHC lab by the diagnosing clinician.
5. Any unusual clusters of reportable diseases will be brought to the attention of the Infection Control Coordinator, the Director of Medical Services or the Lab Manager who will notify the local state epidemiologist by telephone as soon as possible.
6. Animal Bites:
   A. All animal bites are reportable to Public Health authority. Whenever an animal bite victim presents to any UHC clinic, a Clarke County Health Department Animal Bite Report (CCABR) will be completed by clinician or designee. Reports are forwarded to the Urgent Care Clinic Manager, who will fax them to Clarke County DPH at (706) 583-2668. The DPH contact person is Ms. Andrea Kerr at (706) 583-2658 or (706) 583-2663; email arkerr@dhr.state.ga.us; fax (706) 583-2668.
   B. A report of animal bite forms submitted to Public Health Department can be obtained under Open Chart/Organization/Custom Reports, find “Scanned Patient Document Search’ report. Enter “bite’ and/or “animal bite” in the “Enter Comment Field search text’ box and the report will display the complete comment containing the text you typed in the box. The report searches only the “UHC Clinical Note” document type.
7. Tuberculosis:
   A. If the clinician determines that a patient has a positive skin test, QuantiFERON Gold TB test, or is otherwise diagnosed with tuberculosis, the TB Reporting Procedure is initiated as per the “Administration of Tuberculin Test” policy in the Nursing Policy and Procedure manual.

cg-6 notifidisease

Effective: 06/98
Reviewed: 06/99; 07/00; 06/03; 05/04; 08/05
Revised: 06/01; 08/01; 10/02; 07/04; 03/05; 07/06; 08/07; 07/08; 11/08; 07/09; 04/10; 11/10; 02/11

DMS – Admin Specialist