



Public Health Department

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Health Advisory

To: Healthcare Providers

From: Robert Bernstein, M.D. (signed original on file)

Date: January 12, 2021

Re: Provider COVID-19 Reporting (clarification from 12/23/20 alert)

In accordance with [Title 17, California Code of Regulations](#) (CCR), **COVID-19 must be reported to Butte County Public Health (BCPH) within eight hours**. Failure to report is a misdemeanor (Health and Safety Code § 120295) and is a citable offense under the Medical Board of California's Citation and Fine Program (Title 16, CCR, § 1364). COVID-19.

Reporting to the Local Health Authority

- It shall be the duty of every health care provider, knowing or in attendance on a case or suspected cases of COVID-19, to report to the local health officer for the jurisdiction where the patient resides.
- The administrator of each health facility, clinic, or other setting where more than one health care provider may know of a case, a suspected case or an outbreak of COVID-19 cases shall establish and be responsible for administrative procedures to assure that reports are made to the local health officer.¹
- "Health care provider" means a physician and surgeon, a nurse practitioner, a physician assistant, a registered nurse, a midwife, a school nurse, an infection control practitioner, a medical examiner, a coroner or a dentist.

Provider reports for COVID-19 (excluding point-of-care tests) can be made in one of two ways:

- Complete a [Confidential Morbidly Report](#) and submit via fax to 538-5387; or
- Sign up for electronic reporting via the California Reporting Exchange (CalREDIE) by completing the [CalREDIE Provider Portal User Account Authorization Form](#) and return to llewis@buttecounty.net.

Providers performing SARS-CoV-2 point-of-care testing are required to report all test results (positive or negative) to BCPH electronically (reporting by CMR is a separate requirement and does not meet the requirement for reporting point-of-care results).

Please remember all reports and lab submittal forms must include basic demographic information; name, date of birth, address, phone number, current gender identity, sex assigned at birth, sexual orientation, race and ethnicity.

¹ See [Managing Investigations During an Outbreak | CDC](#):

Reporting Point-of-Care Testing

- **Electronic laboratory reporting (ELR) to CalREDIE is the preferred reporting method.**
 - CalREDIE is used by laboratories, healthcare providers, local health departments, and CDPH for communicable disease reporting and surveillance activities.
 - Reporting to CalREDIE allows the reporting entity to meet the reporting requirements of Title 17 section 2505.
 - Typically takes 4-6 weeks for new sites to accurately setup their ELR interface.
 - During this time labs must still report laboratory results directly to LHJs by one of the methods below or by fax.
 - Although optimal, ELR may not be a viable option for smaller labs, provider offices, and other sites providing point-of-care testing.
- **Manual Laboratory Reporting Module (MLRM) – see link below for sign up nder resources.**
 - Most appropriate for settings with small volumes.
 - Only SARS-CoV-2 results can be reported via MLRM.
 - Each user must complete an account request form, available on the CalREDIE website.
 - MLRM allows a user to log in to CalREDIE and submit results.
 - CalREDIE uses the patient's address to route the report to the local health department where the patient resides.
- **.CSV File Submission**
 - Laboratories that cannot report via ELR can submit results in a correctly formatted .CSV file.
 - A correctly formatted .CSV file can be fed into CalREDIE and results will appear as if the result came via ELR. Improperly formatted files cannot be uploaded.
 - Correct .CSV formatting can be labor intensive for laboratories.
 - Until the .CSV file is correctly formatted and approved by the CalREDIE team to go into CalREDIE, labs are instructed to report results directly to the local health department.
 - For information on how to submit .CSV files to CDPH, contact CalREDIEHelp@cdph.ca.gov

Resources

- [CalREDIE Manual Lab Reporting Module](#) (MLRM).
- CDPH Guidance on the Use of Antigen Tests for Diagnoses of Acute COVID-19 <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/CDPH-Guidance-on-the-Use-of-Antigen-Tests-for-Diagnosis-of-Acute-COVID-19.aspx>
- Butte County Public Health Department COVID Resources: <http://www.buttecounty.net/ph/COVID19>
- Butte County Public Health Department Reporting: <http://www.buttecounty.net/ph/Programs/Communicable-Disease/OtherDiseases/Report>

For further information regarding reporting requirements, please contact the BCPH Communicable Disease Program at (530) 552-3929.

Categories of urgency levels:

Health Alert: conveys the highest level of importance; warrants immediate action or attention

Health Advisory: provides important information for a specific incident or situation; may not require immediate action

Health Update: provides updated information regarding an incident or situation; unlikely to require immediate action