

# How to Report: For Healthcare Providers

## Responsibility to Report

All healthcare providers (inpatient or outpatient), laboratories, and other persons knowing of or suspecting a reportable disease case, are responsible for reporting to the health department. Laboratories in healthcare facilities should refer to the reporting information for laboratories. Healthcare providers and laboratories in the same healthcare facility both have a duty to report. For questions, contact CEDEP at (615) 741-7247 or (800) 404-3006.

## Reporting Timeframe

The diseases, events, and conditions reportable to Tennessee Department of Health (TDH) by healthcare providers are provided in the 2024 List of Reportable Diseases in Tennessee: For Healthcare Providers (page 1 of the List). Most of the reportable diseases, events, or conditions require submission a reporting form within one week. Next business day and immediately reportable diseases, events, and conditions require a telephone call to the health department (refer to the List icons).

## Reporting Methods and Requirements

Healthcare Facilities/Providers should report using one of the following methods:

### 1. Report Via Fax

The PH-1600 may be faxed or emailed directly to the local or regional health office at <https://www.tn.gov/health/health-program-areas/localdepartments.html>, or to the Communicable and Environmental Diseases and Emergency Preparedness (CEDEP) Division at the Tennessee Department of Health (TDH) at (615) 741-3857.

### 2. Report Online

Online reporting for all conditions is completed in the National Electronic Disease Surveillance System (NEDSS) Base System (NBS): <https://hssi.tn.gov/auth/login>. Healthcare providers and laboratories will log in to NBS to enter patient demographics, the reportable condition, facility and provider information, and attach lab report information. Reporters can request an account at <https://redcap.health.tn.gov/redcap/surveys/?s=8L7CMWHN4M>. Please email [ceds.informatics@tn.gov](mailto:ceds.informatics@tn.gov) if you encounter problems signing up.

### 3. Report Electronically

Requirements for electronic case reporting are available at: <https://www.tn.gov/health/cedep/meaningful-use-summary.html>

If you have any questions, please send email to [CEDS.Informatics@tn.gov](mailto:CEDS.Informatics@tn.gov)

## Special Reporting

For blood lead levels, healthcare providers and laboratories are required to report elevated blood lead levels ( $\geq 3.5$   $\mu\text{g/dL}$ ) within 1 week and those  $< 3.5$   $\mu\text{g/dL}$  should be reported within 1 month.

Reports should include a minimum of the Patient's First and Last Name, Date of Birth, Gender, Race, Ethnicity, Address (Street Address, City, State, Zip Code and County of Residence); Sample Date, Sample Type; Provider's Name, Provider's Phone Number and Payment Source.

All blood lead test results may be reported electronically or via fax. Reports should be made online at <https://leadinput.tennessee.edu/leadin/>. For more information, refer to <https://www.tn.gov/health/health-program-areas/mch-lead/for-providers.html> or email UT Extension at [leadtrk@utk.edu](mailto:leadtrk@utk.edu) for assistance.

Healthcare-associated infections should be reported to the National Healthcare Safety Network (NHSN) per the NHSN guidelines, which is generally reporting within 30 days. More information is available at <https://www.tn.gov/health/cedep/hai.html>.

Birth defects is a broad category including many birth defects. These conditions should be reported within 1 week. For more information, refer to the Birth Defects page in the A-Z listing of conditions at <https://www.tn.gov/health/cedep/reportable-diseases.html>. Report online at <https://tdhrc.health.tn.gov/redcap/surveys/?s=TDEYPYCHET>.

Neonatal abstinence syndrome (NAS) should be reported within 1 month via the NAS Reporting Portal at <https://tdhrc.health.tn.gov/redcap/>. The portal requires an account. Please email Dr. Angela Miller ([angela.m.miller@tn.gov](mailto:angela.m.miller@tn.gov)) to establish your username and password. For more information, refer to <https://www.tn.gov/health/nas.html#reporting>.

Drug Overdoses should be reported weekly, every Tuesday for the previous week. For more information, see: <https://www.tn.gov/health/health-program-areas/pdo/pdo/drug-overdose-reporting.html>

**HIPAA Disclaimer for the PH-1600 Form**

This form contains information that is Protected Health Information as defined by the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and, when prepared by a HIPAA Covered Entity, should be prepared, processed, stored, and transmitted with appropriate safeguards against unlawful disclosure.