



Office of Origin: Department of Hospital Epidemiology and Infection Control (HEIC)

I. PURPOSE

Identifies and links the essential communications modalities and contacts for key UCSF locations, programs and personnel referenced in the Infection Control Manual.

II. REFERENCES:

Environment of Care Manual on Aerosol Transmissible Disease Exposure Control

Plan: [https://ucsfpolicies.ucsf.edu/Environmental%20Safety%20Manual/3%201%202%202015EC-ATDECP%20\(RevMay2015\).pdf](https://ucsfpolicies.ucsf.edu/Environmental%20Safety%20Manual/3%201%202%202015EC-ATDECP%20(RevMay2015).pdf)

Administrative Policy 1.01.18 Regulatory Agencies - Reportable Events:

<https://ucsfpolicies.ucsf.edu/Shared%20Documents/RegulatoryAgenciesReportableEvents.PDF>

III. POLICY

UCSF Medical Center personnel will utilize established communications methods for notifying, querying and communicating with UCSF locations, programs and personnel as well as local Departments of Public Health when indicated.

IV. PROCEDURES

Public Health Department Reportable Diseases and Conditions

According to Title 17, section 2500(b) of the California Code of Regulations, every health care provider who knows about a case or suspects a case of any of the reportable diseases or conditions must report to the local health officer for the jurisdiction where the patient lives.

At UCSF Medical Center, reporting responsibilities lie with Clinical Laboratory Technologists in the Microbiology and Immunology Laboratories; Infection Control Practitioners; or physicians and nurses working in acute care areas and clinics.

The Confidential Morbidity Report (CMR) form and guidelines for reporting diseases and conditions, including a list of applicable diseases, from the San Francisco Department of Public Health (SFDPH) can be found by following the link here: <http://www.sfdcp.org/document.html?id=93> . The health department is responsible for completing the CMR form, although the reporting provider may complete it before faxing it to the health department in the jurisdiction of the patient's residence. At UCSF, notify SFDPH as well as the health department in the jurisdiction of the patient's residence.

I. Reporting System

a. Reporting by telephone, FAX or mail:

Diseases identified as "Report Immediately by Telephone" are of urgent concern to community health officials and must be reported by telephone or pager to the San Francisco Communicable Disease Control Unit, San Francisco Department of Health, by anyone caring for the patient within one hour based on clinical suspicion, laboratory confirmation or clinical diagnosis. (See contact table for notification in v. below.) Potential bioterrorism agents are indicated by an asterisk (*). Those identified through laboratory testing are reported via FAX by a Clinical Laboratory Scientist.

b. Diseases identified as "Within One Working Day of Identification" are of major concern and must be reported by FAX or telephone within one day of identification of the illness or organism. Note: Foodborne illnesses occurring in two or more cases from different households, and suspected to have the same source of illness, are to be reported within one working day. (See contact table for notification in v. below.) Those identified through laboratory testing are reported via FAX by a Clinical Laboratory Scientist.



- c. Other reportable conditions listed, such as AIDS, Alzheimer's Disease and related conditions, disorders characterized by lapses of consciousness, and Cancer (except (1) basal and squamous skin cancer unless occurring on genitalia, and (2) carcinoma in-situ and CIN III of the cervix) must be reported by telephone, FAX or mail within 7 calendar days to assure that reporting has been accomplished. (See contact table for notification in v. below.)
d. A Confidential Morbidity Report (CMR) form ("SFDPH Reportable Diseases") will be used to report by FAX or mail. The form can be found at https://carelinks.ucsfmedicalcenter.org/ under the column entitled "Healthcare Information," under "Other Resources."
e. Contact Table for notification:

Table with 3 columns: Reportable Unit, Phone, FAX. Rows include Communicable Disease Control Unit, AIDS Office, STD Clinic, Tuberculosis Clinic, and Animal Bites (mammals only).

- f. Documentation of telephone or fax report: The person reporting the communicable disease or reportable condition will note in the patient's progress note that a report was made to the local health authority.
g. For diseases identified through laboratory testing, the Clinical Laboratory Scientist will enter a note with the test result that says "Notified San Francisco Health Department of Reportable Disease."
h. Laboratory reporting by mail: Clinical Laboratory Scientists in the Microbiology Laboratory and the Immunology Laboratory report by mail with the required demographic information for any patient with laboratory test results indicating a reportable communicable disease. The Laboratory report with appropriate demographic information is to be mailed to: San Francisco Department of Public Health, 101 Grove Street, Room 408, San Francisco, CA 94102

II. Participation in the California Emerging Infections Program (CEIP) UCSF reports to the California Emerging Infections Program by selected culture results of interest at CEIP request.

III. Reporting to Referral Hospitals Discharge Planning, Case Management and Nursing report infections of epidemiological significance to receiving institutions. HEIC will notify receiving facilities of patients identified with CRE (see IC 1.1, Standard and Transmission Based Precautions, Appendix 1)



IV. Tuberculosis (TB) Discharge Planning Documentation

The TB Discharge Planning form is located at <http://www.sfcdep.org/tbhospitaldischarge.html> .

V. HISTORY OF POLICY

Reviewed: 10/95, 1/04, 2/08, 2/11, 02/16

2016 Review Team:

Amy Nichols Laurel Gibbs	Hospital Epidemiology and Infection Control
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