POLICY STATEMENT:

It is the policy of the Texas Tech University Health Sciences Center (TTUHSC) Ambulatory Clinics to express in writing its policy on the reporting of communicable diseases in accordance with federal, state, and local ordinances.

SCOPE:

This policy applies and will be distributed to all TTUHSC Ambulatory Clinics.

PROCEDURE:

1. It is the responsibility of the physician or designee to report all communicable diseases to the appropriate agency. The State of Texas list of notifiable conditions may be found at [www.dshs.state.tx.us/idcu/investigation/conditions/](http://www.dshs.state.tx.us/idcu/investigation/conditions/).

2. The responsible person for reporting the disease shall:
   a. Notify the Health Department or appropriate agency by completing the Notifiable Conditions Report form obtained from the local health department.
   b. The Notifiable Conditions Report form should be delivered to the Health Department or appropriate agency via mail, telephone, or fax. In the event that the Notifiable Conditions Report form is faxed to the agency, a fax coversheet must be used and the fax number must be verified prior to faxing.

3. Each clinic may develop more detailed departmental protocols for reporting and follow-up.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint SOM Policy Committee to the Regional Deans with final signatory authority by the Deans, Schools of Medicine.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint SOM Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement and Risk Management. Administrative and technical management of this policy, including web site maintenance, will be the responsibility of the Lubbock Office of Performance Improvement.

Signatory approval on file by: 
Steven L. Berk, MD
Dean, School of Medicine

J. Manuel de la Rosa, M.D.
Dean, School of Medicine, El Paso