



Ambulatory Clinic Policy and Procedure

Title:	Notifiable Conditions Reporting	Policy Number:	7.21
		Version Number:	7
Regulation Reference:	Joint Commission, CDC, APIC Health & Safety Code 81,84 and 87	Effective Date:	12/2015
		Original Approval:	2/1990

POLICY STATEMENT:

It is the policy of Texas Tech University Health Sciences Center (TTUHSC) Ambulatory Clinics to comply with all federal, state, and local ordinances. when reporting communicable diseases.

SCOPE:

This policy applies to all TTUHSC Ambulatory Clinics operated through its schools.

DEFINITION:

Notifiable conditions are those communicable diseases listed at www.dshs.state.tx.us/idcu/investigation/conditions/. In addition to these conditions, any outbreaks, exotic diseases and unusual group expressions of diseases are considered a notifiable condition.

PROCEDURE:

1. It is the responsibility of the diagnostic lab where the notifiable condition lab test is performed to make the initial report of all notifiable conditions.
2. It is the responsibility of the physician or designee to report the treatment of all notifiable conditions **to** the appropriate agency.
3. The clinical department designee responsible for reporting the disease shall notify the designated agency, health department or other appropriate agency by completing the Communicable Disease Report form which can be obtained from the local health department. Other digital reporting procedures may be developed in conjunction with your local health department for those campuses reducing paper and using the EHR for direct reporting.

APPROVAL AUTHORITY:

This policy shall be recommended for approval by the Joint Ambulatory Policy Committee to the Council of Deans.

RESPONSIBILITY AND REVISIONS:

It is the responsibility of the Joint Ambulatory Policy Committee to review and initiate necessary revisions based on collaboration and input by and through Quality Improvement/Performance Improvement, Risk Management and the Office of Institutional Compliance.

RIGHT TO CHANGE POLICY:

TTUHSC reserves the right to interpret, change, modify, amend or rescind this policy in whole or in part at any time to reflect changes in policy and/or law.

CERTIFICATION:

This policy was approved by the Council of Deans on December 3, 2015.