

DEACONESS HEALTH SYSTEM, INC.
Evansville, Indiana

Policy and Procedure No. 50-31 S

Revised Date: March 2024
Reviewed Date: March 2024

COMMUNICABLE DISEASE REPORTING

I. SCOPE: This policy applies to the following entities within the Deaconess Health System if check marked or added:

	Deaconess Health System, Inc
X	Deaconess Hospital, Inc.
X	Deaconess Clinic, Inc.
X	Deaconess Women's Hospital of Southern Indiana, LLC d/b/a The Women's Hospital
	Deaconess Care Integration, LLC
	DCI Commercial ACO, LLC
	One Care, LLC
	Deaconess Regional Healthcare Services Illinois
	Deaconess Regional Healthcare Network Illinois, LLC,
	Transcare Medical Transport and Logistics, Inc.
	Deaconess Specialty Physicians, Inc.
	Deaconess VNA Plus, LLC
	Deaconess Health Plans, LLC
	Progressive Health of Indiana, LLC
	Tri-State Radiation Oncology Centers, LLC
	Mainspring Managers, LLC
	VascMed, LLC
	OrthoAlign, LLC
	Evansville Surgery Center Associates, LLC
	Deaconess Health Kentucky, Inc
	Healthcare Resource Solutions, LLC
X	Deaconess Henderson Hospital
	Deaconess Union Co. Hospital
X	Gibson General Hospital, Inc
	Deaconess EMS, LLC
	Innovative Healthcare Collaborative of Indiana, LLC

II. PURPOSE: The purpose of this policy is to establish guidelines in reporting communicable diseases.

III. DEFINITIONS:

- a. INDIANA: "Communicable disease" means an illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its toxic products from an infected person, animal, vector, plant, or inanimate environment to a susceptible host, either directly or indirectly (Indiana State Department of Health; 410 IAC 1-2.5-14).
- b. KENTUCKY: "Communicable disease" as described in the 902 KAR 2:020.

IV. POLICY:

A. It is the policy of the Deaconess Health System to:

1. **INDIANA:** Comply with communicable disease reporting rule of the Indiana Administrative Code, revised December 25, 2015. A copy of Administrative Code Rule 410 is on file in the Infection Prevention and Control Department.
2. **KENTUCKY:** Comply with the communicable disease reporting rule of the Kentucky Administrative Regulations, revised January 25, 2022. A copy of Administrative Regulation 902 KAR 2:020 is on file in the Henderson Infection Prevention and Control Department.

V. RESPONSIBILITY:

A. Infection Prevention Department:

1. **INDIANA:** Will report all reportable cases of communicable diseases within required time frames to the local Health Officer, county of patient residence and/or the Indiana State Department of Health (see code 410 IAC 1-2.5-75 for reporting requirements).

a. Cases are reported electronically using NEDSS Base System (NBS) or faxing/mailling confidential report form.

KENTUCKY: Will report all reportable cases of communicable diseases within required time frames to the local Health Officer, county of patient residence and/or the Kentucky Department of Public Health (see title 902 KAR 2:020 for reporting requirements).

a. Cases are reported via faxing/mailling confidential report form.

2. Will complete a disclosure form in the patient's Electronic Medical Record for each communicable disease reported.
3. Will maintain a record of all reported communicable diseases scanned into patient's electronic medical record.

B. Hospital Laboratory Department:

1. Will report all reportable cases of communicable diseases/conditions to ISDH or KDPH within required time frames.
2. As an aid in disease reporting, the following notation will be noted on reports: "REPORTABLE DISEASE."

C. Physician Offices:

1. Will report all reportable cases of communicable diseases/conditions by mail or fax to the County Health Department where the patient resides within required time frames.

VI. PROCEDURE:

A. The Infection Prevention and Control Staff, upon receiving a communicable disease report, will:

1. Report communicable diseases/conditions within required time frames.
2. Assist physicians' offices in reporting reportable diseases/conditions if needed.
3. Mail reporting forms, electronically fax, electronically report online, and/or orally report by telephone to the local Health Officer and/or the Indiana State Department of Health or Kentucky Department of Public Health as appropriate.
4. Reportable cases are sent to Medical Records to be scanned into patient's record.
5. Complete a disclosure in Epic for each reported case.

VII. OPTIONAL SECTION: THIS SECTION INTENTIONALLY LEFT BLANK

VIII. AUTHORITY:

- A. This policy and procedure is owned by the Infection Prevention Officer.
- B. Coordinated with the Manager of the Laboratory and System P&P Committee.

IX. REFERENCES:

- A. Indiana State Department of Health Rule 410 IAC I-2.3 revised and effective December 25, 2015. 2015 reportable disease list revised 9/11/2020.
- B. Kentucky Department of Public Health Title 902 KAR 2:020 revised January 25, 2022. Amended Table of Reportable Diseases and Conditions in Kentucky effective 11/16/2016.

Approved by Infection Prevention and Control Committee: March 2024

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Description: The purpose of this policy is to establish guidelines in reporting communicable diseases.

Summary of Changes/Updates:

No changes; updated dates