

DEACONESS HEALTH SYSTEM, INC.
Evansville, Indiana

Policy and Procedure 50-31 S

Revised Date: March 2022
Reviewed Date: March 2022

COMMUNICABLE DISEASE REPORTING

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

<input type="checkbox"/>	Deaconess Health System, Inc
<input checked="" type="checkbox"/>	Deaconess Hospital, Inc.
<input checked="" type="checkbox"/>	Deaconess Clinic, Inc.
<input type="checkbox"/>	Deaconess Women’s Hospital of Southern Indiana, LLC d/b/a The Women’s Hospital
<input type="checkbox"/>	Deaconess Care Integration, LLC
<input type="checkbox"/>	DCI Commercial ACO, LLC
<input type="checkbox"/>	One Care, LLC
<input type="checkbox"/>	Deaconess Regional Healthcare Services Illinois
<input type="checkbox"/>	Deaconess Regional Healthcare Network Illinois, LLC,
<input type="checkbox"/>	Transcare Medical Transport and Logistics, Inc.
<input type="checkbox"/>	Deaconess Specialty Physicians, Inc.
<input type="checkbox"/>	Deaconess VNA Plus, LLC
<input type="checkbox"/>	Deaconess Health Plans, LLC
<input type="checkbox"/>	Progressive Health of Indiana, LLC
<input type="checkbox"/>	Tri-State Radiation Oncology Centers, LLC
<input type="checkbox"/>	Mainspring Managers, LLC
<input type="checkbox"/>	VascMed, LLC
<input type="checkbox"/>	OrthoAlign, LLC
<input type="checkbox"/>	Evansville Surgery Center Associates, LLC
<input type="checkbox"/>	Deaconess Health Kentucky, Inc
<input type="checkbox"/>	Healthcare Resource Solutions, LLC
<input checked="" type="checkbox"/>	Deaconess Henderson Hospital
<input type="checkbox"/>	Deaconess Union Co. Hospital
<input type="checkbox"/>	Gibson General Hospital, Inc
<input type="checkbox"/>	Deaconess EMS, LLC
<input type="checkbox"/>	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 April 6, 2022

Shawn McCoy
Deaconess Health System President and CEO

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