COMMUNICABLE DISEASE MANUAL POLICIES / PROCEDURES

Reporting and follow-up of Communicable Diseases

Objective: Prompt and thorough reporting and follow up of all reported communicable diseases.

Description: Suspect and confirmed cases of communicable diseases are required by law to be reported to the local health department by health care providers, laboratories, school and daycare centers. Additionally, concerns of illness are reported from persons in the community. The Local Health Department must investigate to determine the validity of these reports, take appropriate control measures to protect the public, and document cases and follow up in the State mandated MDSS date base.


Procedure:

- Reports of Communicable Disease cases/infections/illness may be received by phone, fax, and mail, in person, or via MDSS from physicians, laboratories or other reporting entities. Public Health Nurses receiving the report directly shall notify Nursing Director. In her absence, and at all other times when necessary, the PHN will report seek assistance from the Health Department STD/HIV Coordinator.

- Reportable diseases or unusual occurrences will be entered into MDSS within one working day of receipt by person receiving the report or person assigned to do so by the Nursing Director.

- Follow-up of cases will be assigned by the Nursing Director.

- When the Public Health Nurse begins to follow-up she will change case status from “New” to “Active” in MDSS.

- The Public Health Nurse will attempt to contact the attending physician or lab by phone to obtain further information as needed to confirm the reported case and gather all demographic data needed.

- The Public Health Nurse will attempt to contact the diagnosing physician to confirm that client is aware of their infection before contacting the client. Do not delay investigation if this not readily accomplished.

- The Public Health Nurse shall conduct investigation as needed according to infection and disease type.
• Attempt to contact client by phone, if number available. If no answer, leave phone number for them to call back. Initiate letter to client requesting they contact staff for follow up.

• If no response from client in 48 hours of their receipt of letter, send second request with educational material regarding reported condition. Discuss with referring source other possible means of contacting client.

• Upon contacting patient, nurse will educate regarding transmission, prevention and treatment of their infection. Confirm onset, possible source of illness and identify exposed persons possible needing prophylaxis. Ask for necessary information to complete MDSS case report. Provide client with literature about their illness and web sites for further information.

• Evaluate status of household members/contacts and arrange for testing/treatment, as appropriate.

• Document all follow-up attempts, contacts made, education given, resources distributed, contacts tested/treated, medical data obtained, etc. in MDSS case notes.

• Complete MDSS case report demographic information within 7 days of case entry into MDSS and complete case report in 30 days.

• When follow-up is completed, update “case status” and “investigation status” in MDSS. Select Investigation Status of “Review” to alert CD supervisor case is ready for review and/or closing.

• The Public Health Nurse will update case report forms in MDSS as new information is obtained.

• The Public Health Nurse will enter information received into MDSS for persons residing outside our jurisdiction as MDSS will automatically forward this report to the county of residence.

• Follow-up will be conducted in accordance with Van Buren/Cass District Health Department’s Communicable Disease Standing Orders and Communicable Diseases procedure manual.

• Nursing Supervisor will weekly print an MDSS line list to be reviewed by the Medical Director who will approve, initial and date to document his review.

• Any disease follow-up NOT found in agency Communicable Disease Manual Standing Orders or Communicable Disease Manual will be done with direction from agency Medical Direct or the MDHHS Communicable Disease staff in consultation with Nursing Director.

• References to be used are; agency Communicable Disease Manual and Standing Orders, and current Control of Communicable Disease Manual, The Red Book and CDC and MDHHS websites.