Provider Reporting:
How to Report Diseases, Events, and Conditions to the New York City Health Department

- **Provider reporting helps the Health Department identify outbreaks, prevent infection, and quantify disease burden.**

- **Promptly report diseases, conditions, and events as mandated by law. Know which cases must be reported immediately and which must be reported within 24 hours (Table, page 4).**

- **Call the Health Department's Provider Access Line (PAL) (866-692-3641) immediately if you suspect any of the following, even if the disease or condition is not mandated as reportable:**

  - **any suspected outbreak that occurs in 3 or more people;**

  - **an unusual manifestation of a disease or condition in an individual, including an unusual risk factor or lack thereof (eg, malaria in an individual who has never traveled to an endemic area);**

  - **a newly apparent or emerging disease or a syndrome of uncertain etiology that could possibly be communicable (eg, fungal meningitis possibly associated with contaminated steroid injections); or**

  - **certain infectious diseases in a food handler; a staff member or child younger than age 6 in a school, day care, camp, or other congregate setting; a resident or staff member in a congregate residential setting (including correctional or homeless facilities); or a health care worker who provides oral care.**

NYC Health

The New York City (NYC) Health Department needs timely and accurate information about diseases, conditions, and events that affect New Yorkers to protect and promote the community's health. Both the New York State (NYS) Public Health Law and the NYC Health Code require health care providers to report important diseases and events[1,2] (**Resources—Health Code and Rules**).

Why Should You Report?

Reporting benefits you and your patients

When you report, the Health Department can

- confirm the diagnosis,
- facilitate any needed special laboratory testing (eg, MERS),
- give you access to disease-specific expertise, especially regarding rare or uncommon conditions (eg, botulism),
- facilitate linkage to care for patients,
- provide screening and prophylaxis for patients' close contacts, including family members or sex partners.

Reporting benefits the community

Reporting helps the Health Department

- detect, investigate, and control outbreaks,
- prevent the spread of disease through screening and prophylaxis of patients' close contacts, including family members, and, where appropriate, sex partners,
- prevent injury, such as dog bites, window falls, or injury due to other environmental hazards,
- provide feedback to providers and facilities to improve quality of care,
- plan and monitor prevention programs (eg, vaccination campaigns),
- quantify disease burden and monitor trends that may impact clinical care.

More than 90 specific diseases, conditions, and events are reportable under the NYS Public Health Law and the NYC Health Code.[1,2]

Removing an Environmental Hazard[3]

In 2008, an emergency department pediatrician at Montefiore Medical Center reported 3 cases of new-onset seizures in children who had been exposed to camphor cubes. A Health Department investigation found that unlabeled camphor cubes (*alcanfor* in Spanish) were widely available in neighborhood stores. Camphor products are used for pest control and as an air freshener. While camphor cubes and tablets are sometimes used as a natural remedy for colds, these products are not approved by the US Food and Drug Administration (FDA) as cough or cold medicine. Moreover, any health or medical products that are inappropriately labeled according to federal requirements are illegal as well as potentially unsafe.

The Health Department quickly issued a press release warning parents and caregivers to keep camphor products away from children and advising stores not to sell camphor products unless approved by the FDA and properly labeled. The Health Department also issued a health alert telling providers about the link between camphor and seizures in children, and ordered stores not to sell over-the-counter medications containing camphor unless approved by the FDA and properly labeled.

The investigation and media campaign led to the removal of thousands of illegal camphor cubes from the market.

Some of the information you report is used by government agencies to guide program planning, design interventions, and inform policy. Following strict data confidentiality policies, the Health Department produces surveillance reports and other data products that are used by public health researchers and often form the basis for peer-reviewed journal articles. See **Resources—Data and Statistics** and **Health Data Publications** for more information.

The Health Department is exploring ways to streamline electronic reporting as more providers adopt electronic health records and can connect with health information exchanges, such as the State Health Information Network of NY (SHIN-NY).

What Should You Report?

More than 90 specific diseases, conditions, and events (**Table**) are reportable by law, including

- certain infectious diseases,

- animal bites,

- births and terminations of pregnancy (spontaneous and induced),

- deaths,[4]

- drownings,

- immunizations (reporting is mandatory for immunizations in people younger than 19, and encouraged for people 19 years and older) and immunization-related adverse events,

- first episode of psychosis in hospitalized patients between 18 and 30 years of age,

- poisonings from any source (including lead),

- sterilizations (all procedures, male and female, inpatient and outpatient, government and commercial health plans),

- window falls (by children 16 years and younger from buildings with 3 or more dwellings).

See the **Table** for complete reporting requirements.

What Happens If You Don't Report?

If you fail to report or to report promptly, the Health Department may miss an opportunity to prevent further morbidity or mortality among other people who could be affected by the disease, condition, or event. In addition, you could be subject to fines and other penalties, including, but not limited to, reports to the NYS Office of Professional Medical Conduct.

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Provider reporting is important even when laboratories are mandated to report test results for the same patients. Laboratory reports are not always sufficient for the Health Department to verify a diagnosis.

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How to Report

- **For immediate reporting (Table), call the Health Department's Provider Access Line (PAL) at 866-692-3641.**

- To report diseases, events, and conditions that do not require immediate reporting (**Table**), log in to **NYCMED** to access

  - Reporting Central for communicable diseases, poisonings, animal bites, drownings, first episodes of psychosis, and other diseases/events,

  - Electronic Vital Events Registration System (EVERS) for deaths, births, and terminations of pregnancy,

  - Citywide Immunization Registry (CIR) for immunizations and related adverse events. CIR can also be accessed at nyc.gov/health/cir.

Register for a NYCMED account at nyc.gov/nycmed. For assistance with registration, e-mail nycmed@health.nyc.gov or call 888-NYCMED9 (888-692-6339). If you cannot report electronically, fax or mail the paper Universal Reporting Form (URF), available at nyc.gov/html/doh/html/hcp/hcp-urf.shtml (**Resources**).

ABOUT THE PROVIDER ACCESS LINE: 866-692-3641

The Provider Access Line (PAL) is your 24/7 resource for reporting and medical information.

- When you call to report, an agent will connect you to the appropriate surveillance number or, in nonurgent situations, give you reporting instructions.

- When you call for information, a doctor will answer your questions about diagnosis, testing, or other public health issues.

TABLE. REPORTABLE DISEASES, CONDITIONS, AND EVENTS

Report cases of diseases and conditions from Groups A, B, and C as directed, and see the "Special reporting requirements" section below. In addition, immediately report all suspected outbreaks (in 3+ individuals) and unusual manifestations of any disease or condition, as well as any newly apparent or emerging disease or syndrome, to the Department's Provider Access Line at 866-692-3641. For more information, go to nyc.gov/health/diseasereporting.

GROUP A: Report suspected cases **immediately** to 866-692-3641. Do not wait for laboratory confirmation.

Anthrax	Measles (rubeola)	Rubella (German measles)
Arboviral infections, acute [a]	Melioidosis	Severe or novel coronavirus (eg, SARS, MERS-CoV)
Botulism (infant, foodborne, and wound)	Meningococcal disease, invasive (including meningitis)	Smallpox (variola)
Brucellosis		Staphylococcal enterotoxin B poisoning
Carbon monoxide poisoning [b]	Monkeypox	*Staphylococcus aureus*, vancomycin intermediate (VISA) and resistant (VRSA)
Cholera	Plague	
Diphtheria	Poliomyelitis	Tularemia
Food poisoning, occurring in 2+ individuals	Q fever	Vaccinia disease [d]
Glanders	Rabies, exposure to rabies (eg, animal bite from vector species at high risk for rabies) [c]	Viral hemorrhagic fever (eg, Ebola)
Hantavirus disease		West Nile viral neuroinvasive disease and fever
Influenza, novel strain with pandemic potential	Ricin poisoning [b]	Yellow fever

GROUP B: Report suspected cases to 866-692-3641 **immediately** *if* case is a food handler; is a staff member or child younger than age 6 in a school, day care, camp, or other congregate setting; lives or works in a congregate residential setting (including correctional or homeless facilities); or works in oral health care. If case does not meet these risk-group criteria, report within 24 hours of confirmation using Reporting Central, accessible via NYCMED at nyc.gov/nycmed.

Amebiasis	Giardiasis	Shiga toxin-producing *E. coli* (STEC)
Campylobacteriosis	Hepatitis A	Shigellosis
Cryptosporidiosis	Paratyphoid fever	Typhoid fever
Escherichia coli O157:H7	Salmonellosis	Yersiniosis, non-plague

GROUP C: Report confirmed cases **within 24 hours** using Reporting Central, accessible via NYCMED at nyc.gov/nycmed, unless otherwise noted. Go to nyc.gov/health/diseasereporting for more information about how to report online or about other methods of reporting.

Anaplasmosis (human granulocytic)	Hepatitis C, acute only	Mumps
Animal bite (also see rabies, Group A) [c]	Hepatitis D	Pertussis (whooping cough)
Babesiosis	Hepatitis E	Poisoning by drugs or other toxic agents [b]
Chancroid	Hepatitis, other infectious viral hepatitides	Psittacosis
Chlamydia	Herpes simplex virus, neonatal infection (infants aged ≤60 days)	Psychosis, first episode (patients aged 18-30) [h]
Creutzfeldt-Jakob disease		Rickettsialpox
Cyclosporiasis	HIV/AIDS [g]	Rocky Mountain spotted fever
Dengue	Influenza, pediatric death (children aged ≤19)	Rubella syndrome, congenital
Drownings (whether resulting in death or not)	Legionellosis	Streptococcus (Groups A and B), invasive infections
Ehrlichiosis (human monocytic)	Leprosy (Hansen's disease)	Syphilis, all stages including congenital
Encephalitis	Leptospirosis	Tetanus
Falls from windows (children aged <16) [e]	Listeriosis	Toxic shock syndrome
Gonorrhea	Lyme disease	Trachoma
Granuloma inguinale (donovanosis)	Lymphocytic choriomeningitis virus	Transmissible spongiform encephalopathy
Hemolytic uremic syndrome	Lymphogranuloma venereum	Trichinosis
Haemophilus influenzae disease, invasive	Malaria	Tuberculosis [i]
Hepatitis B, acute only (unless pregnant) [f]	Meningitis, bacterial causes	*Vibrio* species, non-cholera

Special reporting requirements: Use NYCMED (nyc.gov/nycmed) to access all NYC Health Department online applications and reporting systems, including Reporting Central, the Electronic Vital Events Registration System (EVERS), and the Citywide Immunization Registry (CIR). CIR can also be accessed at nyc.gov/health/cir.

· **Deaths, Births, Terminations of Pregnancy—use EVERS.** *Deaths:* Report within 24 hours of the death or the finding of the remains. *Births:* Report within 5 business days. *Terminations of pregnancy (spontaneous and induced):* Report within 24 hours if a burial permit is requested; otherwise, report within 5 business days.

· **Immunizations & Adverse Events—use the CIR.** Report all immunizations given to individuals younger than 19 within 14 days and report any adverse events.

· **Lead Levels.** Report blood lead levels ≥10 μg/dL within 24 hours and <10 μg/dL within 5 days (if using a point-of-care device [LeadCare®]). For children aged 18 and younger, use the CIR or fax results to 347-396-8935. For adults, fax results to 646-632-6105 or call 646-632-6102.

· **Sterilizations—use Reporting Central:** Report all sterilizations—all procedures, male and female, inpatient and outpatient, government and commercial health plans—monthly.

NOTES: [a] Including Chikungunya virus, Japanese encephalitis virus, and Rift Valley fever virus, among others. If dengue (see Group C), or West Nile virus or yellow fever (see Group A), report as such. **[b]** Call the Poison Control Center at 800-222-1222 or 212-764-7667 (212-POISONS) for confidential treatment advice or to report poisonings, including carbon monoxide and/or a carboxyhemoglobin level above 10% (see Group A), lead (see Lead Levels), and pesticide (suspected and confirmed). **[c]** May report animal bites by calling 646-632-6074 or online at nyc.gov/html/doh/html/environmental/animals-bite-rpt.shtml. **[d]** Due to contact transmission or complications from smallpox vaccination. **[e]** Report falls (by children aged <16) from windows in buildings with 3+ dwellings by calling 646-632-6204. **[f]** Report chronic and acute cases of hepatitis B in pregnant or postpartum patients using Reporting Central or the IMM-5 form, available at nyc.gov/html/doh/downloads/pdf/imm/perinatal-hepb.pdf. Call 347-396-2403 for information. **[g]** Report all diagnoses of HIV infection, HIV-related illness, and AIDS within 14 days using the New York State Provider Report Form (PRF). Call 212-442-3388 for more information. **[h]** Report first hospital admission of persons (aged 18-30) with any of the following diagnoses: schizophrenia (any type); psychosis NOS (not otherwise specified); schizophreniform disorder; delusional disorder; schizoaffective disorder; brief psychotic disorder; shared psychotic disorder; other or unspecified schizophrenia spectrum and other psychotic disorders. **[i]** Report any suspected or confirmed tuberculosis cases, including positive AFB smears, positive nucleic acid amplification tests, positive *M tb* cultures, pathology findings consistent with TB, start of TB treatment with 2 or more anti-TB drugs, and, in children aged ≤5, positive tests for TB infection (either a Mantoux test or an FDA-approved blood test).

Special Reporting Requirements

Some diseases, conditions, and events have special reporting requirements (**Table** and **Resources**):

HIV

Report within 14 days of positive test results:

- acute HIV infection,
- initial/new HIV diagnosis, defined as first report of an HIV antibody-positive test result,
- previously diagnosed HIV infection in a patient who has not yet met clinical criteria for AIDS,
- initial/new diagnosis of AIDS, based on CD4 cell count <200 cells/μL (or CD4% <14 if no count is available), or diagnosis of an opportunistic infection (AIDS-defining illness; see cdc.gov/mmwr/preview/mmwrhtml/rr6303a1. htm?s_cid=rr6303a1_w for a list), or
- previously diagnosed AIDS in a patient being seen by the provider for the first time.

Use the required NYS HIV/AIDS Medical Provider Report Form (PRF). Call the HIV Surveillance Provider line at 212-442-3388 to arrange for pick-up of the form. To protect patient confidentiality, faxing or mailing reports is not permitted.

Tuberculosis

Report within 24 hours through Reporting Central (see **How to Report**):

- any individuals with suspected or confirmed cases of tuberculosis (TB), as determined by at least one of the following:
  - positive acid-fast bacilli (AFB) smears,
  - positive nucleic acid amplification tests for *M tuberculosis* complex,
  - positive *M tuberculosis* cultures,
  - biopsy, pathology, and autopsy findings consistent with TB,
- individuals you have started or intend to start on treatment for TB, ie, with 2 or more anti-TB drugs (this may require you to send an amended or updated Universal Reporting Form if you initiate treatment following the initial reporting of laboratory results), or
- any child younger than 5 years old who has tested positive on any test for TB infection (eg, Mantoux or tuberculin skin test or an interferon-gamma release assay [blood test]).

Halting an Outbreak[5]

In February 2014, health care providers reported 2 confirmed cases of measles to the Health Department. Over the next 2 months, the city saw a surge in measles cases due in part to the failure of providers to report cases before laboratory confirmation. The Health Department and health care facilities had to expend substantial resources to contact patients and their families who were exposed. Approximately 2000 people, many in health care settings, were identified as exposed to measles, and 25 measles cases were identified in children and adults clustered in northern Manhattan.

When providers began to promptly report suspected measles cases, the Health Department was able to ensure rapid implementation of outbreak control measures and develop a targeted outbreak response. As a result of those efforts, the Health Department declared the outbreak over by May 2014.

Child with measles

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) explicitly permits public health reporting without patient consent. HIPAA authorizes any reporting that is required by law (eg, reporting of diseases) and authorizes disclosures to the public health department for purposes such as preventing or controlling disease.[6]

Immunizations and related adverse events

Report all immunizations given to people younger than 19 years within 14 days of administration through

- Citywide Immunization Registry (see **How to Report**) or an HL7 interface from your electronic health record system to the CIR. The latter method meets meaningful use requirements for immunization reporting. Visit nyc.gov/html/doh/html/hcp/cir-ehr-meaningfuluse.shtml for more information.

Note: If the hepatitis B vaccine birth dose and hepatitis B immune globulin (HBIG) are reported on the birth certificate, they will automatically be reported to the CIR.

Report all immunization-related adverse events to the CIR.

Sterilizations

Report all sterilizations each month using Reporting Central (see **How to Report**). Include all procedures— male and female, inpatient and outpatient, government and commercial health plans.

Window falls

Report when a child aged 16 or younger falls from a window in a building with 3 or more dwellings by calling 646-632-6204 or e-mailing windowfallprevention@health.nyc.gov.

Lead poisoning

Report blood lead levels ≥10 µg/dL among NYC residents within 24 hours. Providers using a point-of-care test (and clinical laboratories) should report all blood lead levels <10 µg/dL within 5 days.

- For children aged 18 and younger, report using the CIR.
- For adults, report by calling 646-632-6102 or faxing the result to 646-632-6105.

Ebola

Call the Health Department

Call the Health Department at 866-692-3641 immediately if you notice anything out of the ordinary, such as a single case of an unusual or rare disease (eg, Ebola Virus Disease). If you sense an imminent public health concern, don't wait to report routinely.

Ebola Virus Disease (EVD) Resources

See nyc.gov/ebola for Health Department EVD resources, including:

- Health Alert Network (HAN) communications (see below)
- Guidance for
  - Ambulatory care settings
  - Emergency department settings
  - Laboratories
- Infection prevention and control
- Maps of affected areas in West Africa

Also see New York State Department of Health (www.health.ny.gov/diseases/communicable/ebola/) and Centers for Disease Control and Prevention (CDC) (www.cdc.gov/ebola) for the latest updates.

THE NYC HEALTH ALERT NETWORK (HAN)

The Health Alert Network (HAN) provides timely health alerts, advisories, and updates, including information about acute outbreaks and breaking public health emergencies, to medical providers in New York City. These notices are delivered electronically and archived online. Register for the HAN at nyc.gov/nycmed.

Visit the Health Department's website at nyc.gov/health/diseasereporting
for more information about reporting diseases, conditions, and events.

Resources

NYC Reporting

- Reporting Guidelines: nyc.gov/health/diseasereporting (all diseases, conditions, events)

- Provider Access Line: 866-692-3641

- NYCMED: nyc.gov/nycmed
  Reporting Central, Electronic Vital Events Registration System (EVERS), Citywide Immunization Registry (CIR). For assistance, call 888-NYCMED-9 (888-692-6339) or e-mail nycmed@health.nyc.gov.

- CIR: nyc.gov/health/cir
  For assistance, call 347-396-2400 or e-mail nycimmunize@ health.nyc.gov.

- HIV/AIDS reporting information: 212-442-3388

- Tuberculosis information

  - Reporting Requirements: nyc.gov/html/doh/downloads/ pdf/tb/reporting_requirements_for_tuberculosis.pdf

  - Hospital Discharge Approval Form: nyc.gov/html/doh/ downloads/pdf/tb/tb-hospital-discharge-form.pdf

  - Treatment Instructions and Forms: nyc.gov/html/doh/ html/diseases/tb-provider.shtml

- Syphilis registry check: 347-396-7201

- Laboratory Reporting: www.health.ny.gov/professionals/ reportable_diseases/eclrs/index.htm

- Laboratory Test Request Forms: nyc.gov/html/doh/html/ hcp/lab-forms.shtml

- Animal Disease Reporting: nyc.gov/html/doh/html/ environmental/animal-disease-reporting.shtml

- Animal Bite Online Report Form: nyc.gov/html/doh/html/ environmental/animals-bite-rpt.shtml

NYC Reporting Regulations

- Health Code Article 11 (reportable diseases, conditions and some events, including animal bites, drownings, first-episode psychosis, poisonings, window falls): nyc.gov/html/doh/downloads/pdf/about/healthcode/ health-code-article11.pdf

- Health Code Article 201 (births): nyc.gov/html/doh/downloads/pdf/about/healthcode/ health-code-article201.pdf

- Health Code Article 203 (termination of pregnancy): nyc.gov/html/doh/downloads/pdf/about/healthcode/ health-code-article203.pdf

- Health Code Article 205 (deaths): nyc.gov/html/doh/downloads/pdf/about/healthcode/ health-code-article205.pdf

- Administrative Code Title 17 Chapter 4 (sterilizations): http://72.45.128.254/nycnew/ACTitle17.aspx

General

- Centers for Disease Control and Prevention. AIDS-defining conditions: http://www.cdc.gov/mmwr/preview/mmwrhtml/ rr6303a1.htm?s_cid=rr6303a1_w

- Health Information Exchange (HIE) with your EHR: nyc.gov/html/doh/html/hcp/pcip-rhio.shtml

- New York eHealth Collaborative, Statewide Network (SHIN-NY): http://nyehealth.org/what-we-do/statewide-network

- Sterilization consent form: health.ny.gov/health_care/medicaid/publications/docs/ ldss/ldss-3134.pdf

- The Region II STD/HIV Prevention Training Center (PTC): www.nycptc.org

- Vaccines and Immunizations: nyc.gov/html/doh/html/ living/immun.shtml

Data Reports

- Data and Statistics: nyc.gov/html/doh/html/data/ data.shtml

- Health Data Publications: nyc.gov/html/doh/html/data/ data-publications.shtml

- Influenza Surveillance Data: nyc.gov/html/doh/flu/html/ data/data.shtml

- EpiQuery: nyc.gov/health/epiquery

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4. Madsen A, Rossi M, Das T. Improving cause of death reporting: update 2012. *City Health Information*. 2012;31(6):41-49. nyc.gov/html/doh/html/data/ chi31-6_index.html. Accessed October 15, 2014.

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