



STATE OF WASHINGTON
DEPARTMENT OF HEALTH

*PO Box 47890 • Olympia, Washington 98504-7890
Tel: 360-236-4030 • TDD Relay Service: 800-833-6388*

September 20, 2016

Dear Laboratory Directors and Staff,

The Washington State Department of Health works with our local and state Public Health partners to prevent and control the spread of diseases and other conditions in our communities. Our ability to do this work successfully depends on Washington's notifiable condition reporting system, which provides essential information to Public Health for investigation and surveillance. As vital participants in this essential reporting system, laboratories play a key role in ensuring our ability to address cases, and potential outbreaks, as efficiently as possible.

With that in mind, I am reaching out to you today to request your help to confirm that all information required for notifiable condition laboratory reporting is being sent to Public Health, as required under **Washington Administrative Code (WAC) 246-101, Notifiable Conditions**. I have also included a Notifiable Conditions Reporting poster (Laboratories) for you to print if needed.

Notifiable Condition Laboratory Reporting Requirements

There are specific data element requirements for 1) notifiable condition result notifications to Public Health and 2) specimen submissions sent to reference labs, as listed below.

Required Data Element	Notifiable Condition Result Notifications to Public Health WAC 246-101-225(1)	Specimen Submissions to Reference Labs WAC 246-101-205(3)
Patient Name	(j) Name of patient	(a) Patient name
Patient Address	(m) Full address of patient, or patient zip code at a minimum, when available in laboratory data base	(b) Full address of patient, or patient zip code at a minimum, when available in laboratory data base
Patient DOB or Age	(l) Date of birth or age of patient, when available in laboratory data base	(c) Date of birth or age of patient, when available in laboratory data base
Patient Sex	(k) Sex of patient, when available in laboratory data base	(d) Sex of patient, when available in laboratory data base
Provider Name	(f) Requesting health care provider's name	(e) Name of the principal health care provider
Provider Phone Number	(g) Requesting health care provider's phone number	(f) Telephone number of the principal health care provider
Provider Address	(h) Requesting health care provider's address, when available	(g) Address of the principal health care provider, when available
Test	(i) Test result	(h) Type of test requested
Specimen Type	(a) Type of specimen tested	(i) Type of specimen
Specimen Collection Date	(d) Date of specimen collection	(j) Date of specimen collection
Reporting Laboratory Name	(b) Name of reporting laboratory	

Reporting Laboratory Phone Number	(c) Telephone number of reporting laboratory	
Date Specimen Received by Reporting Laboratory	(e) Date specimen received by reporting laboratory	

How You Can Help

Please make time for you and your staff to review the list above and confirm that all elements are present, both in your notifiable condition result notifications and in your submissions of specimens to reference labs. Depending on your specific notification and send out systems, this may require coordinating with multiple members of your laboratory and/or information technology (IT) teams to fully review the information that is being sent out for both of the following:

- Your notifiable condition results notifications (electronic or paper)
- Your documentation sent out with reference lab specimens (electronic or paper)

We recognize that this will require an investment of time and resources on your part. The time you and your staff invest now will 1) reduce the number of follow-up calls generated from Public Health investigators calling to fill in information gaps and 2) improve our Public Health community’s ability to act expediently in their important work protecting the health and wellbeing of the people of Washington State.

Thank you for your assistance. Please contact me directly with any questions or concerns.

Sincerely,

Scott

Scott Lindquist MD MPH
 State Epidemiologist for Communicable Diseases
 Deputy Health Officer
 206-418-5406 Office
 206-718-2664 Cell
 206-418-5515 Fax