



Ambulatory Clinic Policy and Procedure

Title: NOTIFIABLE CONDITIONS REPORTING	Policy Number: 7.8
Regulation Reference:	Effective Date: 6/2014

Policy Statement:

It is the policy of Texas Tech University Health Sciences Center at El Paso (TTUHSC at El Paso) clinics to report notifiable conditions in accordance with state and local ordinances.

Scope and Distribution:

This policy applies to all TTUHSC at El Paso ambulatory clinics.

Procedure:

1. It is the responsibility of the provider to report all notifiable conditions to the local Health Department.
2. The provider may delegate the actual reporting of the notifiable conditions to a responsible staff member.
3. The person responsible for reporting will:
 - a. Notify the Health Department via telephone or by completing required notification forms.
 - b. Ascertain that lab results are documented on the patient record.
 - c. Document in the patient record that the appropriate agency has been notified.
 - d. Ascertain that the patient has been contacted for follow up appointment and treatment.
 - e. Notify the Office of Occupational Health of all notifiable conditions reported by the clinic as soon as they are reported.
4. The Infection Control Nurse will monitor and report communicable diseases, to the Infection Control/Clinic Operations committee.
5. The most current list of "Notifiable Conditions" from the City of El Paso Department of Public Health can be found at <http://home.elpasotexas.gov/health/epidemiology.php>.

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Signatory approval on file by: Michael J. Romano, M.D. Associate Dean of Clinical Affairs Clinic Operations Committee Chair Texas Tech University Health Sciences Center at El Paso	