How to Report: For Laboratories

Responsibility to Report

All healthcare providers (inpatient or outpatient), laboratories, and other persons knowing of or suspecting a reportable disease case are responsible for reporting it to the health department. Laboratories in healthcare facilities should refer to the information below. Healthcare providers and laboratories in the same healthcare facility both have a duty to report. For questions, please send email to CEDS.Informatics@tn.gov or, contact CEDEP at (615) 741-7247 or (800) 404-3006.

Reporting Guidance

The diseases, events, and conditions reportable to Tennessee Department of Health (TDH) by laboratories for 2024, including laboratories in healthcare facilities, are provided in the 2024 List of Reportable Diseases in Tennessee: For Laboratories (page 2 of the List). The Detailed Laboratory Guidance document provides additional details regarding the reportable tests, results, and specimen sources, and specimen/isolate requirements for submission to the Tennessee Department of Health Laboratory. The Tennessee Department of Health Laboratory provides additional details about submission at https://www.tn.gov/health/health-program-areas/lab.html.

Reporting Timeframe

Refer to the List for the reporting timeframe for each condition. Most of the reportable diseases, events, or conditions require reporting within one week via the methods described below. The next business day and immediately reportable diseases, events, and conditions require a telephone call to the health department (refer to the List icons). Refer to the Detailed Laboratory Guidance for catchment limitations for the HAI Emerging Infections Program (EIP) conditions.

Reporting Methods and Requirements

Laboratories should report using one of the following methods:

1. Electronic Laboratory Reporting (ELR)

   Requirements for electronic laboratory reporting are available at https://www.tn.gov/health/cedep/laboratory-reporting.html.

2. Report via Fax (615-741-3857) or email: CEDEP.BGM@tn.gov

   The information below is required for printed laboratory reports, if available.
   (1) Patient demographics (including patient date of birth, address, sex, race, ethnicity, and telephone)
   (2) Ordering provider and facility name, phone number, address
   (3) Performing laboratory name, phone number, and address
   (4) Reporting facility name, phone number, address
   (5) Date of the laboratory report
   (6) Test performed (may differ from the test ordered)
   (7) Accession number
   (8) Specimen type/source and collection date
   (9) Result (quantitative and qualitative), interpretation, and reference range

If the printed laboratory report does not include the required information listed above, then the PH-1600 Form should be completed for the missing information and submitted with the printed laboratory report. The PH-1600 is the general reporting form for most diseases, events, or conditions when reporting to public health (see below for special reporting). Laboratories are only required to report Specimen Collection Date and Specimen Source in the Clinical Information section.

3. Report Online

   Online reporting for all conditions is completed in the National Electronic Disease Surveillance System (NEDSS) Base System (NBS): https://hssi.tn.gov/auth/login. Healthcare providers and laboratories will log in to NBS to enter patient demographics, the reportable condition, facility, and provider information, and attach lab report information. Reporters can request an account at https://redcap.health.tn.gov/redcap/surveys/?s=8L7CMWHN4M. Please email ceds.informatics@tn.gov if you encounter problems signing up.

Special Reporting

For blood lead levels, healthcare providers and laboratories are required to report elevated blood lead levels (≥3.5 µg/dL) within 1 week and those < 3.5 µg/dL should be reported within 1 month. Reports should include a minimum of the Patient's First and Last Name, Date of Birth, Gender, Race, Ethnicity, Address (Street Address, City, State, Zip Code and County of Residence); Sample Date, Sample Type; Provider's Name, Provider's Phone Number and Payment Source. All blood lead test results may be reported electronically or via fax.
Reports should be made online at: https://leadinput.tennessee.edu/leadin/.
For more information, refer to https://www.tn.gov/health/health-program-areas/mch-lead/for-providers.html or, email UT Extension at leadtrk@utk.edu for assistance.

Healthcare-associated infections reported for the Emerging Infections Program (EIP), should be reported according to the guidelines in the Detailed Laboratory Guidance document. Any questions can be sent to HAI.Health@tn.gov.

HIPAA Disclaimer for the PH-1600 Form

This form contains information that is Protected Health Information as defined by the Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and, when prepared by a HIPAA Covered Entity, should be prepared, processed, stored, and transmitted with appropriate safeguards against unlawful disclosure.