New Supplier Enrollment

Instructions and Application

Florida Department of Health
Electronic Laboratory Reporting:
New Supplier
Enrollment Instructions

The Florida Department of Health is committed to the health and safety of all people in Florida. Chapter 64D-3 of the Florida Administrative Code (FAC) requires that healthcare providers and laboratories electronically report the laboratory results of notifiable diseases and conditions to the Department of Health. The department's established procedure is known as Electronic Laboratory Reporting, or ELR.

The Department of Health uses the electronically submitted data for the purpose of disease surveillance. The ELR process does not replace or relieve requirements for laboratories and hospitals to report results back to the requesting providers.

Laboratories and hospitals ("suppliers") interested in electronic reporting must complete the following steps in order to enroll in ELR:

1. **Review of Chapter 64D-3, Florida Administrative Code** (http://fac.dos.state.fl.us/) regarding reportable diseases and conditions. Following are some of the applicable sections regarding the submission of Electronic Laboratory Reports

   Section 3.031, F.A.C. 64D-3 provides the laboratory reporting requirements for diseases/conditions in Florida along with the requirements for the Departments ELR program. Paragraph (3) of this section requires the following information to be included in the laboratory result:

   (a) The Patient's:

   1. First and last name, including middle initial;
   2. Address including street city, state and zip code;
   3. Phone number, including area code;
   4. Date of birth;
   5. Sex;
   6. Race;
   7. Ethnicity (specify if of Hispanic descent or not of Hispanic descent);
   8. Pregnancy status if applicable;
   9. Social Security number;

(b) The Laboratory

1. Name, address and telephone number of laboratory performing test;
2. Type of specimen (for example stool, urine, blood, mucus, etc.);
3. Date of specimen collection;
4. Site (for example cervix, eye, etc., if applicable);
5. Date of report;
6. Type of tests performed and results, including reference range, titer when quantitative procedures are performed, and including all available results on speciating, grouping or typing of organisms;
7. Submitting provider's name, address including street, city, zip code and telephone number, including area code;
8. National Provider Identification (NPI) Number.

2. **Submit a List of Laboratory Tests You Perform**. The following program areas within the Department will review the list and provide feedback as to which tests are reportable. STD, HIV/AIDS, TB, and the Bureau of Epidemiology. The list should **include** the following [See **Appendix C** for a *sample* spreadsheet.]:

   - Tests codes and names to include both Loinc Code/Name and Local test code/name
   - Expected results for each test type
     - If Discrete results expected then include SNOMED code/name and local result code and name
     - If results of the test is numerical then include the reference range and Units for that test type.
   - Specimen Type/Site Code and name (SNOMED and Local) used for each test type
   - Highlight or indicate those tests that are part of a group or panel and name the group or panel

3. **Provide a list of county health department contacts** to whom you have sent laboratory results for notifiable diseases or conditions during the previous twelve months (**Appendix B**). Once you are enrolled in ELR, the department will verify that each of these contacts will have access to and have verified the content your electronic laboratory results as part of the testing and validation of the ELR feed.

4. **Health Level Seven (HL7) 2.5.1 Specifications for Electronic Laboratory Based Reporting Guideline for Implementation.** DOH supports the Health Level Seven (HL7) version 2.5.1 standard for electronic results submission for those facilities following Meaningful Use (MU) guidelines. Any exceptions to this standard must be approved by the department. The department does supports older versions of the HL7 specification for facilities not following the MU guidelines.

- The department utilizes the following established standards:
    - PHIN Vocabulary Standards and Specifications for the coding of various data within the HL7 message. See http://phinvads.cdc.gov/vads/SearchVocab.action to search for data sets the PHINVADS search tool.
    - The department requires the use of Logical Observation Identifiers Names and Codes (LOINC) for both orders in OBR-4 and tests in OBX-3. The Regenstrief Institute provides a free mapping utility called the Regenstrief LOINC Mapping Assistant (RELMA) to assist efforts to map local codes to LOINC codes see http://loinc.org/ for further details.
        - The department requires the use of Systematized Nomenclature of Medicine (SNOMED) codes see http://www.ihtsdo.org/ for further details. Or see http://www.snomedbrowser.com/ to find SNOMED codes.

5. **Complete the New Supplier Enrollment Application (Appendix A).** The application requests information about your facility, your contacts, and your laboratory information management system (LIMS).

    - **Submit the form to the following address for DOH review:**

      ELR Business Analyst
      Bureau of Epidemiology
      Florida Department of Health
      4052 Bald Cypress Way, Bin A12
      Tallahassee, Florida 32399

      Or Fax to 850-922-9299

      Or email the form to: DLFDOHReportableLabResultsInquiry@flhealth.gov

    - **DOH review of application.** The DOH ELR stakeholders will review your application. The department's ELR Manager will inform you when your application is accepted and to establish a schedule for creating the ELR interface with your facility. The ELR Manager may also request clarification or correction of information in your application.

6. **Create the HL7 message protocol.** Once a schedule for establishing the interface has been agreed upon, the next step is for you to create the HL7 message protocol for your laboratory results data according to the DOH HL7 Standards.

    - **Data Transmission.** The Department Of Health currently supports a number of mechanisms for data transport of laboratory results including:
        - sFTP (Secure FTP as a portion of the Open SSH protocol suite) [free],
        - PHIN-MS (CDC developed sure transport mechanism as defined at http://www.cdc.gov/phin/messaging/index.htm) [free],
        - VPN [cost to lab be negotiated], not recommended due to high costs to

the lab.

The integration supports both batch and transactional message processing. The appropriate method of connectivity and result submission is selected based on volume and priority.

- **Data encryption.** All public health data must be secured during transport. When utilizing a secure method for transmission (VPN, SFTP, etc), the data file/message does not need to be encrypted. However, when using an unsecured method of transmission (FTP, HTTP, etc) the data file/message must be encrypted. The Florida Department of Health supports PGP compliant file level encryption (PGP, OpenPGP, GPG, etc).

7. **Submit the HL7 message protocol to DOH for review.** The department will review the HL7 message protocol, and will contact you should there be a need for clarification or revision. The department will inform you when your HL7 message protocol has been validated.

8. **Test the HL7 message protocol.** After your HL7 message protocol has been validated, the department will work with you to establish a test transmission.

9. **The Department of health will work with the LAB on transmitting a series of TESTS.** Typically a couple of positives of every test you may transmit. Once these tests are validated and the format approved by all departments the department will schedule you to “go live”. At that point the lab can switch to their live production environment for sending ELR messages. The Department will continue to receive in test until content validation of the messages is complete and no or few issues remain. Then the lab production feed will be re-routed to the Departments production system.

10. **Transition from paper to ELR.** After you have “gone live”, and the department is receiving your electronic reports, the department will establish a schedule for transitioning from paper reporting to ELR (cutting off paper reporting).

    The steps in this transition are:

    (a) The department will validate that all department recipients of your paper laboratory result reports can access the electronic result reports. This validation will include using the list of county health department contacts to whom you sent laboratory results for notifiable diseases or conditions during the previous twelve months (this list is requested in the ELR Application).

    (b) The department will validate the ELR data transmission against the paper reports.

    (c) The supplier and department will establish an ELR quality control (QC) process between the department and supplier for periodic validation of the ELR data.

Once the ELR data are validated and an ELR QC process has been established, the supplier and the department will agree upon a "cut-over date" to move laboratory reporting into production mode and to cease paper reporting.

11. Checklist

Please make sure that you have completed all of the following items:

- ❑ I have read and understand 64D-3, Florida Administrative Code.
- ❑ I have read and understand the department's "Health Level Seven Specifications and Electronic Laboratory Based Reporting Standards".
- ❑ I completed the Enrollment Application.
- ❑ I submitted the Enrollment Application to the department's ELR Manager.
- ❑ My Enrollment Application contains complete contact information.
- ❑ My Enrollment Application includes a list of all department contacts to whom reports of notifiable conditions or diseases were sent during the past 12 months.
- ❑ My Enrollment Application includes a complete list of logical observation codes and descriptions used by my lab.
- ❑ My Enrollment Application includes a complete mapping of my lab's local logical observation codes to LOINC codes.
- ❑ My Enrollment Application includes a complete mapping of my lab's test types to SNOMED codes.
- ❑ My Enrollment Application includes a complete list of expected result values for each test or observation.

If you have any questions regarding the ELR process, please contact the department's ELR Business Analyst at DLFDOHReportableLabResultsInquiry@flhealth.gov.

Appendix A

Florida Department of Health
Electronic Laboratory Reporting:
New Supplier Enrollment Application

Organization Information:

Company Name: _____

Mailing Address: _____

_____

Web Site Address: _____

ELR Contact Information:

Primary Contact for ELR: _____

Job Title: _____

Mailing Address: _____

_____

Phone Number: _____

E-mail Address: _____

Fax Number: _____

Secondary Contact for ELR: _____

Job Title: _____

Mailing Address: _____

_____

Phone Number: _____

E-mail Address: _____

Fax Number: _____

Vendor (company name):	
Product Name:	
Release:	

Department of Health ELR Manager **Phone: 850-245-4444**
DLFDOHReportableLabResultsInquiry@flhealth.gov

Appendix B:

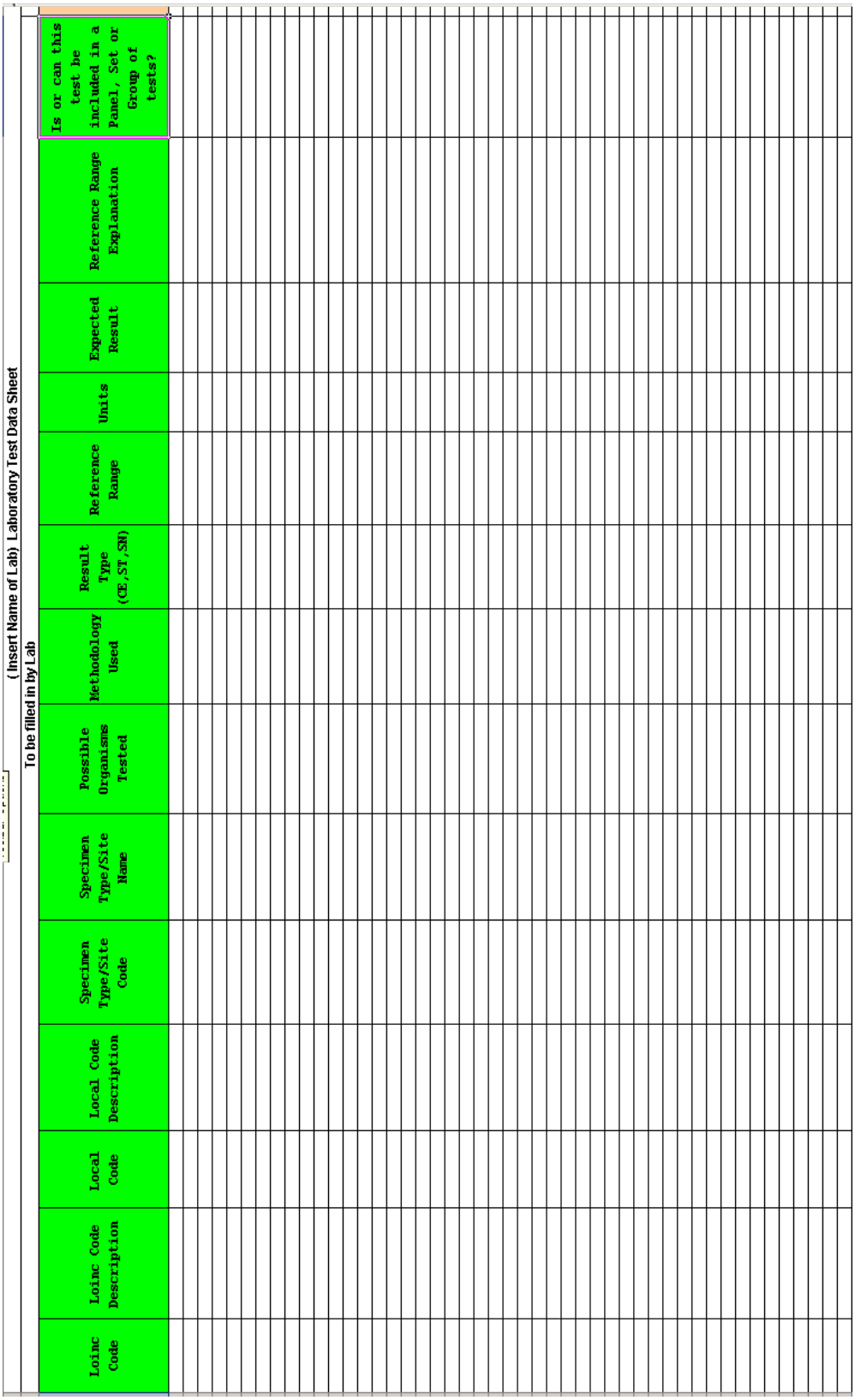
Department Recipients of Lab Results of Notifiable Diseases and Conditions

(Make additional copies of page if needed)

Supplier: _____

Recipient Name	Recipient Agency	Recipient Contact Information
		Phone: Email: Address:
		Phone: Email: Address:
		Phone: Email: Address:
		Phone: Email: Address:
		Phone: Email: Address:
		Phone: Email: Address:

Appendix C: Example of Laboratory Tests Spreadsheet



(Insert Name of Lab) Laboratory Test Data Sheet

To be filled in by Lab

Loinc Code	Loinc Code Description	Local Code	Local Code Description	Specimen Type/Site Code	Specimen Type/Site Name	Possible Organisms Tested	Methodology Used	Result Type (CE,ST,SN)	Reference Range	Units	Expected Result	Reference Range Explanation	Is or can this test be included in a Panel, Set or Group of tests?