

HEALTH ALERT: COVID-19 Reporting Requirements and Hospital/ED Discharge Requests *June 10, 2020*

COVID-19 Reporting Requirements

Healthcare providers **MUST REPORT** to the San Mateo County Communicable Disease Control Program within **one day (24 hours)**:

- **ALL positive COVID-19 diagnostic laboratory testing results**
- **ALL clinically diagnosed COVID-19 cases**
- **ALL patients younger than 21 years of age meeting [MIS-C criteria](#)**

Please report via the [CalREDIE Provider Portal](#) or complete a [COVID-19 Confidential Morbidity Report \(CMR\)](#) found at www.smchealth.org/covid-19cmr and submit via fax to 650-573-2919 or secure email to SMCCDControl@smcgo.org. Attaching the laboratory report and relevant medical records to the CMR will help ensure the public health follow-up is able to move forward quickly.

Please note that this reporting requirement is separate from laboratory reporting requirements. [Laboratories are required to report](#) ALL COVID-19 laboratory results regardless of test type or result within 1 hour via CalREDIE Electronic Laboratory Report.

COVID-19 Hospital/ED Discharge Requests

Discharge of patients who have tested positive for COVID-19 must be approved by the San Mateo County COVID-19 Discharge Planners in order to ensure isolation is maintained.

Call **650-573-2346** to submit a COVID-19 discharge request. The San Mateo County COVID-19 Discharge Planner will call you back. Please be prepared to share the patient's demographic information, ideal timeline for discharge, and contact information for the treating medical provider and hospital discharge planner (if available). The San Mateo County COVID-19 Discharge Planners are processing requests **7 days a week between 8:00am and 6:30pm**.

Please note that the 650-573-2346 "warm line" may be routed to different places at different times. During normal business hours, calls are routed to the Communicable Disease Control Program. Please leave a detailed message if the call is not immediately answered. Between 5:00pm-6:30pm on week days and between 8:00am-6:30pm on weekends and holidays, please press zero to be transferred to Dispatch and ask to speak to the on-call staff.

If discharge planning requests arise between 6:30pm-8:00am, please hold/board the patient overnight and call to submit the discharge request the next morning.

Alternative housing options may be available for individuals with suspected or confirmed COVID-19 or who have been exposed to COVID-19 and are unable to appropriately isolate or quarantine in their normal residence.

For more information about COVID-19 hospital/ED discharge requests, review the [COVID-19 Hospital Discharge Criteria](#) and [Flow Chart](#). For additional information about communicable disease reporting visit <http://smchealth.org/communicablediseasereporting>.

