

Completing the Reporting Form

Suspect/clinical and confirmed cases of designated diseases are required to be reported to the Medical Officer of Health as per the *Health Protection and Promotion Act*. Please complete the online report or fax report forms to 1-807-468-3813.

Some diseases must be reported immediately by phone if they are suspected or confirmed, please see list for details. Local Northwestern Health Unit offices can be contacted Monday to Friday from 8:30-4:30 through local office contacts. After-hours support is available 24/7 at 1-807-468-7109 or toll free at 1-866-475-6505

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- It is ideal to report a disease to public health as soon as it may be suspected. The health unit can help with the following:
 - Current disease trends – local, regional, provincial.
 - Type of lab samples needed to send to ensure appropriate testing.
 - Provincial immunization database access to review immunization records.
 - Community partnerships to help with control measures to minimize spread.
- Complete the NWHU Diseases of Public Health Significance Reporting Form when a designated disease is suspected or confirmed.
 - Suspect case – person with clinical symptoms, travel history, epidemiological link (exposure to a confirmed case).
 - Confirmed case – designated disease confirmed by lab testing.
- Information/data collected is entered into the provincial reporting database under the authority of the Health Protection and Promotion Act.
 - information in the database is used to establish trends and linkages and is an important resource for managing individual cases and outbreaks of Diseases of Public Health Significance.
- Reports can be completed online or on paper and faxed to our confidential fax at 1-807-468-3813.
- Diseases that are underlined should be reported immediately by phone in addition to faxing a report and those not underlined can be faxed by next working day.
- Local Northwestern Health Unit offices can be contacted during normal working hours Monday to Friday from 8:30-4:30 through local office contacts. After-hours support is available 24/7 at 1-807-468-7109 or toll free at 1-866-475-6505 if needed.

When completing the reporting form ensure the following is completed as appropriate:

- Demographic - current contact information. This is crucial for contacting the case re: follow-up (education, possible prophylaxis for contacts, possible immunization for contacts, etc.) Please verify with the client that contact information is accurate, when possible.
- Relevant immunization - is important if it is a vaccine preventable disease e.g. Influenza, pertussis, pneumococcal/strep pneumoniae, etc.; please record if known
- Disease details - knowing when an individual started feeling sick (onset) and the symptoms experienced helps us with timelines re: incubation, exposures, and case definition (during outbreak).
- Risk factors - knowing risk factor data helps identify patterns re: disease trends within the population.
 - Identify at risk groups – those getting the disease.
 - Identify possible factors that may affect getting the disease – this may help identify behaviour activities that could possibly be modified or changed.



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- Travel history - is a key factor to know especially re: diseases that we don't expect to see in northwestern Ontario. Where did the person get it? Travel anywhere outside of the community might be relevant; more information is better.
- Employment - knowing where an individual works is important to know re: the risk to others and the possible spread to vulnerable populations and the general public. Treatment - knowing the treatment history helps determine if the client was treated as per the disease treatment recommendations.
 - Only include the meds directly connected to the reportable disease treatment e.g. Antibiotics, antivirals, anti-fungals (route, dose, frequency, start date and doctor who ordered).
- Hospital - if client was hospitalized, admission and discharge dates (if known).

Regional disease trends

- Endemic/non-endemic - we do not expect to see many of the designated diseases on the list as many of these diseases are non-endemic to our area or not commonly found.
 - Non-endemic – not normally circulating in the area.
 - Endemic – a disease regularly found among particular people or in a certain area.
 - We do not expect to see vaccine preventable diseases as we have high rates of immunization e.g. Measles. When a large proportion or percentage of the community is immunized the chances of the disease finding enough people to infect and spread is low (herd immunity).
 - Herd immunity helps protect people who are not immunized or immune.
 - Vaccine preventable diseases: Tetanus, Diphtheria, Pertussis, Polio, Haemophilus influenzae type b*, Measles, Mumps, Rubella, Pneumococcal disease (Strep Pneumoniae), Influenza, Hepatitis B, Meningococcal disease (meningococcus or Neisseria meningitidis) and travel diseases – Hepatitis A, Typhoid Fever, Yellow Fever, Japanese Encephalitis.
 - If we do get a case of a disease that is non-endemic and/or vaccine preventable it most likely is a result of travel exposure. Non-immune people can get exposed to the disease as a result of being exposed to a country with lower immunization rates and experiencing outbreaks.
- * All types of Invasive Haemophilus influenzae are designated diseases and must be reported. Only type b ("Hib") is vaccine preventable.



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