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Policy Area Infection Prevention
Applicability UNC Medical Center

Reporting of Communicable Diseases

I. Description

This policy describes the requirements for reporting communicable diseases to state and local authorities. In accordance with NC Public Health law [N.C.G.S. section 130A-135; 10A NCAC 41A.0101], certain suspected or confirmed communicable diseases are to be reported to the local health department by the patient's physician-of-record. This includes inpatients and outpatients.

II. Policy

A. Communicable Disease Reporting

1. By law, it is the treating physician's responsibility to complete the Communicable Disease (CD) Report Form and any additional surveillance forms in an accurate and timely manner.
2. The CD Report Form indicates which diseases must be reported immediately by telephone, within 24 hours by telephone, or within 7 days by securely faxing the Form. The CD Report Form can be found online at [NC DPH: Communicable Disease Info for Healthcare Providers \(ncdhhs.gov\)](https://ncdhhs.gov/ncdph/communicable-disease-info-for-healthcare-providers) or on the UNC Hospitals Intranet (see also Attachment 1 - Reportable Disease Form). A chart identifying the diseases and the required reporting time is also attached to this policy as Attachment 2 - 10A NCAC 41A.0101 Reportable Diseases and Conditions.

NOTE: Case definitions and surveillance forms can be found in the

Communicable Disease Manual, which is available online at the NC Public Health, Communicable Disease Control website:
<http://epi.publichealth.nc.gov/cd/lhds/manuals/cd/toc.html>.

3. In addition to the required reporting by the physician, Laboratories are also required to report:
 - a. Infection with human immunodeficiency virus (HIV-1).
 - b. All positive smear and/or a culture positive for *M. tuberculosis*.
 - c. Isolation or other specific identification of certain additional agents of communicable diseases specified at 10A NCAC 41A.0101(c), or their products.
4. Reporting of communicable diseases to the health department does not constitute a breach of patient confidentiality. It is specifically allowed pursuant to The Privacy Rule (HIPAA) and North Carolina law.

B. Telephone Reporting

1. Certain communicable diseases require a phone call to the local health department in order to meet the immediate (e.g., anthrax, smallpox) or 24-hour (e.g., tuberculosis, meningococcal disease, pertussis [whooping cough]) notification requirements.
2. For local health department phone numbers, go to the NC Association of Local Health Directors' website: <https://www.dph.ncdhhs.gov/contact/LHD>. Additionally, the State Health Department on-call can be reached anytime at (919) 733-3419.
3. Diseases requiring a phone call to the local health department also require submission of a completed CD Report Form.

C. Communicable Disease (CD) Report Forms

1. CD Report Forms may be obtained online at [CDReportCard2020.pdf](#) or on the [UNC Hospitals & UNC Faculty Physicians Intranet website](#) → [Departments](#) → [Infection Prevention](#) → [Frequently Requested Info](#) → [NC DHHS Report Form \(Communicable Disease Report Card\)](#) (attached hereto as Attachment 1 - Reportable Disease Form). The form located on the [UNC Hospitals & UNC Faculty Physicians Intranet website](#) includes instructions on how to return the Form (see the upper right-hand corner of the Form).
2. Upon suspecting or confirming any of the diagnoses listed on the CD Report Form, the patient's physician will obtain and complete the form.
3. The completed CD Report Form should be returned to Infection Prevention via fax (984-974-7719). If fax is not feasible, the form may be returned to Infection Prevention via campus mail (CB#7600, W-1063 West Wing).
4. Infection Prevention will fax all forms received to the local health department in the

county where the patient resides.

5. Infection Prevention will complete disclosure tracking on all CD Report Forms received.
6. Community-based practices may obtain CD forms from the health department website listed above and should return the completed forms directly to their local health department.

D. Implementation

- The implementation of this policy is the responsibility of all medical staff, Infection Prevention, Microbiology Laboratory, Mycobacteriology Laboratory, and Immunology Laboratory.

III. References

North Carolina General Statutes, sections 130A-133 through 148

North Carolina Administrative Code, Title 10A, Chapter 41, Subchapter A (Communicable Disease Control), amended eff. November 1, 2024.

IV. Responsible for Content

Infection Prevention

All Revision Dates

05/2025, 06/2022, 08/2019, 06/2016

Attachments

 [1: Reportable Disease Form](#)

 [2: 10A NCAC 14A.0101: Reportable Diseases and Conditions](#)

Approval Signatures

Step Description	Approver	Date
Policy Stat Administrator	Judith Strubin: Mgr Program-IP	05/2025
AVP Quality UNCMC	Erin Burgess: AVP Quality UNCMC	05/2025

Applicability

UNC Medical Center

Standards

No standards are associated with this document

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