**Guide for Communicable Disease Reporting**

1. Encourage your facility to post the list of reportable diseases. An up-to-date list is available online at <http://www.healthy.arkansas.gov/programsServices/epidemiology/Documents/ReportableDisease.pdf>
2. Ensure your facility has the Communicable Disease Reporting Form available to staff responsible for submitting reports. An up-to-date form is available at <http://www.healthy.arkansas.gov/programsServices/epidemiology/Documents/CommunicableDiseaseReportingForm.pdf> . ADH needs you to complete this form with as much information as you can provide, especially the contact information for the patient. Please include your facilities contact information. Fax the completed form to (501)661-2428.
3. Encourage your facility’s director of nursing and /or medical director to sign up for the Health Alert Network (HAN) communications. ADH uses this network to send urgent notices to healthcare providers. <http://www.healthy.arkansas.gov/programsServices/preparedness/Pages/HAN.aspx>
4. Encourage your facility to obtain a copy of the ‘Red Book’ for guidance on infectious diseases available as a reference to clinic staff. Information about this book can be found at <http://redbook.solutions.aap.org/redbook.aspx>.
5. If you have any questions about testing, reporting, etc. please contact the ADH Outbreak Response Section at (501) 537-8969 during business hours Monday- Friday 8:00-4:30. After hours please call the ADH Emergency Operations Center at 1-800-554-5738 and they will contact the on- call ADH physician or nurse, who will call you back.
6. Individual flu reporting can be completed online at : <https://flureport.adh.arkansas.gov/WebsiteContent/HomePage.aspx>