

ELECTRONIC LABORATORY REPORTING (ELR) CHECKLIST

Step 1: Register Intent to submit ELR

		Comments & Resources
North Carolina Division of Public Health Promoting Interoperability Program Registration of Intent Site	<input checked="" type="checkbox"/>	REQUIRED
For non-hospital facilities, submit registration via Smartsheet	<input checked="" type="checkbox"/>	REQUIRED
Receive and retain your registration notification from NC DPH	<input checked="" type="checkbox"/>	

Step 2: Pre-testing phase

Step 2a: Participate in initial planning discussion with NC DPH

		Comments & Resources
Download a free copy of HL7 Version 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm)	<input checked="" type="checkbox"/>	Available for download through the Health Level Seven (HL7) website
Download the "Guidelines for Electronic Laboratory Reporting to North Carolina Division of Public Health" document	<input checked="" type="checkbox"/>	Available for download through the North Carolina Division of Public Health Promoting Interoperability Program Registration of Intent Site
NC DPH to schedule an initial planning discussion	<input checked="" type="checkbox"/>	To check the status please email ELR.SupportServices@dhhs.nc.gov

Step 2b: Identify laboratory results that are required by NC law to be reported to NC DPH

		Comments & Resources
Download the NC ELR Mapping Template	<input checked="" type="checkbox"/>	Available for download through the North Carolina Division of Public Health Promoting Interoperability Program Registration of Intent Site
If facility uses Epic Beaker, download the Beaker Mapping Template	<input checked="" type="checkbox"/>	
Fill in the NC ELR Mapping Template with your entire menu of services and indicate which tests are performed in-house versus sent to a reference lab	<input checked="" type="checkbox"/>	The rules for which laboratory results are required by North Carolina law to be reported to NC DPH can be found in the North Carolina General Statutes and Administrative code A link to these regulations can be found on the NC DPH Communicable Disease Laws and Rules website
NC DPH will review the catalogue and provided feedback on what is reportable and voluntarily reportable	<input checked="" type="checkbox"/>	A list of the results that NC DPH can accept for voluntary reporting can be found at the North Carolina Communicable Disease Manual
Once you have completed the "Reportable Review" tab, please submit it to NC DPH via the online NC ELR Mapping Tool Submission form	<input checked="" type="checkbox"/>	NC ELR Mapping Tool Submission form

Step 2c: Translate local codes to standard coding systems

		Comments & Resources
Complete the "LOINC Mapping" tab of the NC ELR Mapping Tool with your local codes mapped to the LOINC standard vocabulary	<input checked="" type="checkbox"/>	Logical Observation identifiers Names and Codes (LOINC)

Complete the "Result Mapping" tab of the NC ELR Mapping Tool with your local lab result codes mapped to the (SNOMED-CT) standard vocabulary	<input checked="" type="checkbox"/>	SNOMED CT (Systematized Nomenclature of Medicine--Clinical Terms)
Complete the "Specimen Type Mapping" and "Specimen Sources Mapping" tabs of the NC ELR Mapping Tool with your local specimen types and sources mapped to the SNOMED-CT standard vocabulary	<input checked="" type="checkbox"/>	Submit to NC DPH via the online NC ELR Mapping Tool Submission form
Map other local codes according to the HL7 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm)	<input checked="" type="checkbox"/>	For Example: HL7 defined tables for race, ethnicity, gender, etc
Step 2d: Set up the secure message transport connectivity		
		Comments & Resources
NC DPH accepts ELR messages sent through the Public Health Information Networking Messaging System (PHINMS) or through the North Carolina Health Information Exchange Authority (NC HIEA)	<input checked="" type="checkbox"/>	For more information on PHINMS, please visit the CDC's website
		For more information on NC HIEA, please visit their website
Step 3: HL7 Message Testing		
Step 3a: Develop an HL7 Version 2.5.1 Message for ELR		
		Comments & Resources
Develop an HL7 message conforming to the HL7 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm)	<input checked="" type="checkbox"/>	Available for download through the Health Level Seven (HL7) website
Test ELR messages through the NIST tool, resolve issues found, and provide your successful validation results to NC DPH in a .doc file NOTE: Do not include PHI, NIST is not a secure tool	<input checked="" type="checkbox"/>	National Institute of Science and Technology (NIST) website
Step 3b: Send a batch file containing a test message for initial validation		
		Comments & Resources
Transmit one batch file with a message containing a reportable result conformant to NC Regulations and to the HL7 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm) Transmit one batch file with 0 messages	<input checked="" type="checkbox"/>	If the message passes initial validation, coordinate automated daily message transmissions from the test system and/or production system If the message does not pass initial validation, please continue message development and internal validation
Step 3c: Participate in structure and content validation		
		Comments & Resources

NC DPH will perform structure and content validation	☒	NC DPH uses Smartsheet in order to track any issues we find with the HL7 message Access is granted by NC DPH to post comments and questions Resolution of issues is expected from the facility
Step 4: Participate in parallel data validation (User Acceptance Testing) with NC DPH		
		Comments & Resources
NC DPH will perform data validation, comparing the electronic submissions from the production system against the existing reporting mechanism (e.g., mail or fax)	☒	NC DPH will use Smartsheet in order to track any issues found between the HL7 messages and other reports Resolution of issues is expected from the facility
Step 5: Production		
		Comments & Resources
NC DPH will transition your ELR reporting to our production environment	☒	
NC DPH will perform ELR reconciliation, and track any issues found in the HL7 messages	☒	NC DPH will use Smartsheet in order to track any issues found in the HL7 messages Resolution of issues is expected from the facility
Coordinate with NC DPH to determine a date to discontinue paper or faxed reporting of laboratory results and solely submit ELR	☒	