



Provider Portal Quick Start Guide

Getting Started

Do not enter HIV/AIDS co-infection information for conditions other than Hepatitis B, Hepatitis C, HIV/AIDS, Meningococcal Infection, Tuberculosis, Gonorrhea, Chlamydia, and Syphilis.

- 1. Enter <u>https://calredie.cdph.ca.gov</u> in your web browser address bar and press enter (*Internet Explorer is not a supported browser*).
- 2. Enter your CalREDIE username and password.
- 3. Click *Login*.

Please Note: Ensure your internet settings are up to date according to the **Provider Portal Browser Settings**, which can be found on our website:

https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/CalREDIE-Provider-Portal.aspx

Navigation Bar

- 1. *Click Search > Disease Incident Search* to return to the main incident search page.
- 2. *Click Previous Search* to perform the most recently conducted search.
- 3. Click New Incident to create a new incident.
- 4. Click *Dictionaries* to access the CalREDIE Report Source and Location Dictionaries.
- 5. Click *Reports -> Disease Incident Report* to generate a report of your submitted incidents.
- 6. Click *CDPH > CalREDIE Help* to go to the CalREDIE Help webpage.



Using the Main Search Page

- To create a new incident, click *New*, or click *New Disease Incident* from the Navigation Bar.
- To view an existing record, search using the following criteria: Name (last, first), MRN, Disease, and/or Date Range; and filter by All, Submitted, or Saved (Unsubmitted); then click Search.
- 3. Click the desired **Case ID** to access a previously saved or submitted incident.

Note: After submission, changes cannot be made to the incident, and the record will be 'read only.' *If you upload documents to the EFC, the Local Health Department will NOT be able to access them if the LHD has already imported the record on their end.*





Disease Incident Sear	ch		8	В,
Create a new CalREDIE record:	New			
Search for Disease Incidents by:	Name (last, first): MRN: Disease: Date Range:	From: To: To: To: To: To: To: To: To: To: To		
Select a CaIREDIE record from be	low:			

Entering Patient Information

- 1. Fields highlighted in <u>red</u> are required.
- 2. Enter Disease Being Reported.
- 3. Enter patient Last Name and First Name.
- 4. Enter patient's physical address, if available.
- 5. Enter remaining demographic information, if available.
- 6. Enter Gender.
- 7. Enter Race/Ethnicity information.
- 8. Select the **Reporting Source** for the incident.
- 9. If the Provider name displays the name of the facility, replace it with the name of the provider that the patient saw.
- 10. Click the *Next* button or select the **Supplemental** tab.

Entering Supplemental/Clinical Tab Info

- 1. Enter **Date of Onset** and other dates, if available.
- 2. Enter any Notes/Remarks (use the Add button).
- 3. Complete the **Clinical** tab, if applicable. Utilize the +/ buttons to minimize or expand sections on the form.

Disease Incident		8	Disease Incident	9
Patient: Test, Fake DOB: Patient Supplemental	Incident ID: Process Status: Disease: Salmonellosis (Other than Typhoid Fever) Resolution Status: Clinical Info.		Patient: Test: Falle Incident ID: Paccess Sature: DOB: Bisease: Sature: Bisease: Sature: Patient Supplemental Clinical Info.	
Incident Information Date of Onset (MM/DD/YYYY)	Notes/Remarks			
Date of Diagnosis (MM/DD/YYYY)			PAST MEDICAL HISTORY HOSPITALIZATION	
Date of Death (MM/DD/YYYY)		<u> </u>		
		Add	TREATMENT / MANAGEMENT - DETAILS OUTCOME	
	Back Next Save	Cancel	Back Cancel	Submit





Dates Can Be Entered Three (3) Ways:

- Manually: CalREDIE will auto format to MM/DD/YYYY.
- Calendar Icon: Select date using the calendar icon.
- T-notation: Enter "T" for today. For X number of days prior, enter "T-X", e.g. "T-1" would be yesterday's date.

Incident Submission

- 1. Click *Submit* at the bottom of the last tab (Supplemental or Clinical), and the Incident Submission screen will appear.
- 2. To print the receipt, click *Print Receipt*.
- 3. To print a report of the incident, click *Print Disease Incident*.
- 4. To create a new incident, click *Create New Disease Incident*.
- 5. To upload documents to the Electronic Filing Cabinet, click Add to Filing Cabinet
- 6. To create a new incident for the same patient, click *New Incident for Same Patient*.

Disease Incident Submission		
California Reportable Disease Information Exchange Record Has Been Received		
You have successful sent a report to the health department Patient Name: Test, Testerson Submitter Name: Burt, Alison Reporting Provider: Advanced Women's Health of the Central Coast - Submitter Reporting Facility: Advanced Women's Health of the Central Coast - Submitter Please keep this Disease Incident Verification as proof of California Reportable Disease Information Exchange record submission.		
Print Receipt Print Disease Incident		
Create New Disease Incident Add to Filing Cabinet New Disease Incident For Same Patient		



Uploading Files in the Electronic Filing Cabinet (EFC)

- 1. The filing cabinet will not appear until after you hit SAVE on the incident.
- From the *Disease Incident* Submission page or from the *Disease Incident Submission pop-up*, click on *Add to Filing* Cabinet. From the incident record itself, click on the image of the EFC () in the task bar, located at the top of the incident.
- 3. From the pop-up window, click *New Album*.
- 4. Enter the Album Name.





- 5. Enter **Notes** as needed. Keep in mind that non-alphanumeric characters are not allowed.
- 6. Click *Simple (HTTP)* as the **File Upload Method**.
- 7. Click a *Browse* button and select a document to upload. Use the additional *Browse* buttons to upload up to five documents at once.
- 8. Click Acquire File(s).
- 9. Uploaded file will display below Files in the Album.
- 10. To access the document, click on the file image.
- 11. Exit the *Acquire Files* window and the new album will appear in the *Filing Cabinet* window. Exit the *Filing Cabinet* window.

Filing C	abinet				8 🔎
Patient: Te Record ID:	st, Testerson 2400366	New Album			New Case Report
		Files for the Selected I Investigation Only	lisease incident /	Contact	
0	Show Historical Forms	Date Received			O Date of Message
From		То	Name		
Туре			 Description 		
					Search Clear
Date	Туре	Name	De	scription	
					+ PREV NEXT +
					Preview/Print Images

IMPORTANT: Once the LHD accepts the submission on their end, any documents uploaded to the EFC will not be received by the LHD.

Be sure to promptly upload pertinent records to the EFC after hitting the 'save' button. We recommend saving the incident, uploading records to the EFC, and waiting to hit 'submit' until everything has been uploaded.

Incident Reports

- 1. Go to *Reports > Incident Report*.
- 2. Choose whether your report should include Accessible Reporting Sources or Primary Reporting Source.
- 3. Enter Name (Last, First), Disease or Date Range.
- 4. Click *Generate Report*.

Disease Incident	Report	
Enter your search criteria be Click Print Report in the prev	low and then click Ger iew window to print yo	nerate Report. A report preview will open. our report.
	Accessible R	eporting Sources O Primary Reporting Source
	Name (Last, First): []
	Disease:	
	Date Range:	From: To:
		Clear Generate Report

END OF GUIDE

Please contact the CalREDIE Help Desk at CalREDIEHelp@cdph.ca.gov with any questions. **Contact your** LHD Liaison for instructions on submitting follow-up information for a case.