CalREDIE
California Reportable Disease
Information Exchange

CDPH
California Department of
PublicHealth

MANUAL LAB REPORTING MODULE

FAQs

Account Registration

Do we request one account for our facility or does each person need their own account?

CalREDIE accounts cannot be shared. Each person who will be reporting will need to request their own account via the CalREDIE Account Request Portal.

I need to report for multiple facilities. How do I do this?

If you are reporting on behalf of multiple facilities, you will need to submit an account request for each location.

I am not working in a lab; do I need a CLIA # to sign up?

Yes, all entities performing tests must apply for a CLIA.

How does our facility get a CLIA #?

Please find more information on how to register here:
https://www.cdph.ca.gov/Programs/OSPHLD/LFS/Pages/Emergency_Temporary_Allowance_Waived_SARS-CoV-2_Antigen_Testing.aspx

I am waiting for my CLIA waiver, can I start reporting?

For more information, please contact the CalREDIE Help Desk CalREDIEHelp@cdph.ca.gov

How do I find the LOINC code for the test we are using?

Please contact the CalREDIEELR Team: CalREDIEELR@cdph.ca.gov for more information if you're having trouble locating your LOINC code. Please provide them with the test machine you are using.

Account Access

I forgot my password; how do I reset it?

Contact the CalREDIE Help Desk: CalREDIEHelp@cdph.ca.gov

I can't log in, who should I contact for help?

Contact the CalREDIE Help Desk: CalREDIEHelp@cdph.ca.gov

Reporting Requirements

Am I required to submit both positive and negative results?

For the most updated guidance on COVID-19 reporting requirements, please see: Letter to Laboratories: Testing for SARS-CoV-2/COVID-19 (ca.gov)

If you have additional questions, please contact: CalREDIEELR@cdph.ca.gov

I heard we are supposed to report within 8 hours; is this true?

![CalREDIE - California Reportable Disease Information Exchange logo] ![CDPH - California Department of Public Health logo]

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If you have additional questions, please contact: CalREDIEELR@cdph.ca.gov

Submitting Results

I can't enter the Result Name. When I click on the pop-box to the right of the "Result Name" field, nothing happens.

Make sure you are using a compatible web browser. **CalREDIE is _NOT_ compatible with Internet Explorer.** Please make sure to use one of the newly supported browsers.

For PC: Google Chrome, Microsoft Edge, or Firefox | **For Mac:** Safari

I need to add a note, but when I click on the "Add Note" button, nothing happens.

Make sure you are using a compatible web browser. **CalREDIE is _NOT_ compatible with Internet Explorer.** Please make sure to use one of the newly supported browsers.

For PC: Google Chrome, Microsoft Edge, or Firefox | **For Mac:** Safari

Where do I get the Accession Number?

Accession numbers are unique values that your facility assigns. Each result must be entered with a completely unique, not-repeated, accession number. For example, the accession number for the first result you enter may be 0001, the second result you enter may be 0002, and so on.

I made a mistake; how do I correct a result I previously entered?

Previously submitted results CANNOT be edited. Please do not try editing the test result. While it may seem like you can, doing so will create a duplicate result. Please contact the local health department where the patient resides to inform them of the error. LHD Contacts List:

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Local-Health-Department-Contacts.pdf

I made a mistake; how do I delete a result I previously entered?

Previously submit results cannot be deleted. Please contact the local health department where the patient resides to inform them of the error. LHD Contacts List:

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Local-Health-Department-Contacts.pdf

Once I submit a result, how long does it take for the local health department and the state to receive it?

Transmission to the LHD is instantaneous. You need confirmation that it was received, please contact the local health department where the patient resides to inform them of the error. LHD Contacts List:

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/Local-Health-Department-Contacts.pdf

We retest the same people on a regular basis, instead of starting a new record from scratch every time, can I use a

No. Re-using a previously submitted result will cause reporting problems. Please start a new lab report for every time.

Can I use the Manual Lab Reporting Module to report results for other diseases?

No, you may only enter in COVID-19 test results into the Manual Lab Reporting Module.

Other

What internet browser can I use with the Manual Lab Reporting Module?

For PC: Google Chrome, Microsoft Edge, or Firefox | **For Mac:** Safari

CalREDIE is *NOT* compatible with Internet Explorer.

Entering results one at a time is too time consuming for the volume we are reporting; is there another option for

We have other options for testing that exceed 100+ tests per week. Please contact the CalREDIEELR Team: CalREDIEELR@cdph.ca.gov for more information.