

Reporting COVID testing to the State of Alaska

Please refer to the [State testing guidance](#) and the [federal COVID results reporting requirements](#) companion documents as needed.

Reporting results to the Alaska Section of Epidemiology (SOE) should be completed by the performing organization within 24 hours of completing COVID-related testing.

- **Nucleic Acid Amplification (NAA) and Antigen testing: Report all positives within 24hrs** via one of the acceptable methods described below, with a strong preference for electronic reporting over fax. **As of August 8, 2022**, facilities that are not able to report NEGATIVE results electronically should discontinue sending them via fax.
- Antibody testing: Reporting is not required.
- At-home testing or self-administered testing:
 - For individuals using these tests on themselves/ their dependents, reporting is not required. References and resources are available [here](#) and [here](#).
 - Organizations who distribute these for individuals' self-testing do not need to report results.
 - Organizations who administer or interpret self-test type kits on-site as part of their organizational testing strategy **do need to** report results.

All sites performing reportable testing need to coordinate their reporting methodology with SOE prior to beginning testing in order to initiate an acceptable process.

Acceptable reporting methodologies include:

1. Electronic Lab Reporting (ELR) via HL7 2.5.1 messages
2. Web Portal, CDC PRIME SimpleReport
3. CSV line list uploaded to an SFTP folder
4. Faxing paper reports (this is to be used **only as a last resort** for testing facilities with very low volume or as an immediate stop-gap if other methods fail). Please **do not fax** in negative result reports.

If the best option for your site is not immediately apparent or you have questions about any of these methods, we are happy to discuss. Please contact our laboratory reporting coordinators for more information or to arrange a reporting method: hss.covidtestreporting@alaska.gov.

ELR reporting instructions

Scope internally with your IT, LIMS, and EHR teams to ensure that your software can produce an HL7 2.5.1 message. Facilities with existing ELR feeds for reportable conditions do not need to initiate new feeds but should implement any necessary local changes to EHR and LIMS software that allow COVID tests to be included in the feed. Any time an additional COVID-related test is added to the facility's lab capacity, ensure that configurations have been put into place to report that test. Please fill out the [Initial Intake Form](#) as a first step in onboarding your facility as a trading partner with our health department.

Web Portal- CDC PRIME SimpleReport

The U.S. Centers for Disease Control and Prevention (CDC) has a web portal that can be used to report results, and the state of Alaska is connected to receive results submitted into this platform. This system can also save previous patient demographic information and limit the need to re-type these fields for individuals who undergo repeat testing. Please visit the [SimpleReport website](#) as well as the [SimpleReport Introduction and Onboarding video](#) for more information, and if you select this reporting method, sign up for an account directly on the site. *Note: DOH is not responsible for the security, privacy, or HIPAA compliance of CDC systems. This system has not been evaluated by DOH for security, privacy, or HIPAA compliance.*

CSV reporting instructions

CSV reporting is best for high-volume sites, especially those with some reporting capacity from within their own record-keeping system. Use the CSV file format included in this packet. Email the reporting contacts listed above to request initiation of an SFTP account, which will be provided via the healthconnect Alaska vendor Movelt. Facilities will be expected to review the file format, respond to formatting feedback, and reach 100% compliance with formatting expectations. Files should be saved in the SFTP location's Inbound folder in a .csv file type, not a .xlsx type. Formatting must follow the exact guidance below.

File format guidance

General formatting requirements: no commas or other special characters are allowed. If information is not available, leave blank rather than enter in "Unknown" or "N/A" or other indicator, but take note of the column status below prior to leaving any columns blank. The status column indicates whether a variable is required, preferred, or optional. RF variables, or "Required or will hard fail", indicates values that absolutely must be included in the file or the results import will fail. Items indicated R are required, and should be provided, but the message will not fail on import if not provided. Every reasonable effort should be taken to collect and report all required data elements.

Tools and guidance for selecting the appropriate LOINC test codes: <https://loinc.org/sars-coronavirus-2/#ivd> and <https://www.cdc.gov/csels/dls/sars-cov-2-livd-codes.html>, especially the Mapping tool “LIVD SARS-CoV-2 Test Codes.xlsx”

COLUMN NAME	COLUMN HEADER	DESCRIPTION	STATUS (RF=REQUIRED OR WILL HARD FAIL, R=REQUIRED, P=PREFERRED, O=OPTIONAL)	FORMATTING REQUIREMENTS
A	reportingOrganizationCode	CLIA number of facility reporting results to the Section of Epidemiology	RF; If facility does not have a CLIA number, coordinate with Section of Epidemiology to be assigned a local ID number	CLIA number
B	reportingOrganizationDescription	Name of facility reporting results to the Section of Epidemiology	RF	No commas
C	firstName	Patient’s first name	RF	No commas
D	middleName	Patient’s middle name	O	Middle initial or middle name; No commas
E	lastName	Patient’s last name	RF	No commas
F	dateOfBirth	Patient’s date of birth	R	MM/DD/YYYY
G	patientSex	Patient’s self-reported current sex	R	A= Ambiguous F= Female M= Male N= Not applicable O= Other U= Unknown Can leave blank for unknown
H	Race	Patient’s self-reported race	P	1002-5= American Indian or Alaska Native 2028-9= Asian 2054-5= Black or African-American 2076-8= Native Hawaiian or Other Pacific Islander 2106-3= White 2131-1= Other race
I	Ethnicity	Patient’s self-reported ethnicity	P	H= Hispanic or Latino N= Not Hispanic or Latino U= Unknown
J	Street	Patient’s permanent residence street address	R	No commas
K	City	Patient’s permanent residence city	R	
L	State	Patient’s permanent residence state	R	2-letter code

M	Zip	Patient's permanent residence zip	R	5-digit zip
N	patientPhone	Current contact phone number	R	(XXX)XXX-XXXX
O	accessionNumber	Must be unique to patient/ test event	O; provide if generated at the facility, otherwise leave blank	
P	specimenCollectionDate	Date the specimen was collected	RF	MM/DD/YYYY
Q	specimenAnalysisDate	Date the test was performed	RF	MM/DD/YYYY
R	orderedTestCode	LOINC code, search for appropriate code based on performed test https://loinc.org/sars-coronavirus-2/	RF	LOINC codes only
S	orderedTestDescription	Test name, such as "SARS-CoV2-PCR"	RF	
T	orderedTestCodingSystem	LN	RF	Literal value: LN
U	resultedTestName	Test name, such as "SARS-CoV2-PCR"	RF	
V	resultedTestCode	LOINC code, search for appropriate code based on performed test https://loinc.org/sars-coronavirus-2/	RF	LOINC codes only
W	resultedTestCodingSystem	LN	RF	Literal value: LN
X	resultedTestResult	Test result	RF	Acceptable responses are Positive, Negative, Indeterminate, or Unsatisfactory
Y	resultedTestNameTwo	Test name, such as "SARS-CoV2-PCR"	O; Only required if performing an ordered test with multiple resulted tests possible, such as a multi-target flu/ SARS-CoV-2	
Z	resultedTestCodeTwo	LOINC code, search for appropriate code based on performed test https://loinc.org/sars-coronavirus-2/	O; Only required if performing an ordered test with multiple resulted tests possible, such as a multi-target flu/ SARS-CoV-2	LOINC codes only
AA	resultedTestTwoCodingSystem	LN	O; Only required if performing an ordered test with multiple resulted tests possible, such as a multi-target flu/ SARS-CoV-2	Literal value: LN
AB	resultedTestResultTwo	Test result	O; Only required if performing an ordered test with multiple resulted tests possible, such as a multi-target flu/ SARS-CoV-2	Acceptable responses are Positive, Negative, Indeterminate, or Unsatisfactory
AC	orderingProvider	Name of provider ordering the test	P	No commas; LASTNAME FIRSTNAME

AD	orderingProviderStreet	Address of provider ordering the test	P	
AE	orderingProviderCity	City of provider ordering the test	P	
AF	orderingProviderState	State of provider ordering the test	P	2-letter state abbreviation
AG	orderingProviderZip	Zip of provider ordering the test	P	5-digit zip code
AH	orderingFacilityID	CLIA number for the facility ordering the test	R; If facility does not have a CLIA number, coordinate with Section of Epidemiology to be assigned a local ID number	CLIA number (unless assigned a local ID by Epidemiology)
AI	orderingFacilityDescription	Name of the facility ordering the test	R	No commas
AJ	orderingFacilityStreet	Street address of the facility ordering the test	R	No commas
AK	orderingFacilityCity	City of the facility ordering the test	R	
AL	orderingFacilityState	State of the facility ordering the test	R	2-letter abbreviation
AM	orderingFacilityZip	Zip of the facility ordering the test	R	5-digit zip code
AN	testingFacilityID	CLIA number for facility performing the test	R; If facility does not have a CLIA number, coordinate with Section of Epidemiology to be assigned a local ID number	CLIA number (unless assigned a local ID by Epidemiology)
AO	testingFacilityDescription	Name of the facility performing the test	RF	No commas
AP	testingFacilityStreet	Street address of the facility performing the test	RF	No commas
AQ	testingFacilityCity	City of the facility performing the test	RF	
AR	testingFacilityState	State of the facility performing the test	RF	2-letter abbreviation
AS	testingFacilityZip	Zip of the facility performing the test	RF	5-digit zip code

Paper reporting instructions

Complete the Infectious Disease Report Form (<https://health.alaska.gov/dph/Epi/Documents/pubs/conditions/frmlnfect.pdf>) for each person tested. Fax the form and a printed lab report (if available) to SOE at 907-561-4239 or 907-563-7868. Manual paper reporting is exceedingly time consuming for facilities and SOE and is therefore *discouraged* unless no other method can be utilized. Please note that paper reporting is not an acceptable method for facilities reporting 100 or more tests per week.

Guidance for the cruise industry

When testing for COVID-19, cruise ships and similar tourism-related passenger vessels are subject to these test result reporting requirements, regardless of size. All guidance above applies, including reporting of positives only. If employing a clinical partner to perform testing on your behalf, please provide this guidance to support their ability to meet reporting requirements. See these specifics for what should be reported:

1. Alaska residents, tested at any location within or outside of Alaska
2. Passenger testing occurring en route to or while present in Alaska waters or ports
3. Crew or passenger testing related to shore excursions, land-based transportation, testing prior to boarding for departure, or activities otherwise indicative of time spent in Alaska communities

Exclusions:

- Routine on-board screening of crew while in Alaskan waters does not need to be reported if positive individual(s) will complete isolation entirely on board and not disembark the vessel.
- When testing passengers or crew during departure from Alaska waters, with no intent to return to port or have a physical presence again within Alaska, testing does not need to be reported.

If reporting via SimpleReport, each vessel must be added to the main organizational account as a testing location with an Alaska address.

Please refer to page 22 of the Simple Report User-Guide and reference the “Manage Facility Info” section for step-by-step instructions on how to add a new facility to the organizational main account.

A link to the SimpleReport User-Guide can be found here: <https://www.simplereport.gov/user-guide/>