

SOP: Reporting of Notifiable Diseases

1. Purpose

To ensure timely identification, documentation, and reporting of all notifiable diseases diagnosed or suspected in the hospital to the appropriate public health authority. This helps prevent delay in public-health action and maintains legal compliance.

2. Scope

This SOP applies to all doctors, dentists, interns, nurses, laboratory staff, and record staff involved in patient care, diagnosis, reporting, and documentation. It applies to all outpatient, inpatient, emergency, and laboratory-confirmed cases.

3. Policy

The hospital shall maintain an updated list of notifiable diseases applicable to the state/local area and shall report cases as per the prescribed time frame and format. A register of such cases shall be maintained and supporting documents shall be filed.

4. Responsibilities

- Treating doctor/dentist: Identify suspected or confirmed case and initiate reporting.
- Laboratory staff: Inform the treating doctor for positive confirmatory results.
- Medical Record/Quality staff: Maintain the register and file proof of submission.
- Medical Superintendent/Nodal Officer: Review compliance and ensure communication with authorities.

5. Procedure

1. Identify suspected or confirmed notifiable disease case during consultation, admission, or laboratory testing.
2. Confirm diagnosis using clinical findings and/or relevant laboratory reports.
3. Record the case in the **Notifiable Disease Register** with date, patient ID, name, diagnosis, department, and reporting date.
4. Notify the designated public health authority/medical officer immediately or within the state-prescribed timeline.
5. Send the prescribed notification form, email, fax, or written intimation, as applicable.
6. File a copy of the communication in the patient record and reporting file.

7. If referred, attach referral/communication copy to the public health authority or higher centre.
8. Review all reported cases monthly in the infection control or quality meeting.

6. Records to maintain

- Approved list of notifiable diseases.
- Notifiable disease register.
- Case notification forms.
- Laboratory reports / clinical notes supporting diagnosis.
- Copy of communication sent to public health authority.
- Referral copy, if applicable.
- Monthly review summary.

7. Format for register

The register should include:

- Serial number.
- Date of identification.
- Patient name and ID.
- Age/sex.
- Diagnosis.
- Reporting date.
- Authority informed.
- Mode of reporting.
- Name and signature of reporting person.
- Remarks / follow-up action.