

## CSHD Epi-1 Electronic Submission Form

The Central Shenandoah Health District (CSHD) has developed the following procedure to allow health care facilities the capability to forward disease reports electronically by email to their local health department. The modified epi-1 form enables facilities to send password protected health information that can then be accessed by health department staff for disease investigations.

### Steps for implementing electronic epi-1 submission:

- Verify facility meets submission requirements listed below
- Obtain health district password for secured epi-1 form
  - Password will be changed every 90 days
- Access secure epi-1 form via health district's [Communicable Disease Program website](#)
  - Saving the epi-1 form is possible but it will become invalid with each password change
- Completed epi-1 forms will be submitted via email to CSHD's point of contact
- Report form will be assessed and assigned to appropriate health department office for follow up
- Form and email will be maintained locally for six years in compliance with HIPPA regulations

### The following information must be verified and submitted to CSHD prior to electronic epi-1 submissions:

- Facility is capable of reading adobe acrobat documents version 7 or higher.
- Email submissions will maintain a 128 AES level encryption or higher.
  - IT Contact Name:
  - Phone Number:
  - Email:
- Submissions will be compliant with facility's information sharing policies. ([HIPPA Resources](#))
  - HIPPA Compliance Officer:
  - Phone Number:
  - Email:
- Facility has identified their primary point of contact regarding submission verification and password changes.
  - Facility Name:
  - Facility POC:
  - Phone Number:
  - Email:

Fax or email the submission form to the health district. The district epidemiologist will be in contact with your facility's POC upon receipt of this request form. Please allow one business week for the processing of your request.

### **Central Shenandoah Health District**

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