

Mandated Public Health Reporting Requirements for New York City

REQUIREMENT	WHO MUST REPORT	CONDITION EXCEPTIONS	HOW TO REPORT
Animal Bites	All health care providers are required to report animal bites to the NYCDOHMH.		Report animal bites either by using the old form VPHS-55 or by reporting online at: www.nyc.gov/html/doh/html/vet/vetegp.shtml animal bites can be reported by calling the Animal Bite Unit at 212-676-2483. For consultation on rabies prophylaxis call the provider access line: 866-692-3641 . After hours call 212-764-7667
Birth/Death Certificates	Birth: MD must sign certificate if in attendance at birth. Death: MD must sign certificate if in attendance at death. An attending physician is an MD with knowledge of the cause of death and does not have to be present at the time of death. Fetal Death: MD must sign if in attendance at death or following the fetal death		Birth/Death Certificates: local registrar of the city of occurrence or where MD's office is located. Physician must submit report to the local district of occurrence. Questions on legal requirements – 1-212-788-4545
Cancer Registry	All physicians, dentists, hospitals, laboratories, clinics and managed care plans. Reports of all cases of cancer or other malignancies must be submitted within 6 months of the date that the patient was seen.	Each form of malignant cancer except basal and squamous cell ca of the skin or nonmucoepidermoid sites. Each form of in situ cancer except ca of the cervix uteri. All brain, cns, pineal/ pituitary gland neoplasms, whether malignant or benign.	NYS Cancer Registry, NYS Department of Health, Corning Tower, Room 536, Albany, NY 12237 or call 518-474-0971 or email at nyscr@health.state.ny.us All others must report online at: http://www.health.state.ny.us/nysdoh/cancer/nyscr/about.htm

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Child Abuse & Maltreatment	Physicians and other medical professionals are mandated to report under New York State Law.	Physicians and other medical professionals are to immediately report by telephone any instance of suspected child abuse and maltreatment/ neglect. A written report must also be forwarded with in 48 hours	Report by telephone to Child Abuse and Maltreatment Registry 800-635-1522 . The Public Hotline 800-342-3720 . Form LDSS 2221- is available at: http://www.ocfs.state.ny.us/main/forms/cps/ . The address to which to send the forms will be given when you make the oral report
Communicable Diseases	Doctors, hospitals, laboratories, schools, day care center directors, nursing homes and state institutions must report to the county, city or district health office in which the person resides within 24 hours of diagnosis		For immediate reporting call 212-788-9830, M-F, 9-5. After hours, call 212-POISONS. New York City: report using Form PD-16 To obtain form in NYC, call 866-692-3641. Other counties use form DOH-389. 518-474-0548 For universal reporting forms visit: www.nyc.gov/html/doh/html/hcp/hcp-urf.shtml
Congenital Malformations	All doctors and hospitals in attendance on a person diagnosed within two years of birth as having one or more congenital anomalies must file a report within 10 days of diagnosis		Report on form DOH 380 . Call 800-458-1158 ext. 27990 or write to Dept. of Health Congenital Malformations Registry, Flanigan Square, 547 River Street, Room 200, Troy, NY 12180 or visit: www.health.state.ny.us/diseases/congenital_malformations/cmhome.htm
Controlled Substances	Doctors must report if they are dispensing Schedule II substances and benzodiazepines in a manner similar to that of a pharmacist	Regulations require that all doctors report the name and address of people who are addicts or habitual users of controlled substances for non-legitimate use.	Schedule II substances and benzodiazepines must now be reported by establishing a Health Network (HCS). A HCS account can be obtained by visiting https://commerce.health.state.ny.us/pub/ .

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Dementia	All doctors and health care facilities such as hospitals, laboratories and nursing homes	Report new cases of Alzheimer's disease or other dementia. Any change in diagnosis requires a new report.	Physicians may call 518-474-5333 or write to NYSDOH Alzheimer's Disease and Other Dementias Registry, Bureau of Chronic Disease, ESPTower Room 565 Albany, NY 12237 or visit www.health.state.ny.us/diseases/conditions/dementia/registry.htm
Gunshot, Knife, Burns	All physicians attending or treating a person suffering from a gunshot wound, powder burn or any injury arising from the discharge of a firearm. Every case of a wound that may result death and is apparently inflicted knife, ice pick, or other sharp instrument.	Physicians do not have to submit a report if one is submitted by a facility in which the person is being treated. Physicians must report all cases of a burn injury with 2 nd or 3 rd degree burns to 5% or more of the body and/or any burns to the upper respiratory tract or laryngeal edema due to inhalation of superheated air.	An immediate phone call will suffice for gunshot and stab wounds. Reports of gunshot and stab wounds must be reported to the police. An immediate call for burns must be followed by a written report within 72-hrs. The form will be mailed to the caller for completion Burns must be reported to the Burn Injury Reporting Hotline. at 800-345-5811 NYS Office of Fire Prevention and Control, 99 Washington Ave, Suite 500, Albany, NY 12231 or fax to 518-402-3196 . To get postage paid burn report cards call 518-474-6746.
HIV/AIDS	All physicians and laboratories are required to report to the State Health Department all cases of HIV infection, AIDS and all known sex and needle-sharing partners and contacts.		Detailed instructions on how to report are available at the NYCHOH website at www.nyc.gov/html/doh/html/dires/hivepi.shtml or by calling the provider hotline at 212-442-3388 . Forms can be ordered from the NYSDOH by calling 518-474-4284
Immunizations	NYC Health Code MANDATES health care providers who order administration of immunizations children birth to 18 years MUST the immunizations to the Citywide Immunization Registry within 14-days of administration.		Although providers may report on paper forms, the preferred method of reporting is electronically using your own system or online at the CIR website at www.nyc.gov/health/cir For information call 212-676-2323.

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Lead Poisoning	All health care professionals.	For children up to 72 months of age, MD must notify the local health dept. within 24 hrs of findings that lab blood level is above 45 mcg/dl. Report blood lead levels at or above 10 mcg/dl to the local health department	No form: Doctors must call their county or local health dept. Reports are called into the county, city, or district health office in which the patient resides. Mandated Screening: All primary care providers shall conduct a blood test on a child or refer for a test at 1 and again at 2 years of age
Lead Testing	NYC Health Code requires that health care providers report all blood lead levels ((BBLs) ≥ 10 ug/dL within 24-hours of receiving the results. Providers using a point of service device must report within 5 days.		For Online reporting go to CIR Website at: http://www.nyc.gov/html/doh/html/cir/index.htm If you cannot report online you may fax to: 212-676-6326 . All point of care readings ≥ 10 ug/dL must be confirmed through a blood test.
Lung Registry	All physicians; however, most reports are submitted by a small group of MDs who handle Workers Compensation cases. Most reports are occupationally related.		Report within 10 days of diagnosis. Use form: DOH-384 by writing to the NYS Dept of Health, Occupational Lung Disease Registry, Bureau of Occupational Health, 547 River Street Rm 230, Troy NY 12180. Also report by phone – 866-807-2130 or fax – 518-402-7909 or visit www.health.state.ny.us/environmental/workplace/lungdisease_registry/
Office Based Surgery	Any licensee directly or indirectly involved in the OBS procedure when the licensee believes that a patient complaint, complication, condition, emergency room visit, hospital admission, unplanned hospital transfer, death (within 30-days) or any other serious or life-threatening event is related to an OBS procedure.	Hospitals are not required to but are encouraged to report Adverse Events occurring in the OBS setting, of which they become aware in the hospital setting.	Report within one (1) business day of the occurrence and send to the NYSDOH Patient Safety Center. Forms are available on the DOH Website at: www.nyhealth.gov/professionals/office-based_surgery Completed form DOH-4431 must be sent by Certified Mail to the NYSDOH, Patient Safety Center, 433 River St. Troy, NY 12180.

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Patient Abuse	All physicians must report incident patient abuse that they witness in any type of medical facility.		Cases of abuse in nursing homes must be reported by calling 888-201-4563 , or fax - 518-408-1157, or by emailing nhintake@health.state.ny.us or by writing Centralized Complaint Intake Unit 161 Delaware Ave Delmar, NY 12054 Attn: CCIP. Cases in hospitals must be reported by calling 800-804-5447 .
Pesticide Poison Registry	All physicians, medical facilities, laboratories in attendance on a person with confirmed or suspected pesticide poisoning or with any of the clinical laboratory results described below must report such occurrence within 48-hours.	Physicians must report: 1) blood cholinesterase levels below the normal; and 2) levels of pesticides in human tissue samples that exceed normal range.	Call 800-322-6850 within 48 hrs.
Physician Misconduct	MDs and PAs are required to report those that they suspect may be guilty of misconduct. Failure to report a suspected instance is, in itself, misconduct.	Misconduct is abandoning a patient in need of immediate care, refusing to provide care for reasons discriminatory, performing services not authorized by a patient, harassing or abusing a patient, HIPPA violations, and failure to make medical records available.	DOH requires a complaint form obtained from the Office of Professional Medical Conduct by visiting: www.health.state.ny.us/nysdoh/opmc/main.htm or by calling 800-663-6114 . MDs can also write NYSDOH Office of Professional Misconduct 443 River Street Suite 303 Troy, NY 12180. Attn: Intake. Penalties for not reporting are severe and could include revocation, suspension, license limitation, censure and reprimand, a fine of up to \$10,000 or community service up to 500 hrs.

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Termination of Pregnancy	Providers must report terminations of pregnancy whether spontaneous, surgically, or medically induced, must be reported to NYCDOHMH.		For information on reporting, call 212-788-4545
Vaccines	All physicians must report an adverse event arising from the application of vaccine.		Vaccine Adverse Event Reporting System (VAERS) form obtained by calling 800-822-7967 or at VAERS Website: http://vaers.hhs.gov . Report online or fax to 877-721-0366, MDs must report to the district health office in which the person lives. If the vaccine was acquired with private funds, the MD reports to: VAERS PO Box 1100 Rockville Center, MD 20849-1100.
Window Falls	All health care providers must report window falls by phone to the Window Falls Prevention Program.		First responders report window falls by calling the Window Falls Prevention Program at 212-676-2903/2158 M-F, 9-5. After hours call 212-764-7667. After calling, a copy of the "Child Window Fall Report" must be completed and mailed within 24-hours. The form may be faxed to 212-442-2629.