



Branch - Hillsdale - St. Joseph Community Health Agency

570 N. Marshall Road
Coldwater, MI 49036
(517) 279-9561

Fax (517) 278-2923

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395
1-888-544-7395
Fax (517) 437-0166

www.bhsj.org

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161
1-800-258-1092
Fax (269) 273-2452

"Your Local
Health Department"

To: School Secretary
Daycare Provider
Contact for reporting Communicable Disease

Re: Online Reporting for Communicable Disease

The Branch Hillsdale St. Joseph Community Health Agency has the capacity for you to report communicable disease online daily! We will use the contact person with the email listed in the MCIR (Michigan Care Improvement Registry) record. If this email contact changes, or someone else at your facility reports communicable disease, please notify us. Please make sure the MCIR contact information on your agency screen is correct.

You will be given a password to access this program. It is very important to keep this secure and only you use this for reporting. Make sure someone else is trained and has access to the program in your absence. If you need your password changed, please call the contact for your county listed below. We will not accept any faxed communicable disease reports. There is a specific case detail form for chickenpox cases which you can find on the Communicable Disease Reporting page of our agency website. Please complete as much information as possible and fax to the number given.

Reporting must be completed for the week by Friday at 9 am. The previous week will be wiped out by Sunday evening. Daily entry is possible if this works best for you. Calls or emails will be generated to you if reporting is not done.

If there is nothing to report you still must submit a report. There is a box at the top that can be checked, it is labeled "Nothing to Report."

Your contact if you are new to reporting or for questions will be the Clinic Manager or the Clinic Coordinator for your county listed below:

Branch 279-9561:	Candy Cox, ext. 132	Kim Brown, B.S.N., ext. 105
Hillsdale 437-7395:	Jolene Hurst, ext. 121	Laura Sheffer, R.N., ext. 110
St. Joseph 273-2161:	Dale Cross, ext. 207	Aimmee Mullendore, R.N., ext. 241

This requirement is so very important in surveillance for emerging diseases and common communicable disease such as food borne illness and influenza. Remember that the children often are our first illness events to begin investigations regarding communicable disease. Please implement this for any day that your school or childcare has children present. Thank you for helping to keep the community well!

Sincerely,

Jo Ann Wilczynski, M.S., R.N.
Prevention Services Director