



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 the 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 can use this for reporting. Make sure someone else is trained and has access to the program in your absence. You may change your own password, however, if you need assistance, please call the contact for your county listed below. We will not accept any faxed, emailed or over the phone reporting of communicable disease reports. However, 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 517-279-9561	Candy Cox, ext. 132	David Fowler, R.N., ext. 105
Hillsdale 517-437-7395	Jolene Hurst, ext. 321	Mary Mercurio, R.N., ext. 307
St. Joseph 269-273-2161	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,

Yvonne Atwood R.N., B.S.N.
Personal Health and Disease Prevention Director