

**DEPARTMENT:** Infection Control

**POLICY:** IC-330

**SUBJECT:** Reporting of Healthcare Associated Infections/ Communicable Diseases

**Purpose:**

1. To inform FMDH staff of their responsibilities for reporting communicable diseases and healthcare associated infections to the Infection Control Practitioner (ICP).
2. To outline responsibilities of ICP to report communicable diseases to the Valley County Health Department (VCHD).

**Policy:**

1. Frances Mahon Deaconess Hospital (FMDH) is legally responsible for reporting certain infectious diseases and conditions to the State of Montana and/or Valley County Health Departments.
2. The ICP is the official liaison between FMDH and various health departments.

**Procedure:**

1. Hospital staff can notify the ICP or designee by phone at x-3502, or by email, regarding all suspected healthcare associated infections and/or communicable diseases.
2. If the ICP or designee is not available then, reports of:
  - a. **Communicable diseases** should be reported following the instructions on Reporting Communicable Diseases in Montana poster supplied by VCHD.
  - b. **Healthcare associated infections** can be reported by leaving a message for the ICP on voice mail by calling x-3502, via e-mail, or by written notification sent to the Infection Control Office.

**REVIEW AND REVISION STATEMENT:**

This policy will be reviewed and revised as necessary and at least annually by the Infection Control Practitioner, Physician Advisor, FNP, and CEO.  
(original document date 06/1992).