

CalREDIE Provider Portal Quick Start Guide

Getting Started:

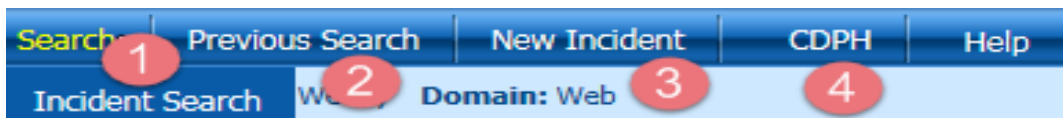
Do not enter HIV/AIDS co-infection information for conditions other than Hepatitis B, Hepatitis C, Meningococcal Infection, Tuberculosis, Gonorrhea, Chlamydia, and Syphilis.

1. Enter <https://calredie.cdph.ca.gov> in your Internet Explorer address bar and press enter.
2. Enter your CalREDIE username and password.
3. Click Login.

Please Note: Ensure your internet settings are up to date according to the [V15 Provider Portal Browser Settings](#).

Navigation Bar:

1. Click Search > Incident Search to return to the main incident search page.
2. Click Previous Search to perform the most recently conducted search.
3. Click New Incident to create a new incident.
4. Click CDPH > CalREDIE Help to go to the CalREDIE Help webpage.



Using the Main Search Page:

1. To create a new incident, click **New**.
2. To view an existing record, search using the following criteria: **Name (last, first)**, **MRN**, **Disease**, **Data Range**, and filter by **All**, **Submitted**, **Saved (Unsubmitted)**, then click Search.
3. Select the desired **Case ID** to access a previously saved or submitted incident.

Note: After submission, changes can still be made to the incident, up until the LHD imports the incident into the CalREDIE system.

Search 4 Previous Search 5 New Incident Dictionaries CDPH Help

Logged in as: Jilek, Wendy Domain: Web

Incident Search

Create a new CalREDIE Staging UAT record: **New** 1

Search for Incidents by:

Name (last, first):

MRN:

Disease: 2

Date Range: From: To:

All Submitted Saved (Unsubmitted)

Select a CalREDIE Staging UAT record from below:

Date	Case ID	Disease	Jurisdiction	Patient	DOB	MRN*	Submitted By	Status
09/19/2016	2366840	Chlamydia	Los Angeles				Jilek, Wendy	Submitted
09/13/2016	2366832	Chlamydia	Sacramento				Jilek, Wendy	Submitted

Please contact the CalREDIE Help Desk at (866) 866-1428 or CalREDIEHelp@cdph.ca.gov

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Entering Patient Information:

1. Enter **Disease Being Reported***.
2. Enter patient **Last Name*** and **First Name***.
3. Enter patient's physical **address**, if available.
4. Enter remaining demographic information, if available
5. Enter **Gender***.
6. Select the **Reporting Source** for the incident*.
7. Enter **Race/Ethnicity** information*.
8. Click the "Next" button or select the "Supplemental" tab.

**Required fields are labeled in red in CalREDIE.*

Entering Supplemental/Clinical Tab Info:

1. Enter **Date of Onset** and other dates, if available.
2. Enter any **Notes/Remarks** (use the **Add** button).
3. Complete the Clinical tab. *Additional, fields required by Ventura County Public Health Department included on page 4.*

Dates can be entered (3)

three ways:

- (1) **Manually:** CalREDIE will auto format to MM/DD/YYYY.
- (2) **Calendar Icon:** Select date using the calendar icon.
- (3) **"T-notation":** Enter "T" for to-day. For X number of days prior, enter "T-X". I.e. "T-1" would be yesterday's date.

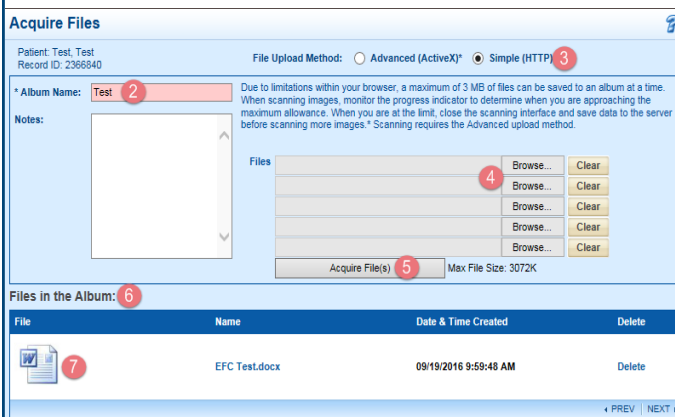
Contact your Local Health Department (LHD) Liaison for instructions on how to submit follow-up information. LHD contact information included on page 4.

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Incident Submission:

1. Click **Submit** at the bottom of the last tab (Supplemental or Clinical), and the Incident Submission screen will appear.
2. To print the receipt, click **Print Receipt**.
3. To print a report of the incident, click **Print Incident**.
4. To create a new incident, click **Create New Incident**.
5. The **Add Case Report** button is currently not in use.
6. To create a new incident for the same patient, click **New Incident for Same Patient**.



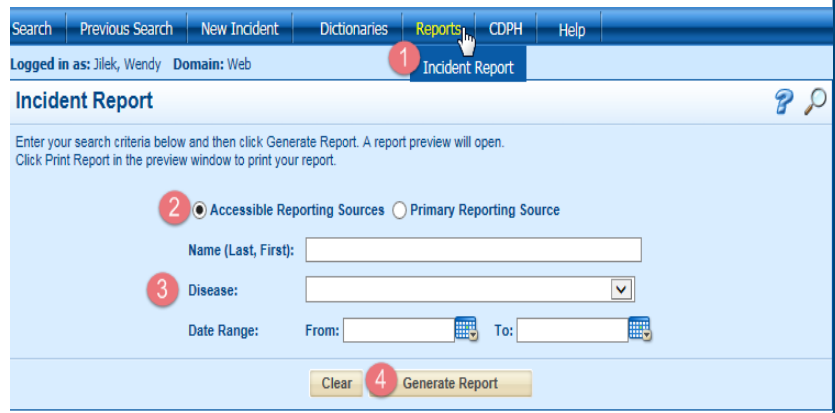
Uploading Files in the Electronic Filing Cabinet(EFC) :

1. Click on the image of the EFC and Click **New Album**.
2. Enter the **Album Name***.
3. Click **Simple (HTTP)**.
4. Click **Browse** and select a document to upload. Up to 5 files may be uploaded at one time.
5. Click **Acquire File(s)**.

6. Uploaded file will display below **Files in the Album**.
7. To access the document, click on the file image.

Incident Reports

1. Go to Reports > Incident Report.
2. Choose whether your report should include **Accessible Reporting Sources** or **Primary Reporting Source**.
3. Enter **Name (Last, First)** , **Disease** or **Date Range**.
4. Click **Generate Report**.



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Ventura County LOCAL Reporting Guidance

Entering Clinical Tab Information:

Providers are asked to include all clinical information that supports the diagnosis of the disease being reported.

1. All diagnostic test results from any source, related to the disease that the provider is reporting. Examples include but are not limited to:
 - a. Culture
 - b. PCR
 - c. Imaging
 - d. All CSF studies
 - e. Titers
 - f. EIA/CIA/IFA
 - g. NAAT
 - h. Pathology reports
 - i. QFT
 - j. Hepatitis panel
 - k. IgM/IgG
2. Supporting clinical notes, such as:
 - a. Treatment Plan
 - b. Primary Provider Notes
 - c. Admission H&P/Discharge Summary

LOCAL Contact Information

Ventura County Public Health Communicable Disease Program

Main Line: (805) 981-5201

Fax: (805) 981-5200

Email: VCPH-ID@ventura.org

Webpage: <http://vchca.org/for-health-care-providers-cmr-tb-forms>