



LEE HARRIS  
MAYOR

# SHELBY COUNTY HEALTH DEPARTMENT

ALISA R. HAUSHALTER, DNP, RN, PHNA-BC  
DIRECTOR

BRUCE RANDOLPH, MD, MPH  
HEALTH OFFICER



**Public Health**  
Prevent. Promote. Protect.

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## Reminder to All Shelby County Healthcare Providers and Laboratories

Tennessee state law requires that all hospitals, physicians, laboratories, and other persons knowing or suspecting a case of a reportable communicable disease notify the local health department in the county in which the case is detected. This mandatory reporting requirement ensures that local health authorities receive critical information needed to detect, investigate, communicate, and coordinate action during disease outbreaks in order to prevent or restrict further spread of communicable disease. In addition to any applicable civil penalties, persons who willfully neglect or refuse to comply with the general provisions of Tennessee law relative to prevention of diseases commit a Class C misdemeanor.

**The novel coronavirus disease (COVID-19) has been declared by the Tennessee Department of Health to be an immediately reportable disease.** Reports of known or suspected cases of COVID-19 identified in Shelby County **must be made** to the Shelby County Health Department.

**FOR COVID-19 ONLY**, laboratory reports and CDC investigation forms must be submitted to Shelby County Health Department as follows:

- Via secure facsimile to: 901-222-8249
- Via **encrypted email** to: [epidemiology.section@shelbycountyttn.gov](mailto:epidemiology.section@shelbycountyttn.gov). All information and files must be encrypted and password protected. Password should be sent in a separate email.

The Case Report Form may be found at:

[https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/3.-Updated-CDC-PUI-Form\\_2.29.20.pdf](https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/3.-Updated-CDC-PUI-Form_2.29.20.pdf)

**All documents (Case Report Form, Lab Report, Patient Demographics) should be sent by Encrypted Email (preferred) or Secure Facsimile.**

If you have questions or would like additional information regarding reporting cases of COVID-19 locally, please contact the Shelby County Health Department at 901/222-8234.

Alisa R. Haushalter, DNP, RN, PHNA-BC  
Director

Bruce W. Randolph, MD, MPH  
Health Officer

### Mission

*To promote, protect and improve the health and environment of all Shelby County residents.*

814 Jefferson Avenue ♦ Memphis, TN 38105 ♦ 901 222-9000 ♦ [www.shelbytnhealth.com](http://www.shelbytnhealth.com)