## Guidance for Electronic Submission of COVID-19 Testing Results

Ohio Public Health Rule
Persons in charge of any laboratory that examines specimens of human origin for evidence of COVID-19 infection shall underline electronically report within twenty-four (24) hours the results of all such examination, including, but not limited to: positive, negative, invalid, and inconclusive results.

Laboratory results should be electronically reported according to the protocols outlined below.

The Director's Journal Entry may be accessed here.

Laboratory or Facility Registration
Any entity performing any type of COVID-19 testing of human origin must register the name of their laboratory or facility at http://coronavirus.ohio.gov/registerlab. Ohio Department of Health (ODH) personnel will process the registration and send an email to the primary contact listed with additional information on the process to electronically submit laboratory test results for all testing performed in your facility. This does not include specimens collected and shipped to reference labs for testing.

Case or Line Level Results Reporting
Persons in charge of any laboratory that examines specimens of human origin for evidence of COVID-19 infection shall electronically report within twenty-four (24) hours the results of all such examination, including, but not limited to: positive, negative, invalid, and inconclusive results.

Establishing Secure Connection to ODH and File Validation
ODH offers two connection methods for the submission of COVID-19 testing results, including a secure, authenticated web portal electronic laboratory reporting (ELR) file upload tool and secure file transfer protocol (SFTP).

1) Authenticated Web Portal
   - Authenticated web portal was built for any entity (e.g. long-term care facility, private and hospital laboratories) performing laboratory testing, specifically for COVID-19, to securely and safely transmit electronic files containing protected health information, using Ohio's custom CSV template.
   - Any person may create a user account at https://ohid.ohio.gov and request access to the ELR File Upload application to securely submit electronic laboratory reporting (ELR) files.
     o Step-by-step instructions for account creation can be accessed here.
     o After account creation, the user must request access to the application, **ELR File Upload**. Step-by-step instructions on this process can be accessed here.
       - Click on Sites & Applications and type in ELR File Upload into the search bar.
       - Scroll down page and select the ELR File Upload tile.
       - Click on Request Access To Group, check Agree to Terms box, and click Request Access to Group.
   - Application requests are reviewed and approved by ODH personnel who will provide additional details on file submissions. Applicants will be assigned to a reviewer who will verify the file structure and complete a brief file validation.

2) SFTP Connection
- SFTP connection is generally reserved for larger volume laboratories and hospitals capable of setting up an automated HL7 ELR interface. This process involves whitelisting of lab server IP accounts and the submitting entity must provide a static, external IP address. If interested, please request the SFTP request form be sent once your registration is processed.
- Upon successful, secure connection to ODH's SFTP server, ODH personnel will verify the file structure and complete a brief file validation.

Line Level Reporting Instructions
- Each entity **must** electronically report **ALL** COVID-19 testing performed at your facility, including negative test results.
- The onboarding process will take several weeks to complete. Positive laboratory findings for **ALL** COVID-19 testing must be reported to the local health department (LHD) where the patient resides until ODH personnel successfully completes the file validation for your laboratory or facility to submit electronically. This may be completed by faxing the confidential case report form or the Human Infection with 2019 Novel Coronavirus Case Report Form to the LHD. To identify the LHD where the patient resides, you may use the LHD address tool. If the patient resides out of state, you must report those results to the appropriate state health department where that person resides.
- Negative COVID-19 test results should **NOT** be reported to the LHD; however, the reporting entity must maintain and prepare to send ODH an electronic file of all negative COVID-19 testing results, as of October 20, 2020. This file must be reported to ODH using the selected electronic submission method once ODH personnel completes the file validation for your laboratory or facility.

Alternate Line Level Reporting Options

- Several alternative methods exist for laboratories or other entities performing COVID-19 testing to electronically report their testing results.
  - CMS-certified long-term care facilities may submit point-of-care SARS-Co-V-2 testing data, including antigen testing data, to CDC's National Healthcare Safety Network (NHSN).
  - All entities may onboard with CDC and US Digital Service's application, SimpleReport. An informative video may be accessed here. The service is free but does involve a brief onboarding process with CDC personnel. If interested, Sign Up to get started.

Technical Specifications
[CSV Technical Specifications and Formatting Guide for Long-Term Care Facilities](#)
[CSV Technical Specifications and Formatting Guide for Laboratories](#)
[Blank CSV File Template for all Reporting Entities](#)
[HL7 Technical Specifications](#)

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