

Department of Health

**Coronavirus Disease 2019 (COVID-19)
Reporting Portal
Facility Registration Process
November 2020**



Division of Disease Control and Health Protection

COVID-19 Reporting Portal Statutory Requirements

- The COVID-19 Reporting Portal is a web-based application that supports both direct data entry and batch data upload.
- Mandatory reporting requirements are outlined by Florida Department of Health [Emergency Order 20-013](#), section 381.0031, Florida Statutes, and Florida Administrative Code (FAC) Chapter 64D-3.
- All health care practitioners, laboratories and facilities, including long term care facilities, must report both negative and positive COVID-19 test results, including point-of-care rapid test results within 24 hours.



COVID-19 Reporting Portal Statutory Requirements

- Per Emergency Rule 64DER20-34, FAC, all test results must be submitted electronically, using one of the electronic reporting methods listed below:
 - Electronic laboratory reporting: generation of an electronic comma-separated value (CSV) or Health Level 7 (HL7) formatted message
 - National Healthcare Safety Network COVID-19 module for Centers for Medicare and Medicaid-certified long-term care facilities
 - COVID-19 Reporting Portal: for entities that perform COVID-19 testing that are unable to generate an electronic CSV or HL7 formatted message



COVID-19 Reporting Portal Statutory Requirements

- Registration in one of these methods, must be completed within 7 days of the effective date of Emergency Rule 64DER20-34 (11/12/2020), or within 7 days of obtaining the ability to conduct testing.
- Until electronic laboratory reporting has been established, test results must be submitted by facsimile to the Florida Department of Health's Bureau of Epidemiology confidential fax line, 850-414-6894, or to the patient's local county health department.
- For a list of county health department reporting contact information, please visit www.FLhealth.gov/chdepcontact.



COVID-19 Reporting Portal Registration Process

Go to the Facility Registration Link:

covidlabreporting.floridahealth.gov/FacilityRequest/RequestForm



The screenshot shows the 'COVID-19 Laboratory Result Reporting Portal' header. Below it is the 'Facility Registration Form'. The form has a section for 'Email Address *' with a red-bordered input field and a blue 'Lookup' button. Below the input field, a message reads: 'We need to lookup your email address before proceeding.'

Provide the email address that will be associated with your facility. The portal will verify that the email address has not been previously used.



COVID-19 Reporting Portal Registration Process Continued

- Fill out the following sections on the facility registration form:
 - Facility Detail
 - Admin User Details
 - Provider Details
- Select the “Submit Request” button once you have filled out the required fields.
- If you receive an error following submission, please close the browser session. Reopen the link in a new browser session and try again.



COVID-19 Reporting Portal Registration Process Continued

Facility Details:

☰ COVID-19 Laboratory Result Reporting Portal

Facility Details

Are you a CLIA Waived facility? *

Yes No

CLIA # *

Facility Type * Facility Name * Facility Address *

County Health Department

State * Zip Code* City*

Florida

County * Phone Number *

ALACHUA

(*) Indicates required fields.

COVID-19 Reporting Portal Registration Process Continued

Admin User Details:

☰ COVID-19 Laboratory Result Reporting Portal

Admin User Details

First Name* Last Name* Phone Number*

Email Address* Job Title*

Job Description*

COVID-19 Reporting Portal Registration Process Continued

Provider Details:

☰ COVID-19 Laboratory Result Reporting Portal

Provider Details (Add maximum of 5 providers)

Provider Name*	Street Address*	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>
State*	Zip*	County*
<input type="text" value="Florida"/>	<input type="text"/>	<input type="text" value="ALACHUA"/>
Phone Number*	NPI*	
<input type="text"/>	<input type="text"/>	

[+ Add Provider](#)

COVID-19 Reporting Portal Finalizing Registration

- After submitting your registration, a link will be sent to the email address provided. Follow the link to confirm your request and receive confirmation of your successful submission.
 - Your request will be reviewed and either approved or rejected. If approved, an invitation email will be sent to finalize your user registration request.
 - If rejected, you will be notified with the reason via email and you can submit a new request with your corrections.
- After registration is finalized you may begin reporting using the portal reporting link provided.



COVID-19 Reporting Portal Data Submission

When ready to report data to the COVID-19 Reporting Portal, use the following link: covidlabreporting.floridahealth.gov

Direct Data Entry - test results can be reported by using the direct data entry method.

Batch Data Entry - test results can be reported by using the batch data entry method by submitting a .csv file that complies with the provided file format specifications. The format specifications are provided on the portal.



COVID-19 Reporting Portal Technical Assistance

Technical assistance is available to assist facilities with reporting.

Contact Information:

For any questions or assistance with facility registration or data entry, please email the COVID-19 Reporting Portal team at COVID19PortalEnrollment@flhealth.gov.

