Hepatitis B Lab Reporting Audits Procedure

1) Create a database populated with data from the hepatitis lab

2) Create and print off a form specific for each lab to be contacted.

3) Determine the six month period from which the positive lab results will be requested.

4) Call the lab using the following script:
(Make adjustments to individualize the script as necessary)

Protocol for calling on hepatitis lab survey:

Call lab and **ask for lab contact or job title**.

Ask the following of the person:

Hello, my name is _____, and I am calling from the Minnesota Department of Health Viral Hepatitis Program. I am calling to ask some questions about hepatitis testing and reporting, and to request some test results from you. Do you have five minutes to answer a few questions?

No:
Ask if there is a better time to call back, or another person who would be better to call.

Yes:
If filled out survey:
First, I would like to confirm information that was collected from a 2006 hepatitis lab survey. Has the type of hepatitis testing or the way results positive hepatitis results changed since 2006?

If yes, go through specific questions pertaining to changes, and then fill in any unanswered questions. (See Hepatitis Related Testing for Laboratories printout in binder)

If no, ask unanswered questions from the survey.

If did not fill out survey:
First, I would like to ask you some questions about hepatitis testing in your lab.

Go through survey (in lab audit binder)

Ask all labs:
Do you know if the pregnancy status is included when reporting to MDH a hepatitis B positive female?

Second, we are required by the CDC to assure all positive Hepatitis results are being sent to us so I would like to request that a line list of all positive Hepatitis A IgM, Hepatitis B surface antigen, and Hepatitis B core IgM from _____ through _____ be sent to MDH. This can be sent via fax to _____.

Mailing address: _____

If resistant to send:
Reassure them that since hepatitis is a reportable disease MDH has the authority under Minnesota Statues, Sec. 144.05 Subd.1 (a). "I can fax you documents if you would like".

http://www.health.state.mn.us/divs/idepc/diseases/hepb/hcp/hipaahepb.html

Closing: If you would like to give me your e-mail address I can send you the details in writing. Thank you for taking time to fill out the survey and send in your positive lab results to assist in our enhanced hepatitis surveillance.

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5) Send a follow-up via fax or email so the lab has exactly what is being requested in writing.

Sample e-mail sent:

Hi Jerine,
Thanks again for taking the time to talk with me today and your help! We are requesting that all positive HBsAg, anti-HAV IgM, and anti-HBc IgM results from July 1, 2007 through December 31, 2007 be sent to us via fax or mail. I cannot accept via email because our email accounts are not secure. My fax number is _____ and my mailing address is:
_____

The information to include on the reports is the patient's first and last name, date of birth, draw date, test, and result. If we are missing the lab result we would also need the ordering provider and clinic names and numbers, so to avoid a call about this the information could be provided now but is not necessary. Also, the patients address and reason for testing would helpful.

Thank you so much again, and do not hesitate to call with any questions! My number is _____.
Thanks,
_____

6) Update lab information in the database, and document date contacted and what actions will be taken. For example, "Talked to Jim 7-21-08 best to contact via e-mail at _____ will fax within next month."

7) Follow-up with labs every two weeks to one month until results are received.

8) When results are received, call the sender to confirm that you have received the results and that all the required information was included.

9) Make a copy so that one copy can be written on and the other copy will remain "clean."

10) Number the lab audit in the Hepatitis B Lab Audit Database.

11) If no results were reported check this is correct by pulling data from the viral hepatitis registry into SAS and running frequency of test result by lab name restricted by six month time frame.

12) To perform audit of hepatitis B results:
A. Search for individual in viral hepatitis registry. Exclude non-Minnesota residents.

- If the person is not in viral hepatitis registry, add person and test result into the database. Designate as such on line list. (I used a black dash)
- If in viral hepatitis registry, check that test is included in lab results

I. If entered, designate as such on line list (I used a pink dot)

II. If not entered, add to registry and designate as "person in registry, but test result not" (I used blue dot).

C. If female, check for her in perinatal registry

D. If in perinatal registry, check that HBsAg positive test is in appropriate field.

I. If entered, designate as such on line list (I used a yellow dot)

II. If not entered, designate as such on line list (I used a red dot).

E. Give Hep A, IgM results to appropriate staff to do audit.

F. Determine total number of each reported.

13) Calculate completeness of lab reporting:

For all tested (B) = # of specimen tested - # of tests not reported or not in viral hepatitis registry or perinatal database (blue dot or black dash)

For women (D) = # of women specimens tested - # of women's tests not reported in either viral hepatitis registry or perinatal database (red and blue dot)

12. Calculate Completeness of Lab Reporting (see slide from CDC Perinatal net conference Session 3) *http://www2.cdc.gov/vaccines/ed/hepbtraining/Evaluation_Lisa.ppt#258,1,

$$\text{Completeness of Reporting or Proportion of HBsAg+ tests Reported} = \frac{\text{Total \# HBsAg+ test results reported}}{\text{Total \# specimens that were HBsAg+}}$$

Completeness of Reporting for All (X) = A/B

Completeness of Reporting for women of childbearing age (Y) = C/D

14. Update final lab audit table.