CalREDIE Manual Lab Reporting Quick Start Guide

Getting Started

*CalREDIE is NOT compatible with Internet Explorer. Please make sure to use one of the newly supported browsers: (For PC: Google Chrome, Microsoft Edge, or Firefox | For Mac: Safari)

*Do not enter HIV/AIDS information in CalREDIE.

*For the most updated guidance on COVID-19 reporting requirements, please see: Letter to Laboratories: Testing for SARS-CoV-2/COVID-19 (ca.gov)

1. Enter https://calredie.cdph.ca.gov in your browser's address bar and press enter.
2. Enter your CalREDIE username and password. Click Login.
3. Click New Lab Report and scroll down to report a new result.

Tip: You can use the fields at the top of the Manual Lab Report page to search for previously submitted results (Figure 1)

Figure 1
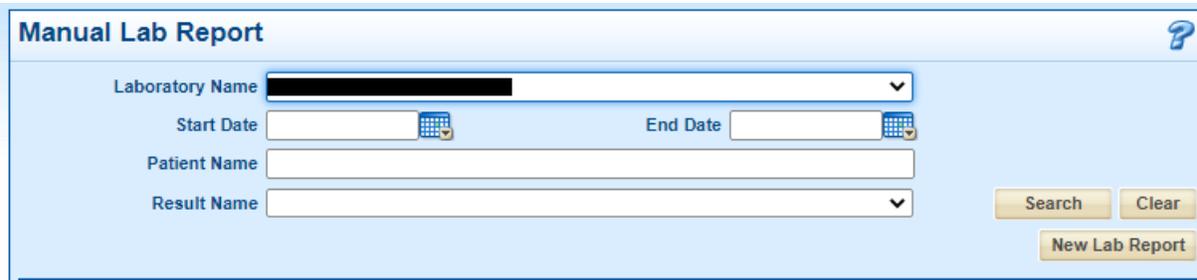
Submitting a Manual Lab Report: Patient Demographics (Figure 2)

*All the demographic information listed in Steps 1 through 5 below must be completed. Other demographic information is optional.

1. Enter Last Name and First Name.
2. Enter **Date of Birth** and Age will auto-calculate.
3. Enter Address, City, State, and Zip Code.
   Note: If you do not have the patient's address – enter your facilities address.
4. Enter Home Telephone number
5. Enter Gender, Ethnicity, and Race

Figure 2

Result Details (Figure 3)

*The four fields described in steps 1 through 4 below must be completed. All other fields are optional.

1. Enter Result Name.

    a. Click on the pop-up box to the right of the "Result Name" field to bring up the LOINC Dictionary. Contact the CalREDIE ELR Team (CalREDIEELR@cdph.ca.gov) if you are uncertain which LOINC code to utilize.

    b. Search for the LOINC Code being reported and select the blue hyperlinked LOINC Name. This will highlight your selection in yellow.

    c. Click "OK." The "Result Name" field is now populated.

    Note: To clear this field, hit the "Clear selection" button, with the "X" through it.

2. Select '**Positive**' or '**Negative**'.

3. Enter **Value**. Acceptable values are: Detected, Not Detected, Inconclusive, Specimen Unsatisfactory.

4. Enter **Confirm Value** (Value must be the same as entered in Step 3).

5. To enter a Note, click the **Add Note** button, and enter your information in the box.

6. DO NOT use the **Add** button. For a new result, start a new lab report and use a new accession number.

Figure 3

Specimen Details and Submitting Results (Figure 4)

1. Enter the Accession Number.

   a. Accession numbers are unique values that your facility assigns. Each result must have a completely unique, not-repeated, accession number. For example, the accession number for the first result you enter may be 0001, the second result you enter may be 0002, and so on.

2. Enter Ordering Physician and Provider Identifier, if known.

3. Enter dates for Specimen Collected, Specimen Received, and Specimen Resulted.

   a. Use the calendar icon to select a date or enter the date manually.

4. Leave Specimen Type, Result, and Specimen Collection Notes blank.

5. Click **Save** when finished. When the Save button is clicked, the result is submitted to CalREDIE.

Figure 4

Specimen Details

* Accession Number	Ordering Physician	Provider Identifier	National Provider Identifier
123456789	Jane Doe	12345	☐

Specimen Collected Date (MM/DD/YYYY)	Specimen Received Date (MM/DD/YYYY)	Specimen Resulted Date (MM/DD/YYYY)
05/08/2020	05/09/2020	05/10/2020

Specimen Type	Result	Date Reported to Public Health

Specimen Collection Method

Questions? See the **Manual Lab Reporting Module FAQ**

Still have questions? Contact the CalREDIE Help Desk:
CalREDIEHelp@cdph.ca.gov