ELECTRONIC LABORATORY REPORTING (ELR) CHECKLIST		
Step 1: Register Intent to submit ELR		
		Comments & Resources
[Registration for HL7 Reporting for ALL facilities](#)	☒	**REQUIRED**
Receive and retain your registration notification from NC DPH	☒	
Step 2: Pre-testing phase		
Step 2a: Participate in initial planning discussion with NC DPH		
		Comments & Resources
Download a free copy of HL7 Version 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm)	☒	[Available for download through the Health Level Seven (HL7) website](#)
Download the "Guidelines for Electronic Laboratory Reporting to North Carolina Division of Public Health" document	☒	[Available for download through the North Carolina Division of Public Health Promoting Interoperability Program Registration of Intent Site](#)
NC DPH to schedule an initial planning discussion	☒	[To check the status please email ELR.SupportServices@dhhs.nc.gov](#)
Step 2b: Identify laboratory results that are required by NC law to be reported to NC DPH		
		Comments & Resources
Download the NC ELR Mapping Template If facility uses Epic Beaker, download the Beaker Mapping Template	☒	[Available for download through the North Carolina Division of Public Health Promoting Interoperability Program Registration of Intent Site](#)
Fill in the NC ELR Mapping Template with your entire menu of services and indicate which tests are performed in-house versus sent to a reference lab	☒	[The rules for which laboratory results are required by North Carolina law to be reported to NC DPH can be found in the North Carolina General Statutes and Administrative code](#) [A link to these regulations can be found on the NC DPH Communicable Disease Laws and Rules website](#)
NC DPH will review the catalogue and provided feedback on what is reportable and voluntarily reportable		[A list of the results that NC DPH can accept for voluntary reporting can be found at the North Carolina Communicable Disease Manual](#)
Once you have completed the "Reportable Review" tab, please submit it to NC DPH via the online NC ELR Mapping Tool Submission form	☒	[NC ELR Mapping Tool Submission form](#)
Step 2c: Translate local codes to standard coding systems		
		Comments & Resources
Complete the "LOINC Mapping" tab of the NC ELR Mapping Tool with your local codes mapped to the LOINC standard vocabulary	☒	[Logical Observation identifiers Names and Codes (LOINC)](#)
Complete the "Result Mapping" tab of the NC ELR Mapping Tool with your local lab result codes mapped to the (SNOMED-CT) standard vocabulary	☒	[SNOMED CT (Systematized Nomenclature of Medicine--Clinical Terms)](#)

		Comments & Resources
Complete the "Specimen Type Mapping" and "Specimen Sources Mapping" tabs of the NC ELR Mapping Tool with your local specimen types and sources mapped to the SNOMED-CT standard vocabulary	☒	[Submit to NC DPH via the online NC ELR Mapping Tool Submission form](#)
Map other local codes according to the HL7 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm)	☒	For Example: HL7 defined tables for race, ethnicity, gender, etc

Step 2d: Set up the secure message transport connectivity

		Comments & Resources
NC DPH accepts ELR messages sent through the Public Health Information Networking Messaging System (PHINMS) or through the North Carolina Health Information Exchange Authority (NC HIEA)	☒	[For more information on PHINMS, please visit the CDC's website](#)
		[For more information on NC HIEA, please visit their website](#)

Step 3: HL7 Message Testing

Step 3a: Develop an HL7 Version 2.5.1 Message for ELR

		Comments & Resources
Develop an HL7 message conforming to the HL7 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm)	☒	[Available for download through the Health Level Seven (HL7) website](#)
Test ELR messages through the NIST tool, resolve issues found, and provide your successful validation results to NC DPH in a .doc file NOTE: Do not include PHI, NIST is not a secure tool	☒	[National Institute of Science and Technology (NIST) website](#)

Step 3b: Send a batch file containing a test message for initial validation

		Comments & Resources
Transmit one batch file with a message containing a reportable result conformant to NC Regulations and to the HL7 2.5.1 Implementation Guide: Electronic Laboratory Reporting to Public Health (US Realm) Transmit one batch file with 0 messages	☒	If the message passes initial validation, coordinate automated daily message transmissions from the test system and/or production system
		If the message does not pass initial validation, please continue message development and internal validation

Step 3c: Participate in structure and content validation

		Comments & Resources
NC DPH will perform structure and content validation	☒	NC DPH uses Smartsheet in order to track any issues we find with the HL7 message Access is granted by NC DPH to post comments and questions Resolution of issues is expected from the facility

Step 4: Participate in parallel data validation (User Acceptance Testing) with NC DPH

		Comments & Resources

NC DPH will perform data validation, comparing the electronic submissions from the production system against the existing reporting mechanism (e.g., mail or fax)	☒	NC DPH will use Smartsheet in order to track any issues found between the HL7 messages and other reports Resolution of issues is expected from the facility
Step 5: Production		
		Comments & Resources
NC DPH will transition your ELR reporting to our production environment	☒	
NC DPH will perform ELR reconciliation, and track any issues found in the HL7 messages	☒	NC DPH will use Smartsheet in order to track any issues found in the HL7 messages Resolution of issues is expected from the facility
Coordinate with NC DPH to determine a date to discontinue paper or faxed reporting of laboratory results and solely submit ELR	☒	