



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

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**Eric C. Friedlander**  
Secretary

**Steven J. Stack, MD**  
Commissioner

June 22, 2021

Dear SARS-CoV-2 Testing Facility Operator,

The Kentucky Department for Public Health (KDPH) is **issuing updated COVID-19 (SARS-CoV-2) test reporting guidance** to more effectively manage and coordinate the statewide pandemic response. This notice provides updated COVID-19 provider reporting guidance and replaces any previous guidance. This guidance includes new information for at-home testing and COVID-19 case reporting.

**A. TESTING FACILITIES REQUIRED TO REPORT**

The Commonwealth of Kentucky requires that all laboratories and facilities performing testing for COVID-19, including rapid testing, among residents of the Commonwealth follow the guidelines outlined in this mandate, effective immediately.

These guidelines do *not* apply to facilities that are sending specimens to external laboratories nor do they apply to clinicians who prescribe tests where the specimen is sent to a laboratory. The laboratory that determines the result is the facility required to report the test result. While a facility that is not performing “in-house” testing is not required to report COVID-19 lab results, the providers within these facilities who ordered the test must submit a [KDPH COVID-19 Case Report Form](#) for every positive result received.

**COVID-19 test results involving use of an at-home test kit for which specimen collection is not monitored by a trained healthcare provider are not reportable.** If the at-home test is observed or “proctored” by a healthcare provider to assure proper specimen collection, the lab test results should be submitted by the lab that results the test or by the provider ordering the test if the at-home test specimen (or results) are not sent to a lab for processing. For proctored or observed at-home tests that are *not* submitted to a laboratory for processing, ordering clinicians are required to complete **both** the laboratory reporting (for all results, positive and non-positive) and the [KDPH COVID-19 Case Report Form](#) (for every positive result).

**B. ELECTRONIC LAB REPORTING IS REQUIRED**

Facilities conducting COVID-19 testing among Kentucky residents must report all test results (positive and non-positive) electronically through the Kentucky Health Information Exchange (KHIE), which serves as the standard route used by KDPH to collect lab reports.

**Testing facilities not yet submitting results via KHIE must begin the KHIE onboarding process.**

KHIE now provides two onboarding options, including registration for an **online portal**. With this new option, facilities or individual providers can directly enter test results into the online portal; the data are securely submitted electronically via KHIE to public health (both KDPH and local health departments).

- Facilities should communicate with KHIE at [KHIElabs@ky.gov](mailto:KHIElabs@ky.gov) to discuss onboarding options and determine a timeframe for onboarding.
- **Option 1:** If fully onboarding to KHIE electronically, once a facility has established connectivity with KHIE, facilities are required to be fully onboarded and functional in KHIE within 30 business days.
- **Option 2:** Facilities can directly request access to the online portal by following the steps on the Direct Data Entry webpage: <https://khie.ky.gov/COVID-19/Pages/Direct-Lab.aspx>
- Once onboarded through either option, labs must continue to work with KDPH and KHIE to ensure that appropriate data is being reported in a timely manner, that any internal data problems, as determined by KDPH/KHIE, are addressed by the facility, and that data elements are added, removed, or revised as data requirements evolve.

**C. INDIVIDUAL TEST RESULT REPORTING REQUIREMENTS****- Testing facilities submitting laboratory results via KHIE must:**

For all positive and non-positive COVID-19 lab reports:

- Immediately notify the provider or the ordering facility to inform them of the result.
- Submit electronic laboratory reports (ELR) to KDPH through either KHIE option. All positive results must be submitted within 24 hours, by statute 902 KAR 2:020.
- Validate that all Required Data Elements listed in the Section E of this notice (including LOINC and SNOMED codes) are being included in lab reports.

Onboarded facilities shall continue to work with KDPH and KHIE to ensure that appropriate data is being reported in a timely manner, that any internal data problems, as determined by KDPH/KHIE, are addressed by the facility, and that data elements are added, removed, or revised as data requirements evolve.

**- Testing facilities not yet submitting laboratory results via KHIE must:**

For all positive and non-positive COVID-19 lab reports:

- Immediately notify the provider or ordering facility to inform them of the result.
- Submit positive results to KDPH and/or the local health department within 24 hours as required by statute 902 KAR 2:020. Non-positive results can be submitted daily or weekly, dependent on submission option below.
- Submit required testing data elements for all results to KDPH or Local Health Departments through one of the following two options:
  - 1) Fax/Flat File Option:
    - **Positive results** should be faxed to KDPH's secure fax (855-568-8601) or sent via secure fax to the Local Health Department of the county of residence for the patient within 24 hours of result.
    - **All new non-positive results** are required to be submitted via an encrypted or password-protected flat file sent to [covidKYlab@KY.gov](mailto:covidKYlab@KY.gov) on a weekly basis.
    - Please contact [covidKYlab@KY.gov](mailto:covidKYlab@KY.gov) to request the current template for flat file submission to ensure that formatting meets current KDPH standards.
  - 2) Flat File Only Option:
    - **All new positive and non-positive test results (not cumulative)** must be submitted using encrypted or password-protected flat files sent to [covidKYlab@KY.gov](mailto:covidKYlab@KY.gov) daily.
    - Please contact [covidKYlab@KY.gov](mailto:covidKYlab@KY.gov) to request the current template for flat file submission to ensure that formatting meets current KDPH standards.

**D. AGGREGATE TEST DATA REPORTING REQUIREMENTS**

Aggregate lab test reporting is no longer required. If your laboratory was submitting data to the GenTrack survey for this purpose, please discontinue now. For more information, email [covidKYlab@KY.gov](mailto:covidKYlab@KY.gov)

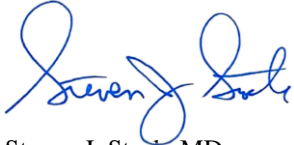
**E. REQUIRED DATA ELEMENTS**

In accordance with federal government and Commonwealth of Kentucky requirements, all COVID-19 reporting labs are required to submit the following data elements as part of all COVID-19 lab test report submissions:

<b>REQUIRED ELEMENTS BY CATEGORY</b>	
<b><i>Patient Information &amp; Demographics</i></b>	
1)	Name (first name, middle initial, last name captured separately)
2)	Date of birth (MM/DD/YYYY)
3)	Gender
4)	Race
5)	Ethnicity
6)	Patient address incl. zip code and county of residence
7)	Patient telephone number
<b><i>Testing &amp; Case Information</i></b>	
8)	First test (Y/N/U)
9)	Test ordered (use harmonized LOINC codes provided by CDC)
10)	Name of testing product
11)	Device identifier
12)	Date specimen collected (MM/DD/YYYY)
13)	Test result (use appropriate LOINC and SNOMED codes, as defined by the Laboratory In Vitro Diagnostics (LIVD) Test Code Mapping for SARS-CoV-2 Tests provided by CDC, or equivalently detailed alternative codes)
14)	Test result date (MM/DD/YYYY)
15)	Accession #/Specimen ID
16)	Specimen Source (use appropriate LOINC, SNOMED-CT, or SPM4 codes, or equivalently detailed alternative codes)
<b><i>Ordering Provider / Performing Facility Information</i></b>	
17)	Date test ordered (MM/DD/YYYY)
18)	Ordering provider name
19)	Ordering provider NPI
20)	Ordering provider address incl. zip code
21)	Ordering provider telephone number
22)	Performing facility name and/or CLIA number, if known
23)	Performing facility zip code
24)	Performing facility telephone number

To begin onboarding to KHIE and learn more about the available electronic reporting measures (via the following current available services: Web Services, VPN, HL7/flat file through SFTP), please reach out to [KHIElabs@ky.gov](mailto:KHIElabs@ky.gov) or 502-564-7940. For general inquires or questions regarding flat file templates and submission, please contact [covidKYlab@KY.gov](mailto:covidKYlab@KY.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Steven J. Stack". The signature is fluid and cursive, with the first name "Steven" being larger and more prominent than the last name "Stack".

Steven J. Stack, MD

Commissioner

Department for Public Health