Report Source and Location Dictionary – New / Updated Entry Request Form

Section I: Report Source Dictionary (Provider or Submitter Information)

Will this be a new entry into the Report Source Dictionary, or an update to an existing entry?

☐ New entry*

☐ Updating an existing entry ☐ Reactivate/inactivate an entry

If updating or reactivating/inactivating an existing entry, provide **current** Provider details below, exactly as they appear in RS Dictionary:

Provider Name

Provider Type

**All Providers entered into the Report Source Dictionary are required to be linked to an entry in the Location Dictionary. New entry requests that do not specify a new or existing Location in Section II will be returned.*

New or Updated Provider name (Last, First, Suffix; or the Loc. Name + "- Unknown Provider"; or for Provider Portal requests Loc. Name + "- Submitter")

Provider Type Provider Identifier

☐ This is a National Provider Identifier #

Provider Phone/Extension Provider Bldg/Suite #

Provider Fax Provider Email

Additional Provider Information (Notes)

ID (FOR LHD REFERENCE ONLY)

Section II: Location Dictionary (Laboratory, Care Facility, or Exposure Site Information)

Providers must be linked to an entry in the Location Dictionary. If a Provider was specified above, link it to:

☐ New entry ☐ Existing entry ☐ Existing entry, but the entry needs to be updated

☐ It's already linked properly ☐ Reactivate/inactivate an entry

☐ This is a standalone Location Dictionary request (leave Provider form blank)

If linking to, updating, or reactivating/inactivating an existing entry, provide **current** Location details below, exactly as they appear in Location Dictionary:

Location Name

Location Type

Address

City, State

New or Updated Location name

Location Type Classification

Location Phone Number Location Fax Number

Address Number & Street (incl. Suite)

Bldg/Unit City State ZIP

Site # Jurisdiction

Primary Contact Email

Other ID *ID (FOR LHD REFERENCE ONLY)*