

Getting Started (Figure 1)

*CalREDIE is only compatible with Internet Explorer.

*Do not enter HIV/AIDS information in CalREDIE.

1. Enter <https://calredie.cdph.ca.gov> in your Internet Explorer address bar and press enter.
2. Enter your CalREDIE username and password.
3. Click Login.
4. Use the fields at the top of the Manual Lab Report page to search for previously submitted results.
5. Click **New Lab Report** and scroll down to report a new result.

Figure 1

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

*ALL of the demographic information listed in #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**.
4. Enter **Home Telephone** number.
5. Enter **Gender, Ethnicity,** and **Race**.

Figure 2

Result Details (Figure 3):

*The four fields described in #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.
 - 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.
 - d. 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 re-entered here).
5. To enter a Note, click **Add Note** button.
6. To add another result, for the same patient, click the **Add** button.

Figure 3

The screenshot shows the 'Result Details' form for ID-01. The form includes the following fields and buttons:

- Result Name:** 94309-2~SARS coronavirus 2 RNA (Callout 1 points to the pop-up box icon).
- Result Details:** A dropdown menu (Callout 3 points to the dropdown arrow).
- Value:** Detected (Callout 3 points to the text).
- Unit:** (Empty field)
- Confirm Value:** Detected (Callout 4 points to the text).
- Confirm Unit:** (Empty field)
- Colony Count:** (Empty field)
- Organism:** (Empty dropdown menu)
- Notes:** (Large text area)
- Buttons:** Add Note (Callout 5), Drug Susceptibility Results, Delete, and Add (Callout 6).
- Radio Buttons:** Positive (selected) and Negative (Callout 2).

Specimen Details and Submitting Results (Figure 4):

1. Enter the **Accession Number**.
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

The screenshot shows the 'Specimen Details' form with the following fields and callouts:

- 1**: * Accession Number (123456789)
- 2**: Ordering Physician (Jane Doe)
- 3**: Specimen Collected Date (MM/DD/YYYY) (05/08/2020)
- Specimen Received Date (MM/DD/YYYY) (05/09/2020)
- Specimen Resulted Date (MM/DD/YYYY) (05/10/2020)
- Specimen Type (dropdown menu)
- Result (dropdown menu)
- Date Reported to Public Health (text field)
- Specimen Collection Method (text area)
- 5**: Save button

Questions? Contact the CalREDIE Help Desk: CalREDIEHelp@cdph.ca.gov