Report Source & Location Dictionary - New / Updated Entry Request Form

Section 1: 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 or inactivate an entry

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

Current Provider Name

Current Provider Type

Please provide the new or updated Provider information below. Providers should be entered as **[Last Name], [First Name Middle Name], [Credentials]**. If the Provider is not known, you may enter **[Location Name] - Unknown Provider**. For entries intended for use with the Provider Portal, please enter **[Location Name or Provider Name] - Submitter.**

Provider Name

Provider Type

Provider Identifier

☐ This is a NPI #

Provider Phone/Extension

Provider Building/Suite #

Provider Fax

Provider Email

Additional Provider Information

Notes for CalREDIE Staff (will not be entered into CalREDIE)

Section 2: Location Dictionary (Laboratory, Facility, or Exposure Site Information)

*If a new Provider was created in Section 1, specify whether we will link this entry to a **new** or **existing** entry in the Location Dictionary. If you elected to update an existing Provider in Section 1, specify whether we will leave it linked as-is, or whether it needs changes. If no Provider was specified, check "This is a standalone..." Note that per CalREDIE standards, we will only update a Provider's linked Location if the new Location refers to the same facility, but the existing linked Location is incorrectly formatted. Providers working at multiple locations should have an individual Report Source Dictionary entry for each Location.*

☐ New entry ☐ Existing entry ☐ Existing entry, but update ☐ It's already linked correctly

☐ Reactivate/inactivate an entry ☐ This is a standalone Location Dictionary request (leave Section 1 blank)

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

Current Location Name

Current Location Type

Current Location Address + City, State

New or Updated Location Information (CalREDIE staff will save the entry with the information below)

Location Name

Location Type

Classification

Location Phone Number

Location Fax Number

Address Number & Street (including Suite or Floor)

Building/Unit

City

State

ZIP

Site #

Jurisdiction

Primary Contact

Email

OID

ID (For LHD Reference Only)

Notes for CalREDIE Staff (will not be entered into CalREDIE)