

## COVID-19 Point-of-Care Test Reporting in ECLRS: FAQS

Facilities performing **point-of-care (POC) SARS-CoV-2 tests** (including nucleic acid amplification [NAA], antigen and antibody tests) are required to report all results (positive, negative and indeterminate) via the New York State (NYS) Electronic Clinical Laboratory System (ECLRS) within 24 hours.

POC tests are conducted at the same location that the specimen is collected, with results typically available in less than an hour. Often, the term “rapid” is used to refer to POC tests.

Contact the New York City Department of Health and Mental Hygiene (NYC Health Department)’s ECLRS team ([nyceclrs@health.nyc.gov](mailto:nyceclrs@health.nyc.gov)) and the NYS ECLRS Help Desk (866-325-7743 or [eclrs@health.ny.gov](mailto:eclrs@health.ny.gov)) for assistance.

### What is ECLRS?

ECLRS is a secure point of entry for reportable disease information to the NYS Department of Health (NYS DOH). Data are automatically distributed to local public health authorities, such as the NYC Health Department.

### Why do I have to report SARS-CoV-2 POC tests in ECLRS?

Reporting all SARS-CoV-2 test results is required by federal Clinical Laboratory Improvements Amendment (CLIA) regulations. NYS DOH requires providers to report SARS-CoV-2 test results via ECLRS.

### I don’t have access to ECLRS. How do I get access?

If you do **not** have a Health Commerce System (HCS) account, you can get one at [commerce.health.state.ny.us](https://commerce.health.state.ny.us). For instructions, see [apps.health.ny.gov/pub/ctrldocs/paperless\\_docp.pdf](https://apps.health.ny.gov/pub/ctrldocs/paperless_docp.pdf).

If you have an HCS account, email the NYS ECLRS Help Desk at [eclrs@health.ny.gov](mailto:eclrs@health.ny.gov) or the NYC ECLRS Help Desk at [nyceclrs@health.nyc.gov](mailto:nyceclrs@health.nyc.gov) for assistance. Include name of requestor, HCS ID and facility name, address, phone number, and CLIA number in the body of the email.

### How do I log into ECLRS?

Visit [commerce.health.state.ny.us](https://commerce.health.state.ny.us).

### How do I get started with reporting?

Once you have access to ECLRS, you will be given access to ECLRS Lab Trial Reporting. Enter test reports into the system to practice reporting. Once you have done this, contact the NYS ECLRS Help Desk ([eclrs@health.ny.gov](mailto:eclrs@health.ny.gov) or 866-325-7743) to be promoted to ECLRS Lab Live Reporting. For further assistance, contact the NYC ECLRS Team at [nyceclrs@health.nyc.gov](mailto:nyceclrs@health.nyc.gov).

### **I don't have a CLIA waiver but am interested in performing tests. How can I do that?**

There are two options:

- Obtain a CLIA certificate of waiver from Centers of Medicare and Medicaid Services (CMS) for the site where testing will be performed. For more information, visit [cms.gov/Regulations-and-Guidance/Legislation/CLIA/Downloads/HowObtainCertificateofWaiver.pdf](https://cms.gov/Regulations-and-Guidance/Legislation/CLIA/Downloads/HowObtainCertificateofWaiver.pdf).
- Register with NYS DOH as a Limited Service Laboratory (LSL) or have a contractual relationship with an LSL to perform such tests. For more information, visit [wadsworth.org/regulatory/clep/limited-service-lab-certs](https://wadsworth.org/regulatory/clep/limited-service-lab-certs).

For both the registration and waiver, sites need a director who is a physician, podiatrist, dentist, physician assistant, nurse practitioner or certified nurse midwife. All of these titles may act as the ordering provider as well.

### **If we had a Clinical Laboratory Evaluation Program (CLEP) number and deactivated it this year, do we still have the same CLIA number? If not, how do I get one?**

For all questions about CLIA or CLEP registration guidelines, contact NYS DOH Wadsworth Center at [clep@health.ny.gov](mailto:clep@health.ny.gov) or 518-485-5378.

### **I started testing but don't have access to ECLRS yet. What should I do?**

You should apply for access right away. On a **short interim basis**:

- You may report via the NYC Health Department's Reporting Central system. Visit [nyc.gov/health](https://nyc.gov/health) and search for **Reporting Central**.
  - To register for Reporting Central, visit [a816-healthpsi.nyc.gov/NYCMED/Account/Register](https://a816-healthpsi.nyc.gov/NYCMED/Account/Register).
  - For more information, visit the Reporting Central page, then click on **Reporting Central User Guide**.
- You may also fax results to the NYS ECLRS Help Desk at 518-402-5316.

### **Do I have to report tests performed prior to getting access to ECLRS?**

If your facility already began POC testing prior to obtaining ECLRS access, you will need to report those tests retrospectively. If testing was not POC (in other words, it was performed through a commercial lab), the testing lab would have already reported directly to ECLRS.

- For retrospective reporting, prioritize positive results and report those immediately upon access to ECLRS. You can then report all other results.
- For large volumes of retrospective reports that exceed two weeks, contact the NYC ECLRS team ([nyceclrs@health.nyc.gov](mailto:nyceclrs@health.nyc.gov)) or the NYS ECLRS Help Desk (866-325-7743 or [eclrs@health.ny.gov](mailto:eclrs@health.ny.gov)) to schedule reporting.

### **How soon after the POC SARS-CoV-2 test results do I need to report?**

All test results should be reported **within twenty-four hours** of the test being administered.

**What are the different methods for reporting in ECLRS?**

You may report in ECLRS using the web entry portal or electronic file transmission (using an ASCII file or HL7 messages). For more information about electronic file transmission, email the NYC ECLRS team ([nyceclrs@health.nyc.gov](mailto:nyceclrs@health.nyc.gov)).

**How do I submit POC test results in bulk in ECLRS?**

To report POC test results in bulk, you may report in a Health Level 7 (HL7) or ASCII flat file format. For more information on HL7 or ASCII file technical specifications, contact the NYC ECLRS team ([nyceclrs@health.nyc.gov](mailto:nyceclrs@health.nyc.gov)) or the NYS ECLRS Help Desk (866-325-7743 or [eclrs@health.ny.gov](mailto:eclrs@health.ny.gov)).

**What information must be reported to ECLRS?**

- **Patient information** including:
  - Patient first and last name, date of birth, gender, race and ethnicity
  - Full address where the patient resides
  - Phone number
  - Pregnancy status
  - (Optional) Employer or school: name, address and phone number
- **Facility information** including name, facility ID and address
- **Ordering provider information** including name, NPI and business address
- **Test information** including accession number (a unique specimen identifier), specimen collection date and specimen source.

**How do I create an accession number?**

If you do not already have an accession number available, one suggestion for creating a unique identifier is to use a patient-unique ID, such as a medical records number, with the collection date. Any unique numbering system will suffice.

**Who in my facility is responsible for reporting POC test results? Who can report POC test results?**

There is no single person responsible for reporting POC test results in each facility. Your facility should have a reporting protocol. Anyone in your facility can be designated to report POC test results (for example, a provider, nursing administrator, clerical associate or medical assistant). The web entry portal is easy to use. One recommended workflow is entering results using manual web entry after each test as part of medical records documentation.

**How do we set up ECLRS for more than one NYC location?**

If your practice has multiple testing locations in NYC, you have two options for reporting:

- For reporting through the ECLRS web entry portal, each site must have individual access to ECLRS.
- For batch file reporting (using a HL7 or ASCII file), you may combine results for multiple testing facilities.

**I am an out-of-state provider. If I perform POC testing on a patient who lives in NYC, am I required to report this to ECLRS?**

If your facility is providing POC testing to NYS residents, you should report via ECLRS. See information above about requesting access.

**Additional resources and information**

- Coronavirus Testing Guidance: [wadsworth.org/covid-19](https://www.wadsworth.org/covid-19).
- NYS DOH letter on reporting requirements for Physician Office Laboratories: [coronavirus.health.ny.gov/system/files/documents/2021/06/pols\\_covid.pdf](https://coronavirus.health.ny.gov/system/files/documents/2021/06/pols_covid.pdf).

**The NYC Health Department may change recommendations as the situation evolves.**

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