

COVID-19 Rapid Test Reporting in ECLRS: FAQs

Facilities performing **point-of-care (POC) SARS-CoV-2 testing** (including nucleic acid amplification [NAA], antigen and antibody tests) are required to report all results (positive, negative or 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. When reporting COVID-19 results, providers must also report patients' race and ethnicity, school, employment and local address information.

Contact the New York City Department of Health and Mental Hygiene's (NYC Health Department) ECLRS team (nyceclrs@health.nyc.gov) and the NYS ECLRS Help Desk (866-325-7743 or eclrs@health.ny.gov) for assistance. Additional resources are located at the end of this document.

What is ECLRS?

- ECLRS stands for Electronic Clinical Laboratory Reporting System.
- It is a secure and rapid point of entry for reportable disease information to the NYS Department of Health (DOH).
- Test results (including COVID-19) are automatically distributed to the state, regional and local health departments, such as the NYC Health Department.

Why do I have to report COVID-19 and flu POC tests in ECLRS?

- [NYS Executive Order No. 202.61](#) requires all facilities that perform POC testing, including urgent care centers, medical offices, hospitals, nursing homes, pharmacies and clinics, to report COVID-19 test results via ECLRS. ‘
- COVID-19 POC test result information helps NYS and NYC to conduct contact tracing in a timely manner and prevent the further spread of COVID-19.

I do not have access to ECLRS. How do I get access?

- The steps to obtain access to ECLRS are:
 - **If you do not have a Health Commerce System (HCS) account**, obtain one [here](#).
 - See [this document](#) for step-by-step instructions on how to obtain access.
 - **If you have an HCS account**, request ECLRS access by emailing the NYS ECLRS Help Desk at eclrs@health.ny.gov, or the NYC ECLRS team (nyceclrs@health.nyc.gov).
 - In the body of your email, include the name of requestor, HCS ID and facility name, address, phone number and Clinical Laboratory Improvements Amendment (CLIA) number.

I have never used ECLRS before. How can I get assistance?

- For technical assistance with ECLRS, contact the NYC Health Department's ECLRS team (nyceclrs@health.nyc.gov) or the NYS ECLRS Help Desk (866-325-7743 or eclrs@health.ny.gov).

How do I log into ECLRS?

- Access ECLRS by first logging into the [NYS Health Commerce System website](#).

How do I get started with reporting?

- Once you have access to ECLRS, you will be given access to **ECLRS Lab Trial Reporting**. Work with an ECLRS coordinator to test reporting and you will then be promoted to ECLRS Lab Live Reporting. To get in touch with an ECLRS Coordinator, please reach out to the NYC ECLRS Help Desk (nyceclrs@health.nyc.gov) or the NYS ECLRS Help Desk (eclrs@health.ny.gov).

I do not have a Clinical Laboratory Improvement Amendment (CLIA) waiver but am interested in applying for one. How can I do that?

- Any facility performing POC testing must obtain a CLIA certificate of waiver for the testing site from the U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services (CMS);
- Register with the NYS DOH as a Limited Service Laboratory (LSL) or have a contractual relationship with an LSL to perform such tests; **and**
- For both the registration and the waiver, sites need a director who is a physician, podiatrist, dentist, physician assistant, nurse practitioner or certified nurse midwife. Any of these titles may act as the ordering provider as well.
 - Information about LSL registration can be found [here](#).
 - Information about applying for a CLIA waiver can be found [here](#).

If we had an NYS Clinical Laboratory Evaluation Program (CLEP) number and deactivated it this year, do we still have the same CLIA number? If not, how do I go about getting one?

- For all questions about your CLIA number, please contact NYS DOH Wadsworth at clep@health.ny.gov or 518-485-5378.

I started testing but do not have access to ECLRS yet. What should I do?

- You may use the NYC Health Department's [Reporting Central](#) until you can report via ECLRS.
 - To register for Reporting Central, visit [here](#).
 - For more information, see the [Reporting Central User Guide](#).
- You may also fax results to the NYS ECLRS Help Desk at 518-402-5316 until access is provided.
- **Please note:** Use of Reporting Central is a temporary solution. All providers are required to report COVID-19 test results via ECLRS.

Does the new ECLRS reporting requirement apply to tests that were completed prior to the Executive Order?

- **If your facility already began POC testing prior to obtaining ECLRS access, you will need to report those tests retroactively.**
- To report retroactively you should:
 - Report positive results as soon as possible via [Reporting Central](#).
 - Report negative results via ECLRS once you obtain access.
 - Please contact the NYC Health Department's ECLRS team (nyceclrs@health.nyc.gov) or the NYS ECLRS Help Desk (866-325-7743 or eclrs@health.ny.gov) to arrange for large volume retroactive data reporting.

Which POC tests am I required to report?

- **All** POC SARS-CoV-2 testing, including NAA, antigen, and antibody tests, must be reported, along with **all** results, including positive, negative and indeterminate.
- NYS now requires licensed professionals authorized by the NYS DOH Physician Office Laboratory Evaluation Program to report **flu test results** via ECLRS. Facilities are required to report **all** results, including positive, negative and indeterminate.

How soon after the POC COVID-19 and influenza test results do I need to report?

- All test results should be reported **within 24 hours** of receiving the test result.

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, please contact the NYC Health Department's ECLRS team at nyceclrs@health.nyc.gov.

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

- To report POC test results in bulk, you can use an ASCII (tab delimited) file transmission or HL7 messages.
- There are multiple ways to generate an ASCII file:
 - Export from your electronic medical records (EMR) into the ASCII file format (a good method for practices with IT support and infrastructure).
 - For more information on ASCII file specifications, contact the NYC Health Department's ECLRS team (nyceclrs@health.nyc.gov) or the NYS ECLRS Help Desk (866-325-7743 or eclrs@health.ny.gov).
 - Use the Excel format available via the NYC Health Department. This Excel spreadsheet allows you to enter data into the sheet and the spreadsheet will transform the data into HL7 messages.
 - If you are interested in using this file, please email the NYC Health Department's ECLRS team at nyceclrs@health.nyc.gov.

Will the labs report COVID-19 or flu POC testing results?

- No, facilities are responsible for reporting their COVID-19 and flu POC testing results to ECLRS, as POC tests are conducted at the location where the specimen is collected. Lab-based tests, which are sent out to a laboratory, are reported by the labs to ECLRS.

What information needs to be reported to ECLRS?

- **Patient information** including first and last name, patient's full residential address, phone number, race, ethnicity, and pregnancy status, and patient's employer and/or school name, address, and phone number
- **Facility information** including name, facility ID, address
- **Ordering provider information** including name, National Provider Identifier (NPI), address
- **Test information** including accession number, specimen collection date, specimen sources, and more. For a detailed list, please see the [NYS SARS-CoV-2 POC Antigen Tests FAQ for Health Care Providers](#).

What is an accession number?

- An accession number is a **unique specimen identifier**. If you do not already have an accession number available, one suggestion for creating a unique identifier is to use a patient or employee unique ID (such as MRN) and collection date.

My EMR vendor does not have a field for school or employer. What can I do?

- The Executive Order requires information including school and/or employer name, address, and phone number. **If your EMR does not allow you to collect this information or you are not sure if it does, reach out to your EMR vendor to get more information or advocate for its inclusion.** Your EMR may have a field for this that you are not aware of yet. All EMRs have a field for employer, for example. If yours does not have a field for school, consider entering the patient's school in the employer field and add "school" to the title.

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

- There is no one person who is responsible for reporting POC test results in each facility. Your facility should designate a protocol for how you will report POC results. Anyone in your facility can be designated to report POC testing results (such as a provider, nursing administrator, clerical associate, medical assistant). The web entry portal is easy to use.
- One recommended workflow is manually entering the results after each test (for example, as part of 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 manual reporting, each site must have individual access to ECLRS.
 - If your practice would like to report using the ASCII file, you may combine results for multiple testing facilities.

I am a New Jersey/Connecticut provider and I see a few patients who reside in NYC. If I perform POC testing for COVID-19 or flu 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.
- For questions reach out to the NYC Health Department's ECLRS team (nyceclrs@health.nyc.gov) and the NYS ECLRS Help Desk (866-3257743 or eclrs@health.ny.gov) for assistance.

Additional Resources and Information

- [2020 Health Advisory #37: All Point-of-Care COVID-19 Test Results Must be Reported Electronically](#)
- [2020 Health Advisory #39: Proper Use and Interpretation of SARS-CoV-2 Antigen Tests](#)
- [NYS Executive Order No. 202.72: Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency](#)

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

1.20.21