



Fresno County CalREDIE Account Request Provider Portal Instructions

The Provider Portal module provides secure access for healthcare providers to electronically submit Confidential Morbidity Reports (CMRs), required by California Code of Regulations (CCR), Title 17, Section 2500 directly to Local Health Departments (LHD). CMRs received via the PP are available in real-time to local health staff for investigation and follow-up, thus reducing the burden of data entry at the local level and increasing the timeliness of reporting.

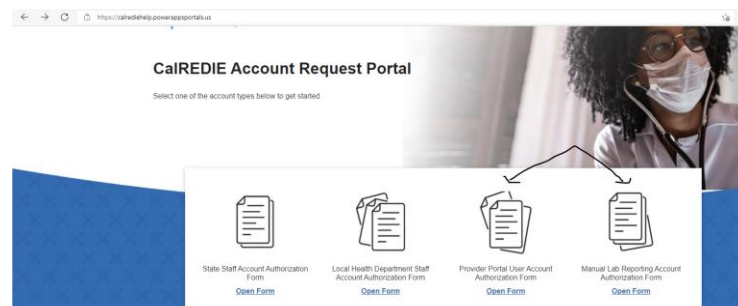
Every staff needs their own log-in. Accounts cannot be shared.

Summary:

- I. **New account creation, only 1 required reporting facility:** Only need to submit a [CalREDIE Application](#) *You MUST work for this facility and have pre-approval from a supervisor for reporting access*
- II. **New account creation, need to report cases for multiple facilities:** First submit the [CalREDIE PP Additional Info Form](#) and then submit the [CalREDIE Application](#) . *If only submit the application in CalREDIE then it will signify that reporting access is required for only 1 facility*
- III. **Modify current account:** First submit the [CalREDIE PP Additional Info Form](#) and then submit the [CalREDIE Application](#) . *The additional info form provides information on what needs to be modified so we can process the request*
- IV. **Delete account:** Only need to submit the [CalREDIE Application](#)
- V. **Reset your password-** email CalREDIEHelp@cdph.ca.gov directly. Do not fill out either form.
- VI. **Manual Lab Reporting:** Only need to submit the [CalREDIE Application](#) *These requests are handled by CalREDIE directly and have no local involvement*

Detailed Instructions

1. If required (see Summary above), navigate to https://redcap.link/FCDPH_PP_CR and fill out required information
2. Navigate to the CR Portal URL: <https://calrediehelp.powerappsportals.us/>
3. Click on Open Form for the appropriate application
 - a. If you are a medical provider/medical provider staff and want to report disease cases (Confidential Morbidity Reports) for reportable disease to CalREDIE/ Local Health Department select “Provider Portal User Account Authorization Form”
 - b. If you want to submit labs and are not able to through ELR, select “Manual Lab Reporting Account Authorization Form”






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4. Select the Account Action:
 - a. Add new account: You have never had an account or your previous account was deleted
 - b. Change existing account: You have a working account but need some level of access modified
 - i. Must also submit details on what is required to be changed at https://redcap.link/FCDPH_PP_CR
 - c. Delete account: You want to delete your account or a staff's account. If a staff no longer is working for your facility or their role changes and access is no longer needed-- their account should always be deleted immediately, it is up to the facility to make sure that delete requests are submitted
5. To select a Jurisdiction, click the look-up icon—enter FRESNO

Local Health Jurisdiction *



- ❖ *Fresno County DPH can only process applications for reporting facilities that are located within Fresno County. If need to submit for facilities outside Fresno County, requestors need to contact those counties directly (they may or may not accept electronic applications). Only the location of the facilities matters, the residence of the patient is not a factor as CalREDIE will transfer cases to the correct jurisdiction.*

6. Enter Registration information
 - a. Prefer non-shared individual work email. Account log-in information cannot be sent to shared emails
 - b. Facility Name: This is the facility that the requestor will be able to report cases for
 - i. If need to report for additional facilities then must submit a list of all required reporting facilities at https://redcap.link/FCDPH_PP_CR
7. Sign
 - a. For new accounts or changes to an existing account- the actual user MUST sign
 - b. If deleting an account, user does not need to sign, requestor can sign
8. Press Submit