CalREDIE Provider Portal
Quick Start Guide

Getting Started:

Do not enter HIV/AIDS co-infection information for conditions other than Hepatitis B, Hepatitis C, Meningococcal Infection, Tuberculosis, Gonorrhea, Chlamydia, and Syphilis.

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.

Please Note: Ensure your internet settings are up to date according to the ***V15 Provider Portal Browser Settings*****.**

Navigation Bar:

1. Click Search > Incident Search to return to the main incident search page.
2. Click Previous Search to perform the most recently conducted search.
3. Click New Incident to create a new incident.
4. Click CDPH > CalREDIE Help to go to the CalREDIE Help webpage.

Using the Main Search Page:

1. To create a new incident, click **New**.
2. To view an existing record, search using the following criteria: **Name (last, first), MRN, Disease, Data Range**, and filter by **All, Submitted, Saved (Unsubmitted),** then click Search.
3. Select the desired **Case ID** to access a previously saved or submitted incident.

Note: After submission, changes can still be made to the incident, up until the LHD imports the incident into the CalREDIE system.

Please contact the CalREDIE Help Desk at (866) 866-1428 or CalREDIEHelp@cdph.ca.gov

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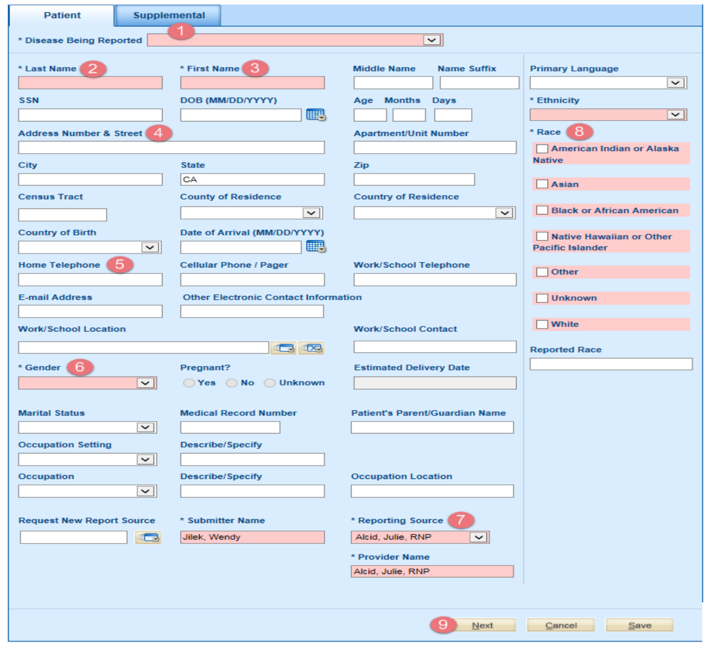
Entering Patient Information:

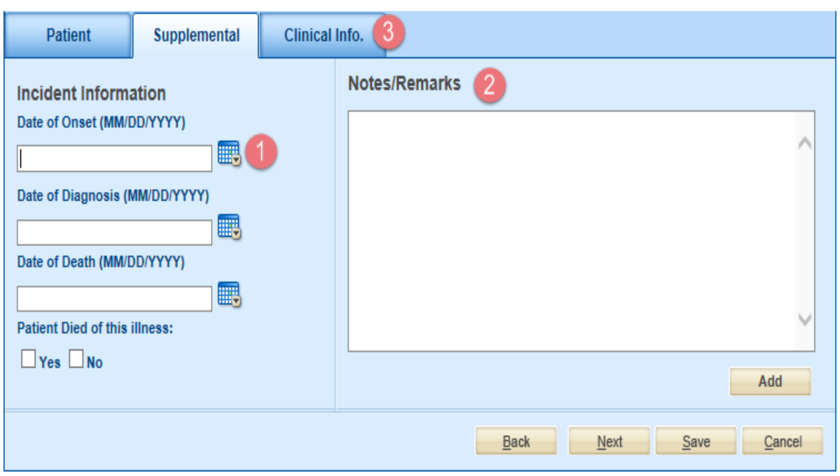
1. Enter **Disease Being Reported***.
2. Enter patient **Last Name*** and **First Name***.
3. Enter patient's physical **address**, if available.
4. Enter remaining demographic information, if available
5. Enter **Gender***.
6. Select the **Reporting Source** for the incident*.
7. Enter **Race/Ethnicity** information*.
8. Click the "Next" button or select the "Supplemental" tab.

**Required fields are labeled in red in CalREDIE.*



Entering Supplemental/Clinical Tab Info:

1. Enter **Date of Onset** and other dates, if available.
2. Enter any **Notes/Remarks** (use the **Add** button).
3. Complete the Clinical tab, if applicable.



Dates can be entered (3) three ways:

(1) **Manually**: CalREDIE will auto format to MM/DD/YYYY.

(2) **Calendar Icon**: Select date using the calendar icon.

(3) **"T-notation":** Enter "T" for today. For X number of days prior, enter "T-X". I.e."T-1" would be yesterday's date.

Contact your Local Health Department Liaison for instructions on how to submit follow-up information.

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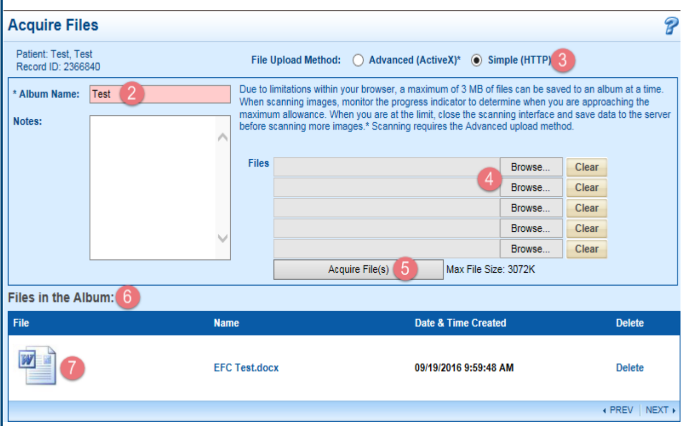
Incident Submission:

1. Click **Submit** at the bottom of the last tab (Supplemental or Clinical), and the Incident Submission screen will appear.
2. To print the receipt, click **Print Receipt**.
3. To print a report of the incident, click **Print Incident**.
4. To create a new incident, click **Create New Incident**.
5. The **Add Case Report** button is currently not in use.
6. To create a new incident for the same patient, click **New Incident for Same Patient**.

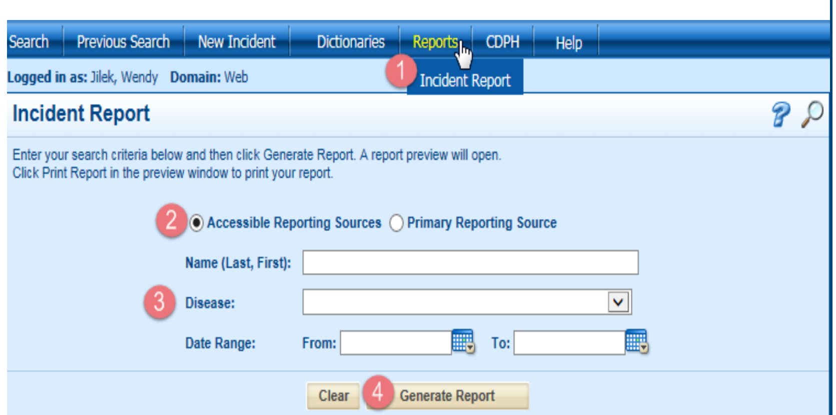


Uploading Files in the Electronic Filing Cabinet(EFC) :

1. Click on the image of the EFC and Click **New Album.**
2. Enter the **Album Name***.
3. Click **Simple (HTTP)**.
4. Click **Browse** and select a document to upload. Up to 5 files may be uploaded at one time.
5. Click **Acquire File(s)**.
6. Uploaded file will display below **Files in the Album**.
7. To access the document, click on the file image.

Incident Reports

1. Go to Reports > Incident Report.
2. Choose whether your report should include **Accessible Reporting Sources** or **Primary Reporting Source**.
3. Enter **Name (Last, First) , Disease or Date Range**.
4. Click **Generate Report**.



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