



Standard Operating Procedures:

Reporting COVID-19 to the Notifiable Medical Conditions Surveillance System using the Electronic Application or Paper Case Notification Form

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1. INTRODUCTION

The first known cases of coronavirus disease 2019 (COVID-19) were reported on 31 December 2019 by the World Health Organization (WHO), following a cluster of pneumonia cases in Wuhan City, Hubei Province of China. Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) has since been confirmed as the causative virus for COVID-19. On 11 March 2020, the WHO declared COVID-19 a global pandemic.

According to the International Health Regulations, 2005 (IHR) and the National Health Act, 61 of 2003 in South Africa, Notifiable Medical Conditions (NMCs) are of public health importance and potentially pose significant public health risks both nationally and internationally; they require rapid detection, prompt risk assessment, timely notification, verification and public health response. COVID-19 is a category 1 Notifiable Medical Condition (NMC). Therefore, notification of COVID-19 should be done immediately upon diagnosis.

Purpose

The purpose of this Standard Operating Procedure (SOP) is to outline the process of reporting COVID-19 using the NMC electronic Application or paper based reporting tools, in order to facilitate rapid communication and targeted public health response.

Scope

This SOP details the COVID-19 notification process and describes the procedures for completing an electronic or paper based case notification form. It also explains how a notified case can be edited/updated on the enhanced Notifiable Medical Condition Surveillance System (NMCSS).

2. RESPONSIBILITIES

Health facility level

According to the [regulations](#), ANY healthcare provider (doctor or nurse) who makes a diagnosis of COVID-19 must immediately report the patient to the district communicable disease coordinator (CDC), using the NMC platform.

Sub-District level

The Sub-district CDC reports all cases that test positive for COVID-19 to the District Outbreak Response Team, to facilitate implementation of public health responses (including contact tracing). The sub-district CDC also ensures upward reporting of cases to the District CDC.

District level

The District CDC reports all cases that test positive for COVID-19 to the District Outbreak Response Team, to facilitate implementation of public health responses (including contact tracing). The District CDC also ensures upward reporting of cases to the Provincial CDC.

Provincial level

The Provincial CDC provides public health guidance and support, and ensures reporting of cases to the Provincial Outbreak Response Team, as well as the National Department of Health.

3. PROCEDURES

Case Notification

Who must the healthcare worker notify?

- The healthcare worker should immediately notify all probable and confirmed cases of COVID-19 using the NMC electronic Application (web or mobile) or the enhanced COVID-19 NMC case notification form. The case notification form and other COVID-19 guidelines can be accessed from the website of the National Institute of Communicable Disease (NICD). [Click here](#) for the latest case definition.

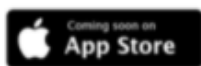
How to notify?

1. NMC electronic App

- The healthcare worker who diagnoses COVID-19 must immediately notify the case on the NMC electronic Application (mobile or web).

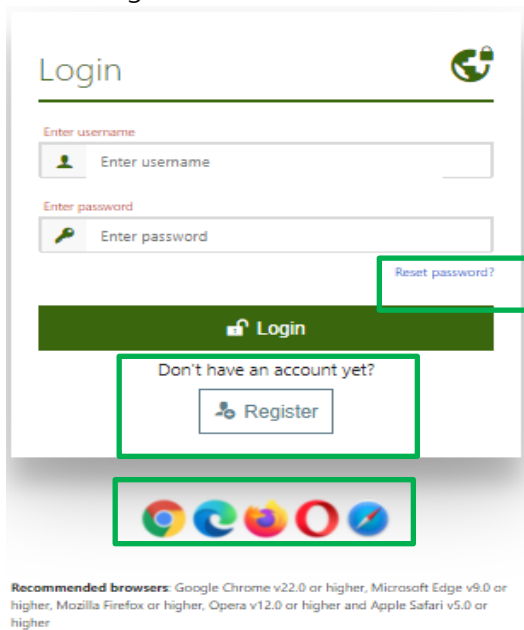
Accessing the NMC electronic App

- If you do not have the NMC electronic Application (App) installed on your device, you can access the web-based at <https://nmc.nicd.ac.za/> or download the mobile App from the following App stores: Google Play (for Android devices), App gallery (for Huawei) and iOS App store (For Apple devices).



- If it is your first time to use the electronic NMC platform or you have not used the NMC App for the last 12 months, you should create your user profile on the NMC registration page, and be authorized before using the application. A user registration SOP for mobile or web is available on the NICD website.

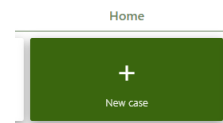
- Click: "Register "



- If you have been using the NMC electronic platform, you should "Reset password"
- Only using recommended browsers to access the NMC App: Google Chrome, Microsoft Edge, Mozilla Firefox, Opera and Apple Safari.

Capturing COVID-19 Case

- To capture a new case of COVID-19 click the on the "New Case" icon located on the home screen of NMC Reporting App.
- *Please Note:* Before capturing a case, please search the case first by
 - Entering the patient name and surname and
 - Selecting COVID-19 under diagnosis field. This is to avoid duplicated entries.

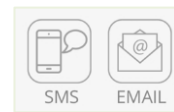


- You will see the following six 'tabs' on the "New Case" screen: Facility, Patient details, NMC details, NMC details, Clinical details, Hospital details and Vaccination History

New case



- Go through each 'tab' and complete all the necessary fields. (NB. mandatory fields, marked with a red asterisk* should be completed for every case)
- Click the 'save' button, under the last tab, when you have captured all the details
- You will receive an sms and/or an email acknowledging receipt of the case notification. Sms and e-mail alerts will also be sent out to relevant focal people at the health facility, sub-district, district, province and national levels.



2. Paper based: Enhanced COVID-19 NMC case notification form

- In the event that the healthcare worker is unable to access the NMC electronic App, an enhanced COVID-19 NMC case notification paper form can be used to notify a case. The [COVID-19 form](#) is available on NICD website ([Click here](#)). The form must be completed thoroughly.
- Send the completed form by email: NMCsurveillanceReport@nicd.ac.za or fax: 086 639 1638 or to the NMC hotline 072 621 3805.

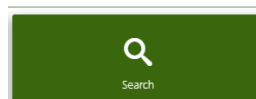
Editing a laboratory case notification

- COVID-19 positive results from public and private laboratories feed directly into the NMC database on a daily basis. These laboratory notifications are accessible through the "Search" icon on the NMC App home page.
- A healthcare worker can use the "Edit Case" tab to edit the laboratory notification of the patient by adding the additional clinical details. This serves you some time, as some of the patient details are already pre-populated.

Follow these steps to edit a laboratory case notification:

Search, View and Edit Case

- To edit a laboratory notification of COVID-19 case click the on the “Search” icon located on the home screen of NMC Reporting App
- To edit COVID-19 laboratory notification, select “COVID-19”, tick “Lab only” and any other fields on this page: Case ID, Patient Name and Surname, notification period, entries etc.
- Click “search” tab to extract the case



Search

Case ID: Enter Case ID	NMC Diagnosed: COVID-19	Patient Name: Enter patient name	Patient Surname: Enter patient surname
ID/Passport Number: Enter Patient ID/Passport #	Notified from: Select notified date from	Notified to: Select notified date to	Clinical only <input type="checkbox"/> Lab only <input checked="" type="checkbox"/>
# entries 50			

Search
Clear

- Double click on the appropriate case to open that specific case. This opens up a page with a summary of the case.
- Then click on “Edit Case” tab at the bottom to edit any variable on each panel: *Facility, Patient, NMC details/Travel History, Underlying factors, Hospital details, Vaccination History/Specimen and Lab results.*

Facility	▼
Patient	▼
NMC details / Travel History	▼
Underlying factors	▼
Hospital details	▼
Vaccination History / Specimen	▼
Lab Results	▼

Back
Edit case

- You will see the following seven ‘tabs’ on the “Edit Case” screen: Facility, Patient details, NMC details, NMC details, Clinical details, Hospital details, Vaccination History and Lab

Edit Case

Facility	Patient Details	NMC details	Clinical Details	Hospital Details	Vaccination History	Lab
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- Go through each ‘tab’ and complete all the missing fields. (NB: mandatory fields, marked with a red asterisk* should be completed for every case)

- Click the 'save' button, under the last tab, when you have captured all the details



Updating patient status

- After submitting a COVID-19 case notification, the healthcare worker must update the patient's outcome details when these details become available.
- To update the patient details, the healthcare worker should use the 'Search, View/Edit Case' function, as described above.
- The following sections should be updated if the patient's status changes following notification:
 - *Hospitalization*: exit date from high care/ICU
 - *Oxygen requirement during hospitalization*: end dates when the patient did not require ventilation.
 - *Hospital outcome*: Discharged date or date of death in the event of death
 - *Outpatient Outcome*: Status of the patients who is cared for at home after 14 days of symptoms onset/test date

Annexures

Annexure A: COVID-19 case definition ([Click here](#))

Annexure B: COVID-19 NMC case notification form ([Click here](#))

Annexure C: Notifiable Medical Condition Application (<https://nmc.nicd.ac.za/>)