[TODAY’S DATE]

TO: HOSPITAL NAME  
    STREET ADDRESS  
    CITY, STATE, ZIPCODE

FROM: Megan Davies, M.D.  
    State Epidemiologist
    Larry Forrister  
    Information Technology Director

SUBJECT: Electronic Laboratory Reporting to the North Carolina Division of Public Health

As of [DATE MESSAGE SENT] the [HOSPITAL NAME, CITY, STATE] has submitted at least one successful electronic message containing clinical laboratory results on a reportable condition specified in the North Carolina Administrative Code 10A NCAC 41A.0101.

The electronic message was received by the North Carolina Division of Public Health on [DATE MESSAGE RECEIVED]. For the purposes of the North Carolina Division of Public Health, this electronic submission of clinical laboratory results met the requirements in the HL7 version 2.5.1 Implementation Guide specified in the Health Information Technology: Revisions to Initial Set of Standards Implementation Specifications, and Certification Criteria for Electronic Health Record Technology Final Rule (45 CFR §170.205(c)).

The North Carolina Division of Public Health appreciates your effort to institute electronic lab reporting capability and we look forward to continued collaboration to implement electronic laboratory reporting in accordance with the communicable disease reporting guidelines of North Carolina.

As of [GO LIVE DATE] the [HOSPITAL NAME, CITY, STATE] has successfully implemented on-going electronic transmissions of clinical laboratory information to the North Carolina Division of Public Health.