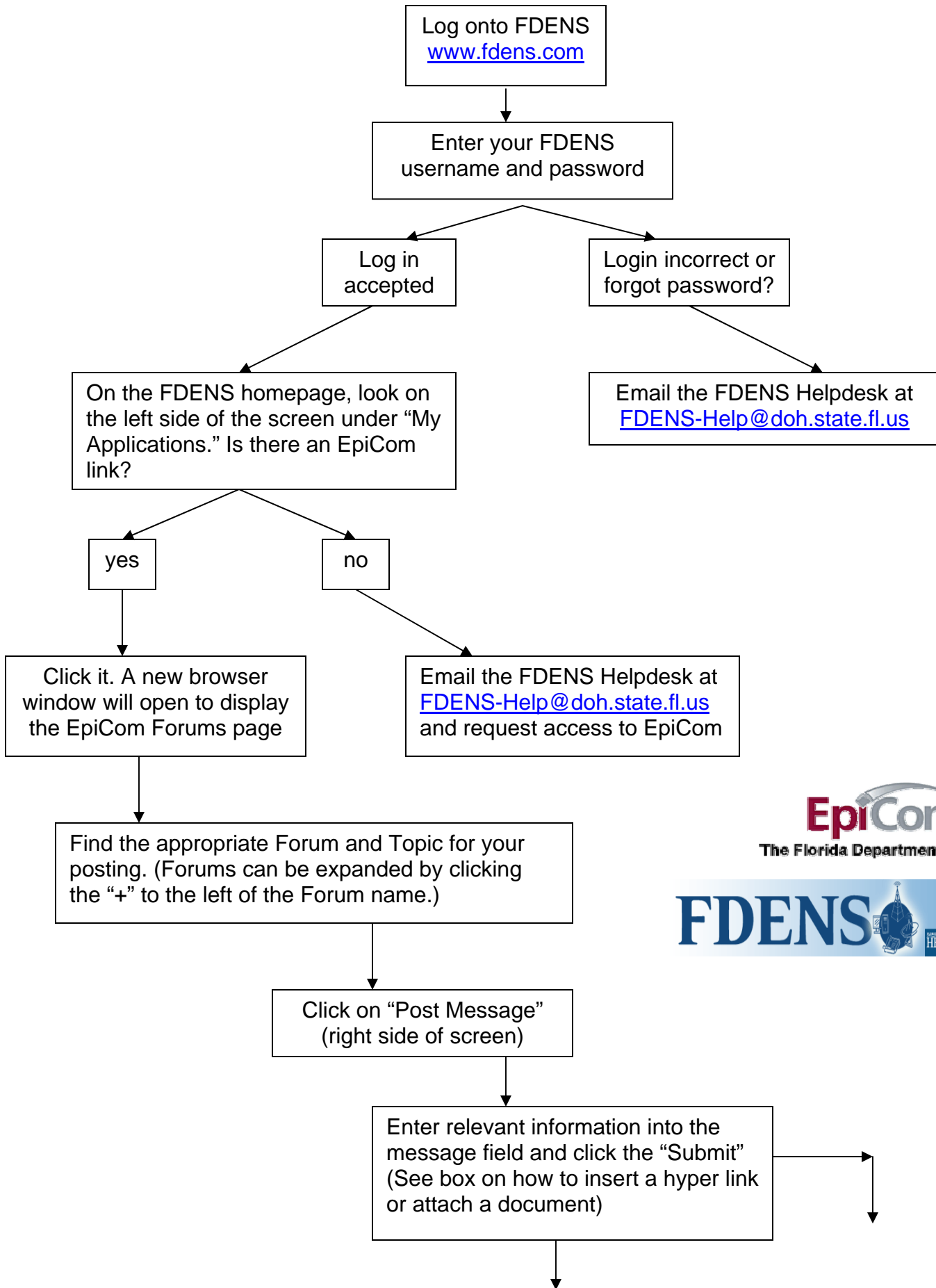
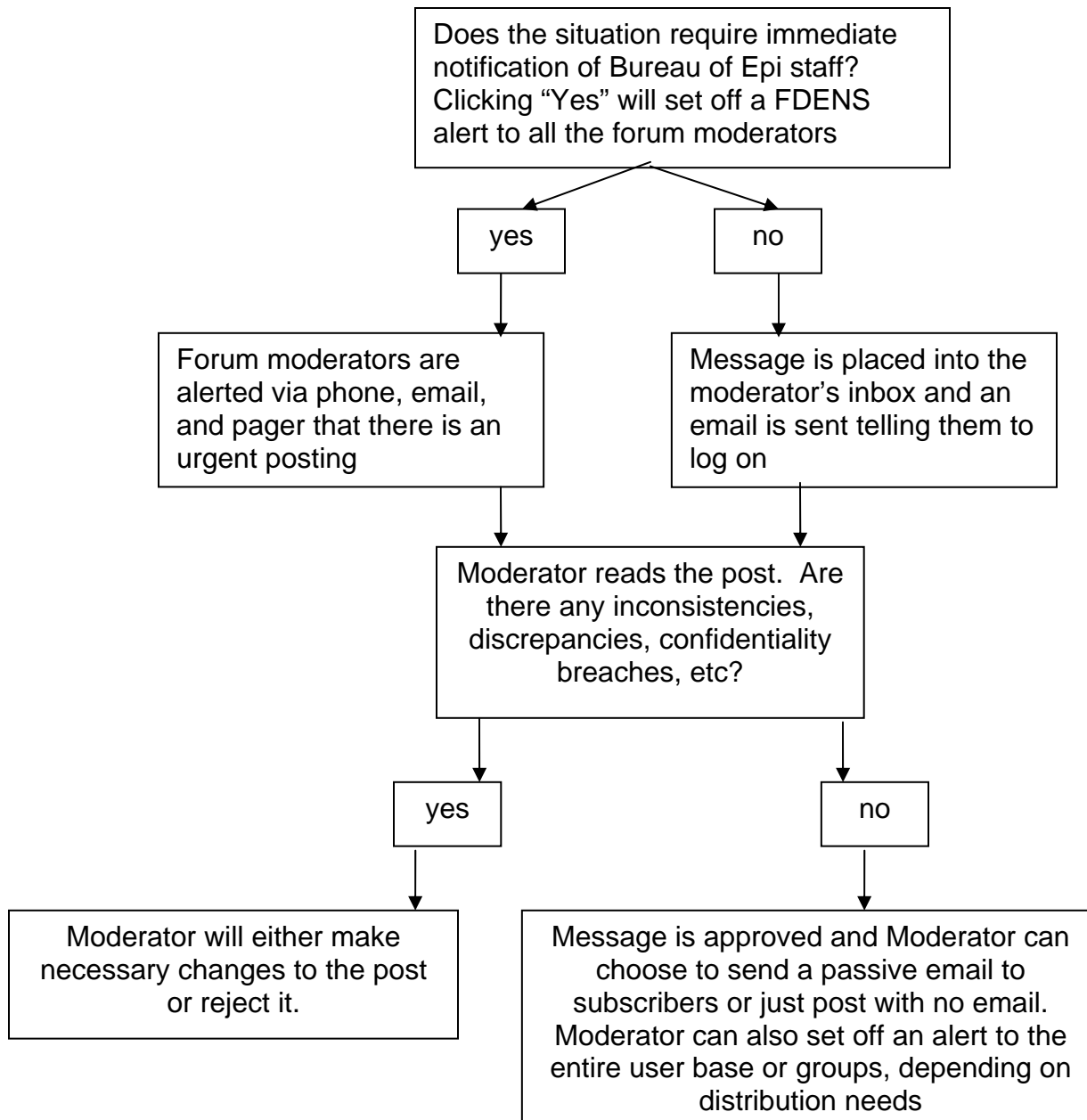


Posting a Message to EpiCom





Things to Remember:

- Confirmed lab results are not required to post. A follow-up post noting negative results can be posted later. Don't wait!
- If you are unsure about whether to submit a post, contact your Regional Epidemiologist – they can help determine if the information would be useful to other counties.
- Keep your contact information current. An alerting system is only as good as the information it contains.

What to include in a post:

- The counties affected or involved in the investigation
- A title
- The scientific name of the confirmed or suspected disease
- A description of how the problem came to public health attention
- Estimated number of sick persons that are part of this event
- The setting of the event (e.g. school, food-service establishment, family gathering)
- Investigation methods used so far, and results of investigations
- Plans for further investigations
- Any lab results
- Control measures recommended and/or implemented
- Relevant facts or circumstances including dates and symptoms

What **not** to include in a post:

- A patient's name
- Any information that could lead to the identification of a patient
- Any other information deemed confidential by policy or statute.
- The name of a restaurant, if foodborne associated

Questions?

Email or call

Christie Luce: Christie.Luce@doh.state.fl.us
850-245-4418
850-251-5772 – after hours

Brian Fox: Brian.Fox@doh.state.fl.us
850-245-4444 ext 2448

Attaching a file to a post:

- Click the "Attach File" button in the bottom row of the message field. This will display two additional fields: "Upload File" and "File Description"
- Click the "browse" button to find the file you want to attach.
- Find the file and click "open." This places the file path in the "Upload File" field.
- Enter a brief description of the attachment in the "File Description" field.
- To cancel the file attachment, click the "Cancel File Attachment" button
- To attach the file, click the "attach" button.