



Notifiable infectious diseases online notification form: Frequently Asked Questions

An **online notification form** for clinicians to report notifiable infectious diseases and related conditions to the WA Department of Health is now available.

How do I access the new online notification form?

The online notification form can be accessed via the following link: <https://redcap.link/wa-disease-notification-form>.

How does the new online notification form differ from the paper-based notification form?

The most significant changes to the new online notification form are the removal of the requirement for a clinician's signature on the form, and the ability to immediately submit the notification to the Department of Health. Clinicians must continue to notify **urgently** notifiable infectious diseases by **phone** to their local [public health unit](#), or the on-call public health physician via 1800 434 122 if after-hours.

Can I access a hardcopy of the submitted form?

There is an option to download a PDF copy of the completed notification form at the time of submission. Alternatively, you can download a PDF copy at a later date using a return code issued at the time of submission.

Can I print a copy of the submitted form?

The online form replaces the need to fax or mail a printed form. However, there is an option to download and print a PDF copy of the completed notification form at the time of submission. Note that any text outside of the field containers on the PDF form will **not** be printed.

Can I save a draft and return to it later?

As drafts cannot be saved, all required information should be collected before filling out the online notification form.

Will I receive confirmation once the form is submitted?

A confirmation email will be sent to the email address provided in the "Notifier details" section of the online notification form.

Can I edit a form after submission?

No, once the form has been submitted it cannot be edited.

Can I still use existing methods of notification?

While existing methods of notification (mail and fax) remain available, clinicians are encouraged to notify electronically. Clinicians must continue to notify **urgently** notifiable

infectious diseases (only) by **phone** either to their local [public health unit](#), or to the on-call public health physician via 1800 434 122 after-hours.

Is patient information secure in the online form?

The form is hosted on REDCap, a secure data collection platform that complies with data protection and security protocols. The REDCap database is supported by the Information and System Performance Directorate Data and Information Systems. See [REDCap Governance](#) for further information.

What should I do if the online notification form is not working and who do I contact for technical support?

For any issues or assistance, please contact EpiSurvControl@health.wa.gov.au. If the online notification form is unavailable, other methods such as mail or fax can still be used – PDF versions of the forms are still available for [metropolitan](#) and [regional](#) areas (see [contact details](#) for regional public health units). Only **urgently** notifiable infectious diseases need to be phoned through.

Are medical and nurse practitioners legally required to notify the Department of Health about suspected infectious diseases?

Under the [Public Health Act 2016](#) and [Public Health Regulations 2017](#), medical and nurse practitioners in Western Australia are legally required to notify the WA Department of Health if they suspect a patient has a notifiable infectious disease or related condition.

This document can be made available in alternative formats on request for a person with disability.

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