

Standard Operating Procedure for Animal Bite Case Investigations in NBS

1. Animal bites remain reportable conditions. ALL animal bites must be investigated to determine whether PEP is required.
2. Procedure Change
 - a. Beginning on May 20, 2019, you will no longer need to look in the “Documents Requiring Review” queue in NBS for animal bite morbidity reports. Rather, the morbidity reports will be reviewed by the Zoonotic and Vector-Borne Disease Public Health Investigator (ZVBD PHI) at ISDH and an animal bite case investigation will be created and assigned to you. These investigations will appear in your “Open Investigations” queue.
3. The local health department in the county of residence of the bite victim is ultimately responsible for the investigation.
 - a. Please do **NOT** transfer the case to another jurisdiction if the bite victim is a resident of your county.
 - b. You may need to collaborate with other agencies in your jurisdiction (e.g., animal control) to complete the investigation.
 - c. You may need to collaborate with agencies in other jurisdictions (e.g., animal control in another county) if the bite incident occurred in a different county and/or the biting animal lives in a different county.
4. Review the “Open Investigations” queue in NBS daily for new animal bite case investigations.
 - a. Check the “Notes” section on the “Supplemental Info” tab for any contact attempts or actions taken by ISDH. If a patient or health care provider has contacted ISDH directly, we will record who we spoke to and what recommendations were provided so that you have access to this information.

The screenshot displays the NBS system interface. At the top, there are tabs for 'Patient', 'Case Info', and 'Supplemental Info'. The 'Supplemental Info' tab is selected and circled in red. Below the tabs, there are navigation links: 'Go to: Associations | Notes and Attachments | History'. Underneath, there are expandable sections: 'Associations', 'Associated Lab Reports', 'Associated Morbidity Reports', 'Associated Vaccinations', and 'Associated Documents'. Each of these sections currently shows 'Nothing found to display.'. The 'Notes And Attachments' section is expanded, showing a table with columns for 'Date Added', 'Added By', and 'Note'. A red arrow points to the 'Notes' section.

- b. Complete case investigations and make public health recommendations for post-exposure prophylaxis (PEP) as appropriate.

- c. If PEP is recommended:
 - i. Complete the full case investigation in NBS.
 - ii. Leave the case investigation open until you have verified that the patient has completed the full course of PEP or refused further PEP.
 - iii. When PEP is completed, complete the case investigation and create a notification in NBS.
- d. If PEP is NOT recommended:
 - i. You only need to complete the “PEP Information” section, which is under the “Vaccination” section of the “Case Info” tab.

Vaccination

[Collapse Subsections](#)

PEP Information

Was the local health department consulted on whether to give PEP?:	Was rabies PEP completed?:
Was the state health department consulted on whether to give PEP?:	Date rabies PEP initiated:
	Type of PEP administered:
	Was PEP recommended?:
	Was PEP recommended?:

- ii. Create a notification for the case investigation.
- e. You will receive a phone call from the ZVBD PHI when a case investigation is created for a high-risk exposure, usually involving a bat, skunk, raccoon, or fox. This is to ensure you are aware of exposures requiring prompt follow up.
- f. If additional exposed persons are identified during a case investigation, a new animal bite case investigation will need to be created in NBS for each exposed person.
- g. If the biting animal had contact with another animal, report that information back to ISDH.
- h. If you are assigned an investigation, but learn that the bite victim does not live in your county:
 - i. Update the address in the patient file;
 - ii. Make a note in the “Notes” section of the “Supplemental Info” tab ([see 4a above](#));
 - iii. Transfer the morbidity report and/or case investigation to the county of residence of the bite victim;
 - iv. Notify the receiving county of the transfer.

5. Follow up for rabies positive lab results

- a. If an animal tests positive for rabies, you will receive a phone call from the ZVBD PHI informing you of the positive lab results. If someone from your agency cannot be reached immediately, the ZVBD PHI will contact your resident so that there is no delay in notification of the patient. All notes will be recorded in the “Notes” section of the “Supplemental Info” tab ([see 4a above](#)).
- b. An animal bite case investigation, including the lab report, for the exposed person will be created and assigned to you in NBS. This will appear in your “Open Investigations” queue.
- c. If the exposed person has not been contacted already, immediately contact them and:
 - i. Complete a rabies risk assessment and make a public health recommendation for PEP as appropriate.
 - ii. Record any additional information in the “Notes” section of the “Supplemental Info” tab ([see 4a above](#)).

- iii. If additional exposed persons are identified during a case investigation, a new animal bite case investigation will need to be created in NBS for each exposed person.
- iv. If the biting animal had contact with another animal, report that information back to ISDH or to the Board of Animal Health (BOAH).
- v. If rabies PEP is recommended, verify the full course of PEP has been completed and record this information in the case investigation in NBS before creating a notification.

6. Report PEP recommendations and administration in NBS

- a. For exposures that are reported directly to your local health department by phone or fax:
 - i. Complete a rabies risk assessment and make a public health recommendation for PEP as appropriate.
 - ii. If PEP is recommended or has already been administered:
 - 1. Create a new animal bite case investigation in NBS.
 - 2. Complete the full case investigation in NBS.
 - 3. Leave the case investigation open until you have verified that the patient has completed the full course of PEP or refused further PEP.
 - 4. When PEP is completed, create a notification for the case investigation.
 - iii. If PEP is not recommended but the patient still receives PEP:
 - 1. Create a new animal bite case investigation in NBS.
 - 2. Complete the full case investigation in NBS.
 - 3. Leave the case investigation open until you have verified that the patient has completed the full course of PEP or refused further PEP.
 - 4. When PEP is completed, create a notification for the case investigation.
 - iv. If PEP is not recommended, and the patient does NOT receive PEP, you do not need to enter the case investigation into NBS. You may file the report using your agency's own system.

7. Follow up actions for in state animals but out-of-state victims

- a. If morbidity reports are entered in NBS for victims who live out-of-state but the biting animal is in your county, you will receive a fax with the animal bite report form.
- b. Take necessary actions or forward to the appropriate agency for follow up actions (e.g. quarantine).