



Tuberculin Skin Test (TST) Report Form

When to complete this form: A Healthcare professional who performs a tuberculin skin test (TST) in Northwest Territories (NWT) AND does not have access to the electronic medical record for documentation should use this report form to meet their legislative reporting requirement to report TST test information to the Office of the Chief Public Health Officer (OCPHO) as per the Public Health Act, Disease Surveillance Regulations, R-096-2009. TSTs are reportable tests and all TST results should be reported.

How to submit a completed form: Send completed forms to the Office of the Chief Public Health Officer via either:

Secure File Transfer: CDCU@gov.nt.ca or **Medical Confidential Fax:** 867-873-0442

If you think your client may have TB disease, a TB assessment must be completed and the OCPHO notified immediately by phone at (867) 920-8646.. The NWT Tuberculosis Assessment Form must be completed and sent to the OCPHO by secure fax: 867-873-0442

Section 1. Client Information		
Affix patient label	Last Name:	First Name:
	Date of Birth (dd-mmm-yyyy):	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	HCN (including OOT HCN):	<input type="checkbox"/> No HCN available
	Home Community:	Province/Territory:
	Country of Birth: Canada <input type="checkbox"/> Other, please specify:	
Section 2: TST Reporting		
TST Date:	TST result:	mm induration
TST Date:	TST result:	mm induration
Section 3: Reporting Health Service Provider Information		
Facility or clinic site:		
Name:	Signature	Date Reported:
If you must fax, please provide reason:		



How to submit the NWT Tuberculin Skin Test (TST) Reporting Form to CDCU

1. Save completed report form(s) in desired location on computer. Note that you may send more than one report form at once if desired.
2. Once report form(s) is completed, click **Open Dropbox** at bottom of form to open CDCU secure file transfer drop box window in default browser.
3. In CDCU Filedrop window, fill in the following fields:
 - **From:** the submitting person's email address
 - **Subject:** brief email subject line re: TST report form
 - **Message:** brief message if desired
4. Attached saved report form(s) from step 1 by dragging and dropping file into *Drop Files Here* grey box, OR by clicking the *Add Files...* button to attach file(s).

The screenshot shows the CDCU Filedrop interface. At the top, it says "CDCU Filedrop". Below that are fields for "From" (your_name@gov.nt.ca) and "Subject" (TST Report Form). The "Message" field contains the text "Please see attached TST report form(s)". Below the message field is a large grey box with a dashed border and a downward arrow icon, labeled "Drop Files Here". To the right of this box is a "Limitations" section with "2 GB" and "Blocked Extensions". Below the "Drop Files Here" box is a green "+ Add Files..." button and a blue "Send" button. A red box highlights the "Add Files..." button and the "Drop Files Here" box, with a red arrow pointing from the text box to the "Add Files..." button. The text box contains the instruction: "Report form files can be attached to email by either i) dragging and dropping to Drop Files Here box, or ii) by clicking Add Files..."

5. Once file(s) are attached, click **Send** to submit to CDCU.