Department of Health

Electronic Laboratory Reporting (ELR) Portal
Facility Registration Process

Division of Disease Control and Health Protection

ELR Portal COVID-19 Statutory Requirements

- The Electronic Laboratory Reporting Portal is a web-based application that supports both direct manual data entry and batch upload data submission.

- Mandatory reporting requirements are outlined by Florida Department of Health [Emergency Rule 64DER21-8](#) and Florida Administrative Code Chapter 64D-3.

- Practitioners, laboratories, facilities, and all others using point-of-care tests for the diagnosis of COVID-19, including those operating under CLIA waivers, must report both the positive and negative test results to the Department within 24 hours of test administration.
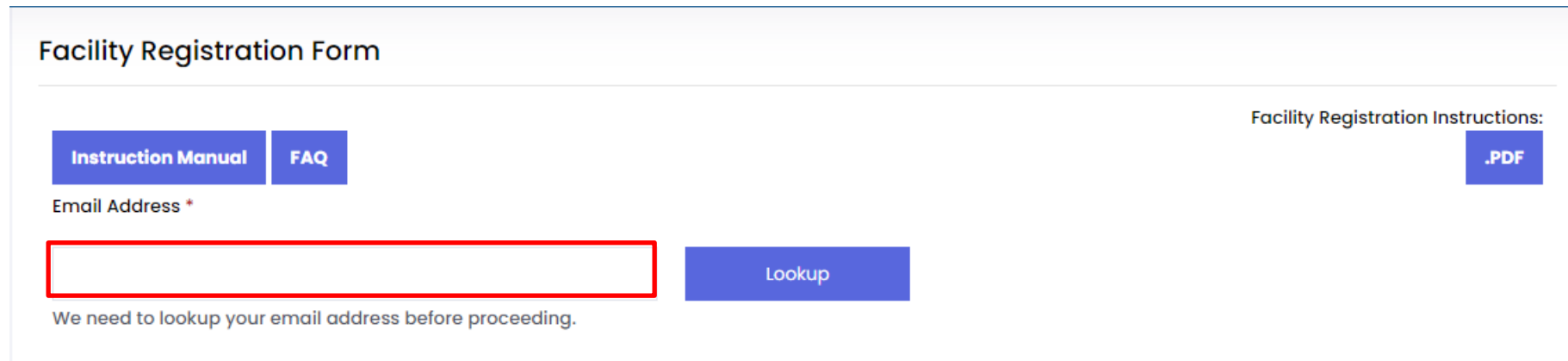
ELR Portal COVID-19 Statutory Requirements

- Per Emergency Rule 64DER20-34, FAC, all test results must be submitted electronically, using one of the electronic reporting methods listed below:

  - Electronic laboratory reporting: generation of an electronic comma separated value (CSV), or Health Level 7 (HL7) formatted message

  - National Healthcare Safety Network COVID-19 module for Centers for Medicare and Medicaid-certified long-term care facilities

  - ELR Result Reporting Portal: for entities that perform COVID-19, Influenza, RSV or Lead Disease testing that are unable to generate an electronic CSV or HL7 formatted message

Florida HEALTH

ELR Portal Registration Process

Go to the Facility Registration Link:
elrportal.floridahealth.gov/FacilityRequest/RequestForm

Provide the email address that will be associated with your facility. The portal will verify that the email address has not been previously used.

ELR Portal Registration Process

- Fill out the following sections on the facility registration form:
    - Facility Detail
    - Admin Account Information
    - Provider Details
- Select the "Submit Request" button once you have filled out the required fields
- If you receive an error following submission, please close the browser session. Reopen the link in a new browser session and try again.

ELR Portal Registration Process

Facility Details:

Facility Details

All fields/sections marked with (*) sign are required.

Program Sections *

No Facilities Selected

Do you have a CLIA Certification of Waiver *   CLIA ID#

○ Yes   ○ No

Facility Type *   Facility Name *   Facility Address *

County Health Department

City*   ZIP Code*   State *

Florida

County *   Phone Number *

Choose...   ☐ Performing Lab Same as Facility

Performing Lab ⓘ

☐ Performing Lab not listed

Please type the partial Performing Lab name.

(*) Indicates required fields.

Program Sections:
Respiratory Section – COVID-19, Influenza, RSV
Lead Section – Lead Disease Testing
STD Section – STD Case Reporting
HIV Section – HIV Case Reporting

ELR Portal Registration Process

Administrator Account Information:

Administrator Account Information

First Name*

Last Name *

Phone Number *

Email Address *

Job Title *

Job Description *

ELR Portal Registration Process

Provider Information:

Provider Information (Add maximum of 5 providers)

Title

First Name *

Middle Name

Last Name *

Suffix Name

Street Address *

City *

Zip *

State *
Florida

County *
Choose...

Phone Number *

NPI *

Provider Type
Choose...

Provider Type Other

+ Add Provider

ELR Portal
Finalizing Registration

- After submitting your registration, a link will be sent to the email address provided. Follow the link to confirm your request and receive confirmation of your successful submission.

  - Your request will be reviewed and either approved or rejected. If approved, an invitation email will be sent to finalize your user registration request.

    - If rejected, you will be notified with the reason via email and you can submit a new request with your corrections.

- After registration is finalized, you may begin reporting using the portal reporting link provided.

ELR Portal
Data Submission

When ready to report data to the ELR Portal, use the following link: ELRPortal.floridahealth.gov

Direct Data Manual Entry - Test results can be reported by using the direct data manual entry method.

Batch Upload Data Submission - Test results can be reported by using the batch upload data entry method by submitting a .csv or .xlsx file that complies with the provided file format specifications. The format specifications are provided on the ELR portal.

ELR Portal
Technical Assistance

Technical assistance is available to assist facilities with reporting.

Contact Information:

For any questions or assistance with facility registration or data entry, please email the contact for the ELR Portal at ELRPortalSupport@flhealth.gov.