

## **Updating Your *Reportable Infectious Diseases Reference Manual* July 2015**

The following document describes how to assemble the *Reportable Infectious Diseases Reference Manual* (RIDRM). Single-sided color printing is recommended.

All RIDRM materials have been provided in the following folders:

- RIDRM July 2015 Release
- Attachments 2015
- Manual 2015

Unzip and save each of these folders on your computer.

### **Printing Copies of the RIDRM**

#### **Instructions:**

##### ***Setting up the Binder***

- 1) Obtain a 3-inch binder.
- 2) Insert 7 binder section dividers labeled with the following descriptions:
  - Section 1: Bioterrorism Related (not available at time of release)
  - Section 2: Foodborne
  - Section 3: Sexually-Transmitted (not available at time of release)
  - Section 4: Vaccine-Preventable
  - Section 5: Vectorborne
  - Section 6: Other Diseases
  - Section 7: Attachments
- 3) Insert 11 3-hole punched plastic sheet protectors at the end of the binder.

##### ***Cover Inserts***

- 1) Open the RIDRM\_July 2015 Release folder
- 2) Open the Manual 2015 folder
- 3) Print RIDRM\_2015\_Covers.pdf.
- 4) Cut the side cover insert to fit your binder and places pages in cover sleeves.

##### ***Introduction***

- 1) Open the RIDRM January 2015 Release folder.
- 2) Open the Manual 2015 folder
- 3) Print RIDRM July 2015\_Intro.pdf.
- 4) Insert printed pages in the *Introduction* section of the binder.

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## ***Section 2—Foodborne***

- 1) Open the RIDRM July 2015 Release folder.
- 2) Open the Manual 2015 folder.
- 3) Print RIDRM\_July 2015\_Foodborne.pdf.
- 4) Insert printed pages in *Section 2: Foodborne Disease* section of the binder.

## ***Section 4—Vaccine Preventable***

- 1) Open the RIDRM July 2015 Release folder.
- 2) Open the Manual 2015 folder.
- 3) Print RIDRM\_July 2015\_VaccinePrevent.pdf.
- 4) Insert printed pages in *Section 4: Vaccine-Preventable Diseases* section of the binder.

## ***Section 5—Vectorborne***

- 1) Open the RIDRM July 2015 Release folder.
- 2) Open the Manual 2015 folder.
- 3) Print RIDRM\_July 2015\_Vectorborne.pdf. Color printing is recommended.
- 4) Insert printed pages in *Section 7: Vectorborne* section of the binder.

## ***Section 6—Other Diseases***

- 1) Open the RIDRM July 2015 Release folder.
- 2) Open the Manual 2015 folder.
- 3) Print RIDRM\_July 2015\_OtherDisease.pdf. Color printing is recommended.
- 4) Insert printed pages in *Section 6: Other Diseases* section of the binder.

## ***Section 7: Attachments***

- 1) Open the Updated Attachments2015 Release folder.
- 2) Print the following documents:
  - Attachment A\_RDLList\_Jan2015.pdf
  - Attachment B\_PD23\_Jan 2015.pdf
  - Attachment C\_Lablist\_Jan2015.pdf
  - Attachment D\_OL15C\_Jan2015.pdf
  - Attachment E\_Confidentiality Statement 2015.pdf
  - Attachment F\_GEDIF\_Jan2015.pdf
  - Attachment G\_Vibrio\_Jun2013.pdf
  - Attachment H\_HepA Case Report Form Mar2008.pdf
  - Attachment I\_HepA Case Contact management Mar2008
  - Attachment J\_VaricellaCRF\_Jan2015.pdf
  - Attachment K\_Typhoid\_Mar2007.pdf
  - Attachment L\_Dengue\_Jan2014
- 3) Insert printed pages in plastic sleeves in *Section 7: Attachments* sections of the binder

## **Questions?**

Please contact your Field Epidemiologist.