

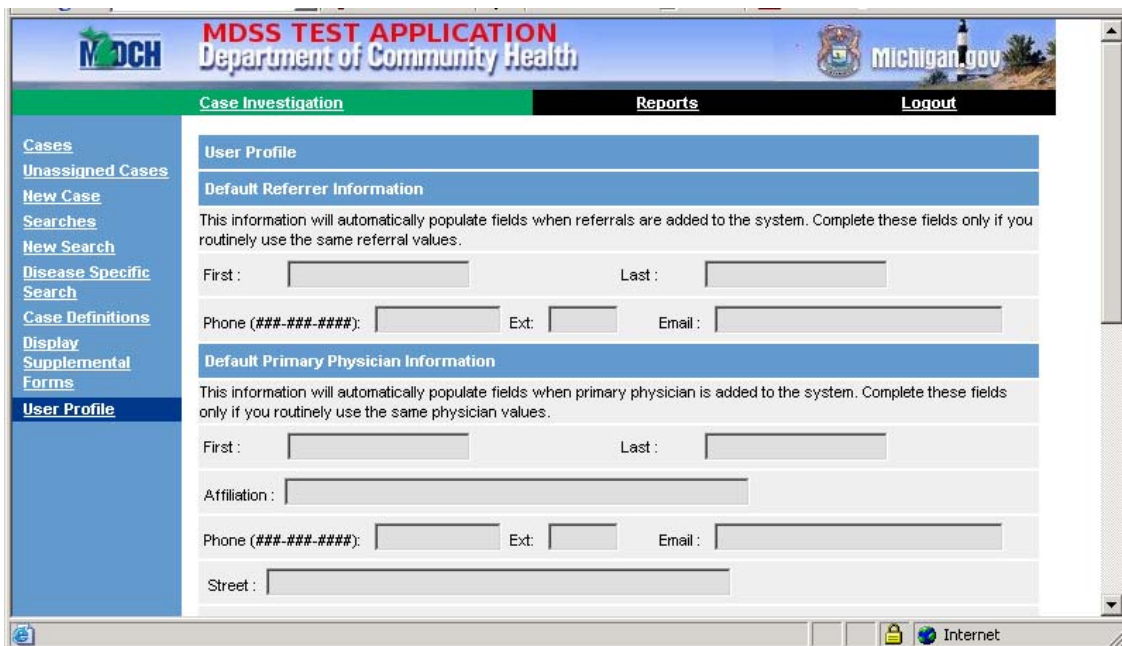
## Directions for Healthcare Providers Reporting Chlamydia and Gonorrhea Cases using MDSS

The Michigan Disease Surveillance System (MDSS) is the web-based tool with which healthcare providers report communicable diseases to the public health system. For more about communicable disease report requirements, please see the *“Health Professional’s Guide to the Michigan Communicable Disease Rules.”*

Below are step-by-step instructions for the healthcare provider (HCP role in MDSS) to report disease, using chlamydia as an example. Note: instructions refer to only information required by the CDC and MDCH. However, the completion of any additional information is useful for epidemiologic investigations.

### Completing the User Profile

To save time, a healthcare provider can complete the **User Profile** found on the lefthand side of the Case Investigation module. If reports are coming from the same referrer, primary physician, or laboratory and you complete the **User Profile**, these data fields will automatically populate when you enter a new case. (Click **Edit User Profile** at bottom of screen to activate screen.)



The screenshot displays the MDSS TEST APPLICATION web interface. The header includes the MDCH logo, the text "MDSS TEST APPLICATION Department of Community Health", and the Michigan.gov logo. The navigation bar has three tabs: "Case Investigation" (selected), "Reports", and "Logout". On the left, a sidebar menu lists various options, with "User Profile" highlighted. The main content area shows the "User Profile" form, which is divided into two sections: "Default Referrer Information" and "Default Primary Physician Information". Each section includes a descriptive paragraph and several input fields for First and Last names, Phone (with area code, number, and extension), and Email addresses. The "Default Primary Physician Information" section also includes a "Street" input field. The browser's taskbar at the bottom shows the Internet Explorer icon.

### Entering a case into MDSS

#### 1. New Case Entry Screen One

Once logged into MDSS, click on **New Case** on the lefthand side of the Case Investigations module.

On **New Case Entry** screen one, enter information in all required fields (in red) plus the patient’s address (needed for referral) or the address of the clinic where patient is seeking treatment.

- Reportable condition
- Case status (select Unknown; case status to be determined by LHD)
- Patient status (if not known, select ‘Outpatient’)
- Patient name
- Patient address or clinic address

Click **Continue**

## 2. New Case Entry Screen Two

Enter information into the required fields plus date of birth or age on **New Case Entry** screen two. An option for ‘unknown’ exists for the sex, race, and ethnicity fields.

- Sex
- Race
- Ethnicity
- Patient’s age or date of birth

Click **Continue**

If the patient is less than 18 years of age and the parent/guardian is not known, enter unknown/unknown in parent/guardian first and last name fields.

### 3. New Case Entry Screen Three

Referral received via Electronic Laboratory Reporting

**Person Providing Referral**

First :  Last :

Phone (###-###-####):  Ext:  Email :

**Primary Physician**

First :  Last :

Affiliation :

Phone (###-###-####):  Ext:  Email :

Street :

City :  County :  State :  Zip :

**Case Notes**

Save & Finish Enter Lab Data Back Cancel Help

- If you have completed the User Profile (see above), your referrer and primary physician information will appear on this screen. Otherwise, complete the *Person Providing Referral* information here
- Click on **Enter Lab Data** to enter any lab and treatment data

### 4. Entering Lab Data and Treatment Information

Lab Reports

Date Received	Ordered Test Name	Electronic

Save & Finish Back Cancel Help

- Click **Create New Lab Report**

- Name and address of laboratory will autofill on this screen if you have completed the User Profile (otherwise, add lab name here). Also add the following lab information: test name (required field) and specimen collection date

- Click **New Result**

- On *New Result* screen, add Reported Test Name and Coded result (drop-down menu)
- Under Comments, add treatment information (date, drug, dose, duration)
- Click **Add Result**

Reported Test Name : Chlamydia Trachomatis		Edit	Delete
Coded Result :	Positive		
Numeric Result :			
Reference Range :			
Comments :	Treatment on 04/10/2008: 100 mg doxycycline 2x/day for 7 days		
Submit Changes		Cancel	Help

After clicking **Add Result**, the next screen will show all the lab and treatment information (partial screen of test results and treatment section shown above).

- Click on **Submit Changes**

Lab Reports		Create New Lab Report	Help
Date Received	Ordered Test Name	Electronic	
04/11/2008	Chlamydia trachomatis	No	Edit Delete
Save & Finish		Back	Cancel Help

- Click on **Save and Finish** (this action submits the case to MDSS). If you exit before clicking **Save and Finish**, you will lose the case.

### Submitting the case

If the patient does not previously exist in MDSS, your new case will be displayed on the case listing immediately after submission of the case (A). If there is a previous record of the patient in MDSS, then the new case report will go the pending work queue for de-duplication by the local health department. The healthcare provider will be able to see the new case pending under **Unassigned cases** (B). Once the local health department has deduplicated the case, it will be accessible to the healthcare provider.

*Submitting the test results and treatment information at the same time as the new case entry eliminates the need for the healthcare provider to go back to the case later.* Treatment information entered with the lab report will survive deduplication and will be available to the public health investigator.

#### A. Newly submitted case appears on case listing

Investigation Status	Disease	Subject	Referral Date	Investigator	Jurisdiction	
New	Chlamydia (Genital)	BONNIE RAIT	02/10/2005	CARLSON, BRAD	Ingham County	Edit
New	Meningitis - Aseptic	CASEY BIRD	04/09/2008	MERRITT, CARLA	Livingston County	Edit
New	Chlamydia (Genital)	DORRY DIDNOTHING	04/11/2008	MERRITT, CARLA	Jackson County	Edit

#### B. Newly submitted case in queue for deduplication by the local health department

**MDCH** **MDSS TEST APPLICATION**  
 Department of Community Health 

Case Investigation    Messages    Reports    Logout

Cases  
 Unassigned Cases  
 New Case  
 New Aggregate  
 Cases  
 Searches  
 New Search  
 New Aggregate  
 Search  
 Disease Specific  
 Search  
 Case Definitions  
 Display  
 Supplemental  
 Forms  
 User Profile  
 User Directory

Case Work Queue

Disease	Patient Name	Referral Date	Jurisdiction
Chlamydia (Genital)	Derry Didnothog	04/11/2008	