

MDSS Training For Laboratories



The Michigan Disease Surveillance System

A tool for public health surveillance in Michigan

- Makes reporting of diseases/conditions easier, more efficient and closer to real-time so public health interventions can be implemented
- Reduces delays in initiation of public health follow-up by correctly reporting to county of residence rather than county of diagnosis
- Allows reporting 24 hours/day from your PC
- Provides documentation of facility's role in reporting for regulatory and accreditation agencies
- Reduces volume of necessary telephone communications for additional information between LHD and facility-based ICP



MDSS User Responsibilities

- **Confidentiality**

- The MDSS will contain confidential medical information on individuals reported into the system. Data is protected by system security and role defined access, but participants will continue to be bound by rules of confidentiality while accessing system information. **MDSS is compliant with HIPAA regulations.**

- **Participation**

- To realize the goals of this system, patient information must be entered in a timely manner
- Your enthusiastic support will make the MDSS a more productive and effective method of communicable disease surveillance



Accessing MDSS

- Software and System Requirements
 - Internet Access
 - Internet Browser (Internet Explorer 6.0 recommended)
 - Adobe Reader 5.1 or higher (www.adobe.com)
- Single Sign-on (SSO) User ID and Password
- Authorization to use MDSS
- Healthcare providers partner with their local health department to register and use MDSS



How to access, navigate in, and exit the MDSS



Entering the MDSS

- Point browser to <https://sso.state.mi.us/>
- Log In with SSO User ID and Password



The screenshot shows the login interface for the Michigan Department of Community Health (MDCH). At the top, there is a banner with the MDCH logo on the left, the text "Department of Community Health" in the center, and the Michigan state seal and "Michigan.gov" logo on the right. Below the banner, there are two input fields: "User ID" and "Password". Below these fields are two buttons: "Login" and "Register *".



The Top Navigation Bar

Case Investigation

Messages

Logout

The Top Navigation Bar consists of links to different modules:

- ◆ Case Investigation: Contains all of the functions to enter and manage cases. You can add, change, and search the communicable disease information stored within MDSS.
- ◆ Messages: Contains messages sent out by system administrators, such as MDSS updates.
- ◆ Logout: Terminates your session and returns you to the *State of Michigan Department of Community Health Application Portal*.



The Side Navigation Bar

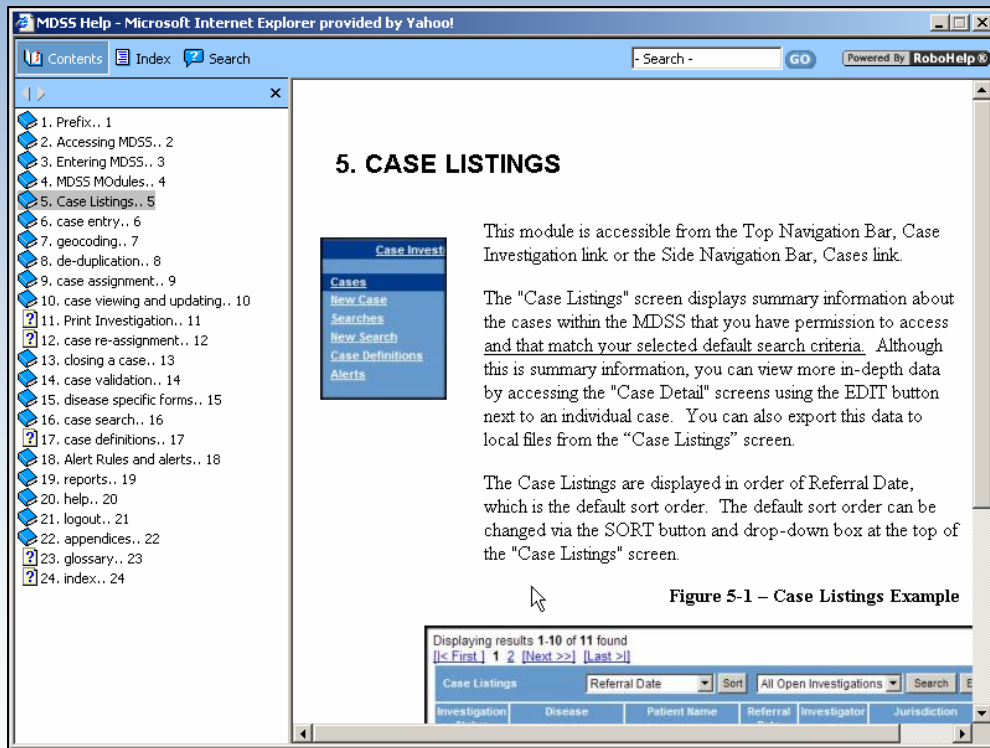
Case Investigation



The Side Navigation Bar displays links to available functions within the current module.



On Line Help



- The User Guide is accessible on-line. It can be searched by the table of contents, by the index, or by keyword.
- Click the **HELP** buttons throughout the application for assistance relative to your current screen.

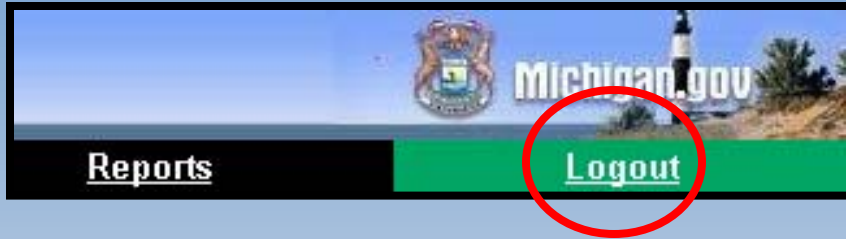


MDSS Security

- Browser buttons (Back, Forward, Refresh, etc.) are not available for use in MDSS.
- For security, MDSS and SSO will automatically log you out if your session remains inactive for more than **60 minutes**.
 - Save your work frequently
 - Always save your work and log out of MDSS and the SSO portal if you leave your computer
 - You will lose unsaved work if you're automatically logged out



Logging Out



1) Click **Logout** in MDSS

AND



2) Click **Sign Off** in the SSO Portal



Welcome to the MDSS



MDCH Department of Community Health Michigan.gov

Case Investigation Messages 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 Listings Referral Date [v] Sort All Open Investigations [v] Search Help

Investigation Status	Disease	Subject	Referral Date	Investigator	Jurisdiction
New	Gonorrhea	DOCK MARTEN	11/25/2008	COLLINS, JIM	Kent County
New	Chlamydia (Genital)	DAWSON CREEK	11/25/2008	COLLINS, JIM	Ingham County

[Michigan.gov Home](#) | [Site Map](#) | [State Web Sites](#) | [Contact Michigan](#) | [FAQ](#)
[Privacy Policy](#) | [Link Policy](#) | [Accessibility Policy](#) | [Security Policy](#) | [MDSS Support](#)
v 2.6.3 | Last update: 12/3/2008 3:46 pm EST | Logged in: DIANA BROWN
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How to Enter a Case into the MDSS



New Case Entry

Cases

New Case

Searches

New Search

Disease Specific
Search

Case Definitions

Display

Supplemental
Forms

- New cases are manually added to MDSS using the New Case function
- The New Case entry process is divided into three sections



New Case Entry – Screen One

Investigation Information

Reportable Condition* : Case Status* :

Patient Information

Patient Status* : Patient Status Date* (mm/dd/yyyy) :

First* : Last* : Middle :

Street :

City : County : State : Zip :

Home Phone (### ### ####): Ext: Other Phone (### ### ####): Ext:

Onset Date (mm/dd/yyyy) :

*indicates required items

- Besides entering required fields, make sure **patient address** fields are also completed
- This allows labs to be sent to the proper LHD



Screen One Key Field Definitions

- Fields in **Red** with * are required fields. Case entry will not proceed unless they are completed (Unknown is generally an option).
- **Case Status** – refers to the case definition criteria (Confirmed, Suspect, Not a Case, Probable, Unknown).
- **Patient Status** – This field is used to indicate the present condition of the patient.
- **Patient Status Date** – Automatically set to current date during case entry and updated when a change is made to the "Patient Status". Can also be entered directly.
- **Referral Date** – is an editable field.



New Case Entry – Screen Two

Demographics			
Sex* :	Race* :	Ethnicity* :	
<input type="text" value="- SELECT -"/>	<input type="text" value="- SELECT -"/>	<input type="text" value="- SELECT -"/>	
Date of Birth / Age			
Date of Birth (mm/dd/yyyy):	<input type="text"/>	Age (if DOB unknown):	<input type="text"/>
		Age Unit :	<input type="text"/>
Parent/Guardian (required if under 18)			
First :	<input type="text"/>	Last :	<input type="text"/>
		Middle :	<input type="text"/>
Work / Occupation or School / Grade			
Worksites / School :	<input type="text"/>		
Occupations / Grade :	<input type="text"/>		
<i>*indicates required items</i>			
Continue		Back	Cancel Help



Screen Two Key Field Definitions

- **Age** - Reflects the age at illness onset by subtracting Onset Date from Date of Birth (when available). Referral Date is used if no Onset Date is available.
- **Age Unit**: Pertains to the measurement of the age of the patient at illness onset (in days, months, or years).
- If **Date of Birth** is not available, Age and Age Units can be entered directly. Age units should be:
 - Days if Age is less than or equal to 30 days
 - Months if Age is less than 2 years
 - Years if Age is greater than or equal to 2 years



New Case Entry – Screen Three

Person Providing Referral			
First :	<input type="text"/>	Last :	<input type="text"/>
Phone (### ### ####):	<input type="text"/>	Email :	<input type="text"/>
Ext:	<input type="text"/>		
Primary Physician			
First :	<input type="text"/>	Last :	<input type="text"/>
Affiliation :	<input type="text"/>		
Phone (### ### ####):	<input type="text"/>	Email :	<input type="text"/>
Ext:	<input type="text"/>		
Street :	<input type="text"/>		
City :	County :	State :	Zip :
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Case Notes			
<input type="text"/>			
Save & Finish		Enter Lab Data	Back
Cancel		Help	



Entering Lab Data for Referrals

Enter your information under the "Person Providing Referral" or you can enter it into the "User Profile" and have this be auto-populated each time you enter a new case

Enter Primary Physician Information: Name and Phone Number at minimum

Enter lab data through the "Enter Lab Data" option on the third screen of New Case Entry

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



Lab Reports		<input type="button" value="Create New Lab Report"/> <input type="button" value="Help"/>
Date Received	Ordered Test Name	Electronic
<input type="button" value="Save & Finish"/>	<input type="button" value="Back"/>	<input type="button" value="Cancel"/> <input type="button" value="Help"/>

1. Click **Create New Lab Report**
2. Add Lab Order info
3. Add Ordering Provider info
4. Add Specimen info
5. Click **New Result**

Case Investigation	Messages	Logout
Lab Order Information		
Test Name* : <input type="text" value="Gonorrhea"/>		
Lab Report Date (mm/dd/yyyy) : <input type="text" value="01/26/2009"/>		
Ordering Provider		
First : <input type="text" value="John"/>	Last : <input type="text" value="Snow"/>	
Affiliation : <input type="text" value="Medical Services of West MI"/>		Street : <input type="text"/>
City : <input type="text"/>	County : <input type="text"/>	State : <input type="text"/>
Phone number : <input type="text" value="616-555-1234"/>	Ext : <input type="text" value="56"/>	Zip : <input type="text"/>
Laboratory Information		
Name* : <input type="text" value="Pathology Laboratories"/>		
Street : <input type="text"/>		Geocode Source : <input type="text"/>
City : <input type="text"/>	County : <input type="text"/>	State : <input type="text"/>
Zip : <input type="text"/>		
Specimen Information		
Specimen Collection Date (mm/dd/yyyy) : <input type="text" value="01/15/2009"/>		
Specimen Source : <input type="text" value="Cervix"/>		
Specimen Site : <input type="text"/>		
Specimen Site : <input type="text"/>		
Text : <input type="text"/>		
Specimen ID : <input type="text"/>		
Results		<input type="button" value="New Result"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Cancel"/>	<input type="button" value="Help"/>



New Result

Reported Test Name :

Coded Result :

Text Result :

Numeric Result :

Comments :

Add Result Cancel Help

Specimen Information

Specimen Collection Date (mm/dd/yyyy) :

Specimen Source :

Specimen Site :

Specimen Site :

Text :

Specimen ID :

Results

Reported Test Name : Gonorrhea Culture

Coded Result : Positive

Text Result : Gonorrhea Colonies on Plate

Numeric Result :

Reference Range :

Comments : Presumptive identification N. gonorrhoeae

Submit Changes Cancel Help

Lab Reports

Date Received	Ordered Test Name	Electronic		
01/26/2009	Gonorrhea	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Save & Finish Back Cancel Help

6. Add Lab Result information
 7. Click **Add Result**
 8. Review Lab info
 9. Click **Submit Changes**
 10. Click **Save & Finish**
- The case will then finish the last steps of the new case entry process behind the scenes . . .



Validation

Clicking **SAVE & FINISH** or **CONTINUE** initiates a validation process.

You must correct errors prior to proceeding

Investigation Information

Error: You must correct the following error(s) before proceeding:

- A value for Reportable Condition must be selected.
- A value for Patient Case Status must be selected.
- A value for Patient Status must be selected.
- Patient First Name is required.
- Patient Last Name is required.

Example Error Messages

Reportable Condition* : Case Status* :

Patient Information

Patient Status* : Patient Status Date* (mm/dd/yyyy) :

First* : Last* : Middle :

Street :

City : County : State : Zip :

Home Phone (### ### ####): Ext: Other Phone (### ### ####): Ext:

Onset Date (mm/dd/yyyy) :

*indicates required items



Background Processing

Once a case is entered, the following processes occur behind the scenes:

- **Geocoding:** Validates address, assigns coordinates to map address, supports LHJ referral.
- **De-Duplication:** The process of identifying and merging duplicate patients and case reports. This can result in the case not being immediately available to view.
- **Case Referral:** Determines the referral LHJ based on the Investigation Address (case address if available, otherwise provider or lab address), and assigns the case to the LHJ Administrator to initiate follow-up.
- **Important Note on Case Referral:** If you do not have a case address please **LEAVE IT BLANK**. If UNK is entered the case is assigned to MDCH rather than the appropriate LHD. This will delay investigation. Remember that if a case address is missing the investigation can be assigned based on the referrer's or physician's address.



Exercise - New Case Entries

Student Exercise

- Log in to the MDSS at <https://sso.state.mi.us/>
- Enter a New Laboratory Confirmed Case
 - Choose **Chlamydia** as the Reportable Condition
 - Complete the three screens of new case entry including adding lab results in the case notes area and with the “Enter Lab Data” option
- Enter a New Laboratory Confirmed Case
 - Choose **Gonorrhea** as the Reportable Condition
 - Complete the three screens of new case entry including adding lab results with the “Enter Lab Data” option



How to Utilize the “User Profile” Option



User Profile Option

- The User Profile allows a user to store certain data fields that are repeated upon each new case entry, for example **Referrer**, Primary Physician, or **Laboratory information**.
- Once entered and saved these fields are automatically filled with each new case entered.
- This option will save time in data entry
- It is important to keep this information current



User Profile Page

- [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](#)

Default Primary Physician Information

This information will automatically populate fields when primary physician is added to the system. Complete these fields only if you routinely use the same physician values.

First : Last :

Affiliation :

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

Street :

City : County : State : Zip :

Default Laboratory Information

This information will automatically populate fields when new lab-reports are added to the system. Complete these fields only if you routinely use the same lab-report values.

Lab Name :

Street :

City : County : State : Zip :

Default HAN Alerting Information

This information will automatically populate fields when new Alerts are added to the system. Complete these fields only if you routinely use the same HAN values.

HAN userid : HAN password :

Click **"Edit User Profile"** to allow fields to be filled in



Default Referrer & Laboratory Info

Fill in your name and contact info under "Default Referrer Information"

User Profile

Default Referrer Information

This information will automatically populate fields when referrals are added to the system. Complete these fields only if you routinely use the same referral values.

First : Last :

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

Fill in laboratory information under "Default Laboratory Information"

Default Laboratory Information

This information will automatically populate fields when new lab-reports are added to the system. Complete these fields only if you routinely use the same lab-report values.

Lab Name :

Street :

City : County : State : Zip :



Default Referrer & Laboratory Info

Default Laboratory Information

This information will automatically populate fields when new lab-reports are added to the system. Complete these fields only if you routinely use the same lab-report values.

Lab Name :

Street :

City : County : State : Zip :

Default HAN Alerting Information

This information will automatically populate fields when new Alerts are added to the system. Complete these fields only if you routinely use the same HAN values.

HAN userid : HAN password :

Save Changes



Auto-Completed Information Using User Profile

This is New Laboratory Report Screen

All appropriate information was already completed.


Laboratory Information

Name* : PathLab

Street : 700 Fuller Ave NE Geocode Source :

City : Grand Rapids County : Kent State : Michigan Zip : 49503

Specimen Information

Specimen Collection Date (mm/dd/yyyy) : 

Specimen Source :

Specimen Site :

Specimen Site Text :

Specimen ID :



How to View Entered Cases in the MDSS



Case Listings – View Only

Case Listings					
		Referral Date	Sort	All Open Investigations	Search
Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction
New	Botulism - Foodborne	MARCIA BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Tetanus	GREG BRADY	03/02/2005	USER, SUPER	Kent County
New	Strep Pneumo, Drug Resistant	JAN BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	H. influenzae Disease - Inv.	CINDY BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Kawasaki	BOBBY BRADY	03/02/2005	USER, SUPER	Kent County
New	Legionellosis	PETER BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	Rocky Mt Spotted Fever	MIKE BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Pertussis	CAROL BRADY	03/02/2005	USER, SUPER	Kent County

- Once the patient info has been Saved and Finished, the case can no longer be edited
- If patient information needs to be changed, notify the appropriate LHD so they can make the edits



Viewing Cases

Case Listings

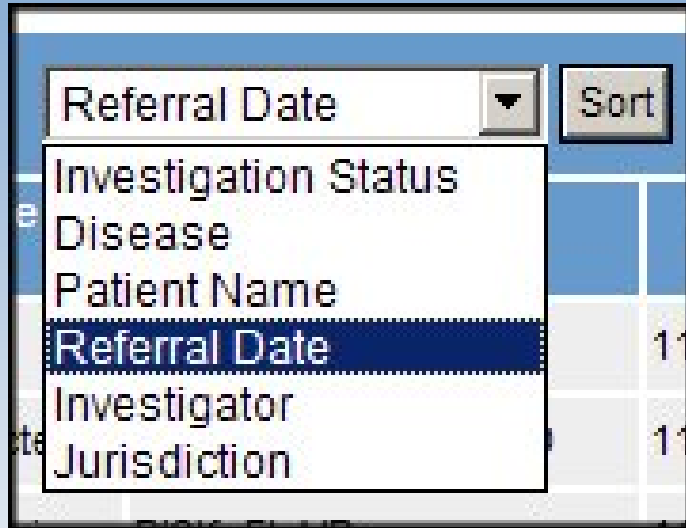
Referral Date Sort All Open Investigations Search

Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction
New	Botulism - Foodborne	MARCIA BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Tetanus	GREG BRADY	03/02/2005	USER, SUPER	Kent County
New	Strep Pneumo, Drug Resistant	JAN BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	H. influenzae Disease - Inv.	CINDY BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Kawasaki	BOBBY BRADY	03/02/2005	USER, SUPER	Kent County
New	Legionellosis	PETER BRADY	03/02/2005	HOFFMAN, TRAVIS	Kent County
New	Rocky Mt Spotted Fever	MIKE BRADY	03/02/2005	BULL, SHERRI	Kent County
New	Pertussis	CAROL BRADY	03/02/2005	USER, SUPER	Kent County

- Newly entered cases can be viewed under “All Open Investigations”
- Once the LHD has closed the case, it will no longer be displayed under “All Open Investigation”
 - You will need to conduct a search to view all cases



Case Listings - Sort Option



- The Case Listings are displayed in order of Referral Date – the default sort order.
- Select a different Sort Order and click **SORT** to change sort order (sorts are ascending order).
- Investigator and Patient Name are sorted on last name.
- See the section *Cases* in *Chapter 5* of the User Guide or view Online Help for more details.

How to Search in the MDSS



Case Listings - Search Option



- The cases that appear on Case Listings screen are initially based on the default search criteria and your role and permissions.
- When your User ID was created, the system automatically created some default searches for you.
- When you change the Case Listings search option, the selected search becomes your default search for the duration of your session or until you select another search option.



New Searches



- The New Search function allows you to create a new search.
- This option will allow you to view a case listing of any and all cases you have entered
- Whereas viewing cases in the “All Open Investigations” will only allow you to view cases you have entered *and* have not been completed by the LHD



Basic Searches

- When the *New Search* function opens, the "Basic Search" screen will open.
- You can toggle between the "Basic Search" screen and the "Advanced Search" screen using the **BASIC** and **ADVANCED** buttons found at the bottom of each screen.

The screenshot shows a web-based search interface for a health system. At the top, there is a field for 'Name of Saved Search' and a 'Default Search' checkbox. Below this are several sections for filtering search results:

- Investigation ID:** A text input field.
- Case Status:** A dropdown menu with options 'Confirmed' and 'Not a Case'.
- Investigation Status:** A dropdown menu with options 'Active' and 'Canceled'.
- Patient First Name:** and **Patient Last Name:** Text input fields.
- Investigator First Name:**, **Investigator Last Name:**, and **Investigator Userid:** Text input fields.
- Reportable Condition:** A dropdown menu with options: Amebiasis, Animal Bite, Anthrax, Blastomycosis.
- Disease Group:** A dropdown menu with options: Foodborne, Meningitis, Other, Rabies.
- Outbreak:** A text input field.

Below these sections are two main criteria areas:

- Date Criteria:** Includes 'Onset Date (mm/dd/yyyy):' and 'Referral Date (mm/dd/yyyy):' with date pickers and 'to' indicators. It also includes 'MMWR Week (ww-yyyy):' with a text input field and 'to' indicator.
- Geographic Criteria:** Includes 'Local Health Jurisdiction:' with a dropdown menu (Allegan County, Barry-Eaton, Bay County, Benzie-Leelanau), 'County:' with a dropdown menu (Alcona, Alger, Allegan, Alpena), and 'Region:' with a dropdown menu (1, 2 North, 2 South, 3).

At the bottom of the form is a navigation bar with buttons: 'Search', 'Save & Finish', 'Advanced', 'Cancel', and 'Help'. The 'Advanced' button is circled in red.



General Notes on Searching

- You are only able to search on cases that you have entered
- Text Searches use an asterisk (*) as a “wild card”
 - L* gives all entries that start with L
- Date searches:
 - Enter only “From Date” for all cases after and including a certain date
 - Enter only “To Date” for all cases before and including a certain date
- Each new variable added operates like an “and”; the search becomes more restrictive
- Each selection within a variable operates like an “or”; the search becomes less restrictive



Selecting and De-selecting Multiple Options

Selecting Multiple Sequential Options

1. Move the mouse cursor to first desired option on the list and click left mouse button.
2. Move the mouse cursor to the last desired option of the list and hold down the SHIFT key while clicking the left mouse button.



Selecting Multiple Non-Consecutive Options

1. Move the mouse cursor to first desired option on the list and click left mouse button.
2. Move the mouse cursor to the next desired option on the list and hold down the CTRL key while clicking the left mouse button. Repeat #2 until all desired options selected.



De-Selecting Options

1. Move the mouse cursor to option you want to de-select and hold down the CTRL key while clicking the left mouse button



Creating a Saved Search

1. Enter name of search in **Name of Saved Search** box.
2. Select criteria.
3. Check **Default Search** box if you want to make this your default search.
4. Click on **Save & Finish** to save
5. Click on **Search** to create a temporary search that will not be saved.

The screenshot shows a web form for creating a saved search. The form is divided into several sections: 'Name of Saved Search', 'Investigation ID', 'Case Status', 'Investigation Status', 'Patient Name', 'Investigator Name', 'Reportable Condition', 'Disease Group', 'Date Criteria', and 'Geographic Criteria'. Red arrows point from the instructions to the 'Name of Saved Search' box, the 'Default Search' checkbox, the 'Save & Finish' button, and the 'Search' button. The 'Default Search' checkbox is checked. The 'Search' and 'Save & Finish' buttons are circled in red.

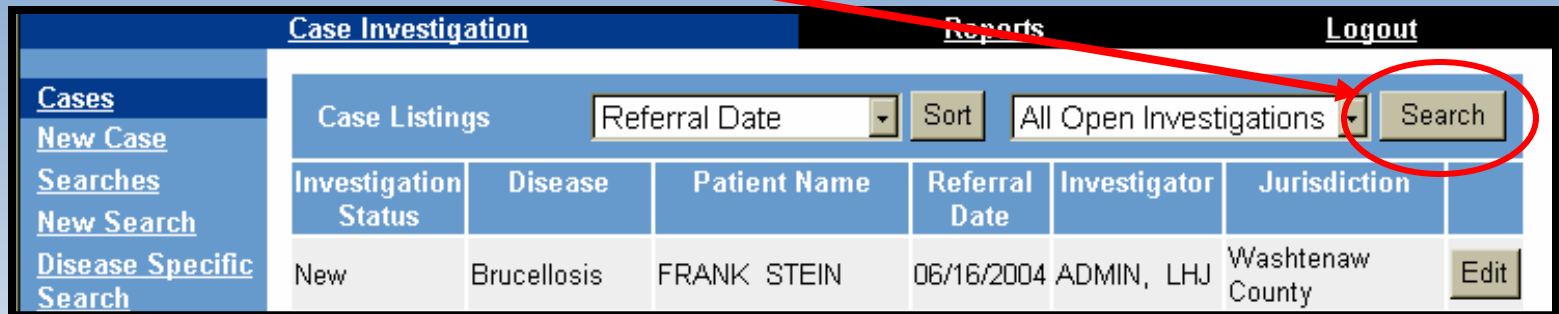
Section	Field	Value
Name of Saved Search	Name of Saved Search	
Investigation ID	Investigation ID	
Case Status	Case Status	Confirmed
Investigation Status	Investigation Status	Active
Patient First Name	Patient First Name	
Patient Last Name	Patient Last Name	
Investigator First Name	Investigator First Name	
Investigator Last Name	Investigator Last Name	
Investigator Userid	Investigator Userid	
Reportable Condition	Reportable Condition	Amebiasis
Disease Group	Disease Group	Foodborne
Outbreak	Outbreak	
Onset Date	Onset Date (mm/dd/yyyy)	
Referral Date	Referral Date (mm/dd/yyyy)	
MMWR Week	MMWR Week (ww-yyyy)	
Local Health Jurisdiction	Local Health Jurisdiction	Allegan County
County	County	Alcona
Region	Region	1



Executing a Saved Search

There are two ways to execute a saved Search:

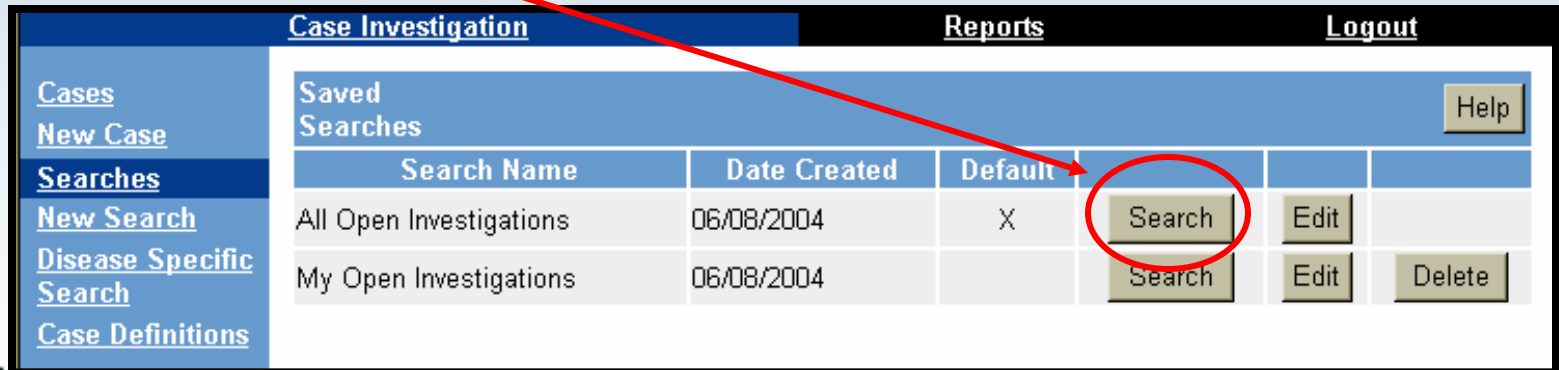
In Case Listings



The screenshot shows the 'Case Investigation' section of a web application. The 'Case Listings' header includes a dropdown menu set to 'Referral Date', a 'Sort' button, another dropdown menu set to 'All Open Investigations', and a 'Search' button. A table below displays one case entry: 'New' status, 'Brucellosis' disease, 'FRANK STEIN' patient name, '06/16/2004' referral date, 'ADMIN, LHJ' investigator, and 'Washtenaw County' jurisdiction. An 'Edit' button is located to the right of the table row.

Investigation Status	Disease	Patient Name	Referral Date	Investigator	Jurisdiction	
New	Brucellosis	FRANK STEIN	06/16/2004	ADMIN, LHJ	Washtenaw County	Edit

In Searches



The screenshot shows the 'Saved Searches' section of the web application. A table lists two saved searches: 'All Open Investigations' (created 06/08/2004, default) and 'My Open Investigations' (created 06/08/2004). Each search entry has a 'Search' button, an 'Edit' button, and a 'Delete' button. A 'Help' button is located in the top right corner of the section.

Search Name	Date Created	Default			
All Open Investigations	06/08/2004	X	Search	Edit	
My Open Investigations	06/08/2004		Search	Edit	Delete



Editing and Deleting Saved Searches

The Searches function provides access to your saved searches to execute, edit, or delete existing searches.

Saved Searches Help					
Search Name	Date Created	Default			
All Open Investigations	05/17/2004	X	<input type="button" value="Search"/>	<input type="button" value="Edit"/>	
Map Search	05/26/2004		<input type="button" value="Search"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
My Open Investigations	05/17/2004		<input type="button" value="Search"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Testing age range	05/24/2004		<input type="button" value="Search"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

- You cannot delete your default search, but **Edit** allows you to select a new default search.
- **EDIT** search works just like New Search but starts with the existing search criteria.



Exercise – Creating a New Search and Modifying a Search

- Student Exercise
 - Create search for all cases of “Gonorrhea” in December 2008
 - Save as “Gonorrhea – Dec 08” and then execute
 - Open your “Gonorrhea – Dec 08” search from your saved searches
 - Add “Chlamydia” from the Reportable Condition list
 - Save as “Gonorrhea and Chlamydia – Dec 08” and then execute



Support and Help Contacts

- For browser and connectivity issues contact your local IT support
- Your Local Health Department is the primary point of contact for MDSS issues
- If your Local Health Department is unavailable
 - Contact a MDCH Regional Epidemiologist (see next slide for info), or
 - Contact the CD & Immunization Division of MDCH at (517) 335-8165 or mdch_mdss@michigan.gov



Regional Epidemiologists

Region	Name	Phone/Cell	E-Mail	Counties
1	Susan Bohm	517.887.4615 517.930.3100 (Cell)	Bohms@michigan.gov	Clinton, Eaton, Gratiot, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Shiawassee
2N	Carla Merritt	248.858.0732 517.930.6906 (Cell)	MerrittC@michigan.gov	Macomb, Oakland, St. Clair
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Thank you!
Any questions?

