

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 can report communicable diseases to the public health system. For more about communicable disease reporting 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 initial case-entry information required by the CDC and MDCH. However, the completion of any additional information is useful for epidemiologic investigations.

Entering a case into MDSS

1. New Case Entry Screen One

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

The screenshot shows the MDSS 'New Case Entry Screen One' form. It is organized into two main sections: 'Investigation Information' and 'Patient Information'.
Investigation Information:
- **Reportable Condition*:** Chlamydia (Genital) (dropdown menu)
- **Case Status*:** Confirmed (dropdown menu)
Patient Information:
- **Patient Status*:** OutPatient (dropdown menu)
- **Patient Status Date* (mm/dd/yyyy):** 11/04/2013 (calendar icon)
- **First*:** [text input]
- **Last*:** [text input]
- **Middle:** [text input]
- **Street:** [text input]
- **City:** [text input]
- **County:** [dropdown menu]
- **State:** [dropdown menu]
- **Zip:** [text input]
- **Home Phone (### ### ####):** [text input] Ext: [text input]
- **Other Phone (### ### ####):** [text input] Ext: [text input]
- **Onset Date (mm/dd/yyyy):** [calendar icon]
- **Referral Date (mm/dd/yyyy):** [calendar icon]
- **Diagnosis Date (mm/dd/yyyy):** [calendar icon]
- ***indicates required items**
At the bottom of the form are three buttons: **Continue**, **Cancel**, and **Help**.

On **New Case Entry** screen one, enter information in all required fields (in red) plus the patient’s address (needed for referral). If patient address is unavailable, enter 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 (able to select more than one by holding the “Ctrl” button on the keyboard)
 - Ethnicity
 - Patient’s date of birth (or age if DOB is missing)

Click **Continue**

Note: 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

- If you have completed the User Profile (see below), your referrer and primary physician information will appear on this screen. Otherwise, enter the *Person Providing Referral* information

- One option to report treatment information is to put it in the case notes section on new case entry screen three; otherwise, you can use the lab report tab to document treatment information (see next case entry section)

Click on **Enter Lab Data** to enter any lab and treatment data

4. Entering Lab Data and Treatment Information

Lab Reports		Create New Lab Report	Help
Date Received	Ordered Test Name	Electronic	
Save & Finish		Back	Cancel Help

Click **Create New Lab Report**

- Name and address of laboratory will automatically fill-in on this screen if you have completed the User Profile. Otherwise, enter the laboratory name here
- Add the following information: test name (required), lab report date, and specimen collection date

Lab Order Information			
Test Name* :	<input type="text" value="Chlamydia trachomatis"/>		
Lab Report Date (mm/dd/yyyy) :	<input type="text" value="11/01/2013"/>		
Ordering Provider			
First :	<input type="text"/>	Last :	<input type="text"/>
Affiliation :	<input type="text"/>		Street : <input type="text"/>
City :	County :	State :	Zip :
<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>
Phone number :	Ext :		
<input type="text"/>	<input type="text"/>		
Laboratory Information			
Name* :	<input type="text" value="Laboratory Name"/>		
Street :	<input type="text"/>		Geocode Source :
City :	County :	State :	Zip :
<input type="text"/>	<input type="text" value="v"/>	<input type="text" value="v"/>	<input type="text"/>
Phone number :	<input type="text"/>		
<input type="text"/>			
Specimen Information			
Specimen Collection Date (mm/dd/yyyy) :	<input type="text" value="10/30/2013"/>		
Specimen Source :	<input type="text" value="Cervix"/>		
Specimen Site :	<input type="text" value="v"/>		
Specimen Site Text :	<input type="text"/>		
Specimen ID :	<input type="text"/>		
Results			<input type="button" value="New Result"/>
<input type="button" value="Add New Lab"/>		<input type="button" value="Cancel"/>	<input type="button" value="Help"/>

Click **New Result**

New Result	
Reported Test Name :	Chlamydia trachomatis
Coded Result :	Positive
Text Result :	
Numeric Result :	
Comments :	100 mg doxycycline 2x/day 7 days, 10/31/2013 started
<input type="button" value="Add Result"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>	

- 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**

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

Lab Order Information	
Test Name* :	Chlamydia trachomatis
Lab Report Date (mm/dd/yyyy) :	11/01/2013 
Ordering Provider	
First :	Last :
Affiliation :	Street :
City :	County :
State :	Zip :
Phone number :	Ext :
Laboratory Information	
Name* :	Laboratory Name
Street :	Geocode Source :
City :	County :
State :	Zip :
Phone number :	
Specimen Information	
Specimen Collection Date (mm/dd/yyyy) :	10/30/2013 
Specimen Source :	Cervix
Specimen Site :	
Specimen Site Text :	
Specimen ID :	
Results	
<input type="button" value="New Result"/>	
Reported Test Name :	Chlamydia trachomatis
Coded Result :	Positive
Numeric Result :	
Reference Range :	
Comments :	100 mg doxycycline 2x/day 7 days, 10/31/2013 started
<input type="button" value="Save & Finish New Lab"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>	

Click on **Save & Finish New Lab**

Lab Reports				Create New Lab Report	Help
Date Received	Ordered Test Name	Electronic			
11/05/2013	Chlamydia trachomatis	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	
			<input type="button" value="Save & Finish"/>	<input type="button" value="Back"/>	<input type="button" value="Cancel"/>

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 deduplication 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

MDSS TEST APPLICATION Department of Community Health						
Case Investigation		Messages	Reports	Logout		
Case Listings						
Investigation Status	Disease	Subject	Referral Date	Investigator	Jurisdiction	
New	Chlamydia (Genital)	BONNIE RAIT	02/10/2005	CARLSON, BRAD	Ingham County	<input type="button" value="Edit"/>
New	Meningitis - Aseptic	CASEY BIRD	04/09/2008	MERRITT, CARLA	Livingston County	<input type="button" value="Edit"/>
New	Chlamydia (Genital)	DORRY DIDNOTHING	04/11/2008	MERRITT, CARLA	Jackson County	<input type="button" value="Edit"/>

B. Newly submitted case in queue for deduplication by the local health department appear in Unassigned Cases

MDSS TEST APPLICATION Department of Community Health				
Case Investigation		Messages	Reports	Logout
Case Work Queue				
Disease	Patient Name	Referral Date	Jurisdiction	
Chlamydia (Genital)	Dorry Didnothing	04/11/2008		

Completing the User Profile

To save time, a healthcare provider can complete the **User Profile** found on the left 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 shows the MDSS TEST APPLICATION interface. At the top, there is a header with the MDCH logo, the text "MDSS TEST APPLICATION Department of Community Health", and the Michigan.gov logo. Below the header is a navigation bar with three tabs: "Case Investigation" (highlighted in green), "Reports", and "Logout". On the left side, there is a vertical menu with several options: "Cases", "Unassigned Cases", "New Case", "Searches", "New Search", "Disease Specific Search", "Case Definitions", "Display Supplemental Forms", and "User Profile" (highlighted in blue). The main content area is titled "User Profile" and contains two sections: "Default Referrer Information" and "Default Primary Physician Information". Each section includes a descriptive paragraph and several input fields for First, Last, Phone, Ext, and Email. The "Default Primary Physician Information" section also includes a field for Affiliation and a field for Street.

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 : <input type="text"/>	Last : <input type="text"/>
Phone (###-###-####): <input type="text"/>	Ext: <input type="text"/> Email : <input type="text"/>
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 : <input type="text"/>	Last : <input type="text"/>
Affiliation : <input type="text"/>	
Phone (###-###-####): <input type="text"/>	Ext: <input type="text"/> Email : <input type="text"/>
Street : <input type="text"/>	