Directions for Healthcare Providers Reporting Chlamydia and Gonorrhea Cases using MDSS
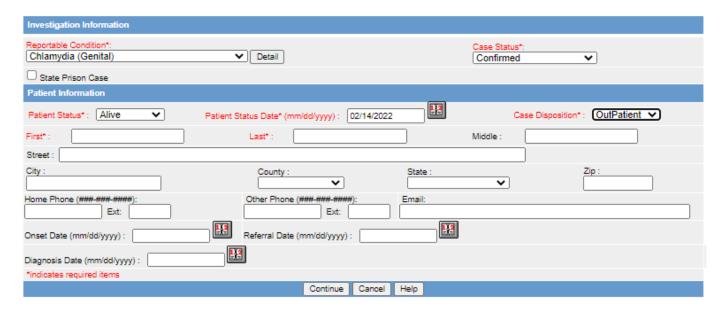
The Michigan Disease Surveillance System (MDSS) is the web-based tool with which healthcare providers can report communicable diseases to the public health system. For more about communicable disease reporting requirements, please see the "*Health Professional's Guide to the Michigan Communicable Disease 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 MDHHS. However, the completion of any additional information is useful for epidemiologic investigations.

Entering a case into MDSS

1. New Case Entry Screen One

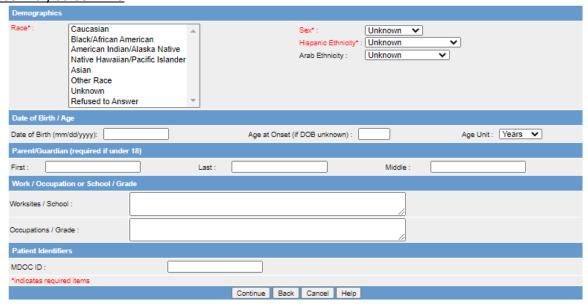   Once logged into MDSS, click on **New Case** on the left hand side of the Case Investigations module.

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 (Alive or Died)
- Case Disposition (Outpatient, Inpatient, or Died)
- Patient name
- Patient address or clinic address
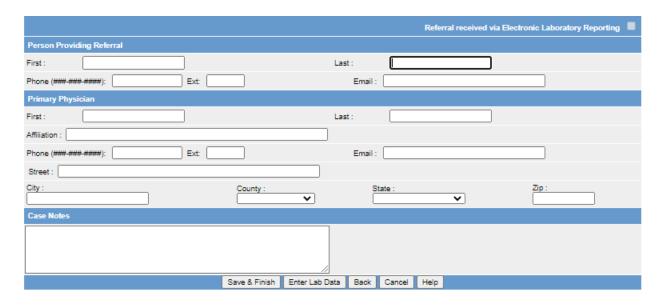
    Click **Continue**

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)
  - *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.

  Click **Continue**

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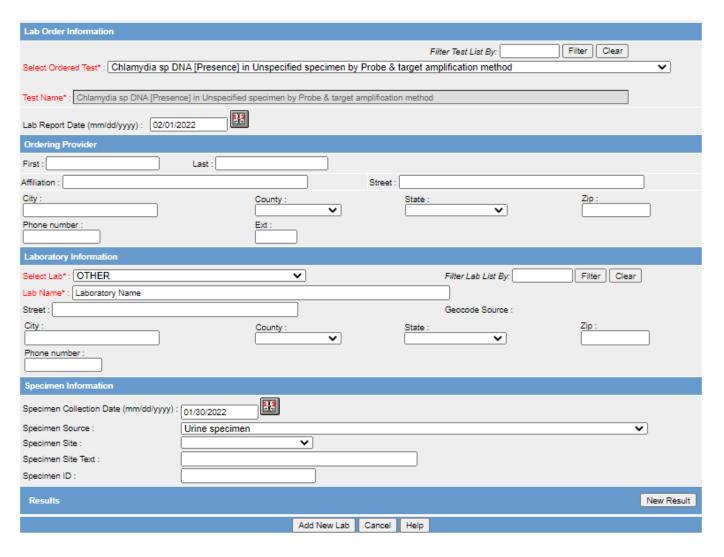
Click on **Enter Lab Data** to enter any lab and treatment data

4. Entering Lab Data and Treatment Information

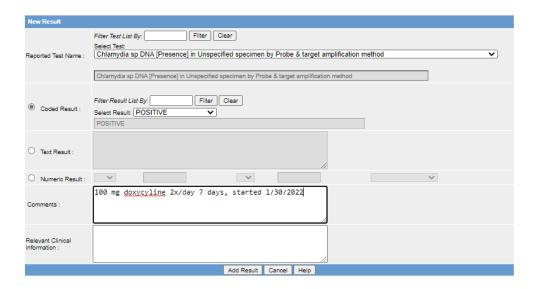| Lab Reports					Create New Lab Report	Help
Date Received	Collection Date	Test Name (* Case Associated)	Result	Electronic		

Save & Finish Back Cancel

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, select from drop down menu; 'Other' is an option if needed), lab report date, and specimen collection date
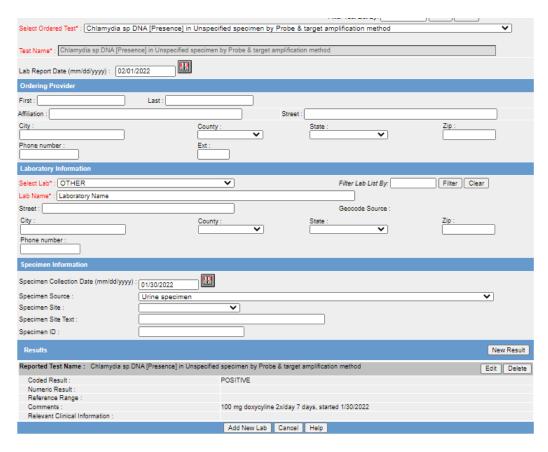
Lab Order Information

Filter Test List By: [   ] Filter Clear

Select Ordered Test* : Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method ▼

Test Name* : Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method

Lab Report Date (mm/dd/yyyy) : 02/01/2022

Ordering Provider

First : [   ]   Last : [   ]
Affiliation : [   ]   Street : [   ]
City : [   ]   County : [▼]   State : [▼]   Zip : [   ]
Phone number : [   ]   Ext : [   ]

Laboratory Information

Select Lab* : OTHER ▼   Filter Lab List By: [   ] Filter Clear
Lab Name* : Laboratory Name
Street : [   ]   Geocode Source :
City : [   ]   County : [▼]   State : [▼]   Zip : [   ]
Phone number : [   ]

Specimen Information

Specimen Collection Date (mm/dd/yyyy) : 01/30/2022
Specimen Source : Urine specimen ▼
Specimen Site : [▼]
Specimen Site Text : [   ]
Specimen ID : [   ]

Results   New Result

Add New Lab Cancel Help

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**

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).

Click on **Add New Lab**

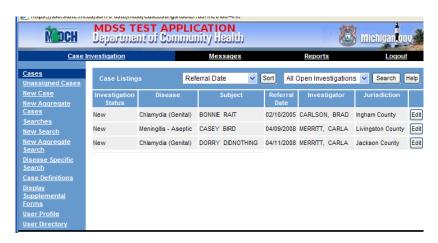| Lab Reports					Create New Lab Report	Help
Date Received ⬥	Collection Date ⬥	Test Name (* Case Associated) ⬥	Result ⬥	Electronic ⬥		
02/14/2022		Chlamydia sp DNA [Presence] in Unspecified specimen by Probe & target amplification method		No	Edit	Delete

Save & Finish   Back   Cancel

Click on **Save & Finish** (this action submits the case to MDSS). If you exit before clicking **Save & 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

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

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.