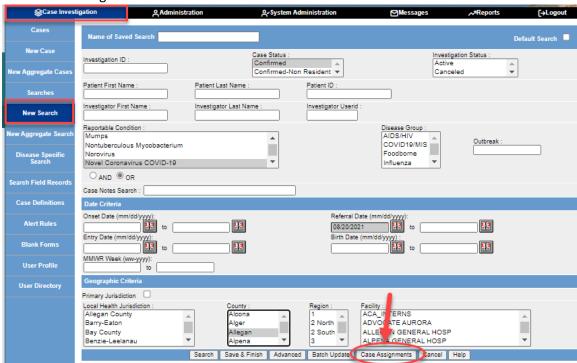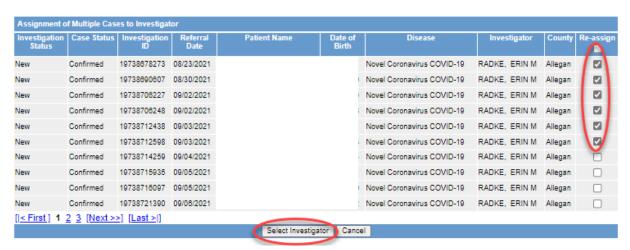# MDSS Batch Case Assignments and Batch Update

Batch Case Assignments

New MDSS functionally allows an MDSS user to re-assign multiple cases to a new MDSS user by using the 'Case Assignments' option in 'New Search'.
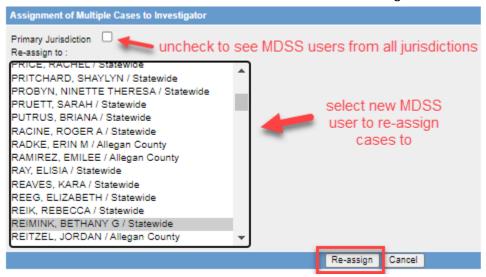
1. Under the Case Investigation Tab, 'New Search', Select search criteria for cases that need to be re-assigned.
2. Select 'Case Assignments' at bottom of search screen.

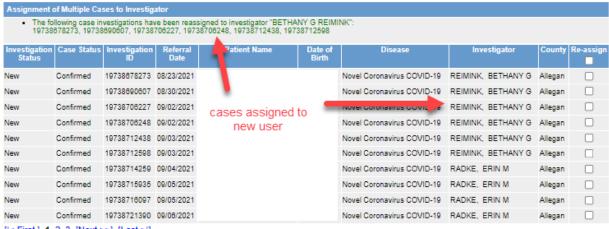
3. Select all individual cases you'd like to re-assign by checking the box under the 'Re-assign' column. *Note – up to 10 cases from one page can be selected at a time.*
4. Select 'Select Investigator' at the bottom of the case listing.

5. By default, MDSS users from the primary jurisdiction (county of case residence) will be listed. To expand to other users, uncheck the 'Primary Jurisdiction' box.
6. Select the desired MDSS user from the list and then select 'Re-assign' at bottom of screen

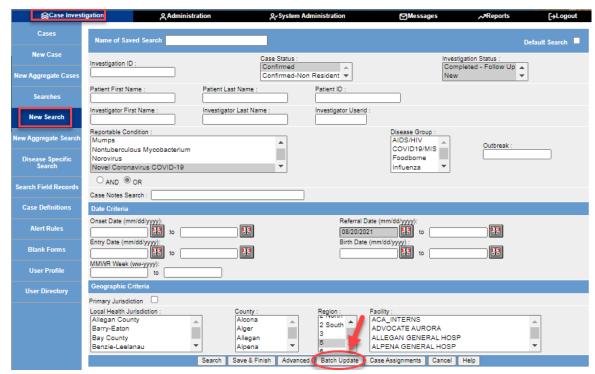7. View new investigator assigned to selected cases and select additional cases from other pages to re-assign, as needed.
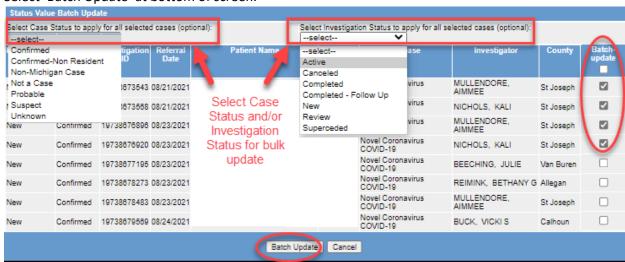

Batch Update

New MDSS functionally allows an MDSS user to update Case Status and/or Investigation Status for multiple cases by using the 'Batch Update' in 'New Search'.

1. Under the Case Investigation Tab, 'New Search', Select search criteria for cases that need to be updated.
2. Select 'Batch Update' at bottom of search screen.

3. Select the desired Case Status and or Investigation Status from the drop down menus.
4. Select individual cases by checking the box in the 'Batch Update' column. *Note – up to 100 cases on one page may be selected at one time.*
5. Select 'Batch Update' at bottom of screen.

6. View cases that were updated and select additional cases to batch update, as needed.

Status Value Batch Update

- Status updated for case(s) 19738673543,19738673568,19738676896,19738676920

Select Case Status to apply for all selected cases (option:
Confirmed

Select Investigation Status to apply for all selected cases (optional):
Active

Investigation Status	Case Status	Investigation ID	Referral Date	Patient Name	Date of Birth	Disease	Investigator	County	Batch-update
Active	Confirmed	19738673543	08/21/2021			Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	☐
Active	Confirmed	19738673568	08/21/2021			Novel Coronavirus COVID-19	NICHOLS, KALI	St Joseph	☐
Active	Confirmed	19738676896	08/23/2021			Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	☐
Active	Confirmed	19738676920	08/23/2021			Novel Coronavirus COVID-19	NICHOLS, KALI	St Joseph	☐
New	Confirmed	19738677195	08/23/2021			Novel Coronavirus COVID-19	BEECHING, JULIE	Van Buren	☐
New	Confirmed	19738678273	08/23/2021			Novel Coronavirus COVID-19	REIMINK, BETHANY G	Allegan	☐
New	Confirmed	19738678483	08/23/2021			Novel Coronavirus COVID-19	MULLENDORE, AIMMEE	St Joseph	☐
New	Confirmed	19738679569	08/24/2021			Novel Coronavirus COVID-19	BUCK, VICKI S	Calhoun	☐
						Novel Coronavirus			☐

view cases that were updated