



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Online Reporting Card User Guide

Updated 5/9/2014

Online Reporting Card User Guide

1. Log into [Epi-Tracks](#) with the user's username (Firstname-Lastname) and password.
 - a. The username is not case-sensitive, but the password is case-sensitive.
 - b. If the user has forgotten their password, they can click on "Forgot your password" to reset it.
 - c. The user can also reset their password once they are logged into the system by clicking on "Reset Password".
 - i. *Note:* the system will force the user to change their password every 90 days.



2. After reading the "User Agreement" statement, check the "I agree" box.



3. Select "Physician Card" from the drop-down list.

The screenshot shows the top of the EpiTracks application. The header is dark blue with the text "EpiTracks" in white, where the "i" in "Epi" is replaced by a pair of white footprints. Below the header is a light blue navigation bar with a dropdown menu labeled "Physician Reporting" and a "Logout" button. The "Physician Card" option in the dropdown menu is highlighted with a red box. Below the navigation bar is a light beige banner with the text: "By submitting the report of this disease or condition, I verify that the information provided is true and accurate to the best of my knowledge." At the bottom of the banner is a checkbox labeled "I agree" which is checked.

4. The Information Sections can be collapsed (minus button) or expanded (plus button) based on the user's preference.

This screenshot shows a section of the EpiTracks form. At the top of this section is a light blue bar containing a minus button (-) and a plus button (+), both highlighted with a red box. To the right of these buttons is a "Validate and Save" button and a settings gear icon. Below this bar is a section titled "Patient Name" with a sub-label "Expand All Sections". Underneath, there are three input fields: "Last Name" with a red triangle warning icon, "First Name" with a red triangle warning icon, and "Middle Name". Below these fields is a single input field labeled "If hospitalized, chart number".

5. Enter all required fields (noted in red)

- a. If you have additional patient or physician information, please enter it into the Online Reporting Card.
- b. It is highly encouraged that *all* information is completed on the Online Reporting Card to assist with public health investigations.

Patient Information

Patient Name

Last Name ▲ First Name ▲ Middle Name

If hospitalized, chart number

Patient Address

Street 1

Street 2

State City Zip County

Mississippi

Patient Phone Number/SSN

Home Phone Ext. Work Phone Ext. SSN

Patient Date of Birth

Date of Birth ▲ Age ▲ Age Unit Was this a child enrolled in a daycare center?

Sex/Ethnicity

Sex ▲

Ethnicity

Race (Select All That Apply) ▲

White American Indian or Alaska Native Native Hawaiian or other Pacific Islander

Asian Black or African American Other Unknown

Pregnant during illness?

Occupation (Select All That Apply)

if yes EDC or Delivery Date i EDC or Delivery Date Type Other (specify)

Disease or Condition Information

Disease Name ▲ Onset Date

Select a Disease...

Method of Diagnosis ▲

6. Patient Address

- a. "State" defaults to *Mississippi*.
- b. If "Mississippi" is selected:
 - i. The "City" and "Zip" fields have predictive text capability.
 - ii. The user can enter either the "City" or "Zip" and the predictive text will list possible matches.
 - iii. In the "City" field, either a city's name or zip code can be entered.

The image displays two screenshots of a patient information form, illustrating predictive text functionality in the City field. Both screenshots show the form with the State set to Mississippi and Street 1 as 123 MAIN STREET. The City field is highlighted with a green box.

Top Screenshot: The City field contains the text "JACK". The predictive dropdown menu lists the following suggestions: JACKSON 39201, JACKSON 39202, JACKSON 39203 (highlighted), and JACKSON 39204.

Bottom Screenshot: The City field contains the text "3920". The predictive dropdown menu lists the following suggestions: 39201 JACKSON, 39202 JACKSON, 39203 JACKSON (highlighted), and 39204 JACKSON.

6. Patient Address (cont.)

b. If "Mississippi" is selected (cont.):

iv. Once the city or zip code is selected, the "City", "Zip" and "County" fields will auto-populate.

The screenshot shows a 'Patient Address' form. The 'Street 1' field contains '123 MAIN STREET'. The 'State' dropdown is set to 'Mississippi'. The 'City' field is 'JACKSON', the 'Zip' field is '39203', and the 'County' dropdown is 'HINDS'. A green box highlights the City, Zip, and County fields.

c. If another state is selected, the "City" and "Zip" can be manually entered.

7. When entering the patient's "Home Phone", "Work Phone" or "SSN", the fields will auto-format (i.e., the user will not have to put dashes in the fields).

- a. For example, a patient's "Home Phone" can be entered as 6015555555 and the system will auto-format the phone number to 601-555-5555.
- b. An area code is required.

8. Multiple Races can be selected for a patient.

a. If "Unknown" is checked, this will clear all other selections.

9. All date fields (e.g., Patient Date of Birth, Onset Date, etc.) have a calendar date picker that automatically appears when the user is in that field.

- a. The calendar date picker highlights the current date in yellow.
- b. The user can also enter the month/day/year in the format of mmddyy (no dashes required) and the date will auto-format.
- c. For example, the user can enter 100113 for the "Onset Date" and the system will auto-format the date to 10/01/2013.

The screenshot shows a 'Disease or Condition Information' form. The 'Disease Name' dropdown is 'AAA Disease'. The 'Onset Date' field is '10/01/13'. A calendar date picker is open, showing the month of October 2013. The date 10/24/13 is highlighted in yellow. The calendar grid is as follows:

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10. If the user selects hepatitis, an STD (gonorrhea, chlamydia, or syphilis) or a mycobacterial/non-mycobacterial disease in the "Disease Name" field, then an additional information section will appear.

Disease or Condition Information

Disease Name ▲
Select a Disease...

Method of Diagnosis ▲

Note that the sections progress from "Disease or Condition Information" to "Lab Test Results" prior to selecting a "Disease Name".

Lab Test Results

Disease or Condition Information

Disease Name
Hepatitis B, Acute

Method of Diagnosis ▲

When one of the above listed "Disease Names" is selected, an additional information section appears before the "Lab Test Results".

Hepatitis Specific Information

Hepatitis Laboratory Information		Hepatitis Chemistry Results	
Laboratory Name	<input type="text"/>	Laboratory Name	<input type="text"/>
Specimen Source	<input type="text"/>	Specimen Source	<input type="text"/>
Date Specimen Obtained	<input type="text"/>	Date Specimen Obtained	Date of Chemistry Test
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hepatitis A IgM antibody	Hepatitis B IgM core antibody	Total Bilirubin	SGOT(AST)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hepatitis C antibody	Jaundiced?	Normal Range	Normal Range
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		SGPT(ALT)	
		<input type="text"/>	
		Normal Range	
		<input type="text"/>	

Lab Test Results

11. If "Laboratory" or "Both Clinical and Laboratory" are selected in the "Method of Diagnosis" field, the user must enter at least one Lab Test Result.

- a. The "Laboratory Name" has predictive text capability and is populated with all Mississippi hospitals and most reference laboratories (e.g., LabCorp, Quest, ARUP, etc.).
 - i. The user can begin typing the laboratory's name and the predictive text will list possible matches.
 - ii. Select the "Laboratory Name" from the possible matches.
 - iii. If a match does not exist, then the "Laboratory Name" can be manually entered.

The screenshot shows the 'Disease or Condition Information' section with a 'Method of Diagnosis' dropdown menu highlighted in green, currently set to 'Laboratory'. Below this is the 'Lab Test Results' section, which includes three tabs: 'Lab Test Result 1', 'Lab Test Result 2', and 'Lab Test Result 3'. The 'Laboratory Name' field is active, showing a search for 'hospital' and a list of suggestions: 'ANDERSON HOSPITAL - SOUTH CAMPUS', 'Baptist Memorial Hospital - Booneville', 'Baptist Memorial Hospital - DeSoto', and 'Baptist Memorial Hospital - Golden Triangle'.

- b. Up to three Lab Test Results can be entered.
 - i. Note the required fields in red.

The screenshot shows the 'Lab Test Results' section with three tabs: 'Lab Test Result 1', 'Lab Test Result 2', and 'Lab Test Result 3'. The 'Lab Test Result 1' tab is selected. The fields for 'Laboratory Name', 'Specimen Source', 'Date Specimen Obtained', 'Test Name', and 'Test Result' are highlighted with red boxes, indicating they are required fields. The 'Laboratory Name' field contains the text 'AAA HOSPITAL'.

12. Attending Physician section

- a. The "Attending Physician Last Name" and "Attending Physician First Name" have predictive text capability and are populated with Mississippi licensed physicians.
- b. The user can enter either the "Last Name" or "First Name" and the predictive text will list possible matches.

The image displays two screenshots of the 'Attending Physician' form, illustrating predictive text functionality. Both screenshots show a form with fields for Title, Last Name, First Name, Date of Report, Facility, Street 1, Street 2, State, City, Zip, and County.

Top Screenshot: The 'Last Name' field contains the text 'byers'. A dropdown menu is open, showing two suggestions: 'BYERS, MICHAEL (JACKSON MEDICAL CLINIC)' and 'BYERS, PAUL (MISSISSIPPI STATE DEPT OF HEALTH)'. The 'Date of Report' field is set to '10/24/2013'.

Bottom Screenshot: The 'First Name' field contains the text 'paul'. A dropdown menu is open, showing three suggestions: 'PAUL BIERMAN', 'PAUL BRACEY (ST. DOMINICS JACKSON MEMORIAL HOSP)', and 'PAUL BYERS (MISSISSIPPI STATE DEPT OF HEALTH)'. The 'Date of Report' field is set to '10/24/2013'.

12. Attending Physician section (cont.)

- a. Once the correct physician is identified from the list, his or her contact information will auto-populate into the additional *Attending Physician* fields
 - i. *Note:* If the auto-populated information is not correct, these fields can be edited.

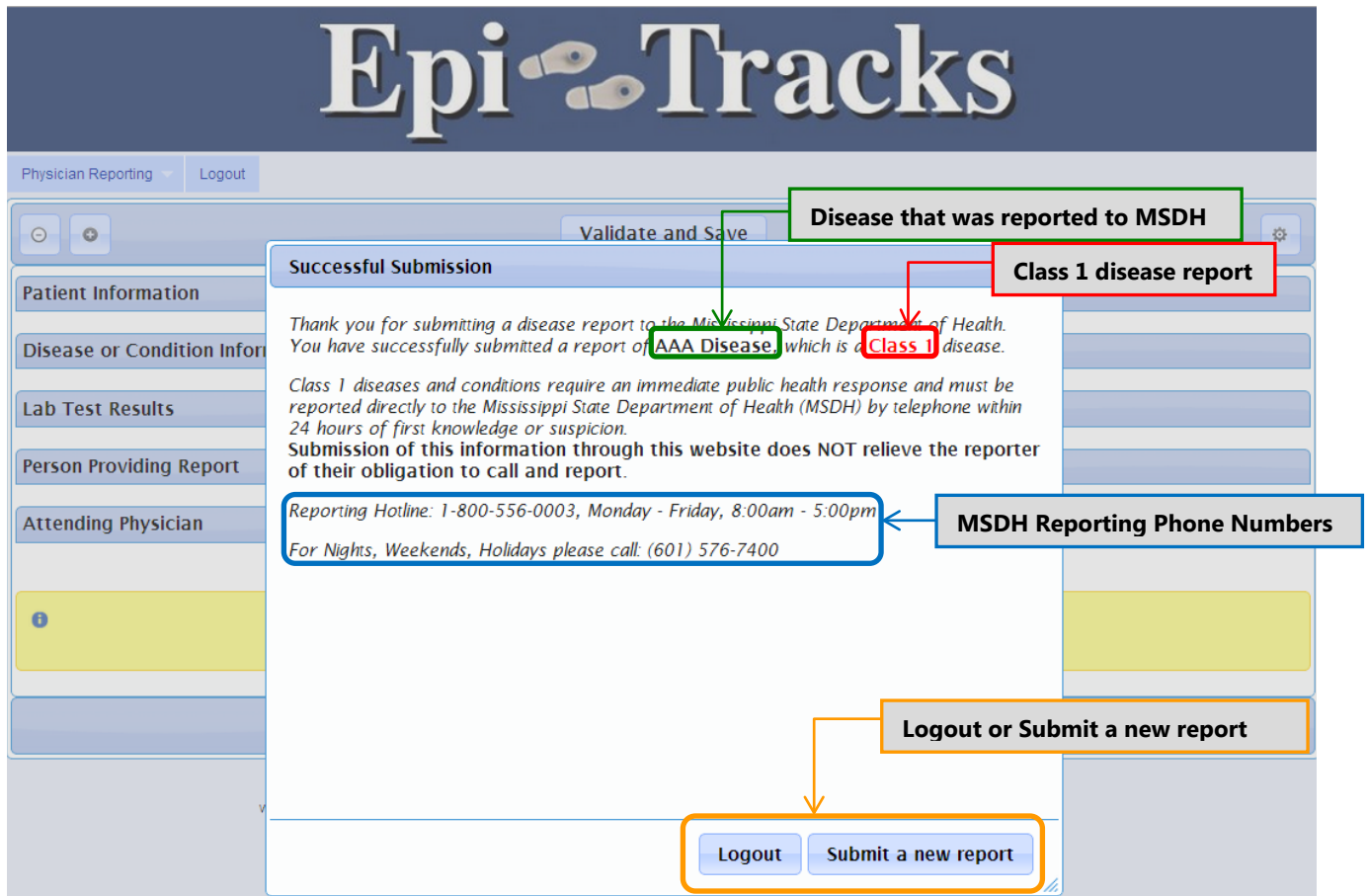
Attending Physician				
Title	Last Name	First Name	Date of Report	
M.D.	BYERS	PAUL	10/24/2013	
Facility	Phone	Ext.	Email	
MISSISSIPPI STATE DEPT OF HEALTH	601-576-2666		PAUL.BYERS@MSDH.STATE.MS.US	
Street 1				
MISSISSIPPI STATE DEPT OF HEALTH				
Street 2				
570 EAST WOODROW WILSON				
State	City	Zip	County	
Mississippi	JACKSON	39216	HINDS	

- 13.** Once all required and additional information has been entered into the Online Reporting Card, click the "Validate and Save" button.

Attending Physician	
<p><i>Individual case reports of influenza-like illnesses are not required.</i> <i>Mississippi State Department of Health Revised 09-15-2011 Form No. 135</i></p>	
<p>Validate and Save</p>	

14. Once the "Validate and Save" button is clicked, a pop-up window will appear stating a "Successful Submission" of the record.
 - a. This pop-up window will let the user know which disease was submitted to MSDH.
 - b. If a **Class 1** disease is submitted, the user is instructed to call MSDH within 24 hours to complete their reporting responsibility (the MSDH reporting phone numbers are included in the text box).

15. The user can either click the "Logout" or "Submit a new report" button.
 - a. The "Logout" button will securely end the user's session.
 - i. After **15 minutes** of inactivity, the system will automatically log the user out.
 - ii. After this period of inactivity, any un-submitted information on the Online Reporting Card will not be saved or submitted to MSDH.
 - b. The "Submit a new report" button will allow the user to create and submit a new disease report to MSDH.



Contact and Additional Information

Online Reporting Contacts

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MSDH Office of Epidemiology

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Reporting Numbers

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(601) 576-7400 on nights, weekends and holidays

Fax: (601) 576-7497

Helpful Websites

Epi-Tracks website for Online Reporting: <https://apps.msdh.ms.gov/epitracks/>

MSDH Reportable Diseases Information: http://msdh.ms.gov/msdhsite/_static/14,0,194.html