Mississippi State Department of Health

Online Reporting Card User Guide

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.

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

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?

if yes EDC or Delivery Date ⓘ   EDC or Delivery Date Type

Occupation (Select All That Apply)

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.

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.

    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.

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...

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

Method of Diagnosis ⚠

Lab Test Results

Disease or Condition Information

Disease Name
> Hepatitis B, Acute

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

Method of Diagnosis ⚠

Hepatitis Specific Information

Hepatitis Laboratory Information

Laboratory Name

Specimen Source

Date Specimen Obtained

Hepatitis A IgM antibody	Hepatitis B IgM core antibody

Hepatitis C antibody	Jaundiced?

Hepatitis Chemistry Results

Laboratory Name

Specimen Source

Date Specimen Obtained | Date of Chemistry Test

Total Bilirubin

Normal Range

SGOT(AST)

Normal Range

SGPT(ALT)

Normal Range

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.

Disease or Condition Information

Disease Name ⚠
Select a Disease... ▼

Onset Date

Method of Diagnosis
Laboratory

Lab Test Results

| Lab Test Result 1 | Lab Test Result 2 | Lab Test Result 3 |

Laboratory Name ⚠
hospital

ANDERSON HOSPITAL - SOUTH CAMPUS

Baptist Memorial Hospital - Booneville
Baptist Memorial Hospital - DeSoto
Baptist Memorial Hospital - Golden Triangle

   b. Up to three Lab Test Results can be entered.

   i. Note the required fields in red.

Lab Test Results

| Lab Test Result 1 | Lab Test Result 2 | Lab Test Result 3 |

Laboratory Name ⚠
AAA HOSPITAL

Specimen Source ▼

Date Specimen Obtained ⚠

Test Name ⚠ ▼

Test Result ⚠ ▼

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.

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.


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

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.
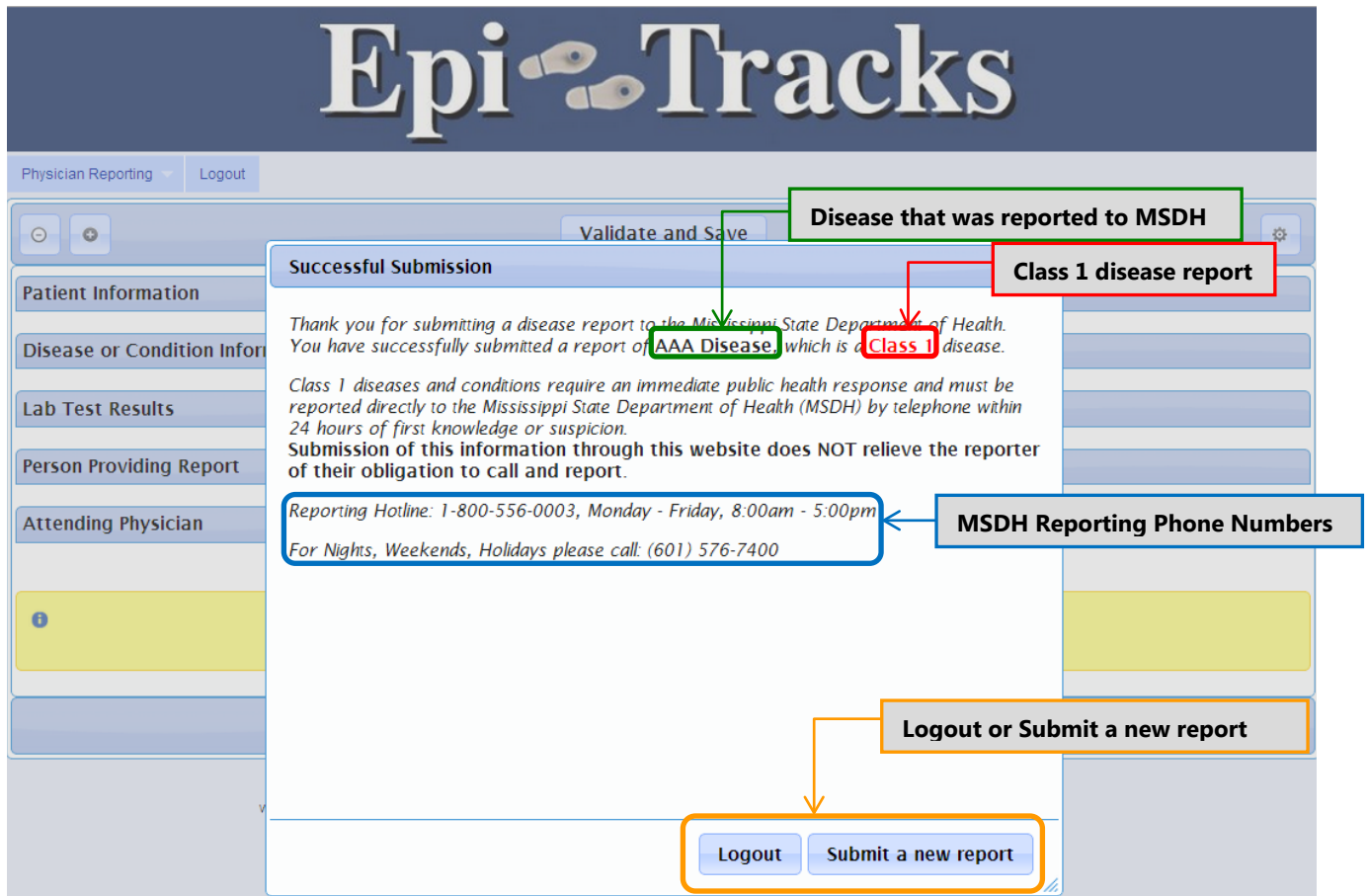
Contact and Additional Information

Online Reporting Contacts

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MSDH Office of Epidemiology

Mailing Address
   Office of Epidemiology
   Mississippi State Department of Health
   Post Office Box 1700
   Jackson, Mississippi 39215-1700

Reporting Numbers
   Phone: (601) 576-7725 or (800) 556-0003, M-F, 8am – 5pm
           (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