



# Indiana State Department of Health

## Hospital Lab Reporting Guidance for NBS

Hospital laboratories that do not currently send electronic laboratory reports to the Indiana State Department of Health (ISDH) should use the morbidity report in NBS to submit laboratory results. This document serves as a quick reference on how to submit laboratory reports via the morbidity report in NBS. If you have any questions please contact the Epidemiology Resource Center at 317-233-7125, your district field epidemiologist or the NBS Help Desk through the link in the NBS “Notices” tile.

1. Log in to NBS.
  - a. Log in to the ISDH Gateway at <https://gateway.isdh.in.gov/Gateway/SignIn.aspx>
  - b. Click on “NEDSS Based System (NBS)”
2. Search for the patient
  - a. If the patient is already in the system enter the patient profile and add a new morbidity report.
  - b. If the patient is new, click “Add New” and enter demographic information for the patient. Then add a new morbidity report.
3. Report Information
  - a. Condition = Select the appropriate condition for the laboratory report you are reporting
  - b. Jurisdiction = Patient’s county of residence
4. Facility and Provider Information
  - a. Enter information about your facility or provider via the search or code lookup options
  - b. Please note that not all providers are listed on the provider list. If a provider is part of a larger hospital or clinic system, they will not be found on the provider list. Please list the facility and leave the provider section empty.
5. Clinical information
  - a. Complete as much of the information as possible.
  - b. If you don’t know any of the clinical information, please move on to the next section.
6. Epidemiological information
  - a. Complete as much of the information as possible.
  - b. If you don’t know any of the epidemiological information, please move on to the next section.
7. Lab report information
  - a. Enter the lab information.

- b. If the resulted test is not in the drop down, please search for it via the “Search” button.
  - c. Once the lab report information has been entered, click on “Add Lab Report”
  - d. Multiple labs can be added, however it is recommended that you submit a separate morbidity report for each disease.
- 8. Treatment information
  - a. Complete as much of the information as possible.
  - b. If you don’t know any of the treatment information, please move on to the next section.
- 9. Attachment information
  - a. Please attach any medical records you have available.
  - b. Attaching medical records, if possible, will limit follow up calls from the health department to get additional information required for a case investigation.
- 10. Administrative
  - a. Please enter any other relevant information you would like to share with ISDH and the local health department about this illness. Copying and pasting relevant clinical notes, if possible, will limit follow up calls from the health department to get additional information required for a case investigation.