



Indiana State
Department of Health

Indiana NBS User Guide

INDIANA NBS USER GUIDE

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Accessing the Indiana NBS System

The Indiana NEDSS Base System (NBS) can be accessed through the Indiana State Department of Health State Health Gateway at the following URL:

<https://gateway.isdh.in.gov>

If you are a new user to Indiana NBS or need assistance with the system, please contact the NBS help desk at by selecting the NBS Helpdesk tab within Gateway.

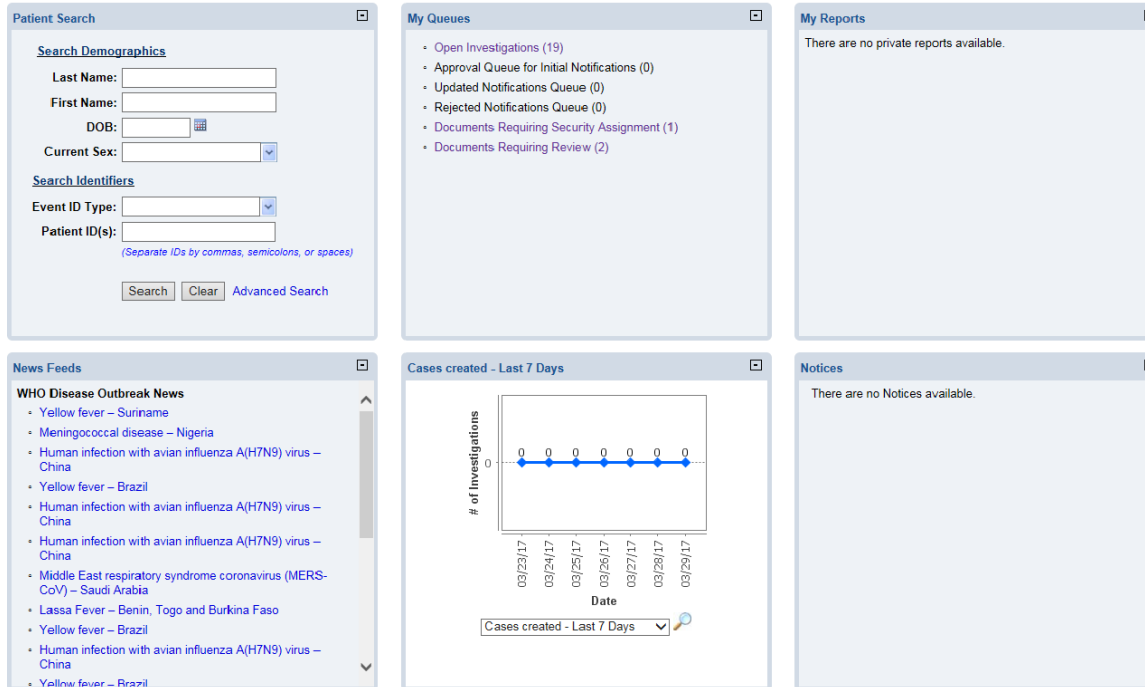
NBS Dashboard & Navigating the System

The dark blue navigation bar appears on the top of every page and includes the following:



- **Home** - Brings you back to the NBS Dashboard
- **Data Entry** – This functionality will NOT be used. To enter data please first search for the patient via the “Patient Search” box on the home screen.
- **Open Investigations** - Shows all your open investigations for your jurisdiction and conditions
- **Reports** - Allows users to export data and perform analysis
- **Help** - Opens a pop-window with CDC-developed Help screens
- **Logout** - Exits you from the system. It is important to use this every time you exit NBS.
- **User** – NBS will display what username you are logged in under, which is your ISDH Gateway username

The NBS Dashboard contains several tiles:

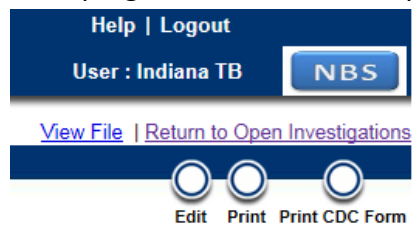


- **Patient Search** – Allows you to search for a patient in NBS by name, DOB, current sex or ID
- **My Queues** – Lists of items that need action or attention. Each queue will turn purple when there are items on the list and the number of items will be shown in parentheses
 - **Approval Queue for Initial Notifications (ISDH Users Only)** – List of investigations submitted by a local user to ISDH for CDC notification
 - **Updated Notifications Queue (ISDH Users Only)** – List of previously approved notifications to CDC that have been updated by another user
 - **Rejected Notifications** – List of investigations that were submitted to ISDH and were rejected due to incomplete or incorrect information that needs to be corrected
 - **Documents Requiring Security Assignment (ISDH Users Only)** – List of reports (lab or morbidities) that have been submitted without an assigned jurisdiction
 - **Documents Requiring Review** – List of reports (labs or morbidities) that have not been reviewed. Dependent upon condition and user roles, user will review and remove from the list.
- **My Reports** – Personalized reports created to access your data
- **News Feed** – List of external links to articles of public health topics
- **Cases Created - Last 7 Days** – This shows a line graph of the number of investigations created in the last seven days. The graph can be changed by selecting from the drop down at the bottom of the tile.

- **Notices**- System messages from ISDH will display here.

Tips for Navigating & Entering Data in NBS

- Keyboard short-cuts are useful when navigating in NBS:
 - Tab - Moves you forward one field
 - Shift-tab - Moves you back one field
 - Enter - Submits the record
 - Backspace - Moves you back one character within a field
- Internet Browser “Back” button - **Do not use this button.** It will kick you out of the system without saving!
 - Use the Navigation Bar at the top of the page or look for a “Return to ...” link in the top right corner on certain pages.



- Click the **Submit** button to save your information. Click **Cancel** to stop editing the page WITHOUT saving the data entered.



- The NBS System will time you out after 20 minutes of inactivity. If you have not clicked the **Submit** button, your work will be lost.
- Click the **Edit** button to make changes to previously submitted items.
- Date fields can be entered by typing in the date manually or selecting the calendar icon to the right of the field and clicking on the desired date.
- To select more than one item in a list press the CTRL button and click on the desired items. To select all items between two points/items in a list or dropdown menu, select the first item, hold shift and select the second item.

Searching For a Patient

The screenshot shows a 'Patient Search' window with two main sections: 'Search Demographics' and 'Search Identifiers'. The 'Search Demographics' section includes input fields for 'Last Name', 'First Name', 'DOB' (with a calendar icon), and a dropdown for 'Current Sex'. The 'Search Identifiers' section includes a dropdown for 'Event ID Type' and an input field for 'Patient ID(s)'. A note below the ID field says '(Separate IDs by commas, semicolons, or spaces)'. At the bottom are buttons for 'Search', 'Clear', and a link for 'Advanced Search'.

1. A demographic search allows for a patient's record to be accessed in the system by searching by first or last name, date of birth, or current sex.
 - i) Searching by date of birth helps to identify possible spelling errors or duplications in NBS.
2. An identifiers search is done by using an identifier (**Event ID Type** or **Patient ID(s)**) assigned to a patient by NBS to find their information again.
3. To search for a patient:
 - a) Click **Last Name** and enter the first 3-4 characters of last name. If name is common, also enter 3-4 characters of **First Name**, or
 - b) Click **DOB** and enter date of birth, or
 - c) Click **Event ID Type** or **Patient ID(s)** and enter identifiers.
4. Click **Search**.
5. Once all data fields (see below) are completed, click **Submit**. (Cancel button will not save data)
6. If the person you are searching for already exists in the database, click on the Patient **ID** hyperlink to open the record.
7. If the person is NOT in the system, you will need to add them (see [Adding a Patient](#)).

Home | Data Entry | Open Investigations | Reports | Help | Logout
 Search Results User : Indiana TB NBS
[New Search](#) | [Refine Search](#)
 Add New

Your Search Criteria: Last Name Starts With 'mouse', resulted in 2 possible matches. Would you like to [refine your search](#) or [add a new patient](#) ?

Results 1 to 2 of 2 | Remove All Filters/Sorts

Patient ID	Name	Age/DOB/Sex	Address	Phone/Email	ID
1026	Legal	60 Years 04/23/1956 Male	Home 555 Disney Avenue Indianapolis, Indiana 46204		
1001	Legal	85 Years 01/01/1932 Female	Home 123 Disneyland Street Fairview, Indiana 46254 Home 123 Disneyland Street Indianapolis, Indiana 46254 Home 545 9th st Dephi, Indiana 46254		

Results 1 to 2 of 2
 Add New

Viewing the Patient's File

The Patient File page displays the patient's file information. It provides a single view of all public health data available for the patient and includes the following items:

Patient File User : Indiana TB NBS
 Delete Print

Female | 01/01/1932 (85 Years) Patient ID: 1001

Summary Events Demographics [Expand All](#) | [Collapse A](#)

Patient Summary
 Go to: [Patient Summary](#) | [Open Investigations](#) | [Documents Requiring Review](#)
 Patient Summary [Back To Top](#)

Address (Home) 123 Disneyland Street Fairview, Indiana 46254
Cell 317-123-4567
Email
 No ID Info Available
Race White
Ethnicity Not Hispanic or Latino

Open Investigations (2) [Back To Top](#)

Start Date	Conditions	Case Status	Notification	Jurisdiction	Investigator	Investigation ID	Co-Infection ID
02/21/2017	Latent Tuberculosis Infection			CARROLL		CAS10001000IN01	
No Date	Tuberculosis	Suspect	COMPLETED	MARION		CAS10001001IN01	

Documents Requiring Review (0) [Back To Top](#)

[Previous](#) [Next](#)

Summary Events Demographics
 Delete Print

1. Summary Tab (Click on + to open each subsection)

- Patient Summary: The most current demographic information entered.
- Open Investigations: You can open the investigation by clicking the link under **Start Date**.
- Documents Requiring Review: New Lab or Morbidity Reports for that patient.

2. Events Tab

Female 01/01/1932 (85 Years)		Patient ID: 1001	
Summary	Events	Demographics	
Expand All Collapse All			
Go to: Investigations Lab Reports Morbidity Reports Vaccinations Treatments Documents Contact Records			
Patient Events History			
Investigations (2)			Add New Back To Top
Start Date	Status	Condition	Case Status
02/21/2017	Open	Latent Tuberculosis Infection	
No Date	Open	Tuberculosis	Suspect
Notification	Jurisdiction	Investigator	Investigation ID
COMPLETED	MARION		CAS10001000IN01
			CAS10001001IN01
Lab Reports (1)			Add New Back To Top
Date Received	Reporting Facility/Provider	Date Collected	Test Results
02/21/2017 12:00 AM	Reporting Facility: ESKENAZI HEALTH	02/07/2017	Acid-Fast Stain: positive
Associated With	Program Area	Event ID	
CAS10001000IN01 Latent Tuberculosis Infection CAS10001001IN01 Tuberculosis	TB	OBS10001000IN01	
Morbidity Reports (0)			Add New Back To Top
Vaccinations (0)			Add New Back To Top
Treatments (0)			Back To Top
Documents (0)			Back To Top
Contact Records (0)			Back To Top

[Previous](#) [Next](#)

Event Type	Description	Notes
Investigations	Public health investigations for a reportable condition	Both open and closed investigations will show here
Lab Reports	Laboratory reports for the patient	Both manually entered labs and electronically received labs will show here
Morbidity Reports	Reports of reportable conditions	Previously called Field Records in STD SWIMSS or CDR in INEDDS. Not previously used in TB
Vaccinations	Patient's vaccinations	
Treatments	Patient's treatments for reportable conditions	
Documents	Electronically received case reports	Not being used in Indiana NBS
Contact Records	Contact investigations for reportable conditions	Can include contacts named by patient, as well as those who named the patient as a contact

3. Demographics Tab

- The most recent information will be displayed at the top under Patient Summary
- Each demographic variable will be shown newest to oldest by "As of" date.

Data Field	Description	Notes for Data Entry
Name	Patient's last, first, and middle name	Different types available (i.e. legal, alias, maiden)
Address	Patient's address (zip and county field used to determine jurisdiction)	It is very important to enter county field.
Phone and Email	Patient's phone number, email, and/or website address	If area code is missing, system will accept 000.
Unique Identifiers	Various types of patient's unique identifiers	Options include driver's license number, Medicaid number, medical record number (MRN) and others



Race	Patient's race	If no information provided, enter unknown. OK to enter multiple races
Ethnicity	Patient's ethnicity	If no information provided, enter unknown
Sex and Birth Information	Patient's DOB, Sex, and birthplace information	If no information provided, enter unknown
Mortality	Patient's vital status and death information	Date of death as well as location of death can be entered, if applicable
General Patient Information	Patient's occupation, marital status, education, language and residence information	Also includes data field to enter State HIV Case ID if applicable

Adding a Patient

If you are unable to find the patient you are looking for by searching, you will need to add a patient using the following procedure:

1. Click **Add New** in the upper right corner of the Search Results page.
2. Enter the patient's information into the Add Patient – Basic page and click **Submit** to save.

Editing Patient Information

1. Search for the patient and view the patient file.
2. Click on the **Demographics Tab**.
3. Click **Edit** to display the Edit Patient page.
4. To edit existing information, click the edit  icon for the values you want to edit.
5. Click **Update** to save the updated information.
6. Click the  delete icon to remove the information in the section. *(Please only delete information if it is known to be incorrect; deleted information is removed from the system and history).*
7. Click **Submit** to save all changes.

Adding a Paper Lab Report

Not all users will have this ability for all conditions. Please contact the specific program area at ISDH for more information.

1. Paper laboratory test result is received.
2. Check to make sure the disease/event is reportable. *(Click the icons below to see CD Rule and CD Reportable Disease List)*



CD Reportable Disease List



CD Reporting Rule

3. Search for the patient in NBS. If the patient is not in NBS, create the patient. (See [Searching For a Patient](#))
4. If the patient is in NBS, check to see if this lab report has been entered previously by clicking on the **Events Tab**.
5. If not, from the **Events Tab**, click on **Add New** in the **Laboratory Reports** section to create a laboratory report in NBS.

The screenshot shows the NBS Patient File interface. At the top, there are navigation links: Home | Data Entry | Open Investigations | Reports | Help | Logout. The user is identified as Indiana TB. The patient's name is redacted. Below the patient information, there are tabs for Summary, Events (highlighted in red), and Demographics. The patient's details are: Male, 10/21/1988 (28 Years), Patient ID: 2003. There are buttons for 'Return to Documents Requiring Review', 'Delete', and 'Print'. Below the patient information, there are links for 'Expand All' and 'Collapse All'. The 'Patient Events History' section shows 'Investigations (4)' and 'Lab Reports (0)'. The 'Lab Reports (0)' section has an 'Add New' button highlighted in red.

6. Complete lab report. All fields in **RED** are required.
7. When completing entries for Lab Results, more than one test result can be added and will appear in the gray banner below Test Result(s). Remember to **Add Test Result** for each test you enter or the system will not accept the record when you click submit.

Test Result(s)		Back to Top
Resulted Test	Result(s)	
* Resulted Test:	<input type="text"/>	Search Clear
Coded Result:	<input type="text"/>	
Numeric Result:	<input type="text"/>	
Text Result:	<input type="text"/>	
Reference Range:	<input type="text"/> to: <input type="text"/>	
Result Status:	<input type="text"/>	
Result Comments:	<input type="text"/>	
	Add Test Result	

8. When finished entering the lab, click **Submit** (saves the lab) or **Submit and Create Investigation** (saves lab and opens an investigation that is associated with the lab).

Laboratory Report Data Fields

Data Field	Description	Notes for Data Entry
Reporting Facility	The name of the lab performing and reporting the test.	Required ; Use Search function
Ordering Facility	Facility that ordered the test.	Use search function
Ordering Provider	Provider that ordered the test.	Use search function
Program Area	ISDH program area associated with the condition.	Required ; Review "Disease Conditions and Assigned Program Area in ISDH"
Jurisdiction	The geographic area responsible for the case; controls which health district has access to the data	Populated based on County field in demographics. If you assign a jurisdiction that you can't see, you will not be able to retrieve the case after you submit.
Lab Report Date	Date the lab initiated the report.	Enter as MM/DD/YYYY
Date Received by Public Health	The date the first public health agency received the report	Required ; System pre-populates with current date, you may need to change.
Ordered Test	The ordered test name.	Seldom provided, OK to leave blank.
Accession Number	Number assigned to the specimen for tracking.	Often referred to as the specimen number
Specimen Source	Type of tissue from which specimen originated.	For example: blood, urine, saliva. Important in interpretation of sterile site
Specimen Site	The physical location where the specimen was obtained.	For example: left arm
Date Specimen Collected	Date the specimen was collected.	MM/DD/YYYY; This field used to calculate event date, which is important in analysis
Patient Status at Collection	Patient condition at time specimen was collected.	For example: inpatient, outpatient

Resulted Test	Test that was performed.	Required; Use search function; Generic finding (ex. "Salmonella Result") when minimal information provided. If species is reported, choose finding in all caps (ex "SALMONELLA SP IDENTIFIED") to open organism field.
Organism Name	Appears when species identified selected.	Use search function
Coded Result	The coded result value for the lab, ex. positive, detected, negative.	Use with generic result under resulted test. Must complete to submit the record.
Numeric Result	The numeric value for lab result.	Note value and units.
Reference Range	The reference values for the lab.	Enter if provided on report
Results Status	The degree of completion of the test.	Example: pending, complete
Results Comments	Free text area to add comments.	Example: antibiotics given prior to specimen collection
Comments	Free text area.	Enter as needed

Managing an Electronic Lab Report

Not all users will have this ability for all conditions. Please contact the specific program area at ISDH for more information.

1. Electronic lab test results are received and displayed in the **Documents Requiring Review** Queue available on the NBS homepage.
2. If the lab report requires an investigation, check if an investigation has been created. If an investigation already exists for this occurrence of the reportable condition, you can associate the lab report with the investigation and mark as reviewed (***follow program-specific instructions***).
3. If an investigation has not been created for this occurrence of this reportable condition, from within the lab report select **Create Investigation** to create the investigation and associate the lab with the new investigation. (See [Creating an Investigation](#) for more information)

Adding a Morbidity Report

1. Search for the patient in NBS. If the patient is not in NBS, create the patient. (See [Searching For a Patient](#))
2. If the patient is in NBS, check to see if this morbidity report has been entered previously by clicking on the **Events Tab**.
3. If not, from the **Events Tab** click on **Add New** in the **Morbidity Reports** section to create a morbidity report in NBS.

The screenshot shows a patient record for a female born 01/01/1932 (85 Years) with Patient ID: 1001. The 'Events' tab is selected and highlighted with a red box. Below the tabs, there are navigation links for Investigations, Lab Reports, Morbidity Reports, Vaccinations, Treatments, Documents, and Contact Records. The 'Patient Events History' section lists three categories: Investigations (2), Lab Reports (1), and Morbidity Reports (0). The 'Add New' button for Morbidity Reports is highlighted with a red box.

4. Complete morbidity report. All fields in **RED** are required.
5. When completing entries for **Resulted Test** and **Treatment Information** note that there is a gray banner above each section. The gray banner indicates that more than one test or treatment can be added. Remember to **Add Lab Report** or **Add Treatment** for each entry or the system will not accept the record when you click submit.
6. When finished entering the morbidity report, click **Submit** (saves the morbidity report) or **Submit and Create Investigation** (saves morbidity report and opens an investigation that is associated with it; not all users will have this capability).

Morbidity Report Data Fields

Data Field	Description	Notes for Data Entry
Condition	The disease reported on the morbidity report.	Required. Select from list
Program Area	ISDH program area associated with the condition.	In the morbidity report, NBS will assign based on condition
Jurisdiction	The geographic area responsible for the case; controls which health district has access to the data	Populated based on County field in demographics; If you assign a jurisdiction that you can't see, you will not be able to retrieve the case after you submit.
Morbidity Report Type	Indicates whether initial or updated report.	Required.
Report Delivery Method	The method by which the health department received the report.	Example: fax, phone
Date of Morbidity Report	Date when provider prepared report.	Required.
Date received by Public Health	The date the first public health agency received the report	
Reporting Facility	The name of the facility reporting the test.	Required; Use Search function
Provider	The name of the care provider.	Use Search function
Reporter	The name of the person completing the morbidity report.	Use Search function; Not expected to enter this information
Clinical Information	Complete if provided.	MM/DD/YYYY or yes/no questions
Epidemiological Information	Complete if provided.	
Lab Report Information	See lab report above	Lab Report Date – you may not get this from the morbidity report. Leave this field blank in the report unless you know when the lab reported to the physician.
Treatment Date	Date treatment initiated.	Required if entering treatment; If not provided, use date of diagnosis.
Treatment	Treatment specifics	If treatment is not on the list, select other and write treatment in Treatment Comments box
Treatment Comments	Free text	Use to specify treatment as needed
Comments	Free text	Use as needed

Creating an Investigation

1. To create an investigation after entering a new lab or morbidity report, click on **Select and Create Investigation**.
2. To create an investigation from the patient file, search for the patient in NBS. If the patient is not in NBS, create the patient. (See [Searching For a Patient](#))
3. If the patient is in NBS, check to see if an investigation for this condition has been entered previously by clicking on the **Events Tab**.
4. If not, from the **Events Tab** click on **Add New** in the **Investigations** section to open an investigation in NBS.
 - a) Note: If an investigation exists for the condition, do not create a new investigation, but add the new lab or morbidity report to the existing investigation by using the manage associations button. (See instructions for [Adding a Lab](#) or [Morbidity Report](#) to an Existing Investigation)

The screenshot shows a patient profile for a male born on 10/21/1988 (28 years old) with Patient ID 2003. The 'Events' tab is selected and highlighted with a red box. Below the tabs, there is a navigation bar with links for 'Investigations', 'Lab Reports', 'Morbidity Reports', 'Vaccinations', 'Treatments', 'Documents', and 'Contact Records'. Under 'Patient Events History', there is a section for 'Investigations (4)' with an 'Add New' button highlighted by a red box. Other buttons like 'Expand All', 'Collapse All', and 'Back To Top' are also visible.

5. A new screen will appear to **Select a Condition**. **Select a Condition** indicates the reportable disease for the case you are creating. The condition selected will control the question presented in the investigation.
6. Enter condition from the drop down menu and click **Submit**.
7. The **Create Investigation** screen will open. Complete data fields as completely as possible. Some investigation screens contain questions related to specific diseases.
 - a) The investigation documents the public health findings regarding the case. Creating the investigation from a lab or morbidity report will pre-populate many fields. Data from the investigation are used to populate reports in NBS.
8. Click **Submit**.

Investigation Data Fields

Data Field	Description	Notes for Data Entry
Jurisdiction	The geographic area responsible for the case; controls which health district has access to the data	Populated based on County field in demographics; If you assign a jurisdiction that you can't see, you will not be able to retrieve the case after you submit.
Program Area	NBS program area associated with the condition.	Required; Review "Disease Conditions and Assigned Program Area in NBS"
State Case ID		District decision; if used, state will assign a prefix for the district to use.
Investigation Start Date	Date investigation created or date work started on the case	Required; Important field for analysis
Investigation Status	The status of the investigation, open or closed. *Make sure case status has been selected before closing a case.	Open: keep open until work on the case is complete. While open, the case may be located in the investigation queue (blue button on navigation bar). Closed: close when work on case is complete. Search for closed cases by name or patient ID.
Investigator	The name of the public health person responsible for working on the case.	Use search function
Date of Report	Date that the first lab or morbidity report was prepared or sent by the person/facility reporting.	Pre-populates to current date, remember to change
Earliest Date Reported to County	Date received by local health department or health district.	MM/DD/YYYY
Earliest Date Reported to State	Date received at central office.	MM/DD/YYYY; Only need to complete if received at state office first
Confirmation Date	Date public health determined case status.	Enter current date; If status changes, update this field to reflect when status changed.
Case Status	Indicates whether case meets a surveillance definition – must be entered regardless of case status.	Required; Confirmed, Probable, Suspect, Unknown, Not a Case
MMWR Week	MMWR week for which case information will be counted.	Date when initially submitted for notification; Once notification submitted, do NOT change this date even if status changes.
MMWR Year	MMWR year for which case information will be counted.	MMWR year must correspond to year that the event occurred; For example: if event occurs in December 2010 but is entered into NBS in January 2011, change MMWR year in NBS to 2010.

Utilizing Vaccination Module

For vaccine-preventable disease, it is necessary to use the vaccination module to associate the investigation with pertinent and relevant vaccinations. There are many methods to edit, manage and associate the vaccination information; this guide presents the most direct and simple way:

1. After opening an investigation in which you need to add vaccinations, click on **Manage Associations** in the top left corner.

Home | Data Entry | Open Investigations | Reports | System Management | Help | Logout

View Investigation User: Demo User **NBS**

Patient ID: 28006 | Investigation ID: CAS10022001IN01 [Return to File: Summary](#)

Manage Associations
 Create Notifications
 Transfer Ownership
 Edit
 Print

Created: 05/25/2017 by: Demo User Updated: 05/25/2017 by: Demo User

Name: DOB: 01/01/1983 Current Sex: Male

Patient **Cryptosporidiosis**

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#)

2. Scroll down to the title bar that shows vaccinations.

Home | Data Entry | Open Investigations | Reports | System Management Help | Logout

Manage Associations User: Demo User **NBS**

Print
 Submit
 Cancel

Male | 01/01/1983 (34 Years)

Investigation ID: CAS10022001IN01 Condition: Cryptosporidiosis Case Status: Confirmed

Associations [Collapse Subsections](#)

Lab Reports

	Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
<input checked="" type="checkbox"/>	05/25/2017 12:00 AM	Reporting Facility: IU HEALTH BEDFORD	No Date	Cryptosporidium, unstained conc wet mount: Sample test result description - (Final) positive - (Final)	Waterborne	OBS10018031IN01

Morbidity Reports

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

Vaccinations

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		

Treatments

Treatment Date	Treatment	Treatment ID
Nothing found to display.		

Print
 Submit
 Cancel

3. ***If the vaccinations of interest are already listed, skip to step 5.*** If you do not have any vaccinations listed, click on **Add Vaccination**:



Male | 01/01/1983 (34 Years)
 Investigation ID: CAS10022001IN01 Condition: Cryptosporidiosis Case Status: Confirmed

Associations

[Collapse Subsections](#)

Lab Reports

	Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
<input checked="" type="checkbox"/>	05/25/2017 12:00 AM	Reporting Facility: IU HEALTH BEDFORD	No Date	Cryptosporidium, unstained conc wet mount: Sample test result description - (Final) positive - (Final)	Waterborne	OBS10018031IN01

Add Lab Report

Morbidity Reports

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

Add Morbidity Report

Vaccinations

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		

Add Vaccination

Treatments

Treatment Date	Treatment	Treatment ID
Nothing found to display.		

Add Treatment



- Enter in the information on the vaccine and then click **Submit**. After you click submit you will be auto-navigated back to the **Manage Associations** page. The vaccination entered will show up under the vaccinations bar in the manage associations page.

Add Vaccination

--- | 01/01/1983 (35 Years) Patient ID: 660699
* Indicates a Required Field

Patient | Vaccination

Vaccination [Back to top](#)

[Collapse Subsections](#)

Vaccination Administered

Please note: Record ALL doses of EVERY vaccine given. Record all information that is known, even data on vaccine doses administered beyond the recommended guidelines.

Vaccine Event Information Source:

Vaccine Administered Date:

Age At Vaccination:

Age At Vaccination Unit:

Vaccination Anatomical Site:

Administered By

Vaccination Given By Provider: Search - OR -

Vaccination Given By Provider Selected:

Vaccination Given By Organization: Search - OR -

Vaccination Given By Organization Selected:

* Vaccine Type:

Vaccine Manufacturer:

Vaccine Expiration Date:

Vaccine Lot Number:

Dose Number:

Vaccine Schedule Links

[Adult Schedule \(Over 18 years\)](#)

[Child Schedule \(0-18 years\)](#)

[Previous](#) [Next](#)

Patient | Vaccination

5. Select the check box next to the vaccination you would like or have selected. Then click **Submit**.

Home | Data Entry | Open Investigations | Reports | System Management Help | Logout

Manage Associations User : Charles Clark **NBS**

Print **Submit** Cancel

--- | 01/01/1983 (35 Years)

Investigation ID: CAS10175361IN01 Condition: Pertussis Case Status:

Associations

[Collapse Subsections](#)

Lab Reports

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
Nothing found to display.					

[Add Lab Report](#)

Morbidity Reports

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

[Add Morbidity Report](#)

Vaccinations

	Date Administered	Vaccine Administered	Vaccination ID
<input checked="" type="checkbox"/>	10/17/2017	influenza, recombinant, quadrivalent,injectable, preservative free	INT100090001IN01

[Add Vaccination](#)

Treatments

Treatment Date	Treatment	Treatment ID
Nothing found to display.		

Print **Submit** Cancel

- Confirm that your vaccination has been associated with the investigation by scrolling down to the **Associated Vaccinations** section. You can view the vaccination by clicking on the date under the **Date Administered** heading.

View Vaccination: OPV

Edit Print Delete Close

Vaccination has been successfully saved in the system.

--- | 01/01/1983 (35 Years) Patient ID: 660699

Record ID: INT10009001IN01	Created: 10/09/2018	By: Charles Clark
	Last Updated: 10/09/2018	By: Charles Clark

* Indicates a Required Field

Patient **Vaccination**

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General Information

- You may also edit the vaccination after association. If you click on the date, a **View Vaccination** page will pop up. There is an **Edit** button in the top right corner. Click that,

change the details of the vaccination, and then click **Submit**. This information will be updated in the investigation.

View Vaccination: Polio, Unspecified Formulation

| --- | **01/01/1983 (35 Years)** **Patient ID:** 660699

Record ID: INT10009000IN01	Created: 10/09/2018	By: Charles Clark
	Last Updated: 10/09/2018	By: Charles Clark

* Indicates a Required Field

Patient | **Vaccination**

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General Information

* Information As of Date: 10/09/2018
Comments:

Name Information

Name Information As Of Date: 10/09/2018

- After clicking **Submit**, you will click the **Close** button and return to the **Manage Associations** page. From here, you can navigate back into the investigation by clicking **Submit** in the top right hand corner of the **View Vaccination** page. Do NOT use the back button in your browser window.

View Vaccination: Polio, Unspecified Formulation

| --- | **01/01/1983 (35 Years)** **Patient ID:** 660699

Record ID: INT10009000IN01	Created: 10/09/2018	By: Charles Clark
	Last Updated: 10/09/2018	By: Charles Clark

* Indicates a Required Field

Patient | **Vaccination**

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General Information

* Information As of Date: 10/09/2018
Comments:

Name Information

Name Information As Of Date: 10/09/2018

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Manage Associations
User : Charles Clark

| --- | **01/01/1983 (35 Years)**

Investigation ID: CAS10175361IN01	Condition: Pertussis	Case Status:
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Associations

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Lab Reports

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
Nothing found to display.					

Morbidity Reports

Adding a Lab or Morbidity Report to an Existing Investigation

1. After searching for a patient and determining patient exists in NBS, click on **View File**.
2. On the **View File** page, click on the **Events** tab.
3. Under the **Investigations** bar, review existing investigations for the condition relating to the lab or morbidity report to be entered. Click on the actual **Start Date** to open the investigation.

The screenshot shows the 'Patient File' interface. At the top, it says 'Patient File' and 'User : Indiana TB'. Below that, there are tabs for 'Summary', 'Events', and 'Demographics'. The 'Events' tab is selected. Underneath, there's a 'Patient Events History' section with a sub-tab for 'Investigations (1)'. A table lists the investigation details:

Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID	Co-Infec
03/09/2017	Open	Encephalitis, post-mumps			MARION		CAS10002005IN01	

4. Click on **Manage Associations**.

The screenshot shows the 'View Investigation: Encephalitis, post-mumps' page. At the top, there are three buttons: 'Manage Associations', 'Create Notifications', and 'Transfer Ownership'. The 'Manage Associations' button is highlighted with a red box. Below the buttons, there's a summary table for the investigation:

Investigation ID: CAS10002005IN01	Created: 03/09/2017
Investigation Status: Open	Last Updated: 03/09/2017
Investigator:	Case Status:

5. Click on **Add Lab Report** or **Add Morbidity Report** and follow instructions from above for adding the new report.
6. Click on **Submit** when complete. The new report will be associated with the current investigation.
7. If a **Lab Report** or **Morbidity Report** already exist and can be seen in the **Manage Associations** tab, check the box by the desired association and click on **Submit**.

Creating a Notification

A notification should be created anytime a case investigation is completed.

1. From the case investigation, click on the **Create Notifications** button at the top of the screen.
2. Complete the **General Comments** box. (example language: "Case investigation completed; submitting for review")
3. Click on **Submit** when complete.

Transferring Jurisdiction

Not all users will have this capability for all conditions. Please contact the specific program area at ISDH for more information.

Lab and Morbidity Reports

1. Navigate to the existing lab or morbidity report under the **Events** tab in the **Patient File** or by selecting the lab report from the **Documents Requiring Review** queue.
2. Select **Edit** and update the demographic information in the **Patient** tab to reflect the address for the other jurisdiction. As a reminder, change the demographics in the lab or morbidity report and NOT in the **Demographics** tab. The demographics you enter in the lab or morbidity report will transfer to the **Demographics** tab.
3. Click **Submit** to save the changes.
4. Select **Transfer Ownership** in the lab or morbidity report.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

View Lab Report User: Demo User

Patient ID: 59005 | Observation ID: OBS10041005GA01 [Return to Documents Requiring Review](#) | [View File](#) | [View Events](#)

Created: 09/22/2015 by: Updated: 04/03/2017 by: Demo User
Lab Report Date: 09/22/2015 Date Received by Public Health: 09/22/2015
Processing Decision:

View Lab Report

[Patient Information](#) | [Test Results](#) | [Order Information](#)

Patient Information [Back to Top](#)

Name:

Home Address: 123 Sesame Street
Georgia

Home Phone:

Sex: Male Race:
DOB: 01/01/1989 Age: 26 Years

Death Date/Time: Ethnicity:
Marital Status: SSN:
Patient Comments:

Test Results [Back to Top](#)

- Select the updated **Program Area** and **Jurisdiction** from the drop downs.

** Indicates a required field*

Transfer to:

* **Program Area:**

* **Jurisdiction:**

- Click **Submit** to save the transfer.

Open Investigations

- Navigate to the open investigation under the **Events** tab in the Patient File or by selecting from the **Open Investigations** Queue.
- Make sure all of the relevant lab reports have been associated with the investigation to be sure they also transfer.
- Select **Edit** in the investigation and update the demographic information in the **Patient** tab to reflect the address for the other jurisdiction. As a reminder, change the demographics in the investigation and NOT in the **Demographics** tab. The demographics you enter in the investigation will transfer to the **Demographics** tab.
- Click **Submit** to save the changes.
- Select **Transfer Ownership** and select the new jurisdiction from the drop down.
- Click **Submit** to save the transfer.

Contacts

For more information, or for specific program area instructions, please call the Epidemiology Resource Center at 317-233-7125

Reference

This manual was created and based on the developers NBS 4.6 manual, and includes information from the most current releases of the systems.

NBS Glossary of Terms

Term	Definition
Accession Number	Number assigned to the specimen for tracking
Approval Queue for Initial Notifications	List of investigations submitted by a local user to ISDH for CDC notification
Case Status	Indicates whether case meets a surveillance definition – must be entered regardless of case status.
Cases Created - Last 7 Days	This shows a line graph of the number of investigations created in the last seven days. The graph can be changed by selecting from the drop down at the bottom of the tile.
Coded Result	The coded result value for a lab (ex. positive, detected, negative)
Comments	Free text area
Condition	The disease reported on the morbidity report
Confirmation Date	Date public health determined case status
Contact Records	Contact investigations for reportable conditions (Can include contacts named by patient as well as those who named the patient as a contact)
Custom Report	A report that is similar to a query allowing the user to select which data elements (columns) are to be output
Data Entry	Use to search for a specific person or to enter a lab or morbidity report
Date of Morbidity Report	Date when provider prepared report
Date of Report	Date that the first lab or morbidity report was prepared or sent by the person/facility reporting.
Date Received by Public Health	The date the first public health agency received the report
Documents Requiring Review	List of reports (labs or morbidities) that have not been reviewed. Dependent upon condition and user roles, user will review and remove from the list.
Documents Requiring Security Assignment	List of reports (lab or morbidities) that have been submitted without an assigned jurisdiction
Earliest Date Reported to County	Date received by local health department or health district.
Earliest Date Reported to State	Date received at central office.

ELR (Electronic Lab Report) Activity Log	The ELR Activity Log provides information on the transfer of lab results into the NEDSS Base System. This information enables action to be taken to resolve outstanding issues with lab result transfers, either through re-transmission of the data from the source or by manually adding a lab result.
File	View of patient's information: contains demographics, observations, investigations, and vaccination records if they exist.
General Patient Information	Information on patient's occupation, marital status, education, language and residence.
Help	Opens a pop-window with CDC-developed Help screens
Home	Brings you back to the NBS Dashboard.
Investigation	Information regarding one incidence of a disease. The generic form is used for all diseases that are not included in a Program Area Module (PAM).
Investigation Questions	Information contained within an investigation, often interpretive in nature (e.g. rash onset date). The generic form includes questions categorized in the following sections: Investigation Summary, Reporting Source, Clinical, Epidemiological and Administrative. The PAM diseases (e.g. hepatitis) contain these questions or a subset along with disease-specific questions.
Investigation Start Date	Date investigation created or date work started on the case
Investigation Status	The status of the investigation, open or closed.
Investigations	Public health investigations for a reportable condition
Investigator	The name of the public health person responsible for working on the case.
Jurisdiction	The geographic area responsible for the case (controls which health district has access to the data).
Lab Report	An observation that originates from a lab in either paper or electronic form, contains lab order and results information.
Lab Report Date	Date the lab initiated the report. You may not get this from the morbidity report. Leave this field blank in the report unless you know when the lab reported to the physician.
Logout	Exits you from the system. It is important to use this every time you exit NBS.
Manage Observations	Act of associating or disassociating an observation with an investigation. An observation is associated with an investigation when its content represents information related to the investigation. Observations may exist in a person's file unrelated to any investigation or related to one or more.

MMWR Week	MMWR week for which case information will be counted
Morbidity Report	An observation that originates from healthcare provider (e.g. hospital, doctor's office) and contains basic data regarding one instance of a disease. Comes in to health department from a paper report or means other than electronic message. Equivalent to a communicable disease report (CDR).
Morbidity Report Type	Indicates whether initial or updated report
Mortality	Patient's vital status and death information
My Queues	Lists of items that need action or attention. Each queue will turn purple when there are items on the list, and the number of items will be shown in parentheses.
My Report List	The list of reports created by the user could include both private and public reports.
News Feed	List of external links to articles of public health topics
Notices	System updates and links to reports and resources
Notification	Nationally Notifiable Disease Message sent to the CDC from the state. Contains the investigation data and all associated observations and vaccinations for each case of a disease.
Numeric Result	The numeric value for lab result
Observation	These reports come in to the health department from a reporting source. They often trigger the start of a public health case investigation or complement it.
Open Investigations	Shows all open investigations for your jurisdiction and conditions. (You can open the investigation by clicking the link under Start Date.)
Organization	Record type that represents information for hospitals, reporting sources, etc.
Patient Search	Allows you to search for a patient in NBS by name, DOB, current sex or ID
Patient Summary	The most current demographic information entered.
Permission Set	A permission set is a collection of objects and operations the user can access (e.g.: Add a Person). NBS has eight default permission sets. The system will restrict user access to only those screens and functions corresponding to the objects and operations that the user has permission to use as defined by the user's permission set.
Place	Record type introduced with STD/HIV module to collect information on locations that patients frequent for either drug use or sex
Program Area	ISDH program area associated with the condition
Program Area Module (PAM)	These are additions to the system designed to accommodate disease specific functionality or data gathering beyond what is provided in the Base System.

Public Report List	The list of reports shared among users. Can include standard and individually created reports.
Rejected Notifications	List of investigations that were submitted to ISDH and were rejected due to incomplete or incorrect information that need correction
Report Delivery Method	The method by which the health department received the report
Reporter	The name of the person completing a morbidity report
Reporting Facility	The name of the lab performing and reporting the test
Reports	Allows users to export data and perform analysis
Resulted Test	Test that was performed
Results Status	The degree of completion of the test (i.e. pending/complete)
Results Status	The degree of completion of the test.
Role	When a user is assigned a permission set, the user will also be assigned the appropriate Program Area(s), Jurisdiction(s), and access level (user or guest). This combination of Permission Set, Program Area, Jurisdiction and Guest Indicator is referred to as a user's Role. A user may have several roles.
Sex and Birth Information	Patient's DOB, current sex and birthplace information
Specimen Site	The physical location where the specimen was obtained
Specimen Source	Type of tissue from which specimen originated
Standard Report	A report that is delivered as part of NEDSS Base System
State Case ID	District decision, if used, state will assign a prefix for the district to use. Used for HIV surveillance.
Submit	The save feature in NBS
Transfer Ownership	Act of changing ownership of an observation or investigation from one jurisdiction and/or program area to another. The program area/jurisdiction owners are responsible for investigating and resolving any tasks associated with the information. Ownership determines visibility through Security.
Treatment Date	Date treatment initiated (If not provided, use date of diagnosis.)
Treatments	Patient's Treatments for reportable conditions
Unique Identifiers	Various types of a patient's unique identifiers (options include Driver's license number, Medicaid number, MRN and others).
Updated Notifications Queue	List of previously-approved notifications to CDC that have been updated by another user
User	NBS will display what username you are logged in under.

