



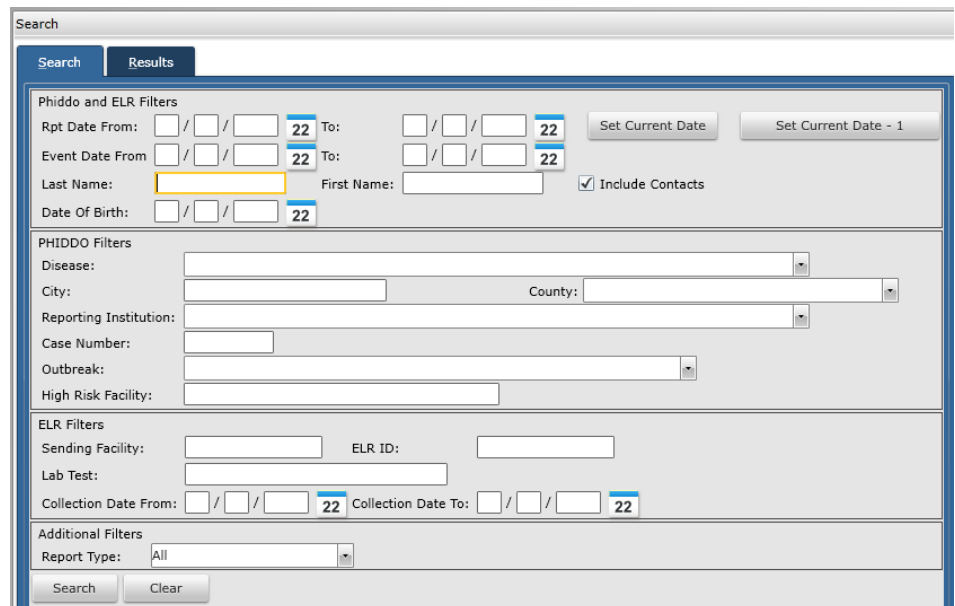
Creating/Linking a Case from an Electronic Lab Report (ELR)


Locating an Electronic Lab Report

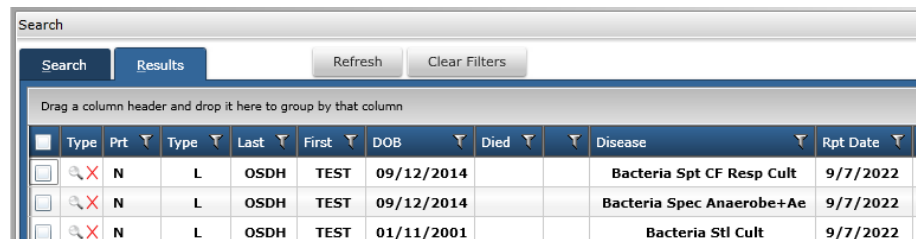
The Navigational Menu's  **Search** command enables you to search for electronic lab reports (ELRs) submitted by your organization to PHIDDO. The records that appear are restricted to ELRs reported by your organization.

To View an ELR:

1. From the “Navigational Menu,” click  **Search**. A Search page appears, as shown in the following illustration.



2. You can choose any of the selected fields to help you locate the ELR: patient first and last name (First Name and Last Name), date ELR reported to OSDH (Rpt Date From: and To:), specimen collection date (Collection Date From: and To:).
3. Click .
4. A listing of records that match the search criteria will be displayed in a grid. Click on the magnifying glass next to the record of interest to view the ELR.





	Type	Prt	Type	Last	First	DOB	Died	Disease	Rpt Date
<input type="checkbox"/>	N		L	OSDH	TEST	09/12/2014		Bacteria Spt CF Resp Cult	9/7/2022
<input type="checkbox"/>	N		L	OSDH	TEST	09/12/2014		Bacteria Spec Anaerobe+Ae	9/7/2022
<input type="checkbox"/>	N		L	OSDH	TEST	01/11/2001		Bacteria Stl Cult	9/7/2022

5. If the search returns a message of **(No Records Found)**, check with your laboratory staff to ensure the test result was electronically reported to PHIDDO.
6. Review the ELR to ensure it is the patient and test result for which you wish to report the case, then click **Create/Link Case** at the top of the ELR screen.

Add a New Disease Case

To Add a New Case from the ELR:

1. After clicking **Create/Link Case**, PHIDDO will automatically perform a search to see if the patient and/or case is in the system.
2. A listing of records that match the search criteria for the person will be displayed in a grid. Click on the magnifying glass next to the record of interest to view the demographic information on the person.

NOTE: If the search returns records with identical demographic information and one record has  listed under the Disease column while the other does not, select the record without  or else the person will be added to PHIDDO again.

Link Lab # 1646266

PHIDDO needs to check if this person already exists in the system.


Last Name: First Name:
Tip: try just the first 4 letters Tip: try just the first 2 letters


Date of Birth: / / Person ID:
Case Number:


City: County:

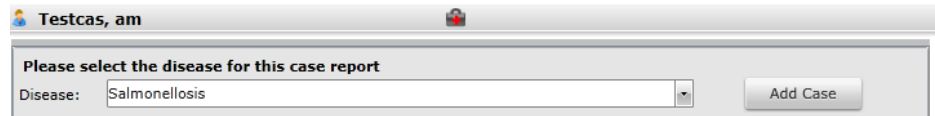
Please do one of the following:

1. If the Person already exists and has a case for this disease, click the Link Case icon to link the ELR to the case.
2. If the Person already exists and does not have a case for this disease, click the Person icon to create a case for this Person.
3. If the correct Person is not in the list then click the 'Add New Person' button or change your search criteria and search again.

	Person ID	Name	DOB	City	Event Date	Date Reported	Disease
	407268600	OSDH, TEST THREE	09/12/2014	PRYOR	09/02/2022	09/07/2022	Corona Virus, Novel (COVID-19)


3. If the search returns a message of **(No Records Found)** or you have verified there is not a record in the system matching the patient, click the **Create New Person** button to begin data entry.
4. If the search returns a matching person but there is no open case for the same disease, click  next to the appropriate person to create a new case for this ELR and this person.

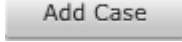

- Click on the  button to select the Disease to report from the drop-down list.



Testcas, am


Please select the disease for this case report



Disease: 

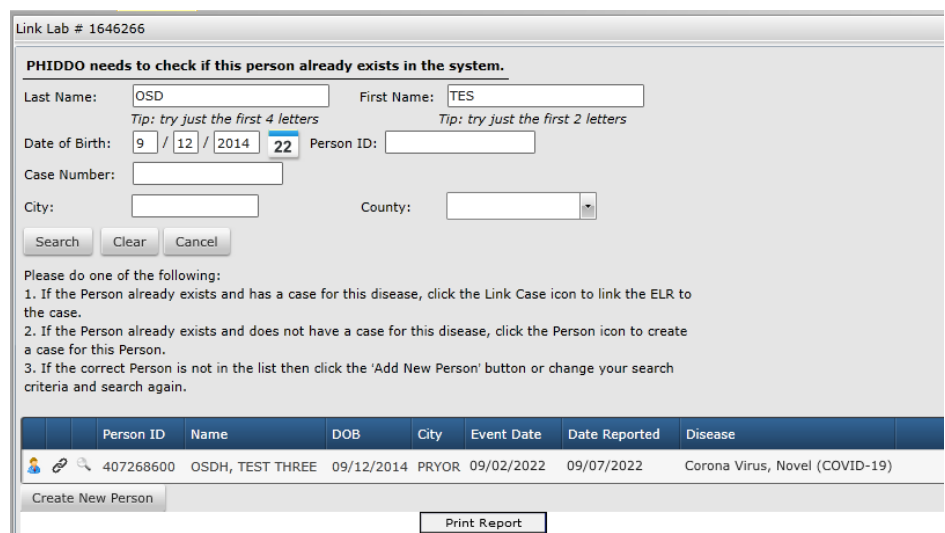
- Click on the  button to create the case.
- Add as much information as possible on all pages; some information will pre-populate from the ELR. Refer to specific page or tab information for instruction on how to navigate those pages.
- Save the information by clicking on the “Comments” tab and the  button.

Link to an Existing Case:

To Link an ELR to an Existing Case of the same Disease:

- After clicking , PHIDDO will automatically perform a search to see if the patient and/or case is in the system.
- A listing of records that match the search criteria for the person will be displayed in a grid. Click on the magnifying glass next to the record of interest to view the demographic information on the person.

NOTE: If the search returns records with identical demographic information and one record has  listed under the Disease column while the other does not, select the record without  or else the person will be added to PHIDDO again.



Link Lab # 1646266

PHIDDO needs to check if this person already exists in the system.

Last Name: First Name:

Tip: try just the first 4 letters Tip: try just the first 2 letters



Date of Birth: / / Person ID:



Case Number:

City: County:

Please do one of the following:

- If the Person already exists and has a case for this disease, click the Link Case icon to link the ELR to the case.
- If the Person already exists and does not have a case for this disease, click the Person icon to create a case for this Person.
- If the correct Person is not in the list then click the 'Add New Person' button or change your search criteria and search again.

	Person ID	Name	DOB	City	Event Date	Date Reported	Disease
 	407268600	OSDH, TEST THREE	09/12/2014	PRYOR	09/02/2022	09/07/2022	Corona Virus, Novel (COVID-19)

3. If the search returns a person with a currently open case for the same disease as this ELR, click  next to the appropriate row to link the ELR to that case.
4. The existing case will open. Review and add any additional information as possible on all pages. Refer to specific page or tab information for instruction on how to navigate those pages.
5. Save the information by clicking on the “Comments” tab. Add a comment (i.e., a request for additional information) by typing directly into the “Comments” field and then click the button to save and display the comment in the grid that follows.
6. Do a final save of the information by clicking the  button at the end of the “Comments” page.