

# WEBSURV INSTRUCTIONS

## CONDITION INSTRUCTIONS

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# WEBSURV INSTRUCTIONS

## OVERVIEW

Missouri's Reporting Rule (19 CSR 20-20.020) "designates the diseases, disabilities, conditions and findings that must be reported to local health authority or the Department of Health and Senior Services . . ." WEBSURV captures this information as a Condition.

Other important Condition terms that are used in Websurv:

**Condition Status:** Each condition that is reported in WebSurv has been assigned a case definition based on the Missouri Reporting Rule as well as those conditions that are deemed "nationally notifiable" by CDC. These definitions have certain "statuses," such as suspect, probable, or confirmed. (Refer to the Communicable Disease Investigation Reference Manual for individual classifications for general communicable diseases. Contact BHSH for STDs). Any condition that is nationally notifiable and has a status of confirmed or probable is reported to CDC and is shown as "morbidity" for Missouri and the local health agency that has jurisdiction over the condition case. "No Case" means the case does not meet the national surveillance case definition. Those definitions are located at: <http://www.cdc.gov/ncphi/dsiss/nndss/phs/infdis.htm>.

**Condition Resolution:** WEBSURV provides a means to monitor the progression of the investigation of the disease report through Resolutions:

- Active – default resolution assigned when case is entered.
- Needs Investigation – added to identify that further information must be obtained to confirm the report.
- Closed – added at the completion of the investigation, along with a reason closed.

*Note:* Both the Condition Status and the Condition Resolution are determinations made by the staff entering and/or investigating the condition and will not be found on the case report form.

**Condition Identification Number (CID):** System-generated, unique number that is assigned to the report at the time of entry. This number can be used to search for and retrieve the condition in WEBSURV.

**Jurisdiction:** County/city responsible for the investigation and follow up. Local Public Health Agency may be used synonymously except when an agency covers more than one county.

**NOTE:** Only General Communicable Diseases, TB infection, TB Disease, MOTT and sexually transmitted diseases (not including HIV/AIDS) are entered into WEBSURV at this time.

## WEBSURV INSTRUCTIONS

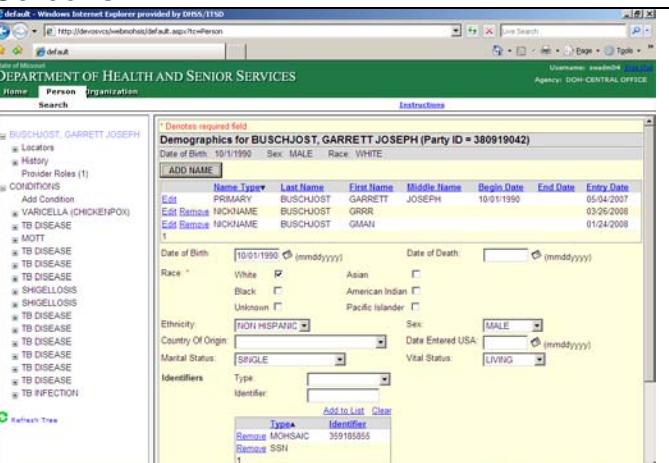
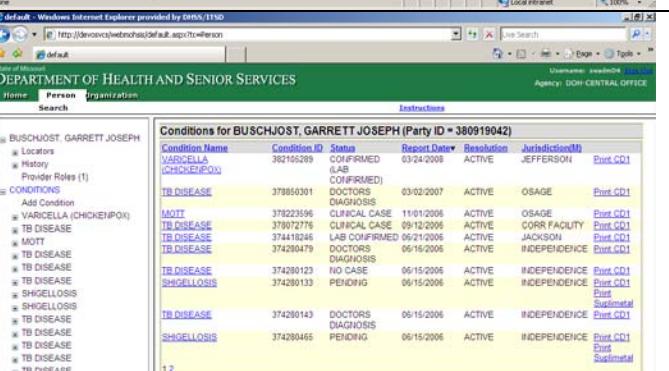
These instructions include items that are shared by most conditions. The condition related items in the treeview are shown based on the condition. Screens are visible based on the condition. For example, diagnostics is not available for Animal Bites, Additional Information is not available for STDs.

See separate instructions for condition specific items for TB, STD, and Hepatitis B (Pregnancy) Prenatal.

## View Condition List

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party

|   |  |
|---|--|
| <h2>Steps</h2> <ol style="list-style-type: none"> <li>1. Click on the word “Conditions” in Treeview.</li> </ol> | <h2>Screens</h2>  |
| <ol style="list-style-type: none"> <li>2. The condition list for the person is displayed.</li> </ol>            |                  |

# WEBSURV INSTRUCTIONS

## Add Condition

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party

| Steps   | Screens |
|---|---------|
| <p>1. Click Add Condition in Treeview.</p>  |         |
| <p>2. The application may tell you "Building...." Wait for page to load completely.</p> |         |

# WEBSURV INSTRUCTIONS

**3. The Condition Page will display.**

- If the person has addresses associated, the primary address will be shown on the condition screen.

**NOTE:** It is very important for an address to be associated to the condition so that the correct jurisdiction can be assigned.

## Condition Address – Person Address(s)

**4. If no address is shown or if you need to change the existing address, click Person Address(s).**

**5. A popup will let you know it is “Processing...” Wait for it to complete.**

# WEBSURV INSTRUCTIONS

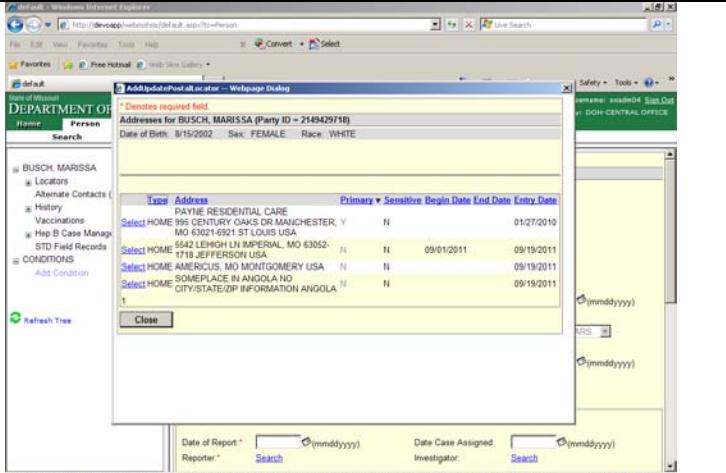
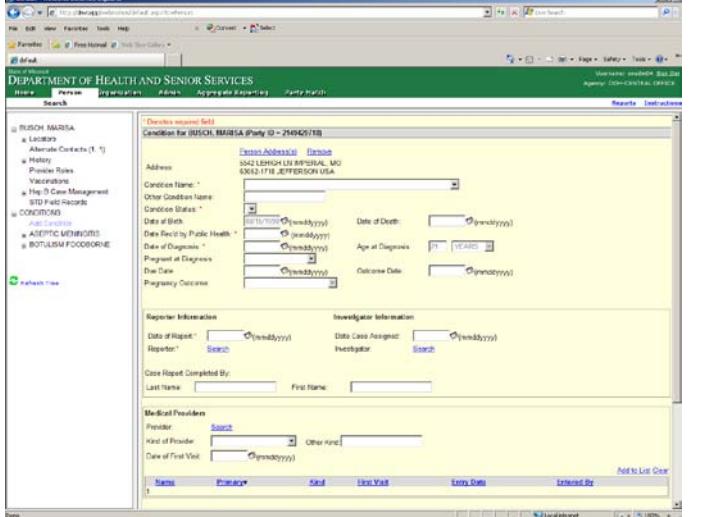
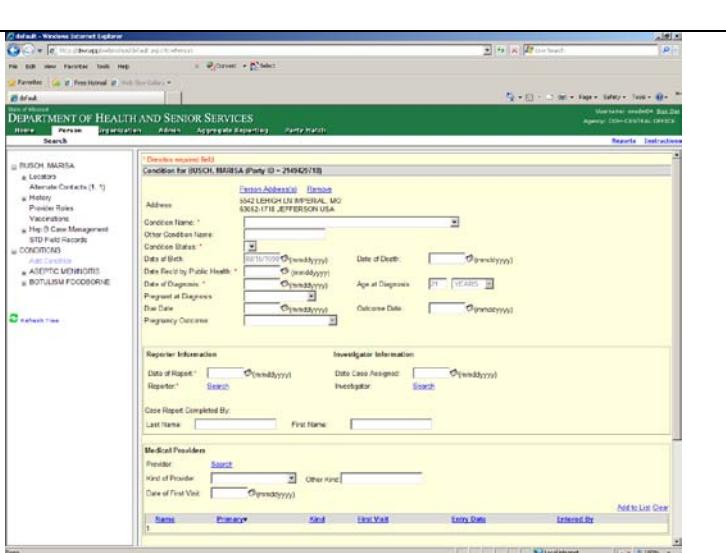
6. The Addresses screen for the person will display in a pop up window.
7. Select the address.

8. The address will display in the Address Section.

Remember, the change is not saved until you save at the bottom of the screen and then again on the confirmation screen.

## Condition Address - Remove

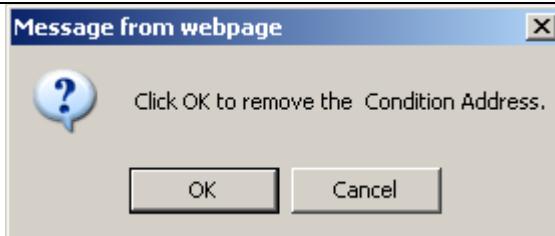
9. Click Remove to remove the address (either person address or institution address).

|   |  |
|---|--|
| <ol style="list-style-type: none"> <li>6. The Addresses screen for the person will display in a pop up window.</li> <li>7. Select the address.</li> </ol>                   |    |
| <ol style="list-style-type: none"> <li>8. The address will display in the Address Section.</li> </ol>   |   |
| <h2>Condition Address - Remove</h2> <ol style="list-style-type: none"> <li>9. Click Remove to remove the address (either person address or institution address).</li> </ol> |  |

# WEBSURV INSTRUCTIONS

**10.** A popup will be returned for you to verify that you want to remove the condition address.

NOTE: Without an address, the jurisdiction will be based on the provider or reporter address.



**11.** The condition screen is returned with the address removed.

Remember, the change is not saved until you save at the bottom of the screen and then again on the confirmation screen.

## Enter Condition Information (Scroll as needed)

**12.** Select condition name.

## WEBSURV INSTRUCTIONS

13. The screen may change depending on condition.

- Fields for COMPLICATION and COMPLICATION OTHER is added for
  - Adverse Reactions, Vaccinia Vaccination
  - Poliomyelitis, Paralytic
  - Poliovirus Infection, Nonparalytic
- Fields for COUNT STATUS, VITAL STATUS, REFUGEE/IMMIGRANT CLASS, PREVIOUS DIAGNOSIS, YEAR PREVIOUS DIAGNOSIS, MULTIPLE EPISODES are added if condition is TB Disease.
- Field for Severity of Illness field and Vaccination Grid are added for:
  - Varicella (Chickenpox)
  - Varicella (Chickenpox) Death Resulted
  - Varicella (Chickenpox) Special Circumstances
- Fields for Type and Other Type are added for ANIMAL BITES.
- Fields for Case Management are added for Hepatitis B (Pregnancy) Prenatal.
- Reporter section is not visible for STD conditions.

These fields are not addressed in these instructions. See section on [Disease Specific Variables](#).

14. The condition status is filtered by the condition name selected.

## 15. Select Condition Status.

**16. Enter other information.**

DEPARTMENT OF HEALTH AND SENIOR SERVICES

Health Person Registration Admin Agency/Provider Reporting Party Health

Logout | Help | Page | Safety | Tools |

username: **1000-CRITICAL** password: **1000** Agency: **1000-CRITICAL**

Results | Instructions

**1. BISH MARISA**  
 ■ Location  
 ■ Alternate Contacts (1, 1)  
 ■ History  
 ■ Provider Roles  
 ■ Narratives  
 ■ Hop II Case Management  
 ■ STD Field Records  
 ■ CONDITIONS  
 ■ ASBESTIC MENSITIS  
 ■ BOTULISM FOODBORNE

**2. Refresh This**

**3. Demographic**

**Condition for BISH MARISA (Party ID ~ 210420718)**

Person Address: **BEST**  
 PAYNE RESIDENTIAL CARE  
 995 CENTER DAISY DR  
 MARIE STREETS MO 63121 9821  
 ST LOUIS USA

Address: **CAMPFLY/300-11025**

Condition name: **1000-CRITICAL**  
 Date of Birth: **1957-05-15** Date of Death: **1999-01-01**  
 Condition Status: **Deceased** Age at Diagnosis: **41** YEARS

Date of Birth: **1957-05-15** Date of Death: **1999-01-01**  
 Date Rec'd by Public Health: **1999-01-01** Age at Diagnosis: **41** YEARS  
 Date of Diagnosis: **1999-01-01** Outcome Date: **1999-01-01**  
 Pregnant at Diagnosis: **No**  
 Due Date: **1999-01-01**  
 Pregnancy Outcome: **1999-01-01**

Register Information Investigator Information

Date of Report: **1999-01-01** Date Case Assigned: **1999-01-01**  
 Reporter: **Search** Investigator: **Search**

Case Report Compiled By:

Last Name: **First Name**

Medical Providers

Provider: **Search** Other Kind: **Search**  
 Kind of Provider: **Search** Date of First Visit: **1999-01-01**

**4. List View**

| Name | Primary | Kind | Last Visit | Entry Date | Entered By |
|------|---------|------|------------|------------|------------|
|      |         |      |            |            |            |

# WEBSURV INSTRUCTIONS

## Enter Reporter Information (not available for STD conditions)

17. Enter Date of Report
18. Click Search link below date of report.

19. The Search Person or Organization screen is returned.
20. Enter search criteria and click search button.

21. The search results are returned.
22. Click on the reporter name link to select the reporter.

NOTE: If the reporter cannot be found, contact your regional disease investigation staff.

| Name                                     | Party ID  | Name Type | Provider Role   | Address  |
|--|-----------|-----------|---|--|
| CAPITAL REGION MEDICAL CENTER            | 1100123   | PRIMARY   | CD - HOSPITAL<br>HOSPITAL<br>TB - HOSPITAL                          | 1125 MADISON ST<br>JEFFERSON CITY, MO 65101<br>COLE<br>USA |
| CAPITAL REGION MEDICAL CENTER LABORATORY | 390828634 | A.K.A.    | CD - LABORATORY<br>CD - LABORATORY<br>LABORATORY<br>TB - LABORATORY | 12 STADIUM<br>JEFFERSON CITY, MO 65109<br>COLE<br>USA      |
| CAPITAL REGION MEDICAL CENTER-SOUTHWEST  | 1100123   | AKA       | CD - HOSPITAL<br>HOSPITAL<br>TB - HOSPITAL                          | 1125 MADISON ST<br>JEFFERSON CITY, MO 65101<br>COLE<br>USA |
| CAPITAL REGIONAL MEDICAL CENTER          | 1100123   | AKA       | CD - HOSPITAL<br>HOSPITAL<br>TB - HOSPITAL                          | 1125 MADISON ST<br>JEFFERSON CITY, MO 65101<br>COLE<br>USA |

# WEBSURV INSTRUCTIONS

**23.** The reporter is shown on the screen.  
**24.** Enter Completed by Last Name and First Name if known.

If the condition was reported on the CD-1 form, the completed by fields capture the name of the person who filled out the form.

Remember, the change is not saved until you save at the bottom of the screen and then again on the confirmation screen.

## Enter LPHA Investigator

If LPHA Investigator is known, complete the following steps

**25.** Enter Date Assigned.  
**26.** Click Search

Note: The Investigator field does not show for STD conditions since it is under the Reporter Information section. Investigation for STD conditions is captured on the FRs/IRs.

**27.** The Search Person screen is returned.  
**28.** Enter search criteria and click Search.

# WEBSURV INSTRUCTIONS

**29.** The search results are returned.  
**30.** Select the LPHA Investigator by clicking the name link in the grid.

**31.** The LPHA Investigator is shown on the screen.

Remember, the change is not saved until you save at the bottom of the screen and then again on the confirmation screen.

## Enter Medical Providers

If Medical Provider(s) are known, complete the following steps. At least one medical provider is required for STD conditions.

**32.** Click Search.

# WEBSURV INSTRUCTIONS

**33.** The Search Person or Organization screen is returned.

**34.** Enter search criteria.

For STD conditions, only search for Organizations as medical providers. Individual physicians are not used as medical providers.

**35.** The results are returned in the grid.

**36.** Select the medical provider by clicking the name link in the grid.

**37.** The medical provider is shown on the screen.

**38.** Enter Kind of Provider (or Provider Type if STD).

**39.** Enter Date of First Visit (if known)

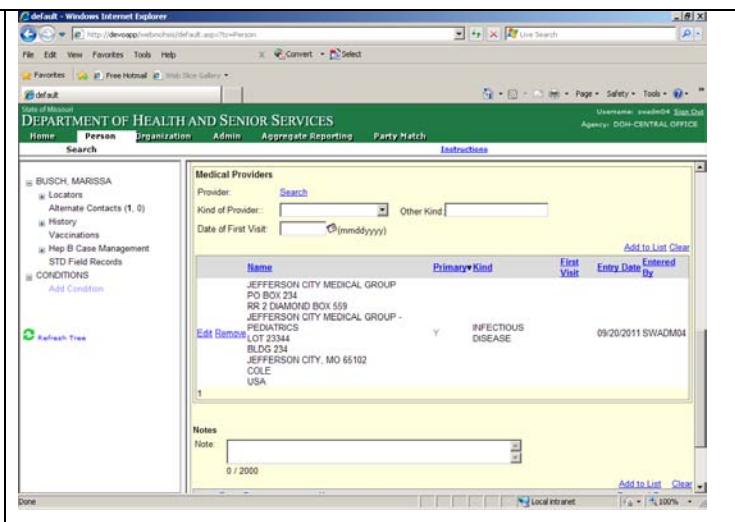
**40.** Click Add to List.

# WEBSURV INSTRUCTIONS

**41.** The medical provider will be added to the grid.

NOTE: The first provider will be set as primary. To change the primary setting, click on the N in the grid to change it to Y.

Remember, the change is not saved until you save at the bottom of the screen and then again on the confirmation screen.

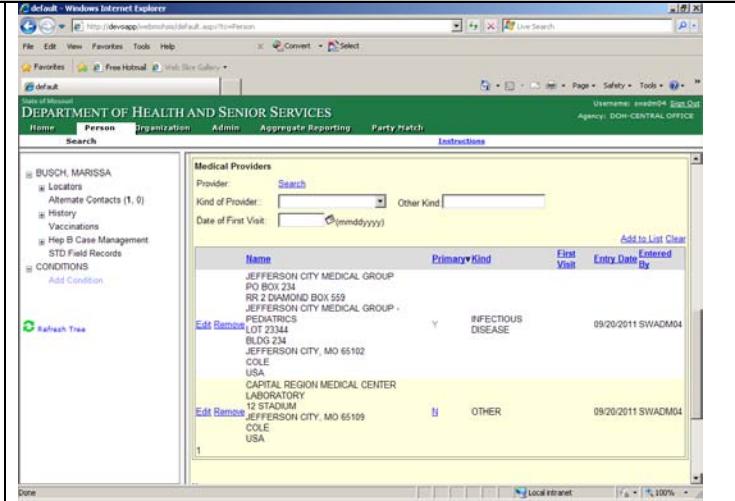


| Name   | Primary Kind       | First Visit        | Entry Date Entered By |
|--|--------------------|--------------------|-----------------------|
| JEFFERSON CITY MEDICAL GROUP<br>PO BOX 234<br>RR 2 DIAMOND BOX 559<br>JEFFERSON CITY MEDICAL GROUP -<br>PEDIATRICS<br>LOT 23344<br>BLDG 234<br>JEFFERSON CITY, MO 65102<br>COLE<br>USA | INFECTIOUS DISEASE | 09/20/2011 SWADM04 |                       |

## Change PRIMARY medical provider

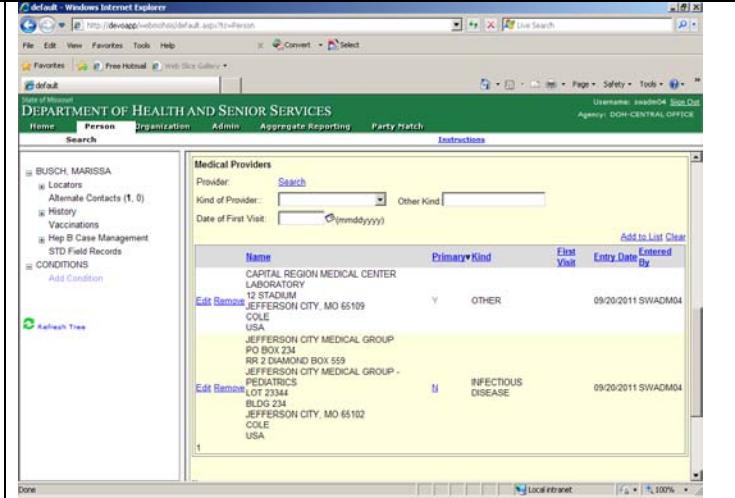
If there are multiple medical providers, you may click the 'N' in the provider grid. This will change it to a 'Y' and the current primary to an 'N'.

**42.** Click an 'N'



| Name   | Primary Kind       | First Visit        | Entry Date Entered By |
|--|--------------------|--------------------|-----------------------|
| JEFFERSON CITY MEDICAL GROUP<br>PO BOX 234<br>RR 2 DIAMOND BOX 559<br>JEFFERSON CITY MEDICAL GROUP -<br>PEDIATRICS<br>LOT 23344<br>BLDG 234<br>JEFFERSON CITY, MO 65102<br>COLE<br>USA | INFECTIOUS DISEASE | 09/20/2011 SWADM04 |                       |
| CAPITAL REGION MEDICAL CENTER<br>LABORATORY<br>12 STADIUM<br>JEFFERSON CITY, MO 65109<br>COLE<br>USA   | OTHER              | 09/20/2011 SWADM04 |                       |

**43.** The provider will be changed to primary and moved to the first row of the grid.



| Name   | Primary Kind       | First Visit        | Entry Date Entered By |
|--|--------------------|--------------------|-----------------------|
| CAPITAL REGION MEDICAL CENTER<br>LABORATORY<br>12 STADIUM<br>JEFFERSON CITY, MO 65109<br>COLE<br>USA   | OTHER              | 09/20/2011 SWADM04 |                       |
| JEFFERSON CITY MEDICAL GROUP<br>PO BOX 234<br>RR 2 DIAMOND BOX 559<br>JEFFERSON CITY MEDICAL GROUP -<br>PEDIATRICS<br>LOT 23344<br>BLDG 234<br>JEFFERSON CITY, MO 65102<br>COLE<br>USA | INFECTIOUS DISEASE | 09/20/2011 SWADM04 |                       |

# WEBSURV INSTRUCTIONS

## Enter condition note(s)

44. Enter note regarding the condition.  
 45. Click Add to List.

46. The Note is added to the grid.  
 47. Repeat 44-45 for additional condition notes.  
 48. Click Save

49. The confirmation screen is returned.  
 50. If the application cannot determine the jurisdiction, the user will need to select the jurisdiction from the highlighted dropdown.  
 51. Click Save.

# WEBSURV INSTRUCTIONS

52. The condition is saved, and a popup message is returned asking if you want to enter diagnostic test(s) or view the Condition.

53a. Click OK and go to [View/Add/Update Tests \(Diagnostics\)](#) OR

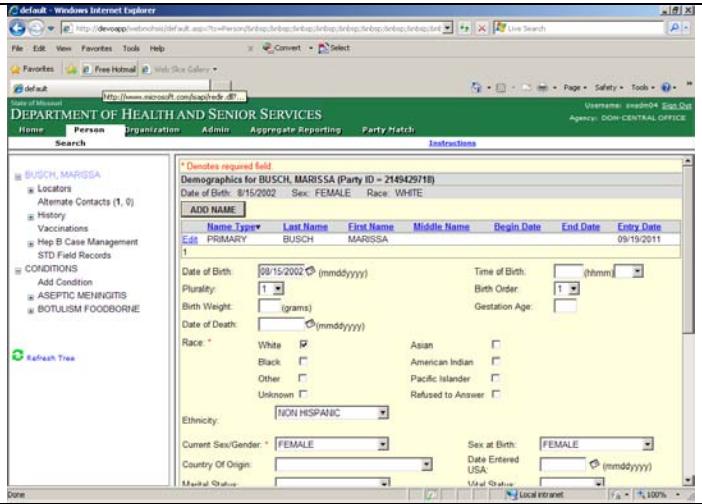
53b. Click Cancel and go to View/Update Condition in the next section.

# WEBSURV INSTRUCTIONS

## Add/Update Condition (Disease Specific Sections)

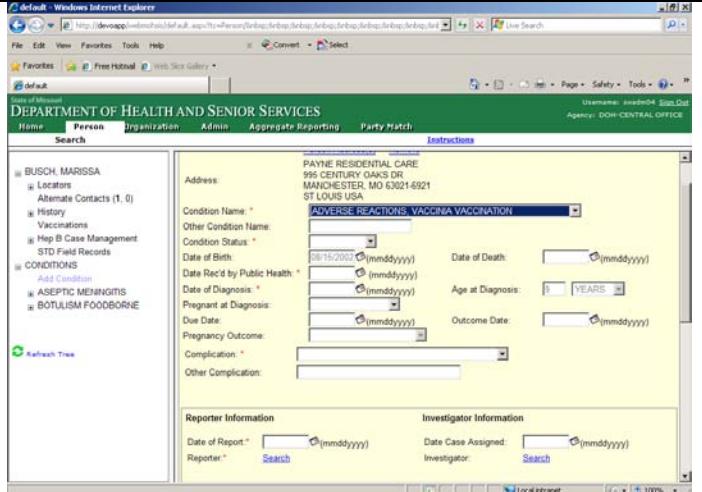
The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party

| Steps  | Screens  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Click Add Condition in Treeview</li> <li>2. Select Condition Name.</li> </ol> <p>Or if editing, click on Condition Name in the tree.</p> |  |

## Complications for Polio conditions and Adverse Reactions, Vaccinia Vaccination

3. The screen is reloaded. The complication and other complication fields are visible.
4. Enter the complication and other required information and click Save.

|  |  |
|--|---|
|--|---|

# WEBSURV INSTRUCTIONS

## Type for Animal Bites

- The screen is reloaded. The type and other type fields are visible.
- Enter the type and other required information and click Save.

## Count Status, Vital Status, Previous Diagnosis, Immigration Status for TB Disease

- The screen is reloaded. The count status, vital status and other fields are visible.
- Enter the count status, vital status, etc. and other required information and click Save.

## Severity of Illness and Vaccination Type for Varicella (Chickenpox) conditions

- The screen is reloaded. The severity of illness and vaccination type fields and vaccination grid are visible.
- Enter the Severity of Illness
- Enter Vaccination Type and Vaccination Date (if known) and click Add to List.

# WEBSURV INSTRUCTIONS

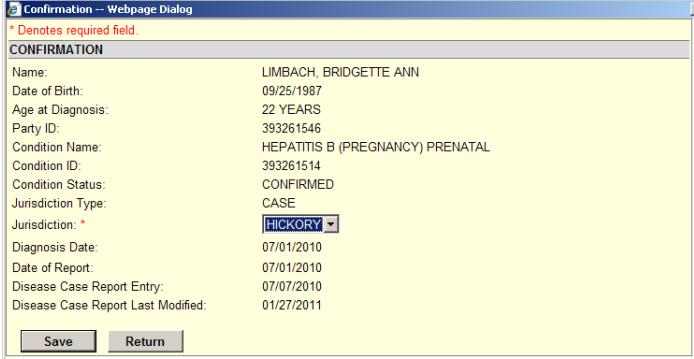
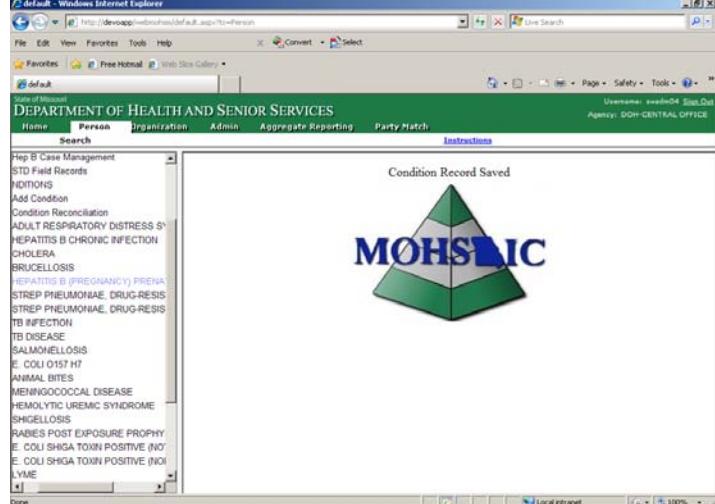
4. The vaccination is added to the vaccination grid.
5. Enter other condition information and click Save.

## Enrolled/Transferred for Hepatitis B (Pregnancy) Prenatal

6. The screen is reloaded. The Date Enrolled in Case Management and Transferred fields and transferred grid are visible.
7. Enter Date Enrolled
8. Enter Transferred information and click Add to List

9. The transfer record is added to the grid.
10. Click Save

# WEBSURV INSTRUCTIONS

| <b>Save of Condition</b>  |   |
|---|---|
| <p><b>11.</b> The Confirmation Screen is returned.</p> <p><b>12.</b> Click Save.</p> <p>Remember, the condition information is NOT saved until you click the Save on the confirmation screen.</p> |   |
| <p><b>13.</b> The Condition Record Saved Screen is returned.</p>  |  |

## System Assigned Variables at SAVE of Condition

At Save of the Condition, several variables are assigned.

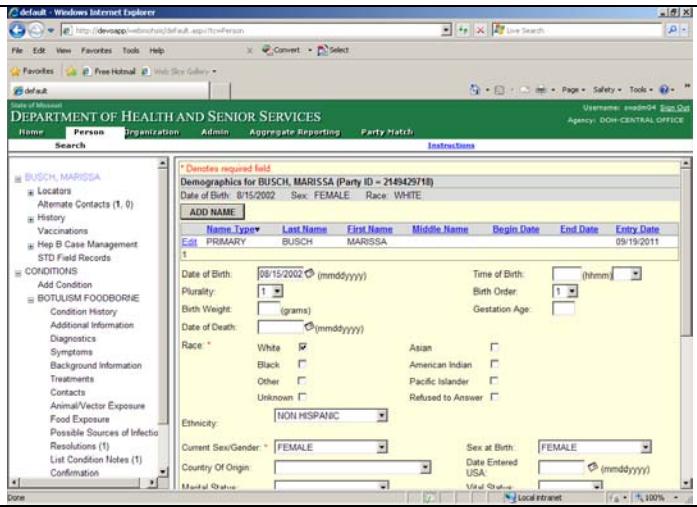
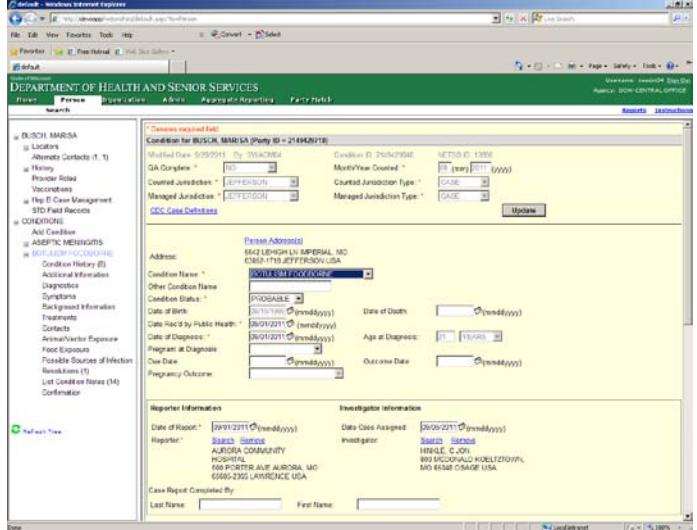
- Survweb\_Condition\_ID – next primary sequence value
- NETSS\_ID – next primary sequence value for Netss ID (six digits).
- Resolution – set to ACTIVE with resolution date set to current date.
- QA Complete – set to NO
- Month Year Counted – Month and Year based the Date Rec'd by Public Health

# WEBSURV INSTRUCTIONS

## View/Edit Condition

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party

| Steps                               | Screens   |
|-------------------------------------|---|
| 1. Click Condition Name in Treeview |   |
| 2. The Condition Page will display. |  |

# WEBSURV INSTRUCTIONS

## Condition Address – Person Address(s)

3. If no address is shown or if you need to change the existing address, click Person Address(s).

4. The Addresses screen for the person will display.  
 5. Select the address.

6. The address will display in the Address Section.

Remember, the change is not saved until you save at the bottom of the screen and then again on the confirmation screen.

**Condition Address – Remove** – Once a condition has been saved, you cannot remove the address.

# WEBSURV INSTRUCTIONS

## Enter/Update Condition Information (Scroll as needed)

### 7. Select new condition name.

Condition name may only be changed within specific categories.

The screenshot shows a Microsoft Internet Explorer window with the URL <http://devappprod.cdc.gov/websurv/>. The page title is 'DEPARTMENT OF HEALTH AND SENIOR SERVICES'. The main content area is titled 'Condition' and shows a condition record for 'BOTULISM FOXY KATE'. The record includes fields for 'Condition ID', 'Condition Name', 'Condition Status', 'Date of Birth', 'Date of Diagnosis', 'Date of Death', 'Age at Diagnosis', 'Cause of Death', 'Reporter Information', and 'Investigator Information'. The 'Condition Name' field is populated with 'BOTULISM FOXY KATE'. The 'Condition Status' field is 'DECEASED UNSPECIFIED'. The 'Date of Birth' field shows '09/01/1911'. The 'Date of Diagnosis' field shows '09/01/2011'. The 'Cause of Death' field shows 'BOTULISM, WOULD'. The 'Reporter Information' section shows 'Search Report' and 'AURORA COMMUNITY HOSPITAL'. The 'Investigator Information' section shows 'Search Report' and 'HIBBLE, C JOY 803 MCGOWAN ACELZTOWN, MO 65646 USA'.

### 8. The screen may change depending on condition.

- Fields for COMPLICATION and COMPLICATION OTHER is added for
  - Adverse Reactions, Vaccinia Vaccination
  - Poliomyelitis, Paralytic
  - Poliovirus Infection, Nonparalytic
- Fields for COUNT STATUS, VITAL STATUS, REFUGEE/IMMIGRANT CLASS, PREVIOUS DIAGNOSIS, YEAR PREVIOUS DIAGNOSIS, MULTIPLE EPISODES are added if condition is TB Disease.
- Field for Severity of Illness field and Vaccination Grid are added for:
  - Varicella (Chickenpox)
  - Varicella (Chickenpox) Death Resulted
  - Varicella (Chickenpox) Special Circumstances
- Fields for Type and Other Type are added for ANIMAL BITES.
- Fields for Case Management are added for Hepatitis B (Pregnancy) Prenatal.
- Reporter section is not visible for STD conditions.

These fields are not addressed in these instructions.

# WEBSURV INSTRUCTIONS

9. The condition status is filtered by the condition name selected, update condition status if needed.  
**10. Enter other information.**

Remember, the change is not saved until you save at the bottom of the screen and then again on the confirmation screen.

## Enter / Update Reporter Information (This section is not used by STD conditions.)

**11. Update Date of Report**  
**12. Click Remove to remove the reporter or Click Search link to update the reporter.**

**13. The Search Person or Organization screen is returned.**  
**14. Enter search criteria and click search button.**

# WEBSURV INSTRUCTIONS

**15.** The search results are returned.  
**16.** Click on the reporter name link to select the reporter.

**NOTE:** If the reporter cannot be found, contact your regional disease investigation staff.

**17.** The reporter is shown on the screen.  
**18.** Enter / Update Completed by Last Name and First Name if known.

## Enter Investigator Information (This is not used by STD conditions.)

**19.** Enter/Change Date Case Assigned.  
**20.** Click Search for the Investigator.

# WEBSURV INSTRUCTIONS

**21.** The Search Person screen is returned.  
**22.** Enter Search Criteria and click Search.

**23.** The search results are returned.  
**24.** Select the investigator by clicking on the name link.

**25.** The Investigator Information is shown on the screen.

# WEBSURV INSTRUCTIONS

## Enter Medical Providers (At least one medical provider is required for STD conditions.)

### 26. Click Search for Provider.

| Name                          | Primary Kind       | First Visit | Entry Date | Entered By |
|-------------------------------|--------------------|-------------|------------|------------|
| CAP REGION MED CTR LABORATORY | OTHER              | 09/20/2011  | SWADM04    | SWADM04    |
| JEFFERSON CITY MEDICAL GROUP  | INFECTIOUS DISEASE | 09/20/2011  | SWADM04    | SWADM04    |

### 27. The Search Person or Organization screen is returned.

### 28. Enter search criteria and click search.

For STD conditions, only search and select organizations as Medical Providers.

| Name                   | Last Name | First Name | Provider Role | State | City |
|------------------------|-----------|------------|---------------|-------|------|
| ST MARYS HEALTH        |           |            |               |       |      |
| ST MARYS HEALTH CENTER |           |            |               |       |      |

### 29. The search results are returned.

### 30. Select the provider by clicking on the name link.

| Name                              | Party ID  | Name Type | Provider Role  | Address   |
|-----------------------------------|-----------|-----------|--|---|
| ST MARYS HEALTH CENTER            | 356278843 | PRIMARY   | CD - HOSPITAL<br>HOSPITAL<br>TB - HOSPITAL   | 100 ST MARY S BLVD<br>JEFFERSON CITY, MO 65101<br>COLE<br>USA       |
| ST MARYS HEALTH CENTER LABORATORY | 356244898 | PRIMARY   | CD - LABORATORY<br>LABORATORY<br>TB - LABORATORY   | 100 SAINT MARYS PLZ<br>JEFFERSON CITY, MO 65101-1602<br>COLE<br>USA |
| ST MARYS HEALTH CENTER            | 367075477 | PRIMARY   | CD - HOSPITAL<br>CD - HOSPITAL<br>HOSPITAL<br>HOSPITAL<br>TB - HOSPITAL<br>TB - HOSPITAL | 109 N STADIUM9 BLVD<br>COLUMBIA, MO 65203<br>BOONE<br>USA           |

# WEBSURV INSTRUCTIONS

**31.** The provider is shown on the screen.

**32.** Enter Kind of Provider (Provider Type for STD conditions) and Date of First Visit if known.

**33.** Click Add to List.

**34.** The medical provider will be added to the grid.

Remember, the information is not saved until you save at the bottom of the screen and then again on the confirmation screen.

## Change Primary Medical Provider

**35.** Click on the N in the grid to change medical provider to primary.

# WEBSURV INSTRUCTIONS

**36.** The provider is marked Y in the Primary column and moved to the first row.

| Name   | Primary Kind       | First Visit Date   | Entered By |
|--|--------------------|--------------------|------------|
| ST MARY'S HEALTH CENTER<br>100 ST MARY S BLVD<br>COLE USA  | Y HOSPITAL         | 09/26/2011 SWADM04 |            |
| JEFFERSON CITY MEDICAL GROUP<br>PO BOX 234 R2 2 DIAMOND BOX 559 JEFFERSON CITY MEDICAL GROUP - PEDIATRICS LOT 23344 BLDG 234 JEFFERSON CITY, MO 65102 COLE USA CAP REGION MED CTR LABORATORY | INFECTIOUS DISEASE | 09/26/2011 SWADM04 |            |
| 12 STADIUM JEFFERSON CITY, MO 65109 COLE USA   | OTHER              | 09/26/2011 SWADM04 |            |

## Remove Medical Provider

**37.** Click Remove in the grid to delete the medical provider.

| Name   | Primary Kind       | First Visit Date   | Entered By |
|--|--------------------|--------------------|------------|
| ST MARY'S HEALTH CENTER<br>100 ST MARY S BLVD<br>COLE USA  | Y HOSPITAL         | 09/26/2011 SWADM04 |            |
| JEFFERSON CITY MEDICAL GROUP<br>PO BOX 234 R2 2 DIAMOND BOX 559 JEFFERSON CITY MEDICAL GROUP - PEDIATRICS LOT 23344 BLDG 234 JEFFERSON CITY, MO 65102 COLE USA CAP REGION MED CTR LABORATORY | INFECTIOUS DISEASE | 09/26/2011 SWADM04 |            |
| 12 STADIUM JEFFERSON CITY, MO 65109 COLE USA   | OTHER              | 09/26/2011 SWADM04 |            |

**38.** A popup message is returned to confirm that you want to remove the provider.  
**39.** Click OK



# WEBSURV INSTRUCTIONS

**40.** The provider is removed from the grid.

Remember the changes to this screen are NOT saved until you click Save on the bottom of the screen and then again on the confirmation screen.

Medical Providers

| Name   | Primary Kind | First Visit | Entered By |
|--|--------------|-------------|------------|
| ST MARYS HEALTH CENTER                       | HOSPITAL     | 09/26/2011  | SWADM04    |
| 100 ST MARY S BLVD                           | COLE         |             |            |
| JEFFERSON CITY, MO 65101                     |              |             |            |
| CAP REGION MED CTR LABORATORY                | OTHER        | 09/20/2011  | SWADM04    |
| 12 STADIUM JEFFERSON CITY, MO 65109 COLE USA |              |             |            |

Notes: Note: 0 / 2000

Entry Date: Note: MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM CENTRAL OFFICE TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011 COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM 09/20/2011

## Enter condition note(s)

**41.** Enter note  
**42.** Click Add to List.

Notes

| Entry Date | Note   | Entered By |
|------------|--|------------|
| 09/20/2011 | MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM CENTRAL OFFICE TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011  | SWADM04    |
| 09/20/2011 | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM CENTRAL OFFICE TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011  | SWADM04    |
| 09/20/2011 | MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM CENTRAL OFFICE TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011  | SWADM04    |
| 09/20/2011 | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM MONTGOMERY TYPE CASE TO CENTRAL OFFICE TYPE CASE ON 09/20/2011 | SWADM04    |
| 09/20/2011 | MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM MONTGOMERY TYPE CASE TO CENTRAL OFFICE TYPE CASE ON 09/20/2011 | SWADM04    |
| 09/20/2011 | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM MONTGOMERY TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011      | SWADM04    |

Save Cancel Print

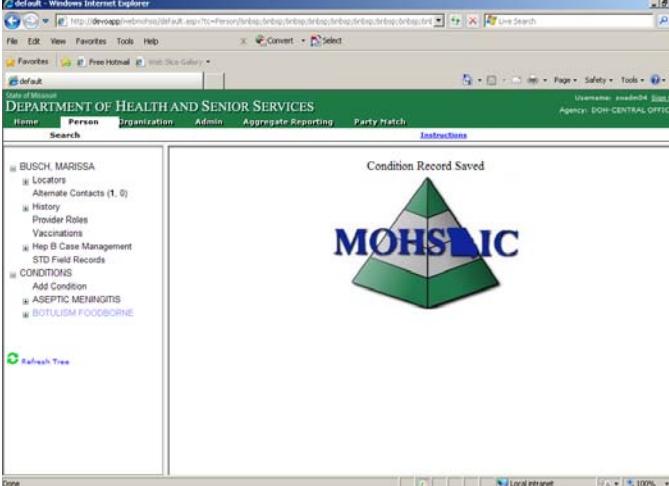
**43.** The Note is added to the grid.  
**44.** Repeat 54-55 for additional condition notes.  
**45.** Click Save

Notes

| Entry Date | Note   | Entered By |
|------------|--|------------|
| 09/26/2011 | note on the condition case screen  | SWADM04    |
| 09/20/2011 | MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM CENTRAL OFFICE TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011  | SWADM04    |
| 09/20/2011 | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM CENTRAL OFFICE TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011  | SWADM04    |
| 09/20/2011 | MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM MONTGOMERY TYPE CASE TO CENTRAL OFFICE TYPE CASE ON 09/20/2011 | SWADM04    |
| 09/20/2011 | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM MONTGOMERY TYPE CASE TO CENTRAL OFFICE TYPE CASE ON 09/20/2011 | SWADM04    |

Save Cancel Print

# WEBSURV INSTRUCTIONS

|   |   |
|---|---|
| <p><b>46.</b> The confirmation screen is returned.</p> <p><b>47.</b> If the application cannot determine the jurisdiction, the user will need to select the jurisdiction from the highlighted dropdown.</p> <p><b>48.</b> Click Save.</p> |   |
| <p><b>49.</b> The Condition Record Saved screen is returned.</p>  |  |

## Jurisdiction Assignment

Manage Jurisdiction is defined as a city or county (local public health agency) responsible for the investigation and follow-up of a disease case report. Counted Jurisdiction is the city or county in which the condition was reported and counted for CDC and Missouri state reporting. Jurisdiction Type is the type of party that the jurisdiction was assigned from.

The jurisdictions and jurisdiction type are initially determined when clicking Save on the Add Condition Screen. Good address information is important to allow for tracking of conditions and outbreaks. Street address information will allow for better geographic representation. The condition confirmation screen provides the jurisdiction and jurisdiction type. This information is also provided on the header of every condition screen. WEBSURV determines the jurisdiction by looking at the party addresses associated to the condition in the order below.

# WEBSURV INSTRUCTIONS

\* Denotes required field.

**Condition for BUSCH, MARISSA (Party ID = 2149429718)**

Modified Date: 9/20/2011 By: SWADM04 Condition ID: 2149429848 NETSS ID: 13890

QA Complete: \* NO Month/Year Counted: \* 08 (mm) 2011 (yyyy)

Counted Jurisdiction: \* JEFFERSON Counted Jurisdiction Type: \* CASE

Managed Jurisdiction: \* JEFFERSON Managed Jurisdiction Type: \* CASE

[CDC Case Definitions](#) [Update](#)

**Person Address(s)**

Address: 5542 LEHIGH LN IMPERIAL, MO 63052-1718 JEFFERSON USA

Condition Name: \* BOTULISM FOODBORNE

Other Condition Name:

Condition Status: \* PROBABLE

Date of Birth: 08/15/2002 (mmddyyyy)

Date Rec'd by Public Health: \* 09/01/2011 (mmddyyyy)

Date of Diagnosis: \* 09/01/2011 (mmddyyyy)

Pregnant at Diagnosis:

Due Date:  (mmddyyyy)

Pregnancy Outcome:

Date of Death:  (mmddyyyy)

Age at Diagnosis: 9 YEARS

Outcome Date:  (mmddyyyy)

1. **Case** – If you enter an address for the person and associate it to the condition, it will determine the jurisdiction. Associate an address when you have good information. Otherwise, let the system assign jurisdiction.

2. **Provider** – If case address is unknown, and a medical provider was entered, the provider address will determine jurisdiction. At least one provider is required for STD conditions.

3. **Reporter** – If addresses for case and medical provider are all unknown, the reporter (required for all conditions except STDs) address will determine the jurisdiction.

4. **Central Office (Assigned) Jurisdiction** - If addresses for case, medical provider, and reporter are unknown, the jurisdiction will be assigned to Central Office. DHSS staff will follow up to get appropriate jurisdiction assigned.

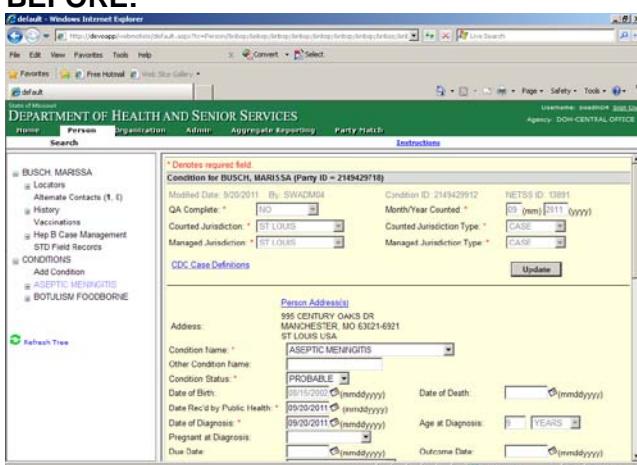
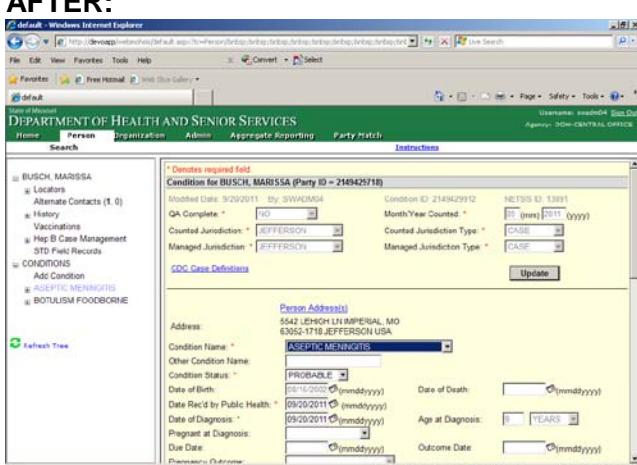
Many parties are in WEBSURV without good address information. All addresses should be as complete as possible. All parties associated with the condition (medical provider(s), submitter, reporter and laboratory) should have an address associated to them. If the associated party does not have an address in WEBSURV, and you have an address, contact your regional disease investigation staff or BHSH to update the information.

# WEBSURV INSTRUCTIONS

## Update Jurisdiction

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Select condition

| Steps   | Screens   |
|---|---|
| <p>✓ <a href="#">Complete steps 4-8 for Condition Address - Person Address(s)</a></p>                       |   |
| <p><b>QA Complete is set to No</b></p> <p>1. Both the Managed and Counted Jurisdiction will be changed.</p> | <p><b>BEFORE:</b></p>  <p><b>AFTER:</b></p>  |

# WEBSURV INSTRUCTIONS

2. Two condition notes will be inserted stating the change in jurisdiction by ..... from .... to ....

The screenshot shows a Windows Internet Explorer window for the 'DEPARTMENT OF HEALTH AND SENIOR SERVICES'. The 'Conditions' section is open, showing a list of conditions for a case. A note is being added to the list, indicating a jurisdiction change from St. Louis to Jefferson.

**QA Complete is set to Yes**

3. Only the Managed Jurisdiction is changed.

**Before:**

The screenshot shows the 'CDC Case Definitions' section of the Websurv interface. The 'Managed Jurisdiction' dropdown is set to 'JEFFERSON'.

**After:**

The screenshot shows the 'CDC Case Definitions' section of the Websurv interface. The 'Managed Jurisdiction' dropdown has been changed to 'MONTGOMERY'.

# WEBSURV INSTRUCTIONS

4. A condition note will be inserted stating the change in “Manage” jurisdiction by ..... from .... to ....

The screenshot shows a Windows Internet Explorer window for the WEBSURV application. The URL is <http://devapp.merchandise.doh.vt.gov/websurv/>. The page title is 'DEPARTMENT OF HEALTH AND SENIOR SERVICES'. The 'Instructions' tab is selected. On the left, a tree view shows 'BUSCH, MARISA' with 'LOCATORS' expanded, showing 'Alternate Contacts (1, 0)'. Under 'CONDITIONS', 'BOTULISM FOODBORNE' is selected. The main content area shows a table with columns: 'Name', 'Primary', 'Kid', 'First Visit', 'Entry Date', and 'Entered By'. A note is being added to the 'Notes' section, starting with '0/2000'. The note content is: 'MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM JEFFERSON TYPE CASE TO MONTGOMERY TYPE CASE ON 09/26/2011'. Below this, another note is shown: 'MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM ST LOUIS TYPE CASE TO JEFFERSON TYPE CASE ON 09/29/2011'. A third note is partially visible: 'MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM ST LOUIS TYPE CASE TO JEFFERSON TYPE CASE ON 09/29/2011'. At the bottom, there are 'Save' and 'Cancel' buttons, and a 'Print' link.

## Read Only condition

If the condition is “Read only”, please contact the current Manage Jurisdiction LPHA if you need the jurisdiction changed. You may also contact your regional disease investigation staff or BSH.

## View Condition History

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Expand Selected Condition in TreeView

| Steps                                       | Screens  |
|---|--|
| 1. Click Condition History in the treeview. | <p>The screenshot shows a Windows Internet Explorer window for the WEBSURV application. The URL is <a href="http://devapp.merchandise.doh.vt.gov/websurv/">http://devapp.merchandise.doh.vt.gov/websurv/</a>. The page title is 'DEPARTMENT OF HEALTH AND SENIOR SERVICES'. The 'Instructions' tab is selected. On the left, a tree view shows 'BUSCH, MARISA' with 'CONDITIONS' expanded, showing 'BOTULISM FOODBORNE' selected. The main content area shows a table with columns: 'Condition ID', 'NETSS ID', 'Month/Year Counted', 'Counted Jurisdiction Type', 'Managed Jurisdiction Type', and 'Update'. The 'Condition ID' is 2149429848 and 'NETSS ID' is 13890. The 'Month/Year Counted' is 09 (mm) 2011 (yyyy). The 'Counted Jurisdiction Type' is CASE and 'Managed Jurisdiction Type' is CASE. Below this, there is a 'CDC Case Definitions' section and a 'Person Address(es)' section. The 'Address' is 63052-1118 JEFFERSON USA. The 'Condition Name' is BOTULISM FOODBORNE. Other fields include 'Other Condition Name', 'Condition Status', 'Date of Birth', 'Date Rec'd by Public Health', 'Date of Diagnosis', 'Pregnant at Diagnosis', 'Due Date', 'Outcome Date', and 'Disposition Outcome'.</p> |

# WEBSURV INSTRUCTIONS

## 2. The Condition History Screen is returned.

This screen shows changes to

- Condition Name
- Condition Status
- Age at Diagnosis
- Date of Diagnosis
- Jurisdiction
- Complications
- Month/Year Counted (changed through Date Rec'd by PH)

## View List of Condition Notes

Notes may be entered on any condition screen. A note type will be assigned based on the screen.

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Expand selected condition in tree.

### Steps

#### 1. Click on List Condition Notes

You may have to scroll in the tree.

### Screens

# WEBSURV INSTRUCTIONS

2. The Listing of Condition Notes is returned.
3. Click on the page link in the grid (2, 3 if applicable)

| Entry Date | Note Type | Note   | Entered By |
|------------|-----------|--|------------|
| 09/26/2011 | CASE      | REPORTER CAPITAL REGION MEDICAL CENTER (PID=1100123) WAS REMOVED BY SWADM04  | SWADM04    |
| 09/26/2011 | REPORT    | SWADM04  | SWADM04    |
| 09/26/2011 | CASE      | note on the condition case screen  | SWADM04    |
| 09/26/2011 | REPORT    | SWADM04  | SWADM04    |
| 09/26/2011 | PROVIDER  | LEPA INVESTIGATOR DITLE, EDEN (PID=383268497) WAS REMOVED BY SWADM04   | SWADM04    |
| 09/26/2011 | CASE      | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM CENTRAL OFFICE TYPE CASE TO JEFFERSON TYPE CASE, ON 09/26/2011 | SWADM04    |
| 09/26/2011 | CASE      | MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM CENTRAL OFFICE TYPE CASE TO JEFFERSON TYPE CASE ON 09/26/2011  | SWADM04    |
| 09/26/2011 | REPORT    | OFFICE TYPE CASE TO JEFFERSON TYPE CASE ON 09/26/2011  | SWADM04    |
| 1 2 3      |           |  |            |

4. The second page of notes is shown.

| Entry Date | Note Type | Note   | Entered By |
|------------|-----------|--|------------|
| 09/20/2011 | CASE      | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM MONTGOMERY TYPE CASE TO CENTRAL OFFICE TYPE CASE ON 09/20/2011 | SWADM04    |
| 09/20/2011 | REPORT    | TYPE CASE TO CENTRAL OFFICE TYPE CASE ON 09/20/2011  | SWADM04    |
| 09/20/2011 | CASE      | MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM MONTGOMERY TYPE CASE TO CENTRAL OFFICE TYPE CASE ON 09/20/2011 | SWADM04    |
| 09/20/2011 | REPORT    | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM MONTGOMERY TYPE CASE TO CENTRAL OFFICE TYPE CASE ON 09/20/2011 | SWADM04    |
| 09/20/2011 | CASE      | TYPE CASE TO MONTGOMERY TYPE CASE ON 09/20/2011  | SWADM04    |
| 09/20/2011 | REPORT    | MANAGED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM JEFFERSON TYPE CASE TO MONTGOMERY TYPE CASE ON 09/20/2011      | SWADM04    |
| 09/20/2011 | CASE      | COUNTED JURISDICTION HAS BEEN CHANGED BY SWADM04 FROM ST LOUIS TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011        | SWADM04    |
| 09/20/2011 | REPORT    | TYPE CASE TO JEFFERSON TYPE CASE ON 09/20/2011   | SWADM04    |
| 1 2 3      |           |  |            |

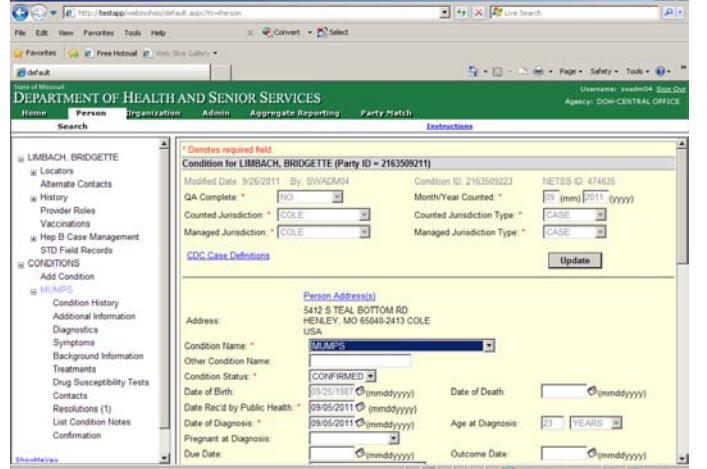
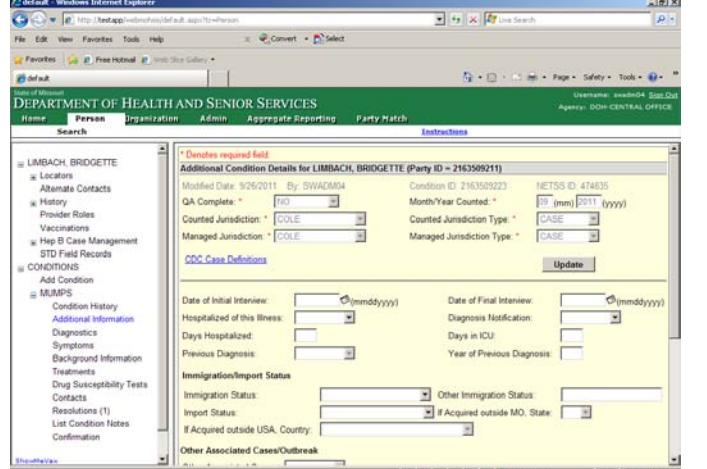
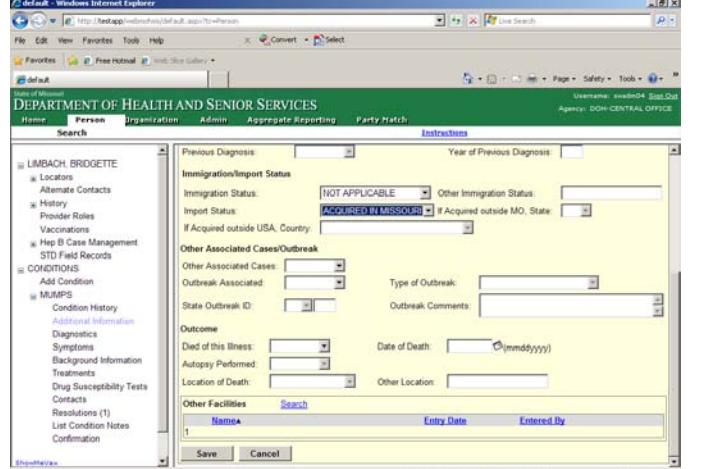
## View/Add/Edit Additional Information

Variables that may not be known at the time of initial entry of the condition have been moved to an "Additional Information" screen. These variables include such items as hospitalization, other associated cases and other facilities. The opportunity was taken to add some variables not currently collected such as immigration status, import status, outcomes, etc.

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Expand selected condition in tree.

# WEBSURV INSTRUCTIONS

| Steps  | Screens  |
|--|--|
| 1. Click on Additional Information in the tree.  |    |
| 2. The Additional Condition Details screen is returned.<br>3. Enter information.<br>4. Scroll as needed. |   |
| 5. Information is shown on the screen.   |  |

# WEBSURV INSTRUCTIONS

## Add Other Facilities

6. Click Search in the Other Facilities Section.

| Name                      | Party ID   | Name Type | Provider Role                             | Address   |
|---------------------------|------------|-----------|---|---|
| ALGOA CORRECTIONAL CENTER | 971772957  | A.K.A.    | CD - CORRECTIONAL FACILITY                | 8501 NO MORE VICTIMS RD<br>PRIVATE PROVIDER<br>JEFFERSON CITY, MO |
| ALGOA CORRECTIONAL CENTER | 971772957  | PRIMARY   | CD - PRIVATE PROVIDER<br>FACILITY (STATE) | 65101-4529<br>COLE  |
| ALGOA CORRECTIONAL        | 1571284722 | PRIMARY   | TB - PRIVATE PROVIDER<br>FACILITY (STATE) | USA<br>TB PROVIDER  |

7. The Search Organization screen is returned.

8. Enter search criteria and click Search.

| Name                      | Party ID   | Address   |
|---------------------------|------------|---|
| ALGOA CORRECTIONAL CENTER | 971772957  | 8501 NO MORE VICTIMS RD<br>PRIVATE PROVIDER<br>JEFFERSON CITY, MO |
| ALGOA CORRECTIONAL CENTER | 971772957  | 65101-4529<br>FACILITY (STATE)<br>COLE                            |
| ALGOA CORRECTIONAL        | 1571284722 | TB - PRIVATE PROVIDER<br>FACILITY (STATE)<br>USA<br>TB PROVIDER   |

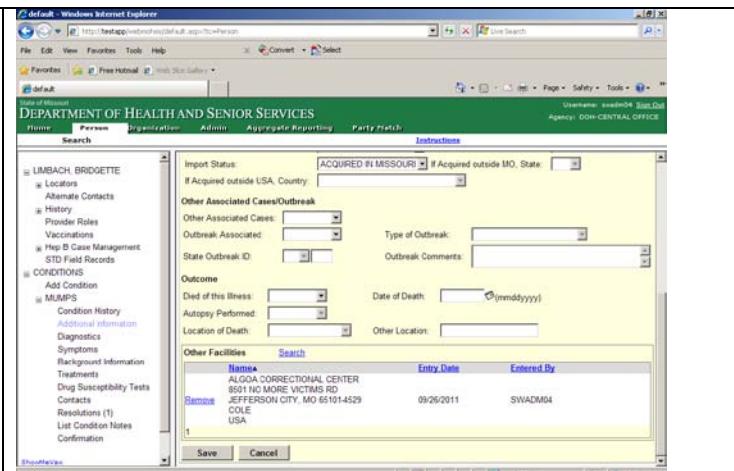
9. The results are returned in the grid.

10. Select the facility by clicking the name in the grid.

| Name                      | Party ID   | Name Type | Provider Role                             | Address   |
|---------------------------|------------|-----------|---|---|
| ALGOA CORRECTIONAL CENTER | 971772957  | A.K.A.    | CD - CORRECTIONAL FACILITY                | 8501 NO MORE VICTIMS RD<br>PRIVATE PROVIDER<br>JEFFERSON CITY, MO |
| ALGOA CORRECTIONAL CENTER | 971772957  | PRIMARY   | CD - PRIVATE PROVIDER<br>FACILITY (STATE) | 65101-4529<br>COLE  |
| ALGOA CORRECTIONAL        | 1571284722 | PRIMARY   | TB - PRIVATE PROVIDER<br>FACILITY (STATE) | USA<br>TB PROVIDER  |

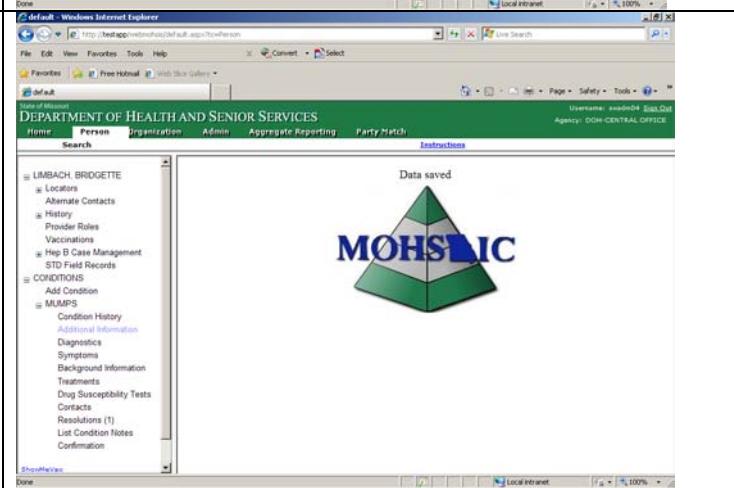
# WEBSURV INSTRUCTIONS

11. The facility is shown in the grid.
12. Repeat step 6-10 until all facilities are added.
13. Click Save.



| Name                          | Entry Date | Entered By |
|-------------------------------|------------|------------|
| JEFFERSON CITY, MO 65101-4529 | 09/26/2011 | SWADM04    |

14. The Data Saved Screen is returned.

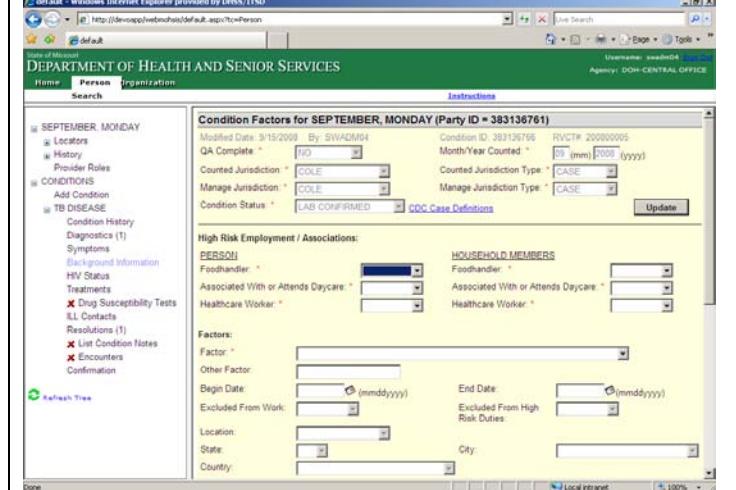
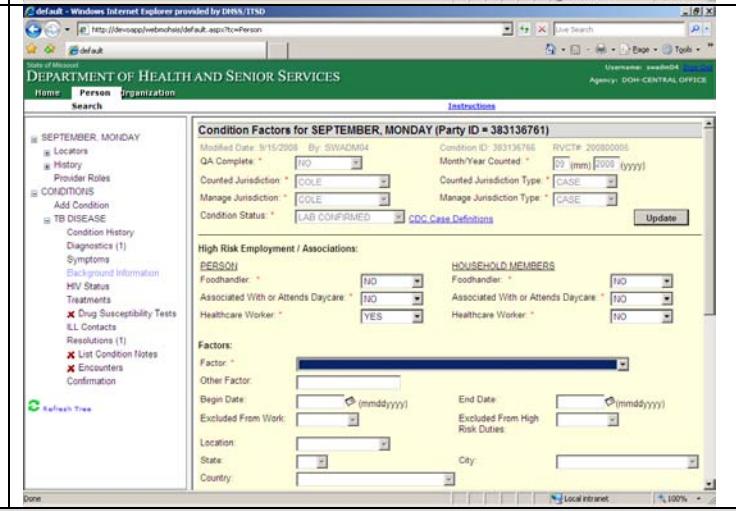
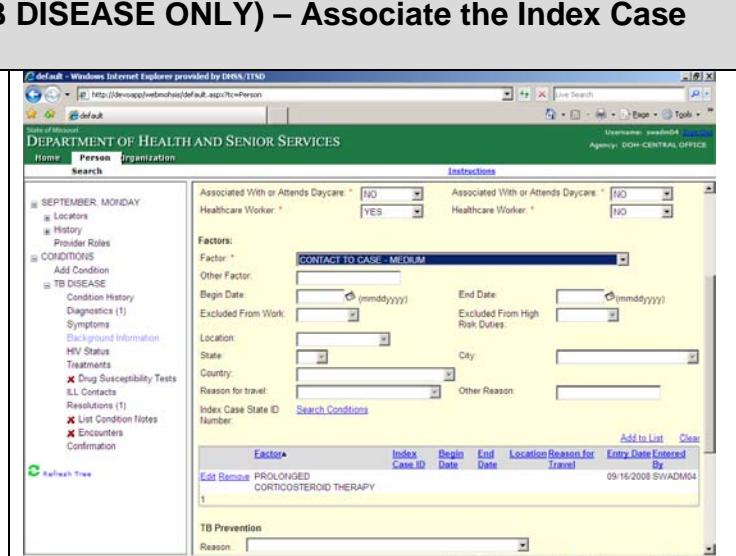


## View/Add/Edit Background Information - Factors

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Click + (plus sign) next to Condition Name in the Tree and click on Background Information in the Tree

# WEBSURV INSTRUCTIONS

| Steps  | Screens  |
|--|--|
| <p>1. Enter High Risk Employment / Associations information.</p> <p>If no other factors exist, skip to step 13 to add background notes or step 15 to save.</p> |    |
| <p>2. Enter Factor information and go to <a href="#">Add to List</a> if not Contact to Case...</p>   |   |
| <p><b>Select Factor of Contact to Case (TB DISEASE ONLY) – Associate the Index Case State ID</b></p> <p>3. Click Search Conditions link.</p>                   |  |

# WEBSURV INSTRUCTIONS

4. Select Identifier Type  
"CONDITION"
5. Enter condition identifier.
6. Click Search.

Search Condition/Notification

A search can be completed on a combination of fields:

- Date Type, Date From and Date To, Managed or Counted, Jurisdiction or Region OR
- Date Type, Date From and Date To, Condition Name and/or Condition Status OR
- Identifier Type and Identifier

Date Type:

Date From:  Date To:

Managed or Counted:

Jurisdiction:  Region:

Condition Name:

Condition Status:

Identifier Type:  Identifier:

Identifier Type:  Identifier:

Rows Returned: Maximum Number of Rows:

7. The search results are returned.
8. Click on Condition Name link.

Search Condition/Notification

A search can be completed on a combination of fields:

- Date Type, Date From and Date To, Managed or Counted, Jurisdiction or Region OR
- Date Type, Date From and Date To, Condition Name and/or Condition Status OR
- Identifier Type and Identifier

Date Type:

Date From:  Date To:

Managed or Counted:

Jurisdiction:  Region:

Condition Name:

Condition Status:

Identifier Type:  Identifier:

| Condition Name                | Condition ID | Status        | Jurisdiction(M) | Name         | DOB        |
|-------------------------------|--------------|---------------|-----------------|--------------|------------|
| TB DISEASE                    | 382883851    | CLINICAL CASE | COLE            | JULY, EIGHTH | 07/08/1978 |
| <a href="#">Print Listing</a> |              |               |                 |              |            |

Rows Returned: 1 Maximum Number of Rows:

9. The Condition ID is shown next to the Search Conditions link

default - Windows Internet Explorer provided by DHSS/ITSD

DEPARTMENT OF HEALTH AND SENIOR SERVICES

Instructions

Associated With or Attends Daycare:  Associated With or Attends Daycare:  Healthcare Worker:  Healthcare Worker:

Factors:

Factor:

Other Factor:

Begin Date:  End Date:

Excluded From Work:  Excluded From High Risk Duties:

Location:

State:  City:

Country:

Reason for travel:  Other Reason:

Index Case State ID:

Add to List

| Factor                                      | Index Case ID | Begin Date | End Date   | Location Reason for Travel | Entry Date Entered |
|---|---------------|------------|------------|----------------------------|--------------------|
| PROLONGED CORTICOSTEROID THERAPY            | 382883851     | 09/15/2008 | 09/15/2008 | Local Intranet             | 09/15/2008 SVADMA4 |
| <a href="#">Edit</a> <a href="#">Remove</a> |               |            |            |                            |                    |

TB Prevention

Reason:

# WEBSURV INSTRUCTIONS

## ADD TO LIST

### 10. Click Add to List

Associated With or Attends Daycare: NO  
Healthcare Worker: YES

Associated With or Attends Daycare: NO  
Healthcare Worker: NO

Factor: CONTACT TO CASE - MEDIUM

Other Factor:

Begin Date: 09/16/2008 (mmddyyyy) End Date: 09/16/2009 (mmddyyyy)

Excluded From Work:

Excluded From High Risk Duties:

Location:

State:

City:

Country:

Reason for travel:

Index Case State ID Number: 382883851

Search Conditions: 382883851

Add to List | Clear

| Factor                   | Index Case ID | Begin Date | End Date   | Location | Reason for Travel                | Entry Date Entered By |
|--------------------------|---------------|------------|------------|----------|----------------------------------|-----------------------|
| CONTACT TO CASE - MEDIUM | 382883851     | 09/16/2008 | 09/16/2009 | SWADM04  | PROLONGED CORTICOSTEROID THERAPY | 09/16/2008 SWADM04    |
| 1                        |               |            |            |          |                                  |                       |

TB Prevention

Reason:

### 11. Validation of information is performed and messages returned if needed.

Associated With or Attends Daycare: NO  
Healthcare Worker: YES

Associated With or Attends Daycare: NO  
Healthcare Worker: NO

Factor: Factor is required

Other Factor:

Begin Date:  (mmddyyyy) End Date:  (mmddyyyy)

Excluded From Work:

Excluded From High Risk Duties:

Location:

State:

City:

Country:

Reason for travel:

Add to List | Clear

| Factor | Index Case ID | Begin Date | End Date | Location | Reason for Travel | Entry Date Entered By |
|--------|---------------|------------|----------|----------|-------------------|-----------------------|
| 1      |               |            |          |          |                   |                       |

TB Prevention

Reason:

### 12. Validation passed and the factor is added to the grid.

Associated With or Attends Daycare: NO  
Healthcare Worker: YES

Associated With or Attends Daycare: NO  
Healthcare Worker: NO

Factor: CONTACT TO CASE - MEDIUM

Other Factor:

Begin Date: 09/16/2008 (mmddyyyy) End Date: 09/16/2009 (mmddyyyy)

Excluded From Work:

Excluded From High Risk Duties:

Location:

State:

City:

Country:

Reason for travel:

Add to List | Clear

| Factor                   | Index Case ID | Begin Date | End Date   | Location | Reason for Travel                | Entry Date Entered By |
|--------------------------|---------------|------------|------------|----------|----------------------------------|-----------------------|
| CONTACT TO CASE - MEDIUM | 382883851     | 09/16/2008 | 09/16/2009 | SWADM04  | PROLONGED CORTICOSTEROID THERAPY | 09/16/2008 SWADM04    |
| 1                        |               |            |            |          |                                  |                       |

TB Prevention

Reason:

NOTE: TB Prevention is only available for TB DISEASE. Go to next section for viewing/adding/updating prevention records.

# WEBSURV INSTRUCTIONS

## Add Note or Comment

13. Add a comment or note (if applicable) and click Add to List.

The screenshot shows the 'TB Prevention' section of the software. A table lists factors: 'CONTACT TO CASE - MEDIUM' (Index Case ID: 382883851, Begin Date: 09/16/2008, End Date: 09/16/2008, Location: SWADM04, Reason: PROLONGED, Entered By: SWADM04). Below the table is a note entry field containing 'this is a note'.

14. The note is added to the grid.

The screenshot shows the 'TB Prevention' section of the software. The note 'this is a note' is now listed in the 'Notes' table under the 'Reason' column.

## Save

15. Click Save

The screenshot shows the 'TB Prevention' section of the software. The note 'this is a note' is listed in the 'Notes' table. A 'Save' button is visible at the bottom of the screen.

# WEBSURV INSTRUCTIONS

**16. Validation of high risk employment /associations information is performed and messages returned if needed.**

**17. Validation passed. The Record(s) Saved screen is returned**

**View Background Information after Save**

**18. Click on Background Information in the tree.**

# WEBSURV INSTRUCTIONS

**19.** The Background Information Screen is returned.

## Edit Background Information

**20.** Change/update High Risk Employment / Associations for Person and Household Members.

**21.** [Go to Save](#) (if no other changes or additions to the Background information.)

## Edit Factor Record(s) - (Edit is only available if you have "Jurisdiction" for the condition.)

**22.** Click Edit in the Factor Grid.

# WEBSURV INSTRUCTIONS

**23.** The Factor information is shown in the entry fields. A Replace Link is available above the grid and a Cancel link is in row in the grid.  
**24.** Enter/change Factor information.  
**25.** Click Replace.

**26.** Validation of information is performed and messages returned if needed.

**27.** Validation passed and the factor record replaces the one in the grid.

# WEBSURV INSTRUCTIONS

**Remove factor record (only available prior to save) Administrative and QA User may remove factor records anytime.**

**28. Click Remove in the grid.**

**29. A message to confirm remove is returned.**

**30. Click OK**



**31. The factor record is removed from the grid.**

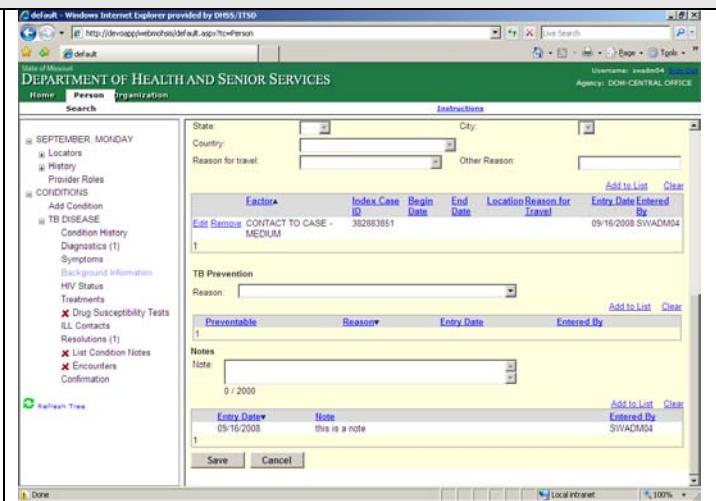
# WEBSURV INSTRUCTIONS

NOTE: TB Prevention is only available for TB DISEASE. Go to Condition TB Instructions for viewing/adding/updating prevention records.

## Save Changes to Factors

### 32. Click Save.

REMEMBER – No changes are saved in the database until you click Save. If you click CANCEL or select another screen in the tree, your changes will be lost.



### 33. The Record(s) Saved screen is returned.

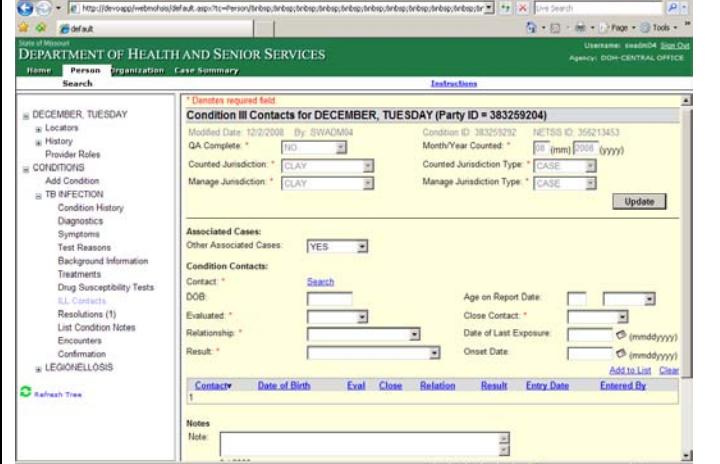
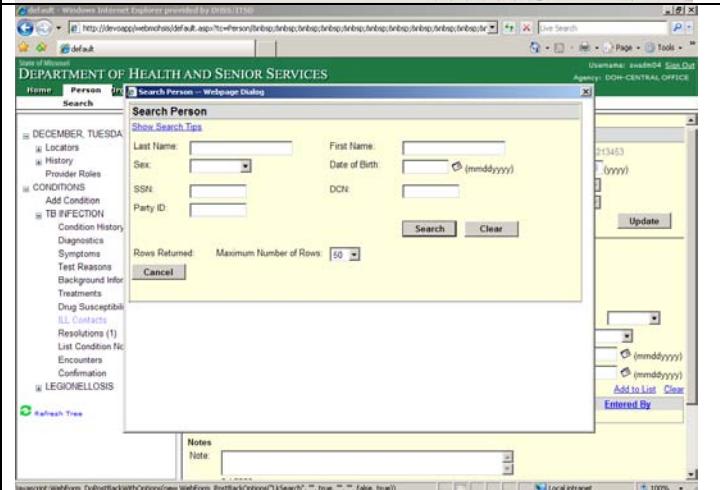
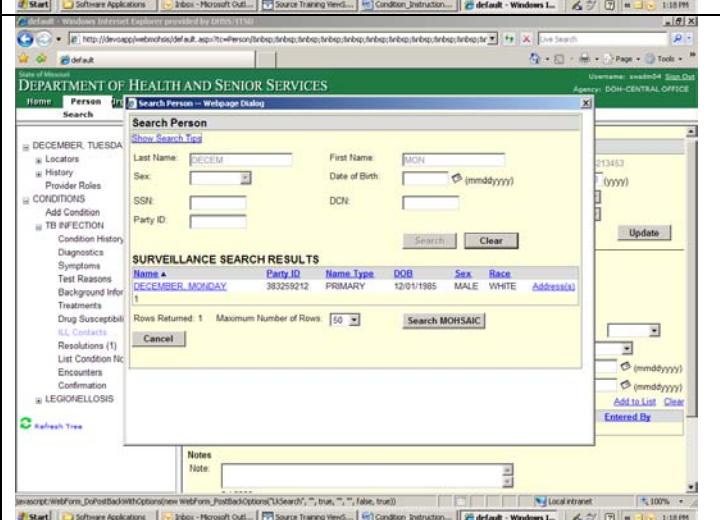


## View/Add/Edit Contacts

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Click + (plus sign) next to Condition Name in the Tree and click on Contacts in the Tree.

# WEBSURV INSTRUCTIONS

| Steps  | Screens   |
|--|---|
| <ol style="list-style-type: none"> <li>The Contacts page is displayed.</li> <li>If Other Associated Cases is NO or UNKNOWN, select YES.</li> </ol>                                   | <p>(Only ILL Contacts should be entered, and other associated contacts must be YES.)</p> <p>3. Click <a href="#">Search</a> link</p>  |
| <ol style="list-style-type: none"> <li>The search screen is returned as a pop up.</li> <li>Enter search criteria for ill contact and click search.</li> </ol>                        |    |
| <ol style="list-style-type: none"> <li>The search results are returned.</li> <li>Select the person by clicking on the name link.</li> </ol>  |   |
| <p>NOTE: If the person is not in WEBSURV, see the instructions for adding a person. After the person has been added, you will need to clear the search results and search again.</p> |   |

# WEBSURV INSTRUCTIONS

8. The person name is shown below the search link.
9. Click on List Contact Addresses link to associate the address to the ill contact record.

10. The Address for the selected ILL contact will be displayed in a popup window.
11. Select the address.

12. The address is shown below the List Contact Addresses link.
13. If no DOB, enter the age.
14. Select responses to:
  - Evaluated
  - Close Contact
  - Relationship
  - Result
15. If known, enter Date of Last Exposure and Onset Date.
16. Click Add to List

# WEBSURV INSTRUCTIONS

**17. Validation of information is performed and messages returned if needed.**

The screenshot shows a software window titled 'DEPARTMENT OF HEALTH AND SENIOR SERVICES' with a 'Case Summary' tab selected. On the left, a sidebar lists various medical conditions and treatments. The main area is titled 'Instructions' and contains a form for entering a condition. The 'Associated Cases' section has a dropdown set to 'YES'. Below it, a list of 'Condition Contacts' is shown, including a contact for 'DECEMBER, MONDAY' with a DOB of '12/1/1985'. The 'Result' dropdown is set to '1'. The 'Notes' section contains the message: 'Associated Cases: Other Associated Cases: YES Condition Contacts: Contact: DECEMBER, MONDAY DOB: 12/1/1985 Relationship: Result: 1'.

**18. Validation passed and the factor is added to the grid.**

This screenshot shows the same software interface as the previous one, but the validation message has been removed. The 'Notes' section now only contains the text '0 / 2000'. The rest of the interface remains the same, showing the 'Case Summary' tab and the 'Instructions' form.

## Add Note or Comment

**19. Add a comment or note (if applicable) and click Add to List.**

This screenshot shows the software interface again, with a note added to the 'Notes' section: '0 / 2000'. The 'Case Summary' tab is selected, and the 'Instructions' form is visible on the right.

# WEBSURV INSTRUCTIONS

**20. The note is added to the grid.**

Condition Contacts:

| Contact           | Date of Birth | Eval | Close | Relation  | Result     | Entry Date | Entered By |
|-------------------|---------------|------|-------|-----------|------------|------------|------------|
| DECEMBER, MONDAY  | 12/01/1985    | YES  | HIGH  | HOUSEHOLD | TB DISEASE | 12/02/2008 | SWADM04    |
| 800 S MAIN ST     |               |      |       |           |            |            |            |
| LIBERTY, MO 64068 |               |      |       |           |            |            |            |
| CLAY              |               |      |       |           |            |            |            |
| USA               |               |      |       |           |            |            |            |

Notes:

Note: 0 / 2000

Entry Date: 12/02/2008 Note: Note on ill contacts Entered By: SWADM04

**Save**

**21. Click Save**

Condition Contacts:

| Contact           | Date of Birth | Eval | Close | Relation  | Result     | Entry Date | Entered By |
|-------------------|---------------|------|-------|-----------|------------|------------|------------|
| DECEMBER, MONDAY  | 12/01/1985    | YES  | HIGH  | HOUSEHOLD | TB DISEASE | 12/02/2008 | SWADM04    |
| 800 S MAIN ST     |               |      |       |           |            |            |            |
| LIBERTY, MO 64068 |               |      |       |           |            |            |            |
| CLAY              |               |      |       |           |            |            |            |
| USA               |               |      |       |           |            |            |            |

Notes:

Note: 0 / 2000

Entry Date: 12/02/2008 Note: Note on ill contacts Entered By: SWADM04

**22. Validation passed. The Record(s) Saved screen is returned**

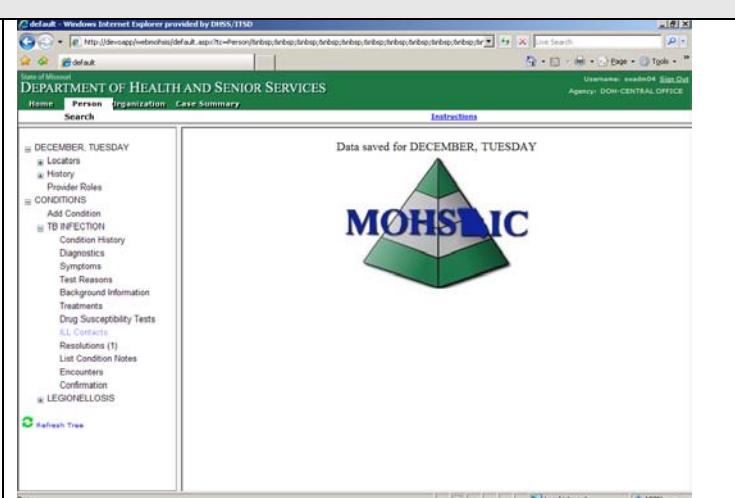
Data saved for DECEMBER, TUESDAY

**MOHSLIC**

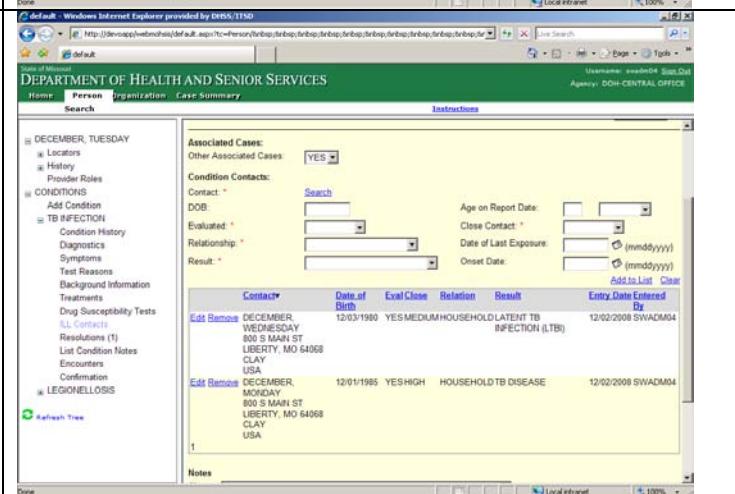
# WEBSURV INSTRUCTIONS

## View Contacts after Save

23. Click on Contacts in the tree.

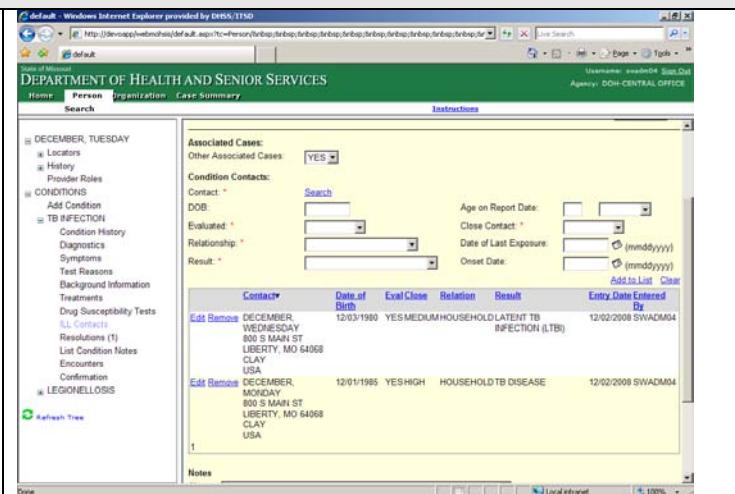


24. The Contacts Screen is returned.



## Edit Contacts

25. Click Edit in the Contacts Grid.



# WEBSURV INSTRUCTIONS

**26.** The ILL Contacts information is shown in the entry fields. A Replace Link is available above the grid and a Cancel link is in row in the grid.

**27.** Enter/change ILL Contact information.

**28.** Click Replace.

**29.** Validation of information is performed and messages returned if needed.

**30.** Validation passed and the factor record replaces the one in the grid.

## WEBSURV INSTRUCTIONS

**Remove contact record (only available prior to save)** Administrative and QA User may remove Contact records anytime.

### 31. Click Remove in the grid.

default - Windows Internet Explorer provided by DMS/EDO

http://devapp/webforms/default.aspx?PersonID=8&TabIndex=1&TabIndex=2&TabIndex=3&TabIndex=4&TabIndex=5&TabIndex=6&TabIndex=7&TabIndex=8

Save Search | Home | Help | Tools | Favorites | Local Intranet | 100% | View

State of Missouri DEPARTMENT OF HEALTH AND SENIOR SERVICES

Home Person Organization Case Summary Search Instructions

Associated Cases: Other Associated Cases:

Condition Contacts: Contact:

DOB:

Evaluated:

Relationship:

Result:

Age on Report Date:

Close Contact:

Date of Last Exposure:  (mmddyyyy)

Onset Date:  (mmddyyyy)

Add to List | Clear

| Contact   | Date of Birth | Eval Close | Relation | Result                               | Entry Date Entered |
|---|---------------|------------|----------|--------------------------------------|--------------------|
| <a href="#">Edit Remove</a> DECEMBER, WEDNESDAY   | 12/03/1980    | YES        | MEDIUM   | HOUSEHOLD LATENT TB INFECTION (LTBI) | 12/02/2008 SWADM04 |
| <a href="#">Edit Remove</a> DECEMBER, MONDAY      | 12/01/1985    | YES        | HIGH     | HOUSEHOLD TB DISEASE                 | 12/02/2008 SWADM04 |
| 901 W MAIN ST<br>LIBERTY, MO 64068<br>CLAY<br>USA |               |            |          |                                      |                    |

Notes:

0 / 2000

**32.** A message to confirm remove is returned.

### 33. Click OK

DEPARTMENT OF HEALTH AND SENIOR SERVICES

default

Home Person Organization Case Summary Search Instructions

DECEMBER, TUESDAY  
Locators  
Provider Roles  
CONDITIONS  
Add Condition  
TB INFECTION  
Condition History  
Diagnostics  
Symptoms  
Test Reasons  
Background Information  
Treatments  
Drug Susceptibility Tests  
LL Contacts  
Resolutions (1)  
List Condition Notes  
Encounters  
Confirmation  
LEGIONELLOSIS

Evaluated: Relationship: Close Contact: Date of Last Exposure: (mm/dd/yyyy)  
Result: Onset Date: (mm/dd/yyyy)

Contact Date of Birth Eval Close Relation Result Entry Date Entered By

Edit Remove DECEMBER, WEDNESDAY 12/03/1980 YES MEDIUM/HOUSEHOLD LATENT TB 12/02/2008 SWADM04 INFECTED (LTB)

Windows Internet Explorer

Old OK to remove the contact.

OK Cancel

HOUSEHOLD TB DISEASE 12/02/2008 SWADM04

Notes Note: 9/2008

Entry Date Note Add to List Clear  
12/02/2008 Note on II contacts Entered By SWADM04

Causes Cancel

javascript:\_doPostBack('dg\_contacts','itf\$(this).name')  
File Start Software Applications Inbox Microsoft Outl... Source Training View... Condition Instructions default Windows L... Local Intranet 100% 1/27/09 1:27 PM

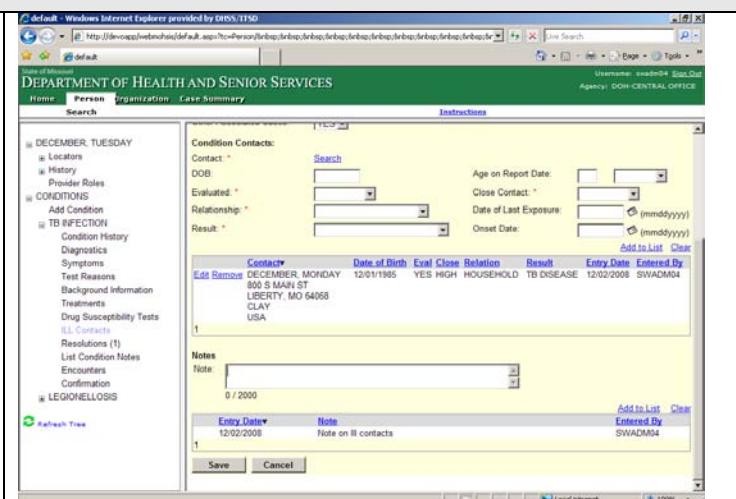
**34.** The ILL contact record is removed from the grid.

# WEBSURV INSTRUCTIONS

## Save Changes to Contacts

35. Click Save.

REMEMBER – No changes are saved in the database until you click Save. If you click CANCEL or select another screen in the tree, your changes will be lost.



36. The Record(s) Saved screen is returned.



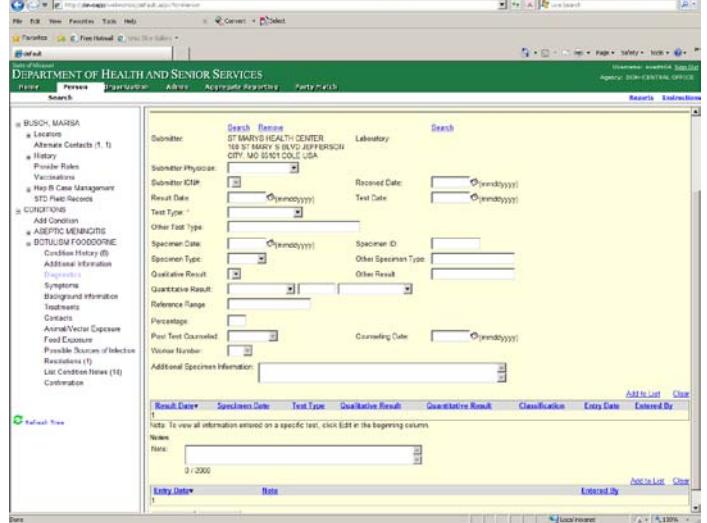
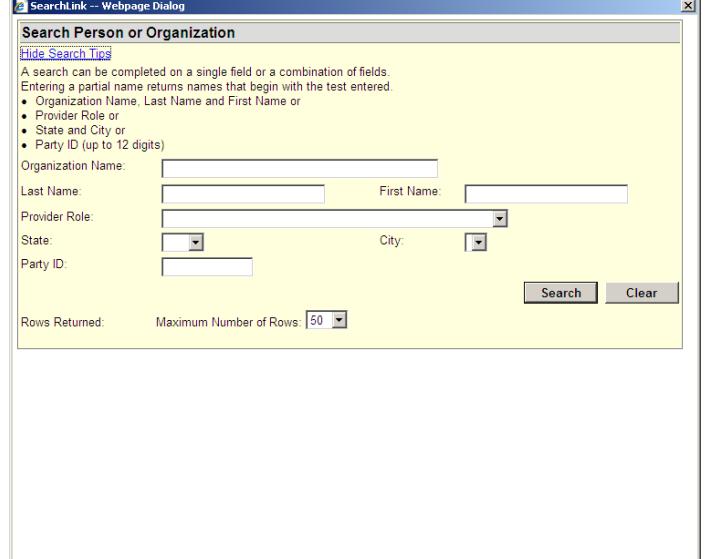
## View/Add/Edit Diagnostics

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Add Condition – Select YES to add Tests OR  
Click + (plus sign) next to Condition Name in the Tree and click on Diagnostics in the Tree

Please enter negative tests if they are relevant to the condition, i.e. Hepatitis C – negative Hepatitis A and B tests.

# WEBSURV INSTRUCTIONS

| Steps  | Screens   |
|--|---|
| <b>Add Submitter</b>   |   |
| <p>If a medical provider was added to the condition screen, it will be shown as the submitter. Complete the following steps 1-6 if you need to change the submitter.</p>           |   |
| <p><b>1. Click Search for Submitter</b></p> <p><b>2. The Search Person or Organization screen is returned.</b></p> <p><b>3. Enter search criteria and click Search Button.</b></p> |  |

# WEBSURV INSTRUCTIONS

4. The Search Results are returned.
5. Click the name link to select the submitter.

6. The submitter is shown on the screen.

## Add Laboratory

7. Click Search for Laboratory

# WEBSURV INSTRUCTIONS

8. The Search Organization screen is returned.
9. Enter Search Criteria and click Search button.

Search Organization

Organization Name:

Provider Role:

State:  City:

Party ID:

Rows Returned: Maximum Number of Rows:

Search Clear

10. The Search Results are returned.
11. Select laboratory by clicking on name link.

Search Organization

Organization Name: MISSOURI STATE PUBLIC

Provider Role:

State:  City:

Party ID:

| Name                                    | Party ID | Name Type | Provider Role   | Address  |
|---|----------|-----------|---|--|
| MISSOURI STATE PUBLIC HEALTH DEPT       | 5780701  | PRIMARY   | CD - LABORATORY<br>HEALTH DEPARTMENT<br>LABORATORY<br>TB - LABORATORY   | 307 W MCCARTY ST BLDG 911<br>JEFFERSON CITY, MO 65101-1535<br>COLE USA |
| MISSOURI STATE PUBLIC HEALTH DEPT       | 5786948  | PRIMARY   | CD - LABORATORY<br>LABORATORY<br>TB - LABORATORY  | 307 W MCCARTY ST BLDG 911<br>JEFFERSON CITY, MO 65101-1535<br>COLE USA |
| MISSOURI STATE PUBLIC HEALTH LABORATORY | 5777652  | PRIMARY   | CD - LABORATORY<br>CD - LABORATORY<br>CD - LABORATORY<br>LABORATORY<br>LABORATORY<br>TB - LABORATORY<br>TR - LABORATORY | 307 W MCCARTY ST<br>JEFFERSON CITY, MO 65101-1535<br>COLE USA          |

Search Clear

12. The Diagnostics screen is returned with the Laboratory.

DEPARTMENT OF HEALTH AND SENIOR SERVICES

Submitter:

Select Submitter:

Select Laboratory:

Submitter Physician:

Submitter ID#

Specimen Date:

Specimen Type:

Qualitative Result:

Quantitative Result:

Percentage:

Counseling Date:

Counselor:

Additional Specimen Information:

Notes:

# WEBSURV INSTRUCTIONS

## TB Infection – No Tests Done Go to step 14 if condition is NOT TB Infection

13. If TB Infection, check appropriate items

- No Current Tuberculin Skin Test Done
- No Current Quantiferon Test Done
- No Xray Done
- No Historical Tuberculin Skin Test Done
- No Historical Quantiferon Test Done

## Diagnostic Tests

14. Enter test information (Result Date, Test Date, Test Type, Classification, Qualitative Result, etc.).

15. Enter Tuberculosis Expanded Information (if applicable)

16. Click Add to List

# WEBSURV INSTRUCTIONS

**17. Validation of information is performed and messages returned if needed.**

**18. Validation passed and the diagnostic record is added to the grid.**

Note: If entering multiple diagnostics by the same submitter and laboratory, repeat steps 14-18 until all tests are entered. The system will keep the submitter and laboratory information until save is done.

Remember, the change is not saved until you save at the bottom of the screen.

## Add Note or Comment

**19. Add a comment or note (if applicable) and click Add to List.**

# WEBSURV INSTRUCTIONS

20. The note is added to the grid.

The screenshot shows a software window titled 'default - Windows Internet Explorer provided by DHSS/ITSD'. The URL is 'http://devcon03/websurv/default.aspx?tc=Person'. The page is titled 'DEPARTMENT OF HEALTH AND SENIOR SERVICES' and shows a 'Search' bar. On the left, a navigation tree includes 'JULY\_EIGHTH', 'LOCATORS', 'History', 'Provider Roles', 'CONDITIONS', 'Add Condition', 'CAMPYLOBACTERIOSIS', 'Condition History (1)', 'Diagnoses', 'X Symptoms', 'X Background Information', 'X Treatments', 'X Drug Susceptibility Tests', 'X Ill Contacts', 'X Resolutions (1)', 'X Enteric Supplemental', 'X Animal Exposure', 'X Food Exposure', 'X Water and Sewage Expt', 'X Possible Sources of Infe', 'X List Condition Notes (3)', and 'Confirmation'. The main area is titled 'Instructions' and contains fields for 'Test Type', 'Classification', 'Specimen Date', 'Specimen Type', 'Specimen Source', 'Specimen Procedure', 'Qualitative Result', 'Other Result', and 'Quantitative Result'. Below these are 'Result Date', 'Test Type', 'Qualitative Result', 'Quantitative Result', 'Classification', 'Entry Date', and 'Entered By'. A note is added: 'Note: To view all information entered on a specific test, click Edit in the beginning column'. A note entry table shows a single row with 'Entry Date' 06/15/2008, 'Note' 'CULTURE POSITIVE', 'Classification' LANENAE, 'Entry Date' 07/23/2008, and 'Entered By' SWADM04. A note box contains 'Note: This is a diagnostic note.' with 'Entry Date' 07/23/2008 and 'Entered By' SWADM04. Buttons for 'Save' and 'Cancel' are at the bottom.

Save

21. Click Save

This screenshot is nearly identical to the previous one, showing the same software window and data entry screen. The only difference is that the 'Save' button has been clicked, as indicated by the changes in the status bar and the note entry table.

22. The Diagnostic Record(s) Saved screen is returned

This screenshot shows the software window after the 'Save' operation. The main area displays a green pyramid graphic with the text 'MOHS' in the center. Above the pyramid, the message 'Test(s) Record Saved.' is displayed. The left navigation tree and the note entry table are visible at the bottom.

# WEBSURV INSTRUCTIONS

## View Diagnostics after Save

23. Click Diagnostics in the Tree.

24. The Diagnostics Screen is returned.

## Edit Diagnostic Record(s)

**TB Infection – No Tests Done Go to step 26 if condition is NOT TB Infection**

25. If TB Infection, check or uncheck appropriate items

- No Current Tuberculin Skin Test Done
- No Current Quantiferon Test Done
- No Xray Done
- No Historical Tuberculin Skin Test Done
- No Historical Quantiferon Test Done

# WEBSURV INSTRUCTIONS

## Edit Diagnostic Tests

26. Click Edit in the Diagnostic Grid.

DEPARTMENT OF HEALTH AND SENIOR SERVICES

Instructions

Manage Jurisdiction: COLE Manage Jurisdiction Type: CASE

Condition Status: PROBABLE CDC Case Definitions

Submitter: Search Laboratory: Search

Result Date: (mmddyyyy) Test Date: (mmddyyyy)

Test Type: Other Test Type: Classification:

Specimen Date: (mmddyyyy) Specimen ID: Specimen Type:

Specimen Source: Specimen Procedure:

Qualitative Result: Other Result: Quantitative Result: Reference Range:

Add to List Clear

Result Date Test Type Qualitative Result Quantitative Result Classification Entry Date Entered By

Replace

Note: To view all information entered on a specific test, click Edit in the beginning column.

1

Notes:

Note:

27. The Test information is shown in the entry fields. A Replace Link is available above the grid and a Cancel link is in row in the grid.

DEPARTMENT OF HEALTH AND SENIOR SERVICES

Instructions

Submitter: Search Remote BOONE HOSPITAL CENTER COLUMBIA 1600 E BROADWAY COLUMBIA, MO 65201-5844 BOONE USA

Laboratory: Search Remote CAPITAL REGION MEDICAL CENTER LABORATORY 12 STADIUM JEFFERSON CITY, MO 65109 COLE USA

Result Date: 06/15/2008 Test Date: 06/15/2008 (mmddyyyy)

Test Type: CULTURE Other Test Type: Classification: LANIEHAE

Specimen Date: 06/11/2008 (mmddyyyy) Specimen ID: Specimen Type:

Specimen Source: SKIN SKIN APPENDAGES Specimen Procedure: BIOPSY

Qualitative Result: POSITIVE Other Result: Quantitative Result: Reference Range:

Result Date Test Type Qualitative Result Quantitative Result Classification Entry Date Entered By

Replace

Cancel 06/15/2008 CULTURE POSITIVE LANIEHAE 07/23/2008 SWADM04

1

Note: To view all information entered on a specific test, click Edit in the beginning column.

## Remove Submitter

28. Click Remove link above the submitter name.

DEPARTMENT OF HEALTH AND SENIOR SERVICES

Instructions

Submitter: Search Remove BOONE HOSPITAL CENTER COLUMBIA 1600 E BROADWAY COLUMBIA, MO 65201-5844 BOONE USA

Laboratory: Search Remove CAPITAL REGION MEDICAL CENTER LABORATORY 12 STADIUM JEFFERSON CITY, MO 65109 COLE USA

Result Date: 06/15/2008 Test Date: 06/15/2008 (mmddyyyy)

Test Type: CULTURE Other Test Type: Classification: LANIEHAE

Specimen Date: 06/11/2008 (mmddyyyy) Specimen ID: Specimen Type:

Specimen Source: SKIN SKIN APPENDAGES Specimen Procedure: BIOPSY

Qualitative Result: POSITIVE Other Result: Quantitative Result: Reference Range:

Result Date Test Type Qualitative Result Quantitative Result Classification Entry Date Entered By

Replace

Cancel 06/15/2008 CULTURE POSITIVE LANIEHAE 07/23/2008 SWADM04

1

Note: To view all information entered on a specific test, click Edit in the beginning column.

29. A pop up message to confirm the remove will be returned.

30. Click OK

# WEBSURV INSTRUCTIONS

**31.** The diagnostics screen will be returned without a submitter.

(You can complete steps 1-6 of this section to re-add the submitter or add a new submitter.)

This screenshot shows the 'Condition Diagnostics for JULY, EIGHTH' screen. The 'Submitter' section is empty, indicating no submitter is present. The 'Laboratory' section shows a search result for 'Bands4' (Capital Region Medical Center Laboratory) with a result date of 06/15/2008 and a test date of 06/15/2008. The 'Test Type' is 'CULTURE' and the 'Classification' is 'LANEAE'.

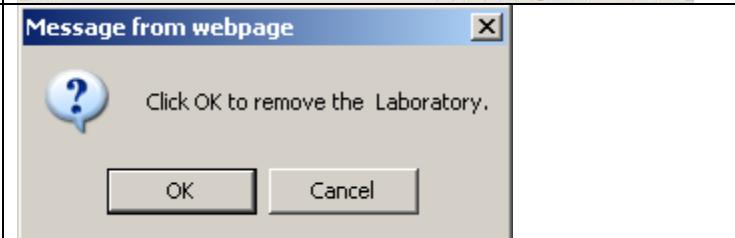
## Remove Laboratory

**32.** Click Remove link above the Laboratory name.

This screenshot shows the 'Condition Diagnostics for JULY, EIGHTH' screen. The 'Submitter' section is empty, indicating no submitter is present. The 'Laboratory' section shows a search result for 'Bands4' (Capital Region Medical Center Laboratory) with a result date of 06/15/2008 and a test date of 06/15/2008. The 'Test Type' is 'CULTURE' and the 'Classification' is 'LANEAE'.

**33.** A pop up message to confirm the remove will be returned.

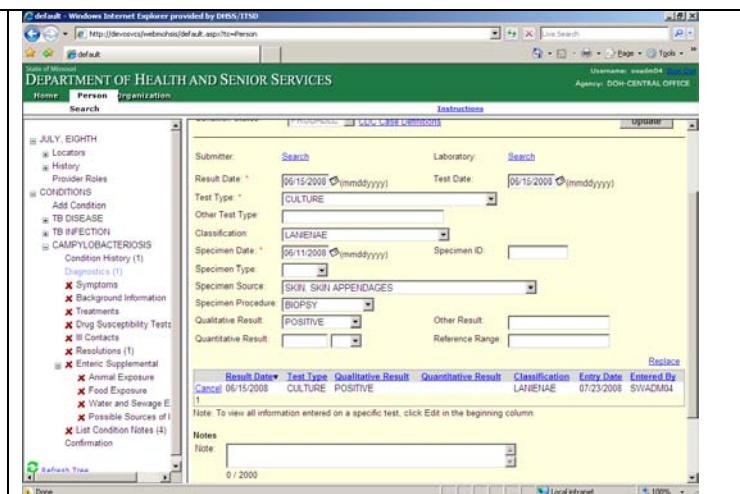
**34.** Click OK



# WEBSURV INSTRUCTIONS

**35.** The diagnostics screen will be returned without a submitter.

(You can complete [steps 7-12](#) of this section to re-add the submitter or add a new submitter.)



# WEBSURV INSTRUCTIONS

## Edit test information (Edit is only available if you have “Jurisdiction” for the condition.)

36. Enter/change test information (Result Date, Test Date, Test Type, Classification, Qualitative Result, etc).  
 37. Enter/change Tuberculosis Expanded Information (if applicable)  
 38. Click Replace.

39. Validation of information is performed and messages returned if needed.

40. Validation passed and the diagnostic record replaces the one in the grid.

# WEBSURV INSTRUCTIONS

**Remove diagnostic record (only available prior to save) Administrative and QA User may remove diagnostic records anytime.**

**41.** Click Remove in the grid.

The screenshot shows a web-based application for managing diagnostic records. The interface includes a navigation bar with 'Home', 'Person', and 'Organization' tabs, and a search bar. The main content area displays a grid of diagnostic records. One specific record is highlighted, showing details such as 'Result Date' (07/01/2008), 'Test Type' (PFGE (PULSED FIELD GEL ELECTROPHORESIS)), 'Qualitative Result' (POSITIVE), and 'Entered By' (LANENAE). Below the grid, there is a note section and a table for entering new data. At the bottom, there are 'Save' and 'Cancel' buttons.

**42.** A message to confirm the remove is returned.

**43.** Click OK.



**44.** The test is removed from the grid.

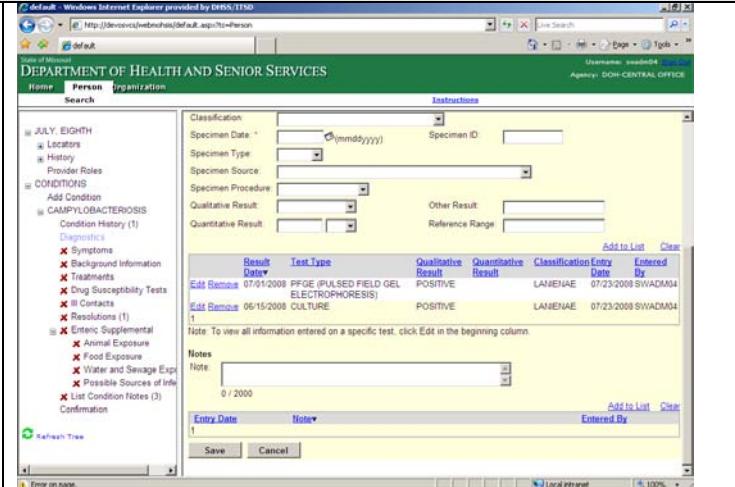
The screenshot shows the same web application interface as the previous step. The diagnostic grid now displays fewer records than before, indicating that the test record removed in step 41 is no longer listed.

# WEBSURV INSTRUCTIONS

## Save Changes to Diagnostics

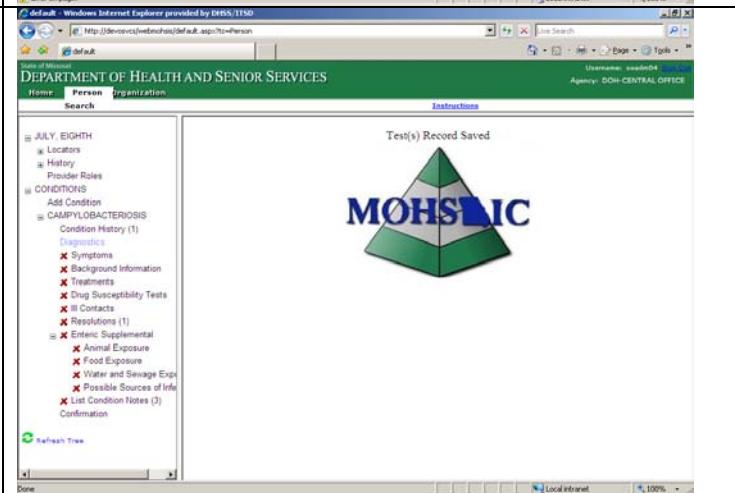
### 45. Click Save

**REMEMBER** – No changes are saved in the database until you click Save. If you click CANCEL or select another screen in the tree, your changes will be lost.



default - Windows Internet Explorer provided by DHS/ITSD  
Http://devservices/websurvs/default.aspx?to=person  
default  
DEPARTMENT OF HEALTH AND SENIOR SERVICES  
Home Person Organization Search Instructions  
Classification Specimen Date: (mmddyyyy) Specimen ID:   
Specimen Type:  Specimen Source:   
Specimen Procedure:  Qualitative Result:  Other Result:   
Quantitative Result:  Reference Range:   
Add to List Clear  
Result Test Type Qualitative Quantitative Classification Entry Entered  
Edit Record 07/01/2008 PFGE (PULSED FIELD GEL ELECTROPHORESIS) POSITIVE LANENAE Date 07/23/2009 SWADOMA  
Edit Remove 06/15/2008 CULTURE POSITIVE LANENAE Entered By 07/23/2009 SWADOMA  
1 Note: To view all information entered on a specific test, click Edit in the beginning column.  
Notes Note:   
0 / 2000 Add to List Clear  
Entry Date Note\* Entered By  
Save Cancel  
Error on page. Local intranet 100%  
default - Windows Internet Explorer provided by DHS/ITSD  
Http://devservices/websurvs/default.aspx?to=person  
default  
DEPARTMENT OF HEALTH AND SENIOR SERVICES  
Home Person Organization Search Instructions  
Classification Specimen Date: (mmddyyyy) Specimen ID:   
Specimen Type:  Specimen Source:   
Specimen Procedure:  Qualitative Result:  Other Result:   
Quantitative Result:  Reference Range:   
Add to List Clear  
Result Test Type Qualitative Quantitative Classification Entry Entered  
Edit Record 07/01/2008 PFGE (PULSED FIELD GEL ELECTROPHORESIS) POSITIVE LANENAE Date 07/23/2009 SWADOMA  
Edit Remove 06/15/2008 CULTURE POSITIVE LANENAE Entered By 07/23/2009 SWADOMA  
1 Note: To view all information entered on a specific test, click Edit in the beginning column.  
Notes Note:   
0 / 2000 Add to List Clear  
Entry Date Note\* Entered By  
Save Cancel  
Error on page. Local intranet 100%

### 46. The Diagnostic Record(s) Saved Screen is returned.



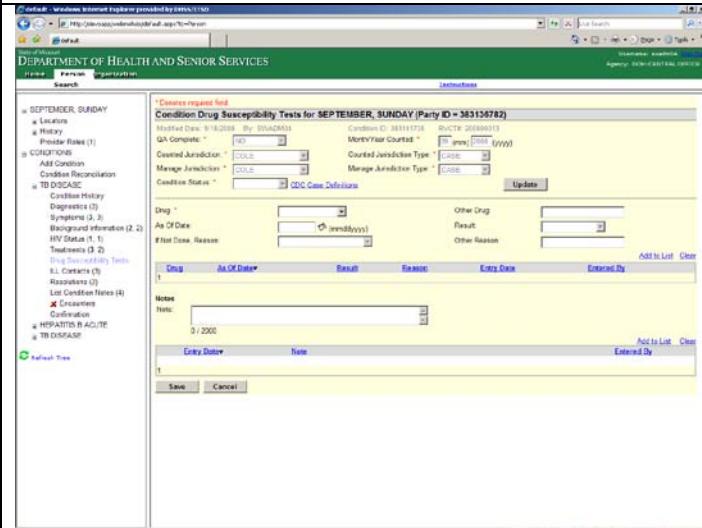
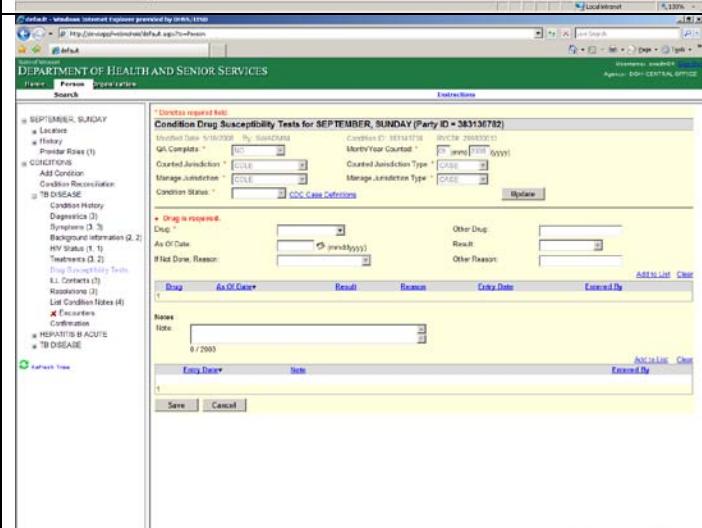
default - Windows Internet Explorer provided by DHS/ITSD  
Http://devservices/websurvs/default.aspx?to=person  
default  
DEPARTMENT OF HEALTH AND SENIOR SERVICES  
Home Person Organization Search Instructions  
Classification Specimen Date: (mmddyyyy) Specimen ID:   
Specimen Type:  Specimen Source:   
Specimen Procedure:  Qualitative Result:  Other Result:   
Quantitative Result:  Reference Range:   
Add to List Clear  
Result Test Type Qualitative Quantitative Classification Entry Entered  
Edit Record 07/01/2008 PFGE (PULSED FIELD GEL ELECTROPHORESIS) POSITIVE LANENAE Date 07/23/2009 SWADOMA  
Edit Remove 06/15/2008 CULTURE POSITIVE LANENAE Entered By 07/23/2009 SWADOMA  
1 Note: To view all information entered on a specific test, click Edit in the beginning column.  
Notes Note:   
0 / 2000 Add to List Clear  
Entry Date Note\* Entered By  
Save Cancel  
Error on page. Local intranet 100%  
Test(s) Record Saved  
MOHSSIC

# WEBSURV INSTRUCTIONS

## View/Add/Edit Drug Susceptibility

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Click + (plus sign) next to Condition Name in the Tree and click on Drug Susceptibility Tests in the Tree

| Steps   | Screens  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Enter drug susceptibility test information</li> <li>2. Click Add to List</li> </ol> |   |
| <ol style="list-style-type: none"> <li>3. Validation of information is performed and messages returned if needed.</li> </ol>  |  |

# WEBSURV INSTRUCTIONS

4. Validation passed and the drug susceptibility test is added to the grid.

## Add Note or Comment

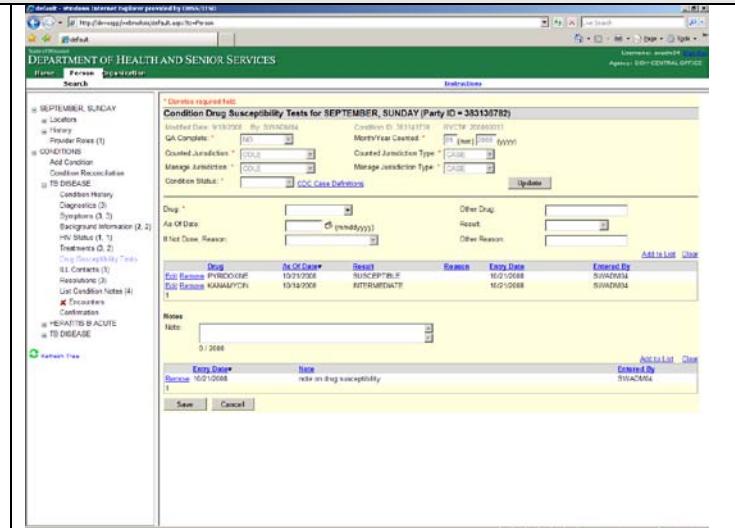
5. Add a comment or note (if applicable) and click Add to List.

6. The note is added to the grid.

# WEBSURV INSTRUCTIONS

## Save

### 7. Click Save



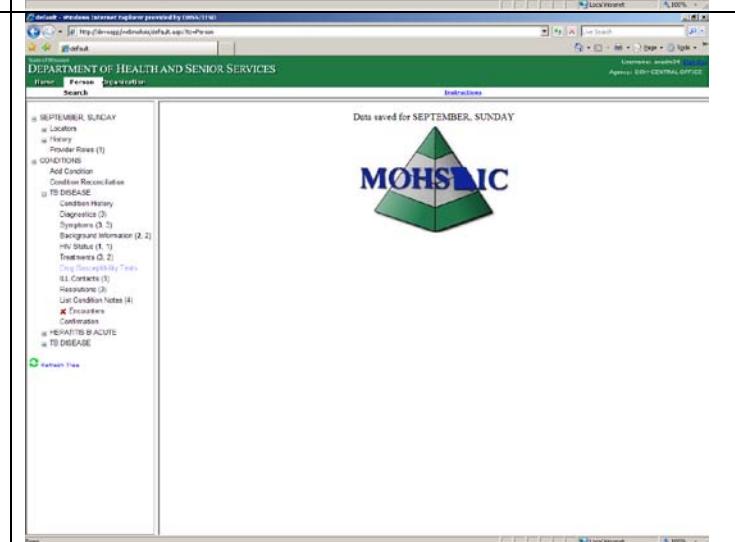
Condition Drug Susceptibility Tests for SEPTEMBER, SUNDAY (Party ID = 385105782)

| Drug       | No Of Dose* | Result       | Reason | Entry Date | Entered By |
|------------|-------------|--------------|--------|------------|------------|
| PYRIDOXINE | 10/12/2008  | INSEPTIBLE   |        | 10/12/2008 | SWACM04    |
| KANAMICIN  | 10/12/2008  | INTERMEDIATE |        | 10/12/2008 | SWACM04    |

Notes:  
Note: 0 / 2000  
Entry Date: 10/12/2008  
Reason: note on drug susceptibility  
Entered By: SWACM04

Save Cancel

### 8. The Data Saved screen is returned

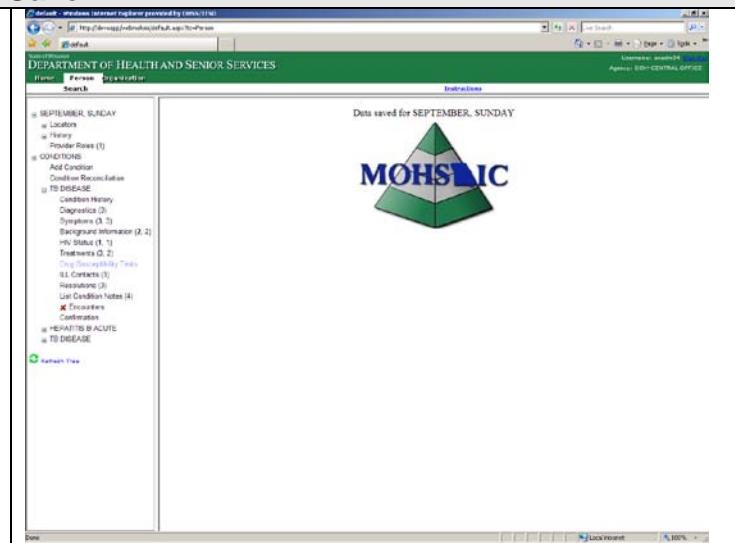


Data saved for SEPTEMBER, SUNDAY

MOHSNIC

## View Drug Susceptibility Tests after Save

### 9. Click on Drug Susceptibility Tests in the tree.



Condition Instructions

Print Date: 11/15/2011

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# WEBSURV INSTRUCTIONS

**10. The Drug Susceptibility Tests Screen is returned.**

**Edit Drug Susceptibility Record(s) - (Edit is only available if you have "Jurisdiction" for the condition.)**

**11. Click Edit in the Drug Susceptibility Tests Grid.**

**12. The Drug Susceptibility Test information is shown in the entry fields. A Replace Link is available above the grid and a Cancel link is in row in the grid.**

**13. Enter/change drug susceptibility test information.**

**14. Click Replace.**

# WEBSURV INSTRUCTIONS

**15. Validation of information is performed and messages returned if needed.**

**16. Validation passed and the drug susceptibility test record replaces the one in the grid.**

**Remove drug susceptibility test record (only available prior to save)**  
**Administrative and QA User may remove drug susceptibility test records anytime.**

**17. Click Remove in the grid.**

# WEBSURV INSTRUCTIONS

18. A message to confirm remove is returned.  
 19. Click OK



20. The drug susceptibility test record is removed from the grid.

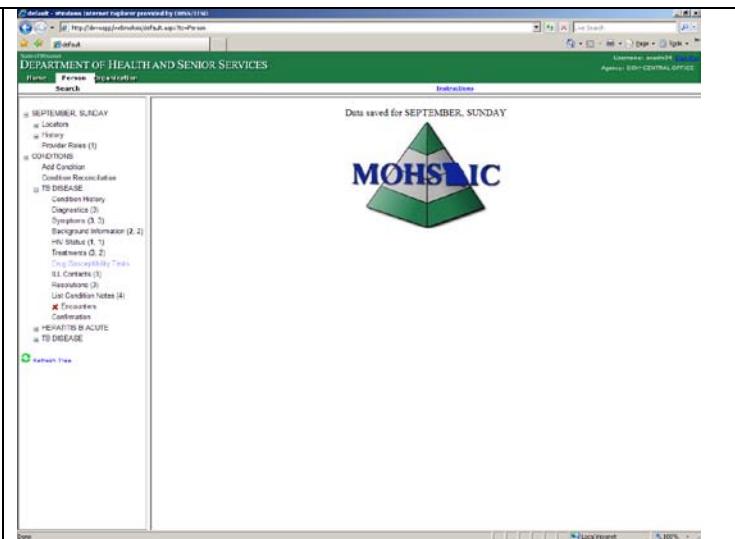
## Save Changes to Drug Susceptibility Tests

21. Click Save.

REMEMBER – No changes are saved in the database until you click Save. If you click CANCEL or select another screen in the tree, your changes will be lost.

# WEBSURV INSTRUCTIONS

**22. The Data Saved screen is returned.**



## View/Add/Edit Resolution

The following preconditions must be met:

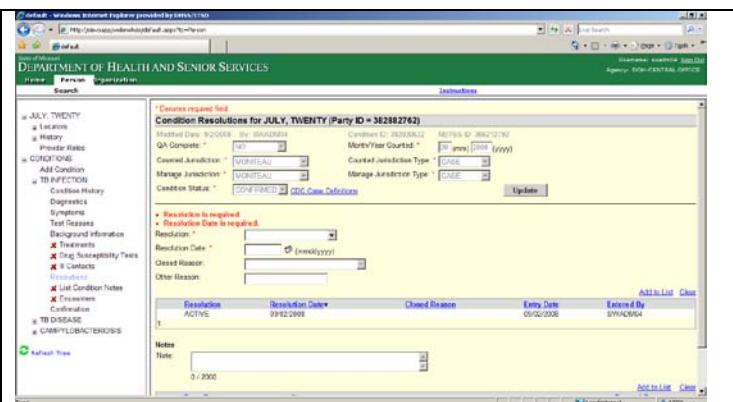
1. Successful log into WEBSURV application.
2. Search and select party
3. Click + (plus sign) next to Condition Name in the Tree and click on Resolutions in the Tree

**NOTE: A resolution of "ACTIVE" is inserted when the condition is initially saved.**

| Steps  | Screens  |
|--|--|
| <ol style="list-style-type: none"><li>1. Enter resolution information</li><li>2. Click Add to List</li></ol> | A screenshot of the WEBSURV application showing the 'Condition Resolutions' screen. The top navigation bar includes 'DEPARTMENT OF HEALTH AND SENIOR SERVICES', 'Instructions', and 'Logout'. The left sidebar shows a tree structure with categories like 'JULY, TWENTY', 'Locations', 'Henry', 'Provider Rates', 'CONDITIONS', 'Add Condition', 'Condition Recalibration', 'TB DISEASE', 'CAMTB/LEPROSIS', and 'Last Condition Notes'. The main content area shows 'Condition Resolutions for JULY, TWENTY (Party ID = 362882762)'. It includes fields for 'Modified Date: 9/2/2008 By: INAHANM', 'QA Complete: NO', 'Closed Jurisdiction: MOHRILAU', 'Manage Jurisdiction: MOHRILAU', 'Condition Status: CLINICAL', and 'CDC Case Definitions'. Below these are fields for 'Resolution: ACTIVE', 'Resolution Date: 9/2/2008', 'Closed Reason: ', 'Other Reason: ', and a 'Notes' text area with the value '9/2/2008'. At the bottom, there is a table with columns 'Resolution', 'Resolution Date', 'Closed Reason', 'Entry Date', and 'Entered By'. The table shows one row with the values 'ACTIVE', '9/2/2008', 'None', '9/2/2008', and 'INAHANM'. Buttons for 'Add to List' and 'Close' are also present. |

# WEBSURV INSTRUCTIONS

3. Validation of information is performed and messages returned if needed.



Condition Resolutions for JULY, TWENTY (Party ID = 362882762)

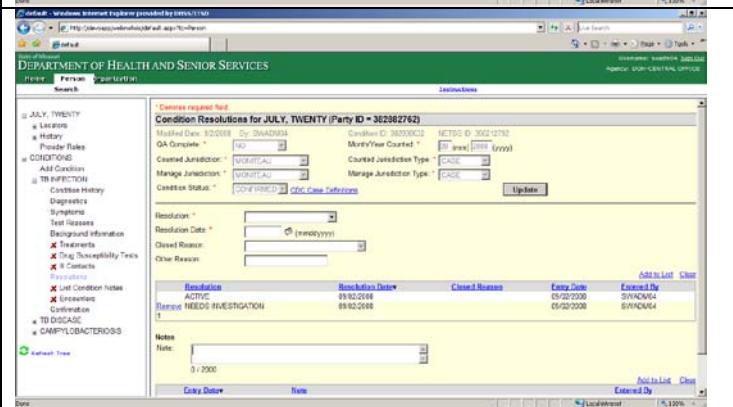
Resolution: \*  (mm/yyyy)

Resolution Date: \*  (mm/yyyy)

Other Reason:

Notes:  9/2000

4. Validation passed and the resolution is added to the grid.



Condition Resolutions for JULY, TWENTY (Party ID = 362882762)

Resolution: \*  (mm/yyyy) (mm/yyyy)

Resolution Date: \*  (mm/yyyy) (mm/yyyy)

Other Reason:

Notes:  9/2000

## WEBSURV INSTRUCTIONS

## Add Note or Comment

5. Add a comment or note (if applicable) and click Add to List.

**6. The note is added to the grid.**

**Save**

## 7. Click Save

# WEBSURV INSTRUCTIONS

8. The Data Saved screen is returned

## View Resolutions after Save

9. Click on Resolutions in the tree.

10. The Resolutions Screen is returned.

# WEBSURV INSTRUCTIONS

**Edit Resolution Record(s) - (Edit is only available if you have “Jurisdiction” for the condition. In addition, only “CLOSED” resolutions may be edited.)**

**11. Click Edit in the Resolution Grid.**

| Resolution          | Resolution Date | Closed Reason          | Extra Date | External ID |
|---------------------|-----------------|------------------------|------------|-------------|
| CLOSED              | 08/12/2008      | INVESTIGATION COMPLETE | 08/29/2008 | SWACMSA     |
| NEEDS INVESTIGATION | 08/01/2008      | ACTIVE                 | 07/23/2008 | SWACMSA     |

**12. The resolution information is shown in the entry fields. The only information that can be changed is the closed reason and other reason. A Replace Link is available above the grid and a Cancel link is in row in the grid.**

**13. Enter/change closed reason information.**

**14. Click Replace.**

| Resolution          | Resolution Date | Closed Reason          | Extra Date | External ID |
|---------------------|-----------------|------------------------|------------|-------------|
| CLOSED              | 08/12/2008      | INVESTIGATION COMPLETE | 08/29/2008 | SWACMSA     |
| NEEDS INVESTIGATION | 08/01/2008      | ACTIVE                 | 07/23/2008 | SWACMSA     |

**15. Validation of information is performed and messages returned if needed.**

| Resolution          | Resolution Date | Closed Reason  | Extra Date | External ID |
|---------------------|-----------------|----------------|------------|-------------|
| CLOSED              | 08/12/2008      | ANOTHER REASON | 08/29/2008 | SWACMSA     |
| NEEDS INVESTIGATION | 08/01/2008      | ACTIVE         | 07/23/2008 | SWACMSA     |

**16. Validation passed and the resolution record replaces the one in the grid.**

| Resolution          | Resolution Date | Closed Reason  | Extra Date | External ID |
|---------------------|-----------------|----------------|------------|-------------|
| CLOSED              | 08/01/2008      | ANOTHER REASON | 08/29/2008 | SWACMSA     |
| NEEDS INVESTIGATION | 08/01/2008      | ACTIVE         | 07/23/2008 | SWACMSA     |

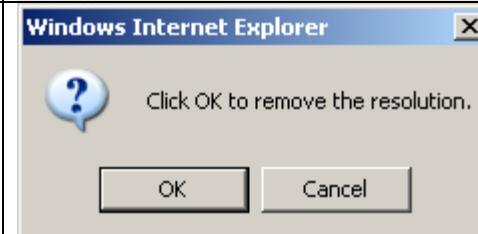
# WEBSURV INSTRUCTIONS

**Remove resolution record (only available prior to save) Administrative and QA User may remove site records anytime.**

17. Click Remove in the grid.

18. A message to confirm remove is returned.

19. Click OK



20. The resolution is removed from the grid.

## Save Changes to Resolutions

21. Click Save.

REMEMBER – No changes are saved in the database until you click Save. If you click CANCEL or select another screen in the tree, your changes will be lost.

# WEBSURV INSTRUCTIONS

**22. The Data Saved Screen is returned.**

The screenshot shows a Microsoft Internet Explorer window with the URL 'http://bmsas2/Health/Default.aspx?PartyID=382882762'. The page title is 'DEPARTMENT OF HEALTH AND SENIOR SERVICES'. The main content area displays the message 'Data saved for JULY, EIGHTH' above the MOHSNIC logo. The left sidebar contains a navigation tree with nodes like 'JULY, TWENTY', 'Location', 'History', 'Provider Roles', 'CONDITIONS', 'Add Condition', 'TB INFECTION', 'CONDITION HISTORY', 'Diagnoses', 'Symptoms', 'Test Results', 'Background Information', 'Treatments', 'Drug Susceptibility Tests', 'IR Contact', 'Basis', 'List Condition Notes', 'Encounters', 'Confirmation', and 'CAMPYLOBACTERIOSIS'. A 'Refresh Tree' button is at the bottom of the tree.

## View/Add/Edit Symptoms

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Click + (plus sign) next to Condition Name in the Tree and click on Symptoms in the Tree

| Steps   | Screens  |
|---|--|
| <p>1. Enter symptom information</p> <p>2. Click Add to List</p>                   | <p>The screenshot shows the 'Condition Symptoms for JULY, TWENTY' screen. The 'Entered By' field is populated with 'MOHSNIC'. The 'Entered Date' field shows '9/2/2000'. The 'Entered By' dropdown shows 'MOHSNIC'. The 'Onset Date' dropdown shows '9/2/2000'. The 'Onset Time' dropdown shows '(Unknown)'. The 'Duration' dropdown shows '1'. The 'Unit' dropdown shows 'Day'. The 'Site' dropdown shows 'Unknown'. The 'Event Degrees' dropdown shows 'Unknown'. The 'Entry Date' dropdown shows '9/2/2000'. The 'Entered By' dropdown shows 'MOHSNIC'. The 'Add to List' and 'Clear' buttons are visible at the bottom.</p>  |
| <p>3. Validation of information is performed and messages returned if needed.</p> | <p>The screenshot shows the same 'Condition Symptoms for JULY, TWENTY' screen as above, but with validation messages. The 'Symptom' field is highlighted with a red border and the message 'Symptom is required.' is displayed above it. The 'Entered By' field is populated with 'MOHSNIC'. The 'Entered Date' field shows '9/2/2000'. The 'Entered By' dropdown shows 'MOHSNIC'. The 'Onset Date' dropdown shows '9/2/2000'. The 'Onset Time' dropdown shows '(Unknown)'. The 'Duration' dropdown shows '1'. The 'Unit' dropdown shows 'Day'. The 'Site' dropdown shows 'Unknown'. The 'Event Degrees' dropdown shows 'Unknown'. The 'Entry Date' dropdown shows '9/2/2000'. The 'Entered By' dropdown shows 'MOHSNIC'. The 'Add to List' and 'Clear' buttons are visible at the bottom.</p> |

# WEBSURV INSTRUCTIONS

4. Validation passed and the symptom is added to the grid.

Condition Symptoms for JULY, TWENTY (Party ID = 382882762)

Condition ID: 382882762  
CaseYear Coated: 2009  
CaseYear: 2009  
Counted Jurisdiction: MONTREAL  
Merge Jurisdiction: MONTREAL  
Counted Jurisdiction Type: CASE  
Merge Jurisdiction Type: CASE  
Condition Status: CONFIRMED  
CDC Case Definitions

Symptoms

| Symptom       | Other Symptom |
|---------------|---------------|
| APPETITE LOSS |               |

Notes: 0 / 2000

## Add Note or Comment

5. Add a comment or note (if applicable) and click Add to List.

Condition Symptoms for JULY, TWENTY (Party ID = 382882762)

Condition ID: 382882762  
CaseYear Coated: 2009  
CaseYear: 2009  
Counted Jurisdiction: MONTREAL  
Merge Jurisdiction: MONTREAL  
Counted Jurisdiction Type: CASE  
Merge Jurisdiction Type: CASE  
Condition Status: CONFIRMED  
CDC Case Definitions

Symptoms

| Symptom       | Other Symptom |
|---------------|---------------|
| APPETITE LOSS |               |

Notes: APPETITE LOSS

6. The note is added to the grid.

Condition Symptoms for JULY, TWENTY (Party ID = 382882762)

Condition ID: 382882762  
CaseYear Coated: 2009  
CaseYear: 2009  
Counted Jurisdiction: MONTREAL  
Merge Jurisdiction: MONTREAL  
Counted Jurisdiction Type: CASE  
Merge Jurisdiction Type: CASE  
Condition Status: CONFIRMED  
CDC Case Definitions

Symptoms

| Symptom       | Other Symptom |
|---------------|---------------|
| APPETITE LOSS |               |

Notes: APPETITE LOSS

Entry Date: 09/02/2009

## Save

7. Click Save

Condition Symptoms for JULY, TWENTY (Party ID = 382882762)

Condition ID: 382882762  
CaseYear Coated: 2009  
CaseYear: 2009  
Counted Jurisdiction: MONTREAL  
Merge Jurisdiction: MONTREAL  
Counted Jurisdiction Type: CASE  
Merge Jurisdiction Type: CASE  
Condition Status: CONFIRMED  
CDC Case Definitions

Symptoms

| Symptom       | Other Symptom |
|---------------|---------------|
| APPETITE LOSS |               |

Notes: APPETITE LOSS

Entry Date: 09/02/2009

Save

# WEBSURV INSTRUCTIONS

8. The Symptom Record(s) Saved screen is returned

## View Symptoms after Save

9. Click on Symptoms in the tree.

10. The Symptoms Screen is returned.

## Edit Symptoms Record(s) - (Edit is only available if you have "Jurisdiction" for the condition.)

11. Click Edit in the Symptom Grid.

# WEBSURV INSTRUCTIONS

**12.** The Symptom information is shown in the entry fields. A Replace Link is available above the grid and a Cancel link is in row in the grid.

**13.** Enter/change symptom information.

**14.** Click Replace.

Condition Symptoms for JULY\_TWENTY (Party ID = 382882762)

Condition ID: 382882762 MECID: 384272112  
QA Complete:  Counted Jurisdiction:  Counted Jurisdiction Type:   
Counted Jurisdiction:  Counted Jurisdiction Type:   
Manage Jurisdiction:  Manage Jurisdiction Type:   
Condition Status:  CDC Case Definitions  Update

Symptoms:

| Symptom | Other Symptom |
|---------|---------------|
| COUGH   |               |

If Fever, Degrees:  Onset Date: 06/16/2008 Onset Time:   
Onset Date: 06/16/2008 Onset Time:   
Duration:  Symptom Site:  Symptom Site Other:   
Symptom Site:

Actions:

| Action    | Onset Date  | Onset Time | Duration      | Unit | Site | Exert.Degrees | Entry Date | Entered By |
|-----------|-------------|------------|---------------|------|------|---------------|------------|------------|
| Edit Rows | ANEMIA LOSS |            |               |      |      |               | 09/02/2008 | SWADM04    |
| Cancel    | COUGH       | 06/16/2008 | 11:00 (Wkend) | hrs  |      |               | 09/02/2008 | SWADM04    |

Notes:

Note:  0/2000

Entry Date: 09/02/2008 Time: notes on symptom screen Entered By: SWADM04

**15.** Validation of information is performed and messages returned if needed.

Condition Symptoms for JULY\_TWENTY (Party ID = 382882762)

Condition ID: 382882762 MECID: 384272112  
QA Complete:  Counted Jurisdiction:  Counted Jurisdiction Type:   
Counted Jurisdiction:  Counted Jurisdiction Type:   
Manage Jurisdiction:  Manage Jurisdiction Type:   
Condition Status:  CONFIRMED CDC Case Definitions  Update

Symptoms:

One Onset Date Field cannot be entered without the other.

| Symptom | Other Symptom |
|---------|---------------|
| COUGH   |               |

If Fever, Degrees:  Onset Date: 06/16/2008 Onset Time:   
Onset Date: 06/16/2008 Onset Time:   
Duration:  Symptom Site:  Symptom Site Other:   
Symptom Site:

Actions:

| Action    | Onset Date  | Onset Time | Duration      | Unit | Site | Exert.Degrees | Entry Date | Entered By |
|-----------|-------------|------------|---------------|------|------|---------------|------------|------------|
| Edit Rows | ANEMIA LOSS |            |               |      |      |               | 09/02/2008 | SWADM04    |
| Cancel    | COUGH       | 06/16/2008 | 11:00 (Wkend) | hrs  |      |               | 09/02/2008 | SWADM04    |

Notes:

Note:  0/2000

Entry Date: 09/02/2008 Time: notes on symptom screen Entered By: SWADM04

**16.** Validation passed and the symptom record replaces the one in the grid.

Condition Symptoms for JULY\_TWENTY (Party ID = 382882762)

Condition ID: 382882762 MECID: 384272112  
QA Complete:  Counted Jurisdiction:  Counted Jurisdiction Type:   
Counted Jurisdiction:  Counted Jurisdiction Type:   
Manage Jurisdiction:  Manage Jurisdiction Type:   
Condition Status:  CONFIRMED CDC Case Definitions  Update

Symptoms:

| Symptom | Other Symptom |
|---------|---------------|
| COUGH   |               |

If Fever, Degrees:  Onset Date: 06/16/2008 Onset Time:   
Onset Date: 06/16/2008 Onset Time:   
Duration:  Symptom Site:  Symptom Site Other:   
Symptom Site:

Actions:

| Action    | Onset Date  | Onset Time | Duration | Unit | Site | Exert.Degrees | Entry Date | Entered By |
|-----------|-------------|------------|----------|------|------|---------------|------------|------------|
| Edit Rows | ANEMIA LOSS |            |          |      |      |               | 09/02/2008 | SWADM04    |
| Cancel    | COUGH       | 06/16/2008 | 11:30AM  | hrs  |      |               | 09/02/2008 | SWADM04    |

Notes:

Note:  0/2000

Entry Date: 09/02/2008 Time: notes on symptom screen Entered By: SWADM04

**Remove symptom record (only available prior to save) Administrative and QA User may remove symptom records anytime.**

**17.** Click Remove in the grid.

Condition Symptoms for JULY\_TWENTY (Party ID = 382882762)

Condition ID: 382882762 MECID: 384272112  
QA Complete:  Counted Jurisdiction:  Counted Jurisdiction Type:   
Counted Jurisdiction:  Counted Jurisdiction Type:   
Manage Jurisdiction:  Manage Jurisdiction Type:   
Condition Status:  CONFIRMED CDC Case Definitions  Update

Symptoms:

| Symptom | Other Symptom |
|---------|---------------|
|         |               |

If Fever, Degrees:  Onset Date: 06/16/2008 Onset Time:   
Onset Date: 06/16/2008 Onset Time:   
Duration:  Symptom Site:  Symptom Site Other:   
Symptom Site:

Actions:

| Action    | Onset Date  | Onset Time | Duration | Unit | Site | Exert.Degrees | Entry Date | Entered By |
|-----------|-------------|------------|----------|------|------|---------------|------------|------------|
| Edit Rows | ANEMIA LOSS |            |          |      |      |               | 09/02/2008 | SWADM04    |
| Cancel    | COUGH       | 06/16/2008 | 11:30AM  | hrs  |      |               | 09/02/2008 | SWADM04    |

Notes:

Note:  0/2000

Entry Date: 09/02/2008 Time: notes on symptom screen Entered By: SWADM04

# WEBSURV INSTRUCTIONS

18. A message to confirm remove is returned.  
 19. Click OK



20. The symptom is removed from the grid.

## Save Changes to Symptoms

21. Click Save.

REMEMBER – No changes are saved in the database until you click Save. If you click CANCEL or select another screen in the tree, your changes will be lost.

22. The Symptom Record(s) Saved screen is returned.

# WEBSURV INSTRUCTIONS

## Rash Distribution, Location(s), Descriptions

The Rash link is shown in the Symptoms Grid after the Rash Symptom has been saved. Not used by STD conditions.

23. Click Rash link in the symptom grid.

The screenshot shows a 'Edit Symptom' window. In the 'Symptoms' grid, the 'RASH' row is selected. The 'Rash' link is located in the 'Actions' column of this row. The 'Rash' link is highlighted with a red box.

24. The Symptom Rash Information Screen is returned as a popup.

25. Enter Distribution information.

26. Enter Location and Date Appeared and click Add to List.

Remember, the information is not saved until you click Save at the bottom of the Rash Information Screen.

The screenshot shows a 'Edit Symptom' window with a 'Rash' information screen as a popup. The 'Rash' information screen has fields for 'Distribution', 'Location', 'Date Appeared', 'Size', and 'Entered By'. The 'Entered By' field is populated with 'SYWADMA'. The 'Add to List' and 'Cancel' buttons are visible at the bottom of the popup.

# WEBSURV INSTRUCTIONS

**27.** The location is added to the grid.  
**28.** Repeat step 26 until all locations are added.  
**29.** Select Location Most Dense  
**30.** Select Description Information and click Add to List.

Remember, the information is not saved until you click Save at the bottom of the Rash Information Screen.

**31.** The description is added to the list.  
**32.** Repeat step 30 until all descriptions are added.  
**33.** Click Save.

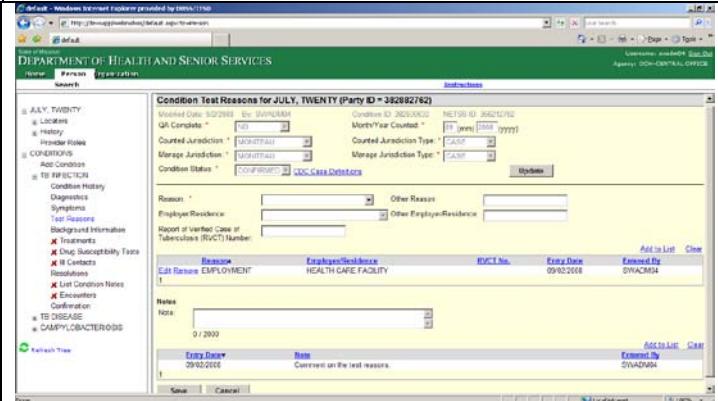
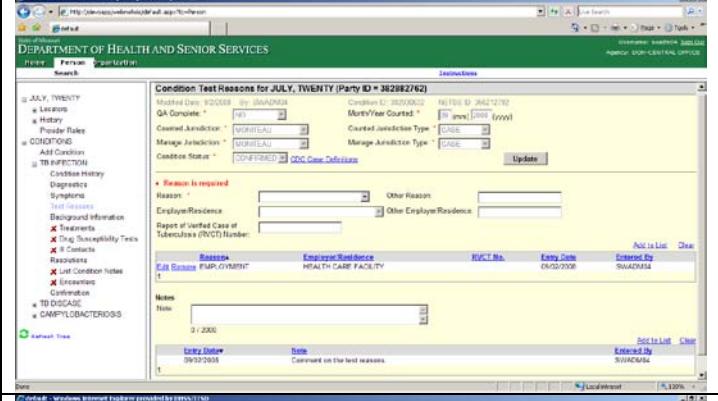
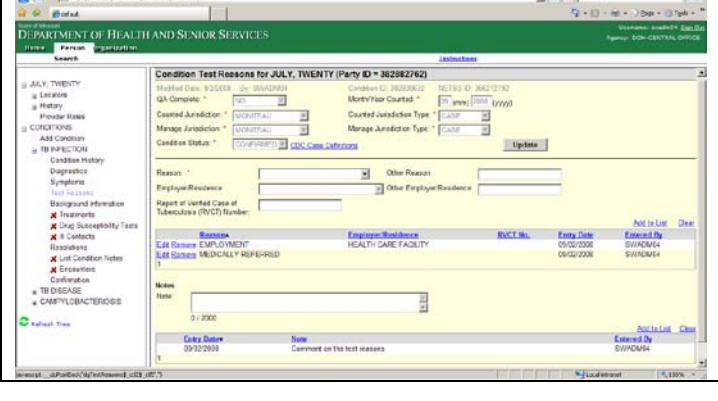
**34.** The Condition Symptoms Screen is returned.

# WEBSURV INSTRUCTIONS

## View/Add/Edit Test Reasons

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Click + (plus sign) next to Condition Name in the Tree and click on Test Reasons in the Tree. (Test Reasons is only available if the condition is TB Infection.)

| Steps  | Screens  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Enter test reason information</li> <li>2. Click Add to List</li> </ol>             |    |
| <ol style="list-style-type: none"> <li>3. Validation of information is performed and messages returned if needed.</li> </ol> |   |
| <ol style="list-style-type: none"> <li>4. Validation passed and the symptom is added to the grid.</li> </ol>                 |  |

# WEBSURV INSTRUCTIONS

## Add Note or Comment

5. Add a comment or note (if applicable) and click Add to List.

Condition Test Reasons for JULY, TWENTY (Party ID = 36282762)

Reason:  Other Reason:   
 Other Employee Residence:

Employee Residence:  RVCT No.:  Entry Date:  Entered By:

Note:

Entry Date:  Note:  Entered By:

6. The note is added to the grid.

Condition Test Reasons for JULY, TWENTY (Party ID = 36282762)

Reason:  Other Reason:   
 Other Employee Residence:

Employee Residence:  RVCT No.:  Entry Date:  Entered By:

Note:

Entry Date:  Note:  Entered By:

## Save

7. Click Save

Condition Test Reasons for JULY, TWENTY (Party ID = 36282762)

Reason:  Other Reason:   
 Other Employee Residence:

Employee Residence:  RVCT No.:  Entry Date:  Entered By:

Note:

Entry Date:  Note:  Entered By:

**Save**

8. The Test Reason Record(s) Saved screen is returned

Test Reason Record(s) Saved

MOHSNIC

# WEBSURV INSTRUCTIONS

## View Test Reasons after Save

9. Click on Test Reasons in the tree.

10. The Test Reasons Screen is returned.

## Edit Test Reason Record(s) - (Edit is only available if you have "Jurisdiction" for the condition.)

11. Click Edit in the Test Reason Grid.

# WEBSURV INSTRUCTIONS

12. The test reason information is shown in the entry fields. A Replace Link is available above the grid and a Cancel link is in row in the grid.
13. Enter/change test reason information.
14. Click Replace.

15. Validation of information is performed and messages returned if needed.

16. Validation passed and the test reason record replaces the one in the grid.

**Remove test reason record (only available prior to save) Administrative and QA User may remove site records anytime.**

17. Click Remove in the grid.

# WEBSURV INSTRUCTIONS

18. A message to confirm remove is returned.  
 19. Click OK



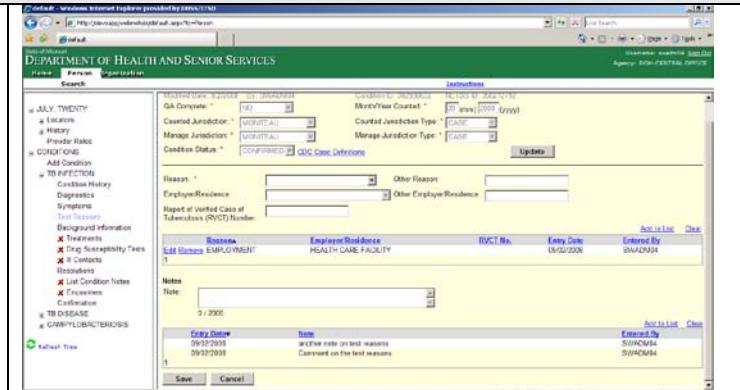
20. The test reason is removed from the grid.

# WEBSURV INSTRUCTIONS

## Save Changes to Test Reasons

21. Click Save.

REMEMBER – No changes are saved in the database until you click Save. If you click CANCEL or select another screen in the tree, your changes will be lost.



22. The Test Reason Record(s) Saved screen is returned.

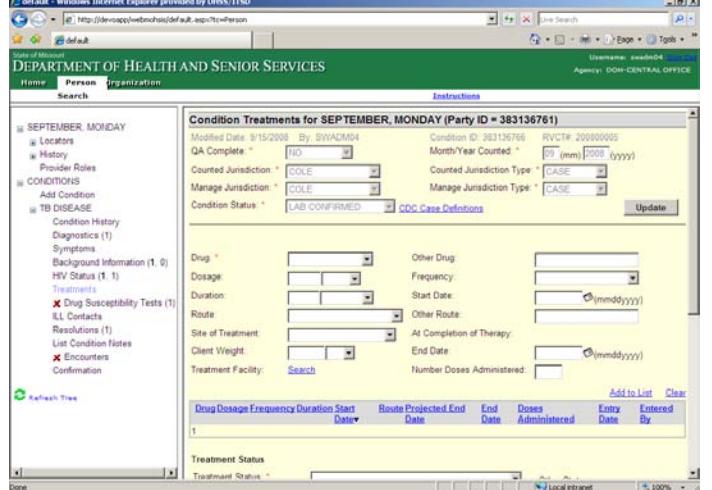
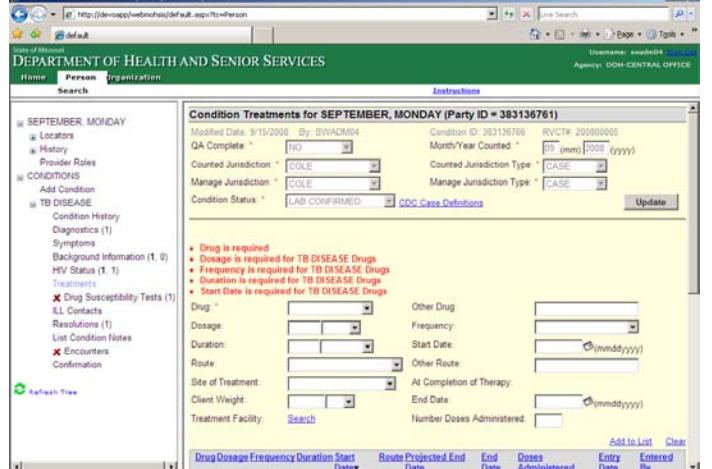


# WEBSURV INSTRUCTIONS

## View/Add/Edit Treatments

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Click + (plus sign) next to Condition Name in the Tree and click on Treatments in the Tree

| Steps  | Screens  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Enter treatment information</li> <li>2. Click Add to List</li> </ol>               |   |
| <ol style="list-style-type: none"> <li>3. Validation of information is performed and messages returned if needed.</li> </ol> |  |

# WEBSURV INSTRUCTIONS

4. Validation passed and the treatment is added to the grid.

Condition Treatments for SEPTEMBER, MONDAY (Party ID = 383136761)

| Drug              | Dosage            | Frequency | Duration | Start Date | Route | Projected End Date | Doses Administered | Entered By |
|-------------------|-------------------|-----------|----------|------------|-------|--------------------|--------------------|------------|
| PYRIDOXINE 100 MG | TWICE A DAY (BID) |           | MONTHS   | 09/01/2008 |       | 09/29/2009         |                    | SWADM4     |

## Add Note or Comment

5. Add a comment or note (if applicable) and click Add to List.

Treatment Status

| Date       | End Date   | Date Administered | Entered By |
|------------|------------|-------------------|------------|
| 09/01/2008 | 01/29/2009 | 09/18/2008        | SWADM4     |

Notes

Note: note on treatments

6. The note is added to the grid.

Treatment Status

| Date       | End Date   | Date Administered | Entered By |
|------------|------------|-------------------|------------|
| 09/01/2008 | 01/29/2009 | 09/18/2008        | SWADM4     |

Notes

Note: note on treatments

# WEBSURV INSTRUCTIONS

## Save

### 7. Click Save

Screenshot of the 'Edit Person' screen in the DEPARTMENT OF HEALTH AND SENIOR SERVICES application. The 'Treatment' tab is selected. A table lists a treatment record for 'PYRAZINAMIDE 100 MG TWICE A DAY (BD) MONTHS'. The 'Treatment Status' section shows 'Treatment Status: TB DISEASE' and 'Status Date: 09/01/2008'. The 'Notes' section contains a note about treatments. At the bottom, there are 'Save' and 'Cancel' buttons.

### 8. The Record(s) Saved screen is returned

Screenshot of the 'Edit Person' screen in the DEPARTMENT OF HEALTH AND SENIOR SERVICES application. The 'Treatment' tab is selected. A message 'Treatment Record(s) Saved' is displayed above a large green and blue pyramid logo. The left sidebar shows the treatment history for 'SEPTMBER, MONDAY'.

## View Treatments after Save

### 9. Click on Treatments in the tree.

Screenshot of the 'Edit Person' screen in the DEPARTMENT OF HEALTH AND SENIOR SERVICES application. The 'Treatment' tab is selected. A message 'Treatment Record(s) Saved' is displayed above a large green and blue pyramid logo. The left sidebar shows the treatment history for 'SEPTMBER, MONDAY'.

# WEBSURV INSTRUCTIONS

**10. The Treatments Screen is returned.**

Condition Treatments for SEPTEMBER, MONDAY (Party ID = 383136761)

| Drug         | Dosage | Frequency         | Duration | Start Date | Route       | Projected End Date | Entered By         |
|--------------|--------|-------------------|----------|------------|-------------|--------------------|--------------------|
| PYRAZINAMIDE | 100 MG | TWICE A DAY (BID) | 5 MONTHS | 09/01/2008 | Other Route | 01/29/2009         | 09/18/2008 SWADM04 |

**Edit Treatments Record(s) - (Edit is only available if you have “Jurisdiction” for the condition.)**

**11. Click Edit in the Treatment Grid.**

Condition Treatments for SEPTEMBER, MONDAY (Party ID = 383136761)

| Drug         | Dosage | Frequency         | Duration | Start Date | Route       | Projected End Date | Entered By         |
|--------------|--------|-------------------|----------|------------|-------------|--------------------|--------------------|
| PYRAZINAMIDE | 100 MG | TWICE A DAY (BID) | 5 MONTHS | 09/01/2008 | Other Route | 01/29/2009         | 09/18/2008 SWADM04 |

**12. The treatment information is shown in the entry fields. A Replace Link is available above the grid and a Cancel link is in row in the grid.**

**13. Enter/change treatment information.**

**14. Click Replace.**

Condition Treatments for SEPTEMBER, MONDAY (Party ID = 383136761)

| Drug         | Dosage | Frequency         | Duration | Start Date | Route       | Projected End Date | Entered By         |
|--------------|--------|-------------------|----------|------------|-------------|--------------------|--------------------|
| PYRAZINAMIDE | 100 MG | TWICE A DAY (BID) | 5 MONTHS | 09/01/2008 | Other Route | 01/29/2009         | 09/18/2008 SWADM04 |

# WEBSURV INSTRUCTIONS

**15. Validation of information is performed and messages returned if needed.**

Condition Treatments for SEPTEMBER, MONDAY (Party ID = 383136761)

Condition ID: 383136761 RVC# 200000005  
Month/Year Counted: \* 05 (mm) 2008 (yyyy)  
Counted Jurisdiction Type: CASE  
Manage Jurisdiction Type: CASE  
Condition Status: \* LAB CONFIRMED CDC Case Definitions

Drug: PYRAZINAMIDE Other Drug: Frequency: TWICE A DAY (BID)  
Dosage: 100 MG Duration: Start Date: 09/01/2008 (mmddyyyy)  
Route: Site of Treatment: At Completion of Therapy: End Date: (mmddyyyy)  
Client Weight: Treatment Facility: Search Number Doses Administered: (mmddyyyy)

| Drug  | Dosage | Frequency | Duration | Start Date | Route              | Projected End Date | Doses Administered | Entered By         |
|---|--------|-----------|----------|------------|--------------------|--------------------|--------------------|--------------------|
| CANCEL PYRAZINAMIDE 100 MG TWICE A DAY (BID) MONTHS |        |           |          | 09/01/2008 | 5 DAY (BID) MONTHS | 01/29/2009         | 0                  | 09/18/2008 SWADM04 |

**16. Validation passed and the treatment record replaces the one in the grid.**

Drug: PYRAZINAMIDE Other Drug: Frequency: Start Date: 09/01/2008 (mmddyyyy)  
Dosage: 100 MG Duration: Route: At Completion of Therapy: End Date: (mmddyyyy)  
Route: Site of Treatment: Client Weight: Treatment Facility: Search Number Doses Administered: (mmddyyyy)

| Drug   | Dosage | Frequency         | Duration           | Start Date | Route           | Projected End Date | Doses Administered | Entered By         |
|--|--------|-------------------|--------------------|------------|-----------------|--------------------|--------------------|--------------------|
| PYRAZINAMIDE 100 MG TWICE A DAY (BID) MONTHS | 100 MG | TWICE A DAY (BID) | 5 DAY (BID) MONTHS | 09/01/2008 | (INTRAMUSCULAR) | 01/29/2009         | 0                  | 09/18/2008 SWADM04 |

**Remove treatment record (only available prior to save) Administrative and QA User may remove symptom records anytime.**

**17. Click Remove in the grid.**

Drug: PYRAZINAMIDE Other Drug: Frequency: Start Date: 09/01/2008 (mmddyyyy)  
Dosage: 100 MG Duration: Route: At Completion of Therapy: End Date: (mmddyyyy)  
Route: Site of Treatment: Client Weight: Treatment Facility: Search Number Doses Administered: (mmddyyyy)

| Drug   | Dosage | Frequency         | Duration           | Start Date | Route           | Projected End Date | Doses Administered | Entered By         |
|--|--------|-------------------|--------------------|------------|-----------------|--------------------|--------------------|--------------------|
| EDIT REMOVE PYRAZINAMIDE 100 MG TWICE A DAY (BID) MONTHS | 100 MG | TWICE A DAY (BID) | 5 DAY (BID) MONTHS | 09/01/2008 | (INTRAMUSCULAR) | 01/29/2009         | 0                  | 09/18/2008 SWADM04 |

# WEBSURV INSTRUCTIONS

18. A message to confirm remove is returned.  
 19. Click OK



20. The treatment is removed from the grid.

| Drug   | Dosage Frequency | Duration | Route | Projected End Date     | End Date   | Date Administered |
|--|------------------|----------|-------|------------------------|------------|-------------------|
| PYRAZINAMIDE 100 MG TWICE A 5 DAY (BID) MONTHS |                  |          |       | 09/01/2008 11:59:59 PM | 09/29/2009 |                   |

## Save Changes to Treatments

21. Click Save.

REMEMBER – No changes are saved in the database until you click Save. If you click CANCEL or select another screen in the tree, your changes will be lost.

| Drug   | Dosage Frequency | Duration | Route | Projected End Date     | End Date   | Date Administered |
|--|------------------|----------|-------|------------------------|------------|-------------------|
| PYRAZINAMIDE 100 MG TWICE A 5 DAY (BID) MONTHS (INTRAMUSCULAR) |                  |          |       | 09/01/2008 11:59:59 PM | 09/29/2009 |                   |

# WEBSURV INSTRUCTIONS

**22. The Treatment Record(s) Saved screen is returned.**



## View Condition Confirmation

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
3. Click + (plus sign) next to Condition Name to expand the tree.

| Steps                                 | Screens |
|---------------------------------------|---------|
| 1. Click on Confirmation in the tree. |         |

# WEBSURV INSTRUCTIONS

2. The Condition Confirmation screen is returned.

Condition Confirmation for MATCH, ONE (Party ID = 2149471355)

|                                    |            |
|------------------------------------|------------|
| Name:                              | MATCH, ONE |
| Date of Birth:                     | 19/11/1983 |
| Age at Diagnosis:                  | 21 years   |
| Party ID:                          | 2149431355 |
| Condition Name:                    | GONORRHEA  |
| Condition Status:                  | CONFIRMED  |
| Jurisdiction Type:                 | CASE       |
| Jurisdiction:                      | JASPER     |
| Diagnosis Date:                    | 10/01/2011 |
| Disease Case Report Entry:         | 10/01/2011 |
| Disease Case Report Last Modified: | 10/01/2011 |
| Last Resolution:                   | ACTIVE     |
| Last Resolution Date:              | 10/01/2011 |
| Last Test Result Date:             |            |
| Last Treatment End Date:           |            |

## Print Condition Report

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party
  - ❖ Click on the Condition Name on the tree OR
  - ❖ Click on CONDITIONS (the word) in the tree for the Conditions Listing.

## Condition Listing

| Condition Name | Condition ID | State     | Report Date | Resolution | Jurisdiction ID |
|----------------|--------------|-----------|-------------|------------|-----------------|
| GONORRHEA      | 2149431355   | CONFIRMED | 10/01/2011  | ACTIVE     | JASPER          |
|                | 1            |           |             |            | <b>Print</b>    |

# WEBSURV INSTRUCTIONS

|                             |  |
|-----------------------------|--|
| <b>Condition Screen</b><br> |  |
|-----------------------------|--|

| Steps   | Screens |
|---|---------|
| 1. Click on Print   |         |
| 2. The Disease Case Report is displayed.  |         |
| 3. Click X in top right corner to close this window.  |         |
| 4. The previous screen (Confirmation, Condition Listing, or Condition Screen) is now visible. |         |
| Use the menu bar across the top to move through the pages, print, etc.                        |         |

## Reconcile Duplicate Conditions (QA and Admin Roles Only)

The following preconditions must be met:

1. Successful log into WEBSURV application.
2. Search and select party

| Steps | Screens |
|-------|---------|
|-------|---------|

# WEBSURV INSTRUCTIONS

1. Click on Condition Reconciliation in the tree.

**NOTE: Condition Reconciliation will only appear in the tree for QA and Admin Users and when two conditions with the same condition name appear in the tree.**

| Condition Name | Condition ID | Status | Report Date | Resolution | Justification |
|----------------|--------------|--------|-------------|------------|---------------|
| TB DISEASE     | 1            | Open   | 09/29/2008  | Open       | 09/29/2008    |
| TB DISEASE     | 2            | Open   | 10/09/2008  | Open       | 10/09/2008    |

2. The Condition Reconciliation Screen will display.
3. Click Search for Primary Condition.

| Condition Name | Condition ID | Status | Report Date | Resolution | Justification |
|----------------|--------------|--------|-------------|------------|---------------|
| TB DISEASE     | 1            | Open   | 09/29/2008  | Open       | 09/29/2008    |
| TB DISEASE     | 2            | Open   | 10/09/2008  | Open       | 10/09/2008    |

**NOTE: Please review the two conditions to determine which one is primary and which one is secondary.**

Condition records such as symptoms, tests, etc. are moved from the secondary condition to the primary condition. This may cause some duplicate records. Admin users may review the condition screens and remove identical records.

Condition tables with a single record for the condition such as Condition, QA, and Disease Case Report, keep the record for the primary condition and delete the record for the secondary condition.

# WEBSURV INSTRUCTIONS

4. The Conditions for... screen is returned.
5. Select the primary condition by clicking on the condition name link.

The screenshot shows a grid titled 'Condition Reconciliation for SEPTEMBER, SUNDAY (Party ID = 383136782)'. The grid has columns for Condition Name, Condition ID, Status, Report Date, Resolution, and Jurisdiction. One row is selected, showing 'TB DISEASE' with Condition ID 38314738, Status CLINICAL CASE, Report Date 09/18/2008, Resolution MFTDS, and Jurisdiction CLARK.

6. The Condition Reconciliation Screen is returned with the condition information in the grid below the Primary Condition label.
7. Click Search for Secondary Condition.

The screenshot shows a grid titled 'Condition Reconciliation for SEPTEMBER, SUNDAY (Party ID = 383136782)'. The grid has columns for Condition Name, Condition ID, Status, Report Date, Resolution, and Jurisdiction. One row is selected, showing 'TB DISEASE' with Condition ID 38314738, Status CLINICAL CASE, Report Date 09/18/2008, Resolution MFTDS, and Jurisdiction CLARK.

8. The Conditions for ... screen is returned.
9. Select the secondary condition by clicking on the condition name link.

The screenshot shows a grid titled 'Conditions for SEPTEMBER, SUNDAY (Party ID = 383136782)'. The grid has columns for Condition Name, Condition ID, Status, Report Date, Resolution, and Jurisdiction. One row is selected, showing 'TB DISEASE' with Condition ID 383155831, Status DOCTORS DIAGNOSIS, Report Date 01/01/2008, Resolution ACTIVE, and Jurisdiction CLARK.

# WEBSURV INSTRUCTIONS

**10.** The Condition Reconciliation Screen is returned with the condition information in the grid below the Secondary Condition label.

**11.** Click Process Reconciliation.

NOTE: Click Cancel if you determine that the two conditions should not be reconciled.

| Condition Name    | Condition ID | Status             | Report Date | Resolution          | JacketIndexID |
|-------------------|--------------|--------------------|-------------|---------------------|---------------|
| TB DISEASE        | 30314173     | CLINICAL CASE      | 01/19/2008  | NEEDS INVESTIGATION | 1             |
| HEPATITIS B ACUTE | 30315031     | DOCTOR'S DIAGNOSIS | 01/19/2008  | ACTIVE              | CLINIC        |

**12.** The Conditions For ... screen is returned and the treeview is reloaded.

| Condition Name    | Condition ID | Status        | Report Date | Resolution          | JacketIndexID |
|-------------------|--------------|---------------|-------------|---------------------|---------------|
| TB DISEASE        | 30314173     | CLINICAL CASE | 01/19/2008  | NEEDS INVESTIGATION | 1             |
| HEPATITIS B ACUTE | 30315032     | COMPLETED     | 01/01/2008  | ACTIVE              | CLINIC        |