Kentucky Health Information Exchange (KHIE)

Direct Data Entry for Electronic Case Reports: Multi-Drug Resistant Organism (MDRO)

User Guide

October 2021
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Direct Data Entry for Electronic Case Reports: Multi-Drug Resistant Organism Conditions User Guide

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1 Introduction

Overview

This training manual covers KHIE’s Direct Data Entry for Multi-Drug Resistant Organism Conditions Electronic Case Reports functionality in the ePartnerViewer. Users with the Manual Case Reporter role can submit electronic case reports from the ePartnerViewer by completing an online case report. The process generates a manual electronic initial case report (eICR) which is routed to the Department for Public Health (DPH).

All examples and screenshots used in this guide are simulated with mock data; no Protected Health Information (PHI) is present.

Please Note: All screenshots shown throughout this document reflect how Users would interact with the ePartnerViewer while using a desktop or tablet device. While core functionality remains the same across multiple devices, interface components may vary in presentation.

Supported Web Browsers

Users must access the ePartnerViewer with a supported web browser. The ePartnerViewer is configured to support the following modern browsers on desktop, tablet, and mobile devices:

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<td>Version 44+</td>
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<td>Google Chrome</td>
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<tr>
<td>Mozilla Firefox</td>
<td>Version 48+</td>
</tr>
<tr>
<td>Apple Safari</td>
<td>Version 9+</td>
</tr>
</tbody>
</table>

Please Note: The ePartnerViewer does not support Microsoft Internet Explorer. To access the ePartnerViewer, Users must use a modern browser such as Google Chrome, Microsoft Edge, Apple Safari, or Mozilla Firefox.
Mobile Device Considerations

The ePartnerViewer is based on responsive design. This means it renders in the best format based on the user’s device size. Responsive design applies to mobile, tablet, and desktop devices. Tablet devices in landscape display mode are considered desktop.

Accessing the ePartnerViewer

To access the ePartnerViewer, users must meet the following specifications:

1. Users must be part of an organization with a signed Participation Agreement with KHIE.
2. Users are required to have a Kentucky Online Gateway (KOG) account.
3. Users are required to complete Multi-Factor Authentication (MFA).

Please Note: For specific information about creating a KOG account and how to complete MFA, please review the Kentucky Online Gateway (KOG) and Multi-Factor Authentication (MFA) Quick Reference Guide.

2 Logging into ePartnerViewer

Users with the Manual Case Reporter Role are authorized to access the Multi-Drug Resistant Organism (MDRO) Case Report in the ePartnerViewer. You must log into your Kentucky Online Gateway (KOG) account to access the ePartnerViewer.

1. On the KOG Login Page, enter your Email Address and Password.

Please Note: You must enter the email address and password provided when creating your KOG account.

2. Click Sign In.
3. To navigate to the ePartnerViewer, click **Launch** on the KHIE ePartnerViewer application tile located on the **KOG Dashboard** screen.

![KOG Dashboard](image)

4. **Multi-Factor Authentication.** After logging in, you are asked to complete Multi-Factor Authentication or MFA. You have the option to receive an MFA passcode by Email or Text.

![MFA Options](image)

**Please Note:** For specific information about creating a KOG account and how to complete MFA, please review the *Kentucky Online Gateway (KOG) and Multi-Factor Authentication (MFA) Quick Reference Guide.*
Terms and Conditions of Use and Logging In

After logging into the Kentucky Online Gateway, launching the ePartnerViewer application, and completing Multi-Factor Authentication, the Terms and Conditions of Use page displays. Privacy and security obligations are outlined for review.

5. You must click I Accept every time before accessing a patient record in the ePartnerViewer.

Please Note: The right side of the Portal is grayed out and displays a message that states:
Access is restricted beyond this point. You must accept the terms and conditions before proceeding.
6. Once you click **I Accept**, the grayed-out section becomes visible. A message appears that indicates you are associated with an *Organization*. (This is the name of your organization.)

7. Click **Proceed to Portal** to continue.

---

**Please Note:** If you click **Cancel**, a pop-up notification displays that indicates that you are about to be logged out. *Use of the ePartnerViewer portal is subject to the acceptance of KHIE’s Terms of Use.* To proceed to the ePartnerViewer, click either **Logout Now** or **Cancel**.
3 Understanding the Case Report Entry Dropdown Menu

The Case Report Entry tab dropdown menu includes the following options:

- **Case Report Forms** which lists the different types of case reports.
- **Case Report Entry User Summary** which displays all submitted and ‘In Progress’ case reports.
- **Manage User Preferences** which offers an efficient way to enter repetitive data.

1. **Types of Case Reports**:
   - **COVID-19 Case Report**:
     - Designed for Users to enter COVID-19 case reports.
     
     **Please Note**: For specific information about COVID-19 case reporting, please review the *Direct Data Entry for Electronic Case Reports: COVID-19 User Guide*.

   - **Sexually Transmitted Disease (STD) Case Report**:
     - Designed for Users to enter STD case reports.
     
     **Please Note**: For specific information about STD case reporting, please review the *Direct Data Entry for Electronic Case Reports: Sexually Transmitted Diseases (STD) User Guide*.

   - **Multi-drug Resistant Organism (MDRO) Case Report**:
     - Designed for Users to enter MDRO case reports.

   - **Other Reportable Conditions Case Report**:
     - Designed for Users to enter Other Reportable Conditions case reports.
     
     **Please Note**: For specific information about Other Reportable Conditions case reporting, please review the *Direct Data Entry for Electronic Case Reports: Other Reportable Conditions User Guide*. 
2. **Case Report Entry User Summary:**
   - Designed to provide a quick and easy way for Users to search and view all previously initiated case reports (submitted and in-progress) entered during a specific date range within the last six months from the current date.
   - Allows Users to view a summary of completed case reports that were previously submitted.
   - Allows Users to continue entering details for case reports that are still “In-Progress”.

3. **Manage User Preferences:**
   - Designed as an efficient method for Users to enter repetitive data.
   - Allows Users to enter required case reporting details in their User Preferences which enables Users to quickly select the appropriate answers from the dropdown menu options.
4 Manage User Preferences

These are your User Preferences. Prior to entering your Multi-Drug Resistant Organism (MDRO) case report information, you are required to enter information about the Attending Physician/Clinician, Person Completing Form, and the Ordering Provider/Clinician on the Manage User Preferences screen. By entering these details in your user preferences, you will be able to quickly select an Attending Physician/Clinician, Person Completing Form, and the Ordering Provider/Clinician from the dropdown menu options. These drop downs are located on the Patient Information screen and the Laboratory Information screen of the MDRO Case Report.

Create Attending Physician/Clinician Details

1. Click the Case Report Entry Tab located in the blue Navigation Bar at the top of the screen.
2. From the dropdown menu, select Manage User Preferences.
3. To enter information about an Attending Physician/Clinician, select Create Attending Physician/Clinician Details from the dropdown menu.
4. The **Attending Physician/Clinician** screen displays. Enter the details. Mandatory fields are marked with asterisks (*).

5. If available, select the appropriate **Prefix** and **Suffix** from the dropdown menus.

6. Enter the Attending Physician/Clinician’s **First Name** and **Last Name**.

7. Enter the Attending Physician/Clinician’s **Address**, **City**, **State**, and **Zip Code**.
8. Enter the Attending Physician/Clinician’s **Phone Number** and **Email Address**.

    **Phone**
    (XXX) XXX-XXXX

    **Email**
    name@domain.com

**Please Note:** If the information entered in the **Phone** and **Email** fields is not entered in the appropriate format, an error message displays that prevents you from proceeding to the next page until the format error is fixed.

9. After completing the mandatory fields, click **Save**.

**Please Note:** If you enter an email address that is already associated with another Attending Physician/Clinician and click **Save**, a pop-up displays with an error message that states:

    The email entered is associated with another physician/clinician you’ve created in your User Preferences. Please review the details and enter the correct email address.

You must click **OK** and enter the correct email address to save the Attending Physician/Clinician details and proceed to the **View & Edit Attending Physician/Clinician Details** screen.
10. The *Create Attending Physician/Clinician Details* pop-up displays. Click **OK** to proceed to the **View & Edit Attending Physician/Clinician Details** screen.

**View & Edit Attending Physician/Clinician Details**

11. The *View & Edit Attending Physician/Clinician Details* screen displays. To edit details, click the **Edit** icon located next to the appropriate physician/clinician.
12. The **Update Attending Physician/Clinician Details** pop-up displays. You can make any necessary edits and click **Save** to save the updates and close out of the pop-up.

![Update Attending Physician/Clinician Details](image)

13. Once the update is successfully saved, a pop-up message displays. To proceed, click **OK**.

![Update Attending Physician/Clinician Details](image)

**Delete Attending Physician/Clinician Details**

14. To delete an Attending Physician/Clinician from the User Preferences, click the **Trash Bin Icon** located next to the appropriate Physician/Clinician.

![Delete Attending Physician/Clinician Details](image)
15. The *Delete Physician/Clinician Information Details* pop-up displays. To delete the Physician/Clinician, click **OK**. Click **Cancel** if you do not want to delete the Physician/Clinician.

**Please Note:** You can delete an Attending Physician/Clinician on the *View & Edit Attending Physician/Clinician* screen as long as the Attending Physician/Clinician has not been selected for use in another case report that is still in progress.

If you attempt to delete an attending physician/clinician who has been selected for use in a case report that has not been completed yet, a pop-up notification will display the following message:

*This attending physician/clinician information is being used in a case report that is still in progress. To delete this attending physician/clinician, please ensure that this attending physician/clinician is not being used in a case report that is in progress.*

To close out of the pop-up and proceed, click **OK**.

To delete the Attending Physician/Clinician used in a case report that is still "In-Progress", you must first complete the case report.

Once the appropriate case report is complete, you can delete the Attending Physician/Clinician from your User Preferences.
Filter Attending Physician/Clinician Details

16. To search for a specific Attending Physician/Clinician, click **Apply Filter**.

17. The Filter fields display. You can search by entering the *Attending Physician/Clinician's Name*, *Email Address*, and/or *Phone Number* in the corresponding Filter fields.
Create Person Completing Form Details

1. Click the **Case Report Entry** Tab located in the blue Navigation Bar at the top of the screen.

2. From the **Case Report Entry** Tab dropdown menu, select **Manage User Preferences**.

3. To enter the details about the person completing the form, select **Create Person Completing Form Details** from the dropdown menu.

4. The **Person Completing Form** screen displays. Enter the details. Mandatory fields are marked with asterisks (*).

5. If available, select the appropriate **Prefix** and **Suffix** from the dropdown menus.
6. Enter the **First Name and Last Name** of the Person completing the form.

   ![Form Fields](Image)

7. Enter the **Address, City, State, and Zip Code**.

   ![Form Fields](Image)

8. Enter the **Phone Number** and **Email Address**.

   ![Form Fields](Image)

   **Please Note:** If the information entered in the *Phone* and *Email* fields is not entered in the appropriate format, an error message displays that prevents you from proceeding to the next page until the format error is fixed.

9. After completing the mandatory fields, click **Save**.

   ![Form](Image)
Please Note: If you enter an email address that is already associated with another Person Completing Form and click Save, a pop-up displays with an error message that states: The email entered is associated with another person you’ve created in your User Preferences. Please review the details and enter the correct email address.

You must click OK and enter the correct email address to save the Person Completing Form details and proceed to the View & Edit Person Completing Form Details screen.

10. The Create Person Completing Form Details pop-up window displays. Click OK to proceed to the View & Edit Person Completing Form Details screen.
View & Edit Person Completing Form Details

11. The View & Edit Person Completing Form Details screen displays. To edit details, click the Edit icon located next to the appropriate person.

12. The Update Person Completing Form Details pop-up displays. You can make any necessary edits and click Save to save the updates and close out of the pop-up.

13. Once the update is successfully saved, a pop-up message displays. To proceed, click OK.
Delete Person Completing Form Details

14. To delete someone from the User Preferences, click the Trash Bin Icon located next to the name of the appropriate person.

15. The Delete Person Completing Form Details pop-up displays. To delete, click OK. Click Cancel if you do not want to delete the person completing the form.

Please Note: You can delete a person on the View & Edit Person Completing Form Details screen as long as that person has not been selected for use in a case report that is still in progress.

If you attempt to delete a person who has been selected for use in a case report that has not been completed yet, a pop-up notification will display the following message:

This person information is being used in a case report that is still in progress. To delete this person, please ensure that this person is not being used in any case report that is progress.

To close out of the pop-up and proceed, click OK.

To delete the details of a person used in a case report that is still “In-Progress”, you must first complete the case report. Once the appropriate case report is complete, you can delete the Person Completing Form details from your User Preferences.
Filter Person Completing Form Details

16. To search for a specific person in the User Preferences, click **Apply Filter**.

17. The Filter fields display. You can search by entering the **Name**, **Phone Number**, and/or **Email Address** of the person completing the form in the corresponding Filter fields.
Create Ordering Provider/Clinician Details

1. When entering the ePartnerViewer, click the **Case Report Entry** Tab located in the blue Navigation Bar at the top of the screen.

2. From the **Case Report Entry** Tab dropdown menu, select **Manage User Preferences**.

   ![Manage User Preferences](image)

3. Select **Create Ordering Provider/Clinician Details** from the dropdown menu.

   ![Create Ordering Provider/Clinician Details](image)

4. The **Ordering Provider/Clinician** screen displays. Enter the details. Mandatory fields are marked with asterisks (*).

5. If available, select the appropriate **Prefix** and **Suffix** from the dropdown menus.

   ![Ordering Provider/Clinician Details](image)
6. Enter the **First Name and Last Name** of the Ordering Provider/Clinician.

   ![Input fields for First Name and Last Name]

7. Enter the **Address, City, State, and Zip Code**.

   ![Input fields for Address, City, State, and Zip Code]

8. Enter the **Phone Number** and **Email Address**.

   ![Input fields for Phone Number and Email Address]

**Please Note:** If the information entered in the **Phone** and **Email** fields is not entered in the appropriate format, an error message displays that prevents you from proceeding to the next page until the format error is fixed.
9. After completing the mandatory fields, click **Save**.

Please Note: If you enter an email address that is already associated with another Ordering Provider/Clinician and click **Save**, a pop-up displays with an error message that states: *The email entered is associated with another ordering provider/clinician you’ve created in your User Preferences. Please review the details and enter the correct email address.*

You must enter the correct email address and click **OK** to save the Ordering Provider/Clinician and proceed to the **View & Edit Ordering Provider/Clinician Details** screen.
10. The *Create Ordering Provider/Clinician Details* pop-up window displays. Click **OK** to proceed to the **View & Edit Ordering Provider/Clinician Details** screen.

**View & Edit Ordering Provider/Clinician Details**

11. The **View & Edit Ordering Provider/Clinician Details** screen displays. To edit details, click the **Edit** icon located next to the appropriate provider/clinician.
12. The *Update Ordering Provider/Clinician Details* pop-up displays. You can make any necessary edits and click **Save** to save the updates and close out of the pop-up.

13. Once the update is successfully saved, a pop-up message displays. To proceed, click **OK**.

---

**Delete Ordering Provider/Clinician Details**

14. To delete an Ordering Provider/Clinician from the User Preferences, click the **Trash Bin Icon** located next to the appropriate Ordering Provider/Clinician.
15. The *Delete Ordering Provider/Clinician Details* pop-up displays. To delete the Ordering Provider/Clinician, click **OK**. Click **Cancel** if you do not want to delete the Provider/Clinician.

**Please Note:** You can delete an Ordering Provider/Clinician on the *View & Edit Ordering Provider/Clinician* screen as long as the Ordering Provider/Clinician has not been selected for use in another case report that is still in progress.

If you attempt to delete an Ordering Provider/Clinician who has been selected for use in a case report that has not been completed yet, a pop-up notification displays the following message: *This ordering provider/clinician information is being used in a case report that is still in progress. To delete this ordering provider/clinician, please ensure that this ordering provider/clinician is not being used in a case report that is in progress.*

To close out of the pop-up and proceed, click **OK**.

To delete the Ordering Provider/Clinician who is being used in a case report that is still “In-Progress”, you must first complete the case report. Once the appropriate case report is complete, you can delete the Ordering Provider/Clinician from your User Preferences.
Filter Ordering Provider/Clinician Details

16. To search for a specific Ordering Provider/Clinician in the User Preferences, click **Apply Filter**.

17. The Filter fields display. You can search by entering the Ordering Provider/Clinician’s **Name**, **Email Address**, and/or **Phone Number** in the corresponding Filter fields.
5 Basic Features in the Case Report Entry Form

This section describes the basic features of the Case Report Form in the ePartnerViewer.

Side Navigation Bar & Pagination

On the left side of the Case Report, tabs located in the Side Navigation Bar provide users the ability to go to the different screens within a Case Report. You can also use the pagination buttons to move to the next screen or to any previous screen.

1. Using the side navigation bar, you can navigate to any previously completed screen. Click the hyperlink of a previously completed screen to go to that specific screen.
2. Click Previous to go to the previous screen.
3. When all required fields have been completed on the current screen, Click Next to proceed to the next screen.

Save Feature

The Save feature allows Users to complete the case report in multiple sessions. You must save the information you’ve entered in order to return later to the place you left off previously.

1. When all required fields have been completed, click Save at the bottom of the screen to save the current section.
2. If you click on a previously completed screen on the side navigation bar, the Save Changes pop-up will display. You have the option to save or discard the changes on the current screen before navigating to another screen.
If you click **Yes – Save** and all the required fields are entered on the current screen, you will navigate to the intended screen. (If you have not completed all required fields on the current screen, you will not be allowed to save the data.) To navigate to the desired screen, you must first complete all required fields on the current screen.

If you click **No – Discard**, you will navigate to the intended screen without saving any changes on the current screen. This means that none of the data entered on the current screen will be saved.

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**Case Report Entry Icons**

Case Reports may contain Icons that serve as visual indicators to draw the User’s attention to specific information.

**Icon Descriptions:**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="ProgressBar" /></td>
<td>Progress Bar</td>
<td>Indicates the percentage of completion.</td>
</tr>
<tr>
<td><img src="image" alt="Lock" /></td>
<td>Lock</td>
<td>Indicates the sections that are not yet accessible; Users must complete all required fields on the current screen and click Next to unlock the next screen.</td>
</tr>
<tr>
<td><img src="image" alt="Checkmark" /></td>
<td>Green Checkmark</td>
<td>Indicates the sections that are complete.</td>
</tr>
</tbody>
</table>

**Conditional Questions**

Conditional Questions are those questions that are asked based on your responses to the previous questions. The Multi-Drug Resistant Organism Case Report has multiple screens with conditional questions. Based on the answer selected for conditional questions, certain subsequent fields on the screen will be enabled or grayed out and disabled.

- For example, if you select **No** or **Unknown** to the conditional question at the top of the Laboratory Information screen of the Multi-Drug Resistant Organism Case Report, the subsequent fields will be grayed out and disabled.
• If you select **Yes** to the conditional question at the top of the **Laboratory Information** screen, the subsequent laboratory-related fields are enabled.

Additionally, if **No** or **Unknown** is selected for certain conditional questions, the screen will be disabled and the subsequent fields will be marked as **No** or **Unknown**, based on the selected answer.

This conditional question is found on the **Exposure Information** screen of the Multi-Drug Resistant Organism Case Report.

• For example, if you select **No** to the conditional question at the top of the **Exposure Information** screen, all subsequent fields will be disabled and labeled as **No**.
If you select **Unknown** to the conditional question at the top of the Exposure Information screen, all subsequent fields will be disabled and labeled as **Unknown**.
If you select **Yes** to the conditional question at the top of the **Exposure Information** screen, the subsequent fields are enabled.
6 Affiliation/Organization Conditional Question

Certain conditional questions apply only to the subsequent fields within the section. Based on the selection to a conditional question, certain subsequent fields in that section are enabled.

This applies to the conditional Affiliation/Organization question on the Patient Information screen:

Is the Affiliation/Organization the same for Patient ID (MRN), Person completing Form, Attending Physician/Clinician?

Based on the selected answer to the conditional question, you can apply the same Affiliation/Organization to the Patient ID (MRN), the Person Completing the Form, and the Attending Physician/Clinician; OR you can apply a different Affiliation/Organization to each.

- Select Yes to apply the same Affiliation/Organization the Patient ID (MRN), the Person Completing the Form, and the Attending Physician/Clinician.

- Select No to apply different Affiliation/Organizations to the Patient ID (MRN), the Person Completing the Form, and the Attending Physician/Clinician.
Affiliation/Organization Conditional Answer: Yes

If Yes is selected for the conditional Affiliation/Organization question, the same Affiliation/Organization is applied to the Patient ID (MRN), the Person Completing the Form, and the Attending Physician/Clinician.

- Only one Affiliation/Organization field is enabled. You must complete the Affiliation/Organization field that corresponds to the Patient ID (MRN). The Affiliation/Organization fields for the Person Completing Form and the Attending Physician/Clinician are disabled.

1. Select the Affiliation/Organization for the Patient ID (MRN) from the dropdown.

- Once the Affiliation/Organization is selected for the Patient ID (MRN), this Affiliation/Organization selection will display in the disabled Affiliation/Organization fields.

- This means the same Affiliation/Organization is applied to the Patient ID (MRN), the Person Completing Form and the Attending Physician/Clinician.
Affiliation/Organization Conditional Answer: No

If **No** is selected for the conditional Affiliation/Organization question, a **different** Affiliation/Organization can be applied to the Patient ID (MRN), the Person Completing the Form, and the Attending Physician/Clinician.

- **All** three (3) of the **Affiliation/Organization** fields are enabled for the Patient ID (MRN), Person Completing Form, and the Attending Physician/Clinician.

- You must individually complete **all** **Affiliation/Organization** fields corresponding to Patient ID (MRN), Person Completing Form, and Attending Physician/Clinician.

1. Select the **Affiliation/Organization** for the Patient ID (MRN) from the dropdown menu.

2. Select the **Affiliation/Organization** for the Person Completing Form from the dropdown menu.
Please Note: If you select Other from the Affiliation/Organization dropdown menu for the Person Completing Form, the following subsequent textbox is enabled: If other, please specify. You must enter the name of the affiliation/organization.

3. Select the Affiliation/Organization for the Attending Physician/Clinician from the dropdown menu.

Please Note: If you select Other from the Affiliation/Organization dropdown menu for the Attending Physician/Clinician, the subsequent textbox is enabled: If other, please specify. You must enter the name of the Affiliation/Organization.
Affiliation/Organization Validation

If, after completing the Affiliation/Organization section, you change your answer to the conditional question from **No** to **Yes** or vice versa, a pop-up will display to confirm the change in answer.

A pop-up displays with a message that states: **All selections for the “Affiliation/Organization” will be reset. Are you sure you want to change your selection?**

- To reset the Affiliation/Organization selection(s), click **Yes**.
- To save the selected Affiliation/Organization selection(s), click **No**.
Change Affiliation/Organization Conditional Answer: No to Yes

If, after completing the Affiliation/Organization section, you change your answer to the conditional question from No to Yes, a pop-up message will display.

1. To reset your previous Affiliation/Organization selections for the Patient ID (MRN), Person Completing Form, and Attending Physician/Clinician, click Yes on the pop-up.

2. An error message prevents you from proceeding until an Affiliation/Organization is selected. You must select the Affiliation/Organization for the Patient ID (MRN) in order to proceed.
   - Your previous Affiliation/Organization selections for the Person Completing Form and the Attending Physician/Clinician have been reset.
   - The Affiliation/Organization fields for the Person Completing Form and the Attending Physician/Clinician are now blank and disabled.
3. Select the **Affiliation/Organization** for the Patient ID (MRN) from the dropdown menu.

![Dropdown menu with options](image)

4. The **Affiliation/Organization** selected for the Patient ID (MRN) will display in disabled **Affiliation/Organization** fields for the Person Completing Form and the Attending Physician/Clinician.
   - This means the **same** Affiliation/Organization will be applied to the Patient ID (MRN), Person Completing Form, and Attending Physician/Clinician.
Change Affiliation/Organization Conditional Answer: Yes to No

If, after completing the Affiliation/Organization section, you change your answer to the conditional question from Yes to No, a pop-up will display.

1. To reset your previous Affiliation/Organization selection for the Patient ID (MRN), click Yes on the pop-up.

2. You must individually complete all Affiliation/Organization fields corresponding to Patient ID (MRN), Person Completing Form, and Attending Physician/Clinician.
   - Your previous Affiliation/Organization selection for the Patient ID (MRN) has been reset.
   - All three (3) of the Affiliation/Organization fields are enabled for the Patient ID (MRN), Person Completing Form, and the Attending Physician/Clinician.
     - This means a different Affiliation/Organization can be selected for each field.
3. Select the **Affected/Organization** for the Patient ID (MRN) from the dropdown menu.

![Dropdown menu for Affected/Organization](image)

4. Select the **Affected/Organization** for the Person Completing Form from the dropdown menu.

![Dropdown menu for Affected/Organization](image)

5. Select the **Affected/Organization** for the Attending Physician/Clinician from the dropdown menu.

![Dropdown menu for Affected/Organization](image)

**Please Note:** If you select **Other** from the **Affected/Organization** dropdown menu for the Person Completing Form or the Attending Physician/Clinician, the following subsequent textbox is enabled: *If other, please specify.* You must enter the name of the affiliation/organization.
7 Dynamic Functions based MDRO Type and Organism Name

Based on the MDRO Type and Organism Name selected from the dropdown menus on the Patient Information screen of the Multi-Drug Resistant Organism (MDRO) Case Report, certain subsequent fields will dynamically display information that applies to the selected MDRO Type and Organism Name. This means certain fields will display only the organism names and lab tests that apply to the selected MDRO Type and Organism Name.

Once the MDRO Type and Organism Name selections are saved on the Patient Information screen, the subsequent dynamic screens are customized to display only the information that applies to the selected MDRO Type and Organism Name.

Organism Name: Dynamic Field for MDRO Case Report

On the Patient Information screen, the Organism Name dropdown menu displays only the organism name options that apply to the selected MDRO Type. You must select the appropriate Organism Name from the dropdown menu.
If Other is selected as the MDRO Type, the subsequent textbox is enabled. Additionally, the Organism Name field automatically populates with Other, which enables the subsequent textbox. Enter the MDRO Type and the Organism Name in the appropriate If other, please specify textboxes.

Please Note: Once an Organism Name is selected, the MDRO Type field displays only the selected MDRO Type.
Change MDRO Type and Organism Name Selections

Once you select an MDRO Type and an Organism Name from the dropdown menus, and click **Save** or **Next** on the **Patient Information** screen, a pop-up displays with a message that states:

*You have selected to file this case report for MDRO type - [selected MDRO Type] and Organism Name – [selected Organism Name]. Please note that you will not be able to change/update MDRO Type or Organism Name after you save this screen or proceed to the next screen. Are you sure you want to file this case report form for MDRO type - [selected MDRO Type] and Organism Name – [selected Organism Name]?*

---

**Please Note:** All MDRO Type and Organism Name selections are final. Once the MDRO Type and Organism Name selections are saved on the **Patient Information** screen, the subsequent dynamic screens are customized to display only the information that applies to the selected MDRO Type and Organism Name.

You have one more opportunity to select **No** to change the MDRO Type and Organism Name selections. You can select **Yes** to finalize the MDRO Type and Organism Name selections.

1. Upon clicking **Save** or **Next** at the bottom of the **Patient Information** screen, the MDRO Type/Organism Name Pop-Up displays.

2. To change the MDRO Type and/or Organism Name selections, click **No**.
3. The **MDRO Type** and **Organism Name** dropdown menus display only the selected MDRO Type and Organism Name.

   ![MDRO Type and Organism Name dropdown menu example](image)

   **Please Note:** Once an **Organism Name** is selected, the **MDRO Type** field displays only the selected MDRO Type.

4. To change the **MDRO Type** selection, click the X on the **Organism Name** dropdown menu.

   ![MDRO Type and Organism Name dropdown menu example](image)

   **Please Note:** This resets the **MDRO Type** dropdown menu to display all MDRO Type options. To change the MDRO Type, select a different **MDRO Type** from the dropdown menu.

   ![Patient Information section](image)

   **Please Note:** Upon resetting the **MDRO Type** and **Organism Name** dropdown menus, a banner displays an error message that states: **There are errors. Please make a selection for all required fields.**
Please Note: If you click the X on the MDRO Type dropdown menu and do not select an MDRO Type from the dropdown, the Organism Name dropdown menu will display ALL Organism Name options for all eight (8) MDRO Types.

Once an MDRO Type is selected, the Organism Name dropdown menu displays only the Organism Name options that apply to the selected MDRO Type.

6. Select the appropriate Organism Name from the dropdown menu. The Organism Name dropdown menu will display only the options that apply to the selected MDRO Type.

7. Once the MDRO Type and Organism Name selections are complete, click Save or Next at the bottom of the Patient Information screen.
8. The MDRO Type/Organism Name Pop-Up displays to confirm the change in MDRO Type and Organism Name selections. Click **Yes** to save the MDRO Type and Organism Name selections.

9. After saving the selections, the *MDRO Type* and *Organism Name* fields are disabled and display the selected MDRO Type and Organism Name. You can no longer change the selected MDRO Type and Organism Name.
Laboratory Information: Dynamic Screen

On the Laboratory Information screen, the Test Name dropdown menu displays only the test name options that apply to the MDRO Type selected on the Patient Information screen.

- **Test Names for Candida Auris, Clinical**
- **Test Names for Candida Auris, Colonization/Screening**
- **Test Names for Carbapenem Resistant Acinetobacter baumannii (CRAB)**
- **Test Names for Carbapenem Resistant Enterobacteriaceae (CRE)**
- **Test Names for Carbapenem-Resistant Pseudomonas Species (CRPA)**
- **Test Names for Carbapenemase-producing carbapenem-resistant Enterobacteriaceae (CP-RE)**
Please Note: If you select Other from the Test Name dropdown menu, the subsequent field is enabled. You must enter the Test Name in the subsequent textbox: If other, please specify.
8 Tips for Manually Entering Case Report Data

Become familiar with these tips prior to entering case reports. When entering data, please keep these key notes in mind:

- There are mandatory fields marked with red asterisks (*). These fields must be completed in order to proceed. In addition to completing the mandatory fields, you are encouraged to enter as much information as possible.

```
Please complete the form below. All fields marked with asterisk(*) are required.
```

- Help Icons are available to guide Users while entering data in the fields.

```
Please complete the form below. All fields marked with asterisk(*) are required.
```

- For entering address information, all States are available for selection in the State field dropdown menu. When you select the state of Kentucky, all Kentucky counties are available for selection in the County dropdown menu.

```
City
Zip Code
Phone Number
Email Address
State
County
```

- `Adair`
- `Allen`
- `Anderson`
- `Ballard`
- `Barren`
- `Bath`
- `Bell`
However, when you select any state other than Kentucky, the system will display the message *Out of System State* and will not display counties in the *County* dropdown menu.

1. Enter dates by entering 2 digits for the month, 2 digits for the day, and 4 digits for the year.
   - You can also click the *Date* field to bring up a calendar. You can click a *date on the calendar* or use the field dropdown menus to select the month and the year.

   - If the date is unknown, you have the option to click the *Unknown checkbox*.
9 Multi-Drug Resistant Organism Case Report Form

Users with the Manual Case Reporter Role are authorized to access the Multi-Drug Resistant Organism (MDRO) Case Report in the ePartnerViewer.

1. To enter Multi-Drug Resistant Organism case report information, click the Case Report Entry Tab in the blue Navigation Bar at the top of the screen, then select Case Report Forms from the dropdown menu.

2. Select Multi-drug Resistant Organism from the dropdown menu.

10 Patient Information for MDRO Case Report

Multi-Drug Resistant Organism (MDRO) Case Report entry is a six-step process where Users enter (1) Patient Information, (2) Laboratory Information, (3) Exposure Information, (4) Hospitalization, ICU, & Death Information, and (5) Additional Comments. (6) Review and Submit is where Users must review the information they have entered and submit the MDRO Case Report.
1. To start the Multi-Drug Resistant Case entry, you must complete the mandatory fields on the Patient Information screen.

   Please Note: You are required to enter the details associated with the Person Completing Form, the Ordering Provider/Clinician, and the Attending Physician/Clinician prior to entering Multi-Drug Resistant Organism (MDRO) case report information. If you access the MDRO Case Report without previously entering these details, the Patient Information screen is disabled and displays an error message.

   You must click the hyperlink associated with the Person Completing Form, the Ordering Provider/Clinician, and the Attending Physician/Clinician located in the error message banner to navigate to the appropriate User Preferences screens and create the Person Completing Form, Ordering Provider/Clinician, and Attending Physician/Clinician before entering MDRO Case Report details.

2. Select the MDRO Type from the dropdown menu.
3. If applicable, select the appropriate **Organism Name** from the dropdown menu.

**Please Note**: Based on the **MDRO Type** selected from the dropdown menu, the subsequent **Organism Name** dropdown menu will display only the options that apply to the selected MDRO Type.

- If **Other** is selected as the MDRO Type, the subsequent textbox is enabled. Enter the **MDRO Type** in the subsequent textbox: *If other, please specify.*
- Additionally, if **Other** is selected as the MDRO Type, the **Organism Name** field automatically populates with **Other**, which enables the subsequent textbox. Enter the **Organism Name** in the subsequent textbox: *If other, please specify.***

**Please Note**: Once an **Organism Name** is selected, the **MDRO Type** field displays only the selected MDRO Type. To change the MDRO Type, click the **X** on the **Organism Name** field. This resets the **MDRO Type** dropdown menu to display all options.
4. Enter the **Date of Diagnosis**.

5. If the date of diagnosis is unknown, click the **Unknown checkbox**.

6. Select the **appropriate answer** for the conditional field: *Is the Affiliation/Organization same for Patient ID (MRN), Person Completing Form and Attending Physician/Clinician?*

   - Click **Yes** to apply the **same** Affiliation/Organization to the Patient ID (MRN), the Person Completing the Form, and the Attending Physician/Clinician.
• Click **No** to select a **different** Affiliation/Organization for the Patient ID (MRN), Person Completing Form, and the Attending Physician/Clinician.

7. Enter the patient’s **Medical Record Number (MRN)** in the **Patient ID (MRN)** field. An MRN is an organization specific, unique identification number assigned to a patient by a healthcare organization. If your organization does not use an MRN, you MUST create a way to uniquely identify your patient so that the patient is registered in the KHIE system.

8. From the dropdown menu, select the **Affiliation/Organization** that applies to the Patient ID (MRN).

**Please Note:** If **Yes** is selected for the conditional field: **Is the Affiliation/Organization same for Patient ID (MRN), Person Completing Form and Attending Physician/Clinician?** the same Affiliation/Organization will apply to each. The **Affiliation/Organization** field is enabled only for the Patient ID (MRN). The **Affiliation/Organization** selected for the Patient ID (MRN) will display in the disabled **Affiliation/Organization** fields for the Person Completing Form and the Attending Physician/Clinician.
9. From the dropdown menu, select the name of the **Person Completing Form**.

![Dropdown menu with options]

**Please Note**: If the appropriate name does not display in the **Person Completing Form** dropdown, you must click the **Person Completing Form hyperlink** to create details for a new Person Completing Form.

**Person Completing Form Hyperlink**

10. To create details for a new Person Completing Form, click the **Person Completing Form hyperlink**.

![Person Completing Form Pop-Up]

11. The **Person Completing Form** Pop-Up displays. Enter the details. Mandatory fields are marked with asterisks (*).

12. If available, select the appropriate **Prefix** and **Suffix** from the dropdown menus.
13. Enter the **First Name** and **Last Name** of the Person Completing the Form.

![First Name and Last Name fields]

14. Enter the **Address**, **City**, **State**, and **Zip Code**.

![Address, City, State, Zip Code fields]

15. Enter the **Phone Number** and **Email Address**.

![Phone and Email fields]

16. After completing the mandatory fields, click **Save**.

![Save button in the form]

17. Once the new Person Completing Form details have been saved, the *Person Completing Form* dropdown menu is automatically updated and displays the new name of the Person Completing Form. Select the **new name of the Person Completing Form** from the dropdown menu.

![Updated Person Completing Form dropdown]

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**Direct Data Entry for Electronic Case Reports: MDRO eICR User Guide**

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**Kentucky Health Information Exchange**
18. If applicable, select the **Affiliation/Organization** that applies to the person completing the form.

![Affiliation/Organization dropdown menu](image)

**Please Note:** The **Affiliation/Organization** field that applies to the Person Completing Form is only enabled if you selected **No** to the conditional question: *Is the Affiliation/Organization same for Patient ID (MRN), Person Completing Form and Attending Physician/Clinician?*

- If **Other** is selected from the dropdown menu, the subsequent field is enabled. Enter the name of the organization associated with the person completing the form in the subsequent textbox: *If other, please specify.*

![Affiliation/Organization field](image)

19. Select the **Attending Physician/Clinician** from the dropdown menu.

![Attending Physician/Clinician dropdown menu](image)

**Please Note:** If the appropriate name does not display in the Attending Physician/Clinician dropdown menu, you must click the **Attending Physician/Clinician hyperlink** to create details for a new Attending Physician/Clinician.
Attending Physician/Clinician Hyperlink

20. To create a new Attending Physician/Clinician, click the **Attending Physician/Clinician hyperlink**.

21. Upon clicking the **Attending Physician/Clinician hyperlink**, the **Attending Physician/Clinician Pop-Up** displays. Enter the details. Mandatory fields are marked with asterisks (*).

22. If available, select the appropriate **Prefix** and **Suffix** from the dropdown menus.

23. Enter the Attending Physician/Clinician’s **First Name** and **Last Name**.
24. Enter the **Address, City, State, and Zip Code.**

25. Enter the Attending Physician/Clinician’s **Phone Number** and **Email Address.**

26. After completing the mandatory fields, click **Save.**

27. Once the new Attending Physician/Clinician details have been saved, the **Attending Physician/Clinician** dropdown menu is automatically updated and displays the new Attending Physician/Clinician. Select the **new Attending Physician/Clinician** from the dropdown menu.
28. If applicable, select the **Affiliation/Organization** that applies to the physician attending the patient.

Please Note: The Affiliation/Organization field that applies to the Attending Physician/Clinician is enabled only when you select **No** to the conditional question: *Is the Affiliation/Organization same for Patient ID (MRN), Person Completing Form and Attending Physician/Clinician?*

- If **Other** is selected from the dropdown menu, the subsequent field is enabled. You must enter the name of the **organization associated with the attending physician/clinician** in the subsequent textbox: *If other, please specify.***

Please Note: Additional information on the Affiliation/Organization section of the Patient Information screen is covered in *Section 6 Affiliation/Organization Conditional Question.*
29. If available for the patient, select the Prefix and Suffix from the dropdown menus.

30. Enter the patient’s First Name and Last Name. If available, enter the patient’s Middle Name.

31. Enter the patient’s Date of Birth.

Please Note: If the patient is either under one year old or more than 100 years old, a notification pop-up will display to confirm the correct birth year has been entered or selected. You cannot proceed to the next page until updating or confirming the patient’s birth year.

32. Select the Patient Sex from the dropdown menu.
33. Select the patient’s **Ethnicity** and **Race** from the appropriate field dropdown menus.

34. Enter the patient’s **Street Address**, **City**, **State**, **Zip Code**, and **County**.

35. Enter the patient’s **Phone Number** and **Email Address**.

36. If applicable, select the **appropriate answer** to **Is the patient currently pregnant?**
Please Note: The field *Is the patient currently pregnant?* is enabled only when you select *Female* from the *Patient Sex* dropdown menu on the *Patient Information* screen.

If *Yes* is selected, the subsequent field is enabled. You must enter the **estimated due date (EDC)** in the subsequent field: *If yes, please enter the due date (EDC).* If the due date is unknown, click the Unknown checkbox.

37. When the *Patient Information* screen has been completed, click *Save* to save your progress or *Next* to proceed to the *Laboratory Information* screen.

Please Note: Once you select the MDRO Type and Organism Name from the dropdown menus and click *Save* or *Next* at the bottom of the *Patient Information* screen, a pop-up displays with a message that states: *You have selected to file this case report for MDRO type - [selected MDRO Type] and Organism Name – [selected Organism Name]. Please note that you will not be able to change/update MDRO Type or Organism Name after you save this screen or proceed to the next screen. Are you sure you want to file this case report form for MDRO type - [selected MDRO Type] and Organism Name – [selected Organism Name]?

To save the selected MDRO Type and Organism Name and proceed to the *Laboratory Information* page, click *Yes*. To change the selected MDRO Type and Organism Name, click *No.*
38. To change the selected MDRO Type and Organism Name, click **No** on the MDRO Type/Organism Name Pop-Up.

39. The **MDRO Type** and **Organism Name** dropdown menus display only the selected MDRO Type and Organism Name.

40. If changing the **MDRO Type** selection, click the **X** on the **Organism Name** dropdown menu.

---

**Please Note**: Once an **Organism Name** is selected, the **MDRO Type** field displays only the selected MDRO Type.
41. This resets the MDRO Type dropdown menu to display all MDRO Type options. If changing the selection, select a different MDRO Type from the dropdown menu.

Please Note: Upon resetting the MDRO Type and Organism Name dropdown menus, a banner displays with an error message that states: There are errors. Please make a selection for all required fields.

42. Select the appropriate Organism Name from the dropdown menu. It will display only the options that apply to the selected MDRO Type.

43. Once the MDRO Type and Organism Name selections have been made, click Save or Next at the bottom of the Patient Information screen.
44. The MDRO Type/Organism Name Pop-Up displays to confirm the change in MDRO Type and Organism Name. To save the selected MDRO Type and Organism Name, click ***Yes***.

45. Upon clicking ***Yes*** to save the selections, the **MDRO Type** and Organism Name fields are disabled and display the selected MDRO Type and Organism Name. You can no longer change the selected MDRO Type and Organism Name.

**Please Note**: Once the MDRO Type and Organism Name selections are saved on the **Patient Information** screen, the subsequent dynamic screens are customized to display only the information that applies to the selected MDRO Type/Organism Name.

46. Click **Next** to proceed to the **Laboratory Information** screen.
11 Laboratory Information

1. On the Laboratory Information screen, select the appropriate answer for the conditional question at the top: Does the patient have a lab test?

2. If Yes is selected, the subsequent lab-related fields on the screen are enabled. You must enter details for a lab test.

Please Note: If No or Unknown is selected for the conditional question at the top of the Laboratory Information screen, the lab-related fields on the screen are disabled.
Please Note: There are two questions that are not impacted by the conditional question at the top of the Laboratory Information screen: Does the patient have a lab test?

Regardless of the answer to the conditional question, the following fields are enabled:
- *Is this part of an outbreak?*
- *Was the organism previously identified?*

3. Enter the **Laboratory Name** in the textbox.

4. Select the **Ordering Provider/Clinician** from the dropdown menu.

Please Note: If the appropriate name does not display in the Ordering Provider/Clinician dropdown, you must click the **Ordering Provider/Clinician hyperlink** to create details for a new Ordering Provider/Clinician.
Ordering Provider/Clinician Hyperlink

5. To create a new Ordering Provider/Clinician, click the Ordering Provider/Clinician hyperlink.

6. Upon clicking the Ordering Provider/Clinician hyperlink, the Ordering Provider/Clinician Pop-Up displays. Enter the details. Mandatory fields are marked with asterisks (*).

7. If available, select the appropriate Prefix and Suffix from the dropdown menus.

8. Enter the Ordering Provider/Clinician’s First Name and Last Name.

9. Enter the Address, City, State, and Zip Code.
10. Enter the Provider/Clinician’s **Phone Number** and **Email Address**.

11. After completing the mandatory fields, click **Save**.

12. Once the new Ordering Provider/Clinician details have been saved, the **Ordering Provider/Clinician** dropdown menu is automatically updated and displays the new Ordering Provider/Clinician. Select the **new Ordering Provider/Clinician** from the dropdown menu.

13. Select the appropriate **Test Name** from the dropdown menu.

**Please Note:** The **Test Name** dropdown menu displays only the test name options that apply to the MDRO Type selected on the **Patient Information** screen.

- If **Other** is selected from the dropdown menu, the subsequent field is enabled. Enter the **test name** in the subsequent textbox: *If other, please specify.*
14. Enter the **Filler Order Number**.

![Filler Order/Accession Number](image)

**Please Note:** The Filler Order Number or Lab Accession Number is typically utilized by laboratories and generally refers to the number assigned to a lab sample when it is checked in. If your organization does not log the receipt of specimens, you should create a system to uniquely track the specimen when you check it in.

15. Select the **Specimen Source** from the dropdown menu.

![Specimen Source](image)

- If **Other** is selected from the dropdown menu, the subsequent field is enabled. Enter the **specimen name** in the subsequent textbox: *If other, please specify.*

![Specimen](image)

16. Select the **Test Result** from the dropdown menu.

![Test Result](image)
• If Other is selected from the dropdown menu, the subsequent field is enabled. Enter test result information in the subsequent textbox: If other, please specify.

• If Pending is selected from the dropdown menu, the subsequent field is disabled: Test Result Date.

17. If applicable, enter the Test Result Date.
18. Enter the Specimen Collection Date.

Please Note: The Specimen Collection Date cannot occur after the Test Result Date. The Specimen Collection Date must occur on the same date or any date before the Test Result Date. If you enter a Specimen Collection Date that occurs after the Test Result Date, both fields are marked as invalid.

If you click Next, the Laboratory Information screen displays an error banner with message that states: There are errors. Please make a selection for all required fields.

To proceed, you must enter a valid Specimen Collection Date that occurs on or before the Test Result Date.
19. Select the **Type of Culture** from the dropdown menu.

20. Select the **Location of the patient at the time of specimen collection** from the dropdown menu.

- If **Other healthcare setting** is selected from the dropdown menu, the subsequent field is enabled. Enter the **location of the patient at the time of specimen collection** in the subsequent textbox: **If other, please specify**.

21. Enter the **Facility Name/Location** in the textbox.
22. Select the **Facility County** from the dropdown menu.

![Facility County dropdown menu]

23. In the **Additional Information** textbox, enter **additional notes about the lab test**, if applicable.

![Additional Information textbox]

**Adding Multiple Tests**

24. You can also click **Add Test** to log the details for multiple lab tests. This means that you can easily enter additional lab test results on the same patient.

![Add Test button]
25. After entering laboratory information, select the **appropriate answer** for the field: *Is this part of an outbreak?*

If **Yes** is selected, the subsequent field is enabled. Enter the **name of the outbreak** in the subsequent textbox: *If other, please specify the name of the outbreak.*

26. Select the **appropriate answer** for the field: *Was the organism previously identified?*
• If Yes is selected, the subsequent field is enabled. Enter the date that the organism was previously identified.
• If the onset date is unknown, click the Unknown checkbox.

27. Once the Laboratory Information screen is complete, click Next to proceed to the Exposure Information screen.
12 Exposure Information

1. On the Exposure Information screen, select the appropriate answer for the conditional question at the top: Did the patient have any of the following exposures?

2. If Yes is selected for the conditional question, the subsequent fields on the screen are enabled.

Please Note: If No is selected for the conditional question, the subsequent fields are disabled and marked as No.

If Unknown is selected for the conditional question, the subsequent fields are disabled and marked as Unknown.
3. If the patient has had any exposures, select the **appropriate answer** for the field: *International travel within the last 12 months*.

   ![International travel within the last 12 months](image1)

   - If **Yes** is selected for the *International travel* field, the subsequent field is enabled. From the multi-select dropdown menu, select the **country or countries the patient has traveled**.

   ![Select countries](image2)

4. Select the **appropriate answer** for the field: *International healthcare within the last 12 months*.

   ![International healthcare within the last 12 months](image3)

   - If **Yes** is selected for the *International healthcare* field, then the subsequent field is enabled. From the multi-select dropdown menu, select the **country or countries that the patient received healthcare**.

   ![Select countries](image4)

5. Select the **appropriate answer** for the field: *International hospitalization within the last 12 months*.
• If Yes is selected for the *International hospitalization* field, then the subsequent field is enabled. From the multi-select dropdown menu, select the **country or countries that the patient was hospitalized**.

6. Once complete, click **Next** to proceed to the **Hospitalization, ICU, Disposition & Death Information** screen.
13 Hospitalization, ICU, Disposition & Death Information

1. On the Hospitalization, ICU, Disposition & Death Information screen, select the appropriate answer for the conditional question at the top: Was the patient hospitalized at the time of specimen collection?

• If Yes is selected for the conditional question, the subsequent hospitalization-related fields and ICU-related fields on the screen are enabled.
Please Note: If No or Unknown is selected for the conditional question, all subsequent hospitalization-related and ICU-related fields are disabled.

Death-related questions are not impacted by the selected answer for the conditional question: Was the patient hospitalized at the time of specimen collection?

Additionally, the field Was the patient previously hospitalized at your facility within the last 6 months? is not impacted by the selected answer for the conditional question.

2. If the patient has been hospitalized, enter the name of the hospital where the patient is/was hospitalized in the textbox: If yes, please specify the hospital name.

3. Select the type of facility from the dropdown menu: If hospitalized, please specify the type of facility that the patient was admitted from.

• If Home is selected as the type of facility, the subsequent Facility Name textbox is disabled.
4. If Long Term Care Facility, Other Health Care Facility, or Other is selected from the dropdown menu, the subsequent field is enabled. Enter the name of the facility that the patient was admitted from in the subsequent textbox: Facility Name.

5. Enter the Admission Date.

6. If applicable, enter the Discharge Date.

**Please Note:** The Admission Date cannot occur after the Discharge Date. The Admission Date must occur on the same date or any date BEFORE the Discharge Date. If you enter an Admission Date that occurs after the Discharge Date and click Next, both fields are marked as invalid and an error banner displays with a message that states:

There are errors. Please make a selection for all required fields.

To proceed, you must enter a valid Discharge Date that occurs on or after the Admission Date.
• If the patient has not been discharged, click the **Still Hospitalized Checkbox**.
• If the patient is deceased, click the **Expired Checkbox**.

<table>
<thead>
<tr>
<th>Admission Date*</th>
<th>Discharge Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/26/2021</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Still hospitalized</th>
<th>Expired</th>
</tr>
</thead>
</table>

• If the patient is deceased, the subsequent field is enabled. Enter the **Date of Death**. If the date of death is unknown, click the **Unknown Checkbox**.

If expired, please provide the date of death:

**Date of Death**

<table>
<thead>
<tr>
<th>Date of Death**</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

**July 2021**

<table>
<thead>
<tr>
<th>-day of the month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

If expired, please provide the date of death:

**Date of Death**

<table>
<thead>
<tr>
<th>Date of Death**</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

**July 2021**

<table>
<thead>
<tr>
<th>-day of the month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

7. Upon entering the **Discharge Date**, the subsequent field is enabled. Select the **type of location** from the subsequent dropdown menu: **If discharged, please specify the location**.

<table>
<thead>
<tr>
<th>Admission Date*</th>
<th>Discharge Date*</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/26/2021</td>
<td>07/26/2021</td>
</tr>
</tbody>
</table>

If expired, please provide the date of death:

**Date of Death**

<table>
<thead>
<tr>
<th>Date of Death**</th>
</tr>
</thead>
<tbody>
<tr>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

**July 2021**

<table>
<thead>
<tr>
<th>-day of the month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

If discharged, please specify the location:

<table>
<thead>
<tr>
<th>Select...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
</tr>
<tr>
<td>Long Term Care Facility</td>
</tr>
<tr>
<td>Other Health Care Facility</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

• **If Home** is selected as the facility type, the subsequent **Facility Name** field is disabled.
8. If *Long Term Care Facility*, *Other Health Care Facility*, or *Other* is selected from the dropdown menu, the subsequent field is enabled. Enter the **name of the facility that the patient was admitted from** in the subsequent textbox: *Facility Name*.

9. Select the **appropriate answer** for *Was the receiving facility notified of the patient’s MDRO?*

10. Select the **appropriate answer** for *Was the patient admitted to an intensive care unit (ICU)?*

   - If *Yes* is selected, the subsequent *Admission Date to ICU* and *Discharge Date from ICU* fields are enabled. Enter the *Admission Date to ICU* and the *Discharge Date from ICU*.

11. Select the **appropriate answer** for *Was the patient previously hospitalized at your facility within the last 6 months?*

   - If *Yes* is selected, the subsequent fields are enabled. Enter the **name of your facility where the patient is/was hospitalized within the last 6 months** in the subsequent textbox: *If yes, please specify the hospital name.*
12. If the patient has been hospitalized at your facility within the last 6 months, enter the Admission Date and Discharge Date.

![Form fields for admission and discharge dates]

Please Note: All subsequent fields are disabled if No or Unknown is selected for the field: Was the patient previously hospitalized at your facility within the last 6 months?

![Form fields for hospitalization dates]

Adding Multiple Hospitalization Dates

13. If the patient has been hospitalized at your facility multiple times within the last 6 months, you can click Add Additional Hospitalization Date to log the dates for multiple hospitalizations.

![Form fields for additional hospitalization dates]
14. If applicable, enter the **Admission Date** and **Discharge Date** of the additional hospitalization.

![Image of admission and discharge date entry](image1)

- To delete an additional hospitalization date, click the **Trash Bin Icon** located at the top right.

![Image of delete hospitalization date](image2)

15. Once complete, click **Next** to proceed to the **Additional Comments** screen.

![Image of additional comments](image3)
14 Additional Comments for MDRO Case Report

1. On the **Additional Comments** screen, if applicable, enter **additional notes about the patient**.
2. Once complete, click **Next** to proceed to the **Review & Submit** screen.

15 Review and Submit

The **Review and Submit** screen displays a summary of the information you have entered. Prior to submitting the case report entry, review the information on this screen to verify its accuracy. You must click **Submit** to submit the case report.

Print or Download Functionality

1. Click **Print** to print the case report.

   - Upon clicking **Print**, a **Print Preview** pop-up will display. Click **Print** to print the case report.
2. Click **Download** to download a PDF version of the case report.

- Once the download is complete, a pop-up will display. Click **OK** to close out of the pop-up.
- To view the downloaded case report, click the **PDF** icon at the bottom left.
• A PDF of the case report will display in a separate tab. Click the **Download Icon** at the top right to download a PDF version of the case report to your computer.

3. Review the Information.

- Click the **caret icon** on any section header to hide or display the details for that section.
4. Review the Patient Information section.

5. Review the Laboratory Information section.
6. Review the *Exposure Information* section.

7. Review the *Hospitalization, ICU, Disposition & Death Information* section.

8. If applicable, review the *Additional Comments* section.
9. Review the Additional Comments section.

Click Hyperlinks to Edit

10. If after reviewing, changes are required, click the corresponding section header hyperlink or the side navigation bar tab to navigate to the appropriate screen or section to edit the information.

- Click the section header hyperlink or the side navigation bar tab to navigate to the intended page. For example, to navigate to the Patient Information screen, click the Patient Information hyperlink in the section header or on the side navigation bar.

11. Once the appropriate edits have been made, click the Review and Submit tab on the side navigation bar to navigate back to the Review and Submit screen.
12. The Save Changes pop-up display displays. To save the edits and navigate back to the Review and Submit screen, click Yes – Save. To discard the edits, click No – Discard.

13. Review your edits on the Review and Submit screen.

14. After verifying the information is accurate and/or the appropriate changes have been made, you must click Submit to submit the MDRO Case Report Entry.

- All case report submissions are final. You have one more opportunity to select Cancel to continue reviewing the MDRO Case Report or click Submit to submit the report.
**Please Note:** Once a case report has been submitted, it is final. Should you later discover that you have entered inaccurate information, please use the **Support Tab** in the ePartnerViewer to report this information.

15. Click **OK** to acknowledge the case report has been submitted successfully.

**Please Note:** Clicking **OK** when the case report entry has been submitted successfully will automatically navigate you to the **Case Report Entry User Summary** screen.

**Congratulations! You have submitted the Multi-Drug Resistant Organism (MDRO) Case Report using KHIE’s Direct Lab Data Entry Functionality.**

Please visit the KHIE website at [https://khie.ky.gov/COVID-19/Pages/Electronic-Case-Reporting-.aspx](https://khie.ky.gov/COVID-19/Pages/Electronic-Case-Reporting-.aspx) to access additional training resources and find information on reporting requirements from the Kentucky Department for Public Health.
16 Case Report User Entry Summary

The Case Report Entry User Summary screen displays all submitted and in-progress case reports you have entered. By default, the Case Report Entry User Summary screen displays the case reports from the last updated date. You can use the Date Range buttons to do a custom search for previous case reports entered within the last 6 months.

1. To retrieve case reports for a specific date range within the last 6 months, enter the appropriate Start Date and End Date.

2. Click Retrieve to generate the case reports.
Please Note: The Start Date must be within the last six months from the current date.
The following error message displays when Users search for a Start Date that occurred more than six months ago: Please select a Start Date that is within the last six months from today’s date.
To proceed, you must enter a Start Date that occurred within the last six months.

3. Click Retrieve Data to display the search results.
4. To search for a specific case report, click Apply Filter.

5. The Filter fields display. Search by entering the Report Type, Affiliation/Organization, Patient MRN, First Name, Last Name, Date of Birth, Patient Sex, Status, Last Updated Date, and/or Submission Date in the corresponding Filter fields.
Review Previously Submitted Case Reports

6. To review a summary of a complete case report that has been previously submitted, click View located next to the appropriate case report.

7. The Case Report Details pop-up displays a summary of the previously submitted case report.
   - Click Print to print the case report.
   - Click Download to download a PDF version of the case report.

8. Click OK to close the pop-up.
Continue In-Progress Case Reports

The **Save** feature allows Users to complete the case report in multiple sessions. That means you can start a case entry, save it, and then return later to complete it. You must save the information you’ve entered in order to return to the section where you left off.

9. To continue working on a case report that is currently in-progress, click **Continue** located next to the appropriate case report.

10. Clicking **Continue** automatically navigates to the section of the case report where you left off.

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>REPORT TYPE</th>
<th>AFFILIATION/ORG.</th>
<th>PATIENT MIN.</th>
<th>FIRST NAME</th>
<th>LAST NAME</th>
<th>DATE OF BIRTH</th>
<th>PATIENT SEX</th>
<th>STATUS</th>
<th>LAST UPDATED</th>
<th>SUBMISSION DATE</th>
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<tbody>
<tr>
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<td>Cosmo</td>
<td>Kramer</td>
<td>08/10/1955</td>
<td>Male</td>
<td>Complete</td>
<td>07/29/2021</td>
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<tr>
<td>Continue</td>
<td>Other Conditions</td>
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<td>Daphne</td>
<td>Moon</td>
<td>02/15/1988</td>
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<tr>
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<td>Test Medical</td>
<td>SK40551960</td>
<td>Susan</td>
<td>Ross</td>
<td>05/05/1960</td>
<td>Female</td>
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<td>07/28/2021</td>
<td>7:00 PM</td>
</tr>
</tbody>
</table>

17 Technical Support

**Toll-Free Telephone Support**

For questions and assistance regarding the ePartnerViewer, please call 1 (877) 651-2505.

**Email Support**

To submit questions electronically or request support regarding the ePartnerViewer, please email KHIESupport@ky.gov.

**Please Note:** To seek assistance or log issues, you can use the **Support Tab** located in the blue navigation bar at the top of the screen in the ePartnerViewer.