

Kentucky Health Information Exchange (KHIE)

Direct Data Entry COVID-19 Variant Testing & Initiating COVID-19 Electronic Case Reports

Quick Reference Guide

December 2021

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1 Introduction

As part of KHIE’s ongoing updates and maintenance, additional features have been added to KHIE’s Direct Data Entry functionality for positive COVID-19 test results. These enhancements made to the COVID-19 Lab Data Entry functionality allow Users with the *Manual Data Submission* user role to enter positive test results for COVID-19 variants. Additionally, Users with the *Manual Case Reporter* user role have the option to initiate a COVID-19 Case Report using information from a previously submitted COVID-19 Lab Data Entry.

The purpose of this guide is to provide an overview of these changes and provide step-by-step instructions and screenshots showcasing the new features in the ePartnerViewer.

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.

2 COVID-19 Lab Data Entry Enhancements

COVID-19 Variant Testing Enhancements

The COVID-19 Lab Data Entry functionality has been enhanced to capture COVID-19 variant details. The purpose of the new COVID-19 variant features is to collect positive test results for COVID-19 variants for the Kentucky Department for Public Health (DPH).

The new features and changes to the COVID-19 Lab Data Entry include:

1. On the **Observation** screen, the **Select Test Type hyperlink** has been enhanced to include variant test types and variant test names in the categorized list of test types and test names.

TEST TYPE	TEST NAME
Variant Testing	SARS-CoV-2 (COVID-19) variant interpretation in Specimen
Variant Testing	SARS-CoV-2 (COVID-19) variant [Type] in Specimen by Sequencing
Serology	SARS coronavirus 2 Ab [Interpretation] in Serum or Plasma
Serology	SARS coronavirus 2 IgA Ab [Presence] in Serum or Plasma by Immunoassay
Serology	SARS coronavirus 2 IgA Ab [Units/volume] in Serum or Plasma by Immunoassay
Serology	SARS coronavirus 2 IgG Ab [Presence] in Serum or Plasma by Immunoassay
Serology	SARS coronavirus 2 IgG Ab [Presence] in Serum or Plasma by Immunoassay
Serology	SARS coronavirus 2 IgG Ab [Units/volume] in Serum or Plasma by Immunoassay
Serology	SARS coronavirus 2 IgG+IgM Ab [Presence] in Serum or Plasma by Immunoassay

- 2. On the **Observation** screen, the *Select Test Type* field has been enhanced to include a new **Variant Testing** radio button.

Observation 1

Select Test Type* BinaxNOW PCR Serology Antigen Other Variant Testing ?

Test Name* Select...

- 3. On the **Observation** screen, the *Test Name* field has been enhanced to display new **Variant Test Name options** that correspond with the selected **Variant Testing Test Type**.

Observation 1

Select Test Type* BinaxNOW PCR Serology Antigen Other Variant Testing ?

Test Name* Select...

- SARS-CoV-2 (COVID-19) variant interpretation in Specimen
- SARS-CoV-2 (COVID-19) variant [Type] in Specimen by Sequencing

Test Result* Select...

Observation Result Date* MM/DD/YYYY

- 4. On the **Observation** screen, the *Test Result* field has been enhanced to include **Variant Test Result options** based on the selected **Variant Test Name**.

Observation 1

Select Test Type* BinaxNOW PCR Serology Antigen Other Variant Testing ?

Test Name* SARS-CoV-2 (COVID-19) variant... x

Test Result* Select...

- Other
- SARS-CoV-2 B.1.1.7 lineage
- SARS-CoV-2 B.1.351 lineage
- SARS-CoV-2 B.1.427 lineage
- SARS-CoV-2 B.1.429 lineage
- SARS-CoV-2 B.1.525 lineage
- SARS-CoV-2 B.1.526 lineage
- SARS-CoV-2 B.1.531 lineage

Observation Result Date*

Name Of Testing Product ?

Comments

Device Identifier ?

GISAIID Accession Number ?

- 5. On the **Observation** screen, a new **Comments** field has been added to enable Users enter additional notes about a patient's COVID-19 Variant Test Results.

The screenshot shows a form with a 'Comments' label and a text input field highlighted with a red border. To the right, there is a 'GISAID Accession Number' label with a question mark icon and an empty text input field.

- 6. The **Observation** screen has been enhanced to dynamically display a new **GISAID Accession Number** textbox field when the User selects **Variant Testing** as the test type. GISAID Accession Numbers are used as unique and permanent identifiers to identify viruses and/or segments.

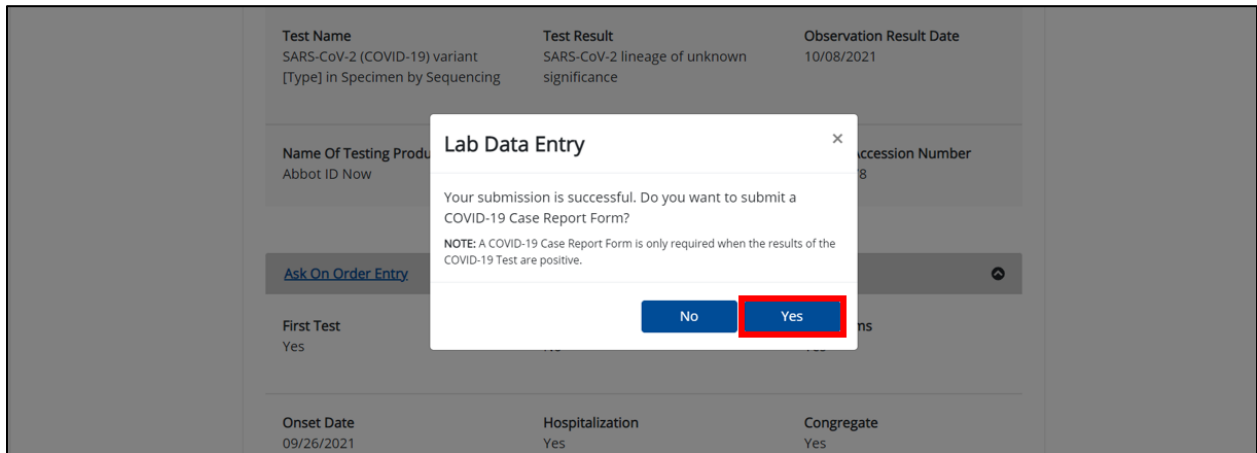
The screenshot shows the 'Select Test Type' section with 'Variant Testing' selected and highlighted with a red box. Below it, the 'GISAID Accession Number' field is also highlighted with a red box. A tooltip points to the 'GISAID Accession Number' label, stating: 'GISAID Accession Numbers are used as unique and permanent identifiers for each virus to identify viruses and/or segments.'

Please Note: There are no changes to the **Ask on Order Entry** screen of the COVID-19 Lab Data Entry.

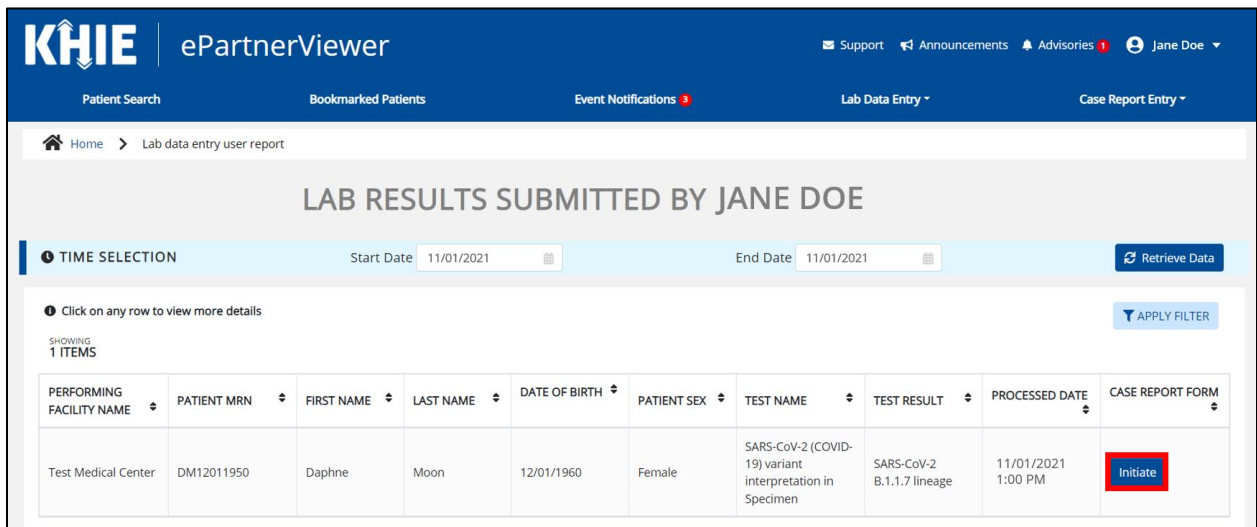
The screenshot shows the 'ASK ON ORDER ENTRY' screen with a progress bar at the top indicating steps 1 through 5. The main content area contains several data entry fields: First Test, Symptoms, Onset Date, ICU, HCW, Hospitalization, Congregate, and Pregnant. Each field has a dropdown menu or a date picker.

Initiate COVID-19 Case Report Feature

- 7. The COVID-19 Lab Data Entry functionality has been enhanced to include a new **Initiate** feature which allows Users to initiate a COVID-19 Case Report from a submitted COVID-19 Lab Data Entry.
 - The **Lab Data Review** screen has been enhanced to display a pop-up notification that provides the option for Users to initiate a COVID-19 Case Report upon submitting a COVID-19 Lab Data Entry.



- On the **Lab Results Submitted by User** screen, a new **Initiate** button has been added to enable Users to initiate a COVID-19 Case Report from any previously submitted COVID-19 Lab Data Entry.



Please Note: For specific information about Direct Lab Data Entry and how to complete a COVID-19 Lab Data Entry or Quick Entry for Negative COVID-19 Test Results, please review the *Direct Lab Data Entry User Guide* on the [KHIE website](#).

3 Initiate COVID-19 Case Report from COVID-19 Lab Data Entry

A new **Initiate** feature has been added to the COVID-19 Lab Data Entry functionality to allow ePartnerViewer Users to initiate a COVID-19 Case Report with information from a previously submitted COVID-19 Lab Data Entry. This feature allows Users to copy the information from a completed COVID-19 Lab Data Entry into the COVID-19 Case Report, enter additional details, and submit the COVID-19 Case Report for the patient. This means that certain information entered on the COVID-19 Lab Data Entry will be auto-populated in the initiated COVID-19 Case Report. Users can update the appropriate information and submit a COVID-19 Case Report for the same patient.

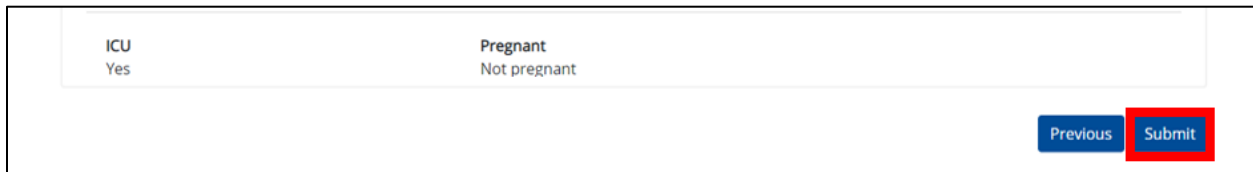
There are two methods for initiating a COVID-19 Case Report from a previously submitted COVID-19 Lab Data Entry:

1. Initiate a COVID-19 Case Report after submitting a COVID-19 Lab Data Entry
2. Initiate a COVID-19 Case Report from the **Lab Results Submitted by User** screen

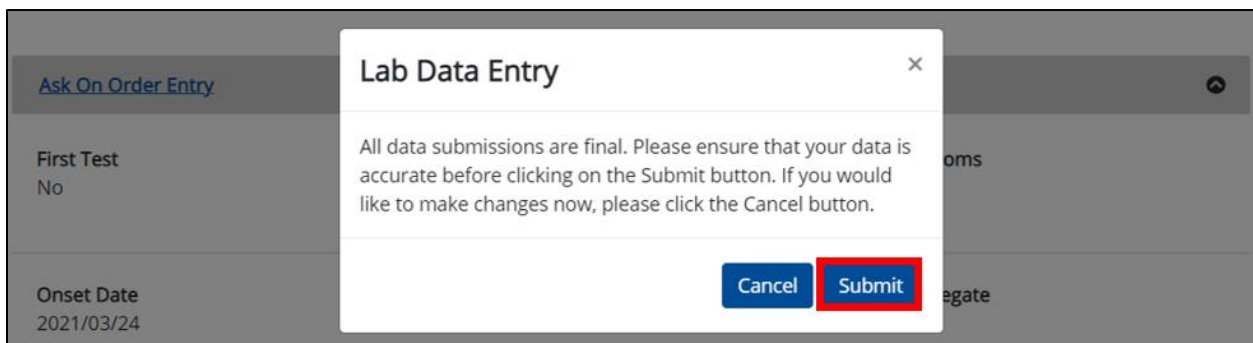
COVID-19 Lab Data Entry Submission

These steps cover how to initiate a COVID-19 Case Report for positive COVID-19 test results upon submitting a COVID-19 Lab Data Entry in the ePartnerViewer.

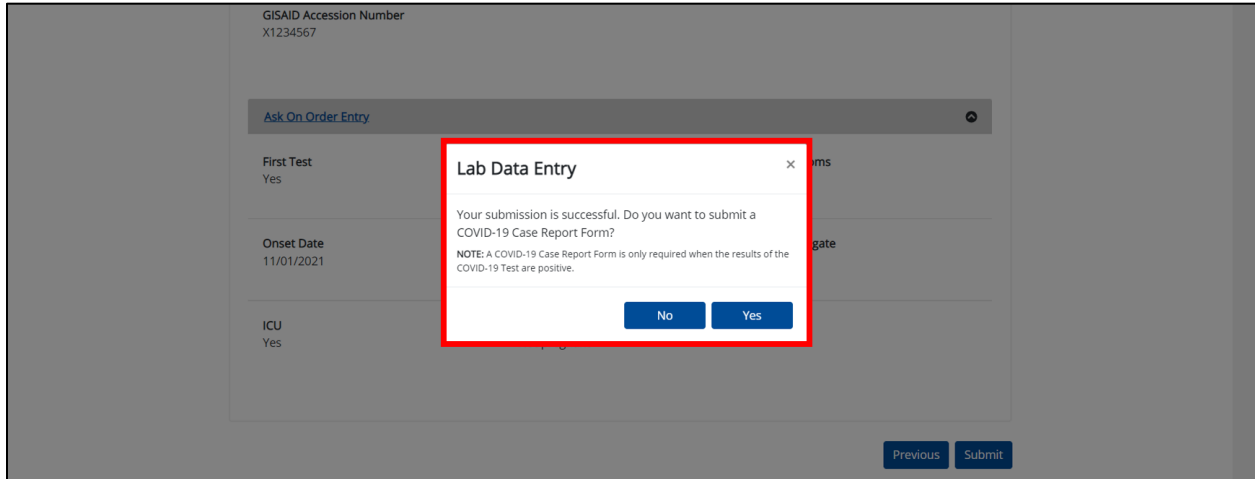
1. After completing the COVID-19 Lab Data Entry, review the information you entered on the **Lab Data Review** screen. After verifying the information is accurate and/or the appropriate changes have been made, click **Submit** to submit the Lab Data Entry.



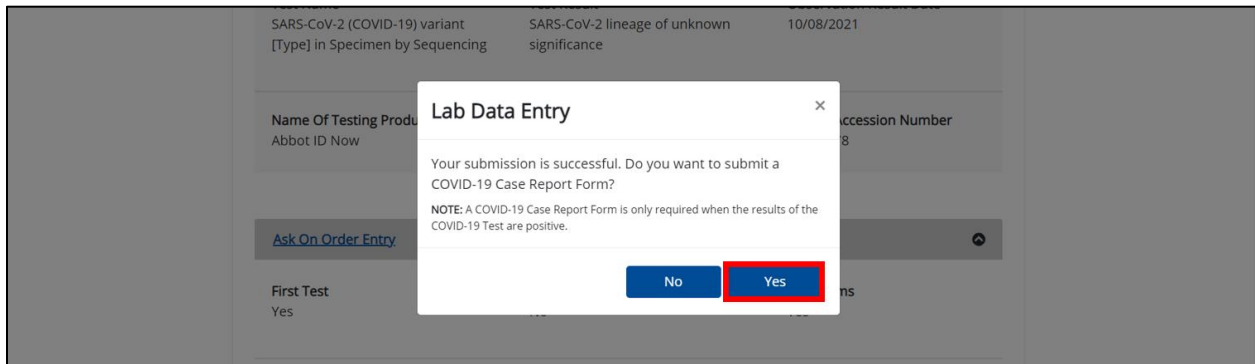
2. All data submissions are final. You have one more opportunity to select **Cancel** to continue reviewing the Lab Data Entry or **Submit** to finalize the Lab Data Entry.



- 3. Upon clicking **Submit** to finalize the Lab Data Entry submission, a pop-up notification displays a message that states: *Your submission is successful. Do you want to submit a COVID-19 Case Report Form?* **NOTE:** A COVID-19 Case Report Form is required only when the results of the COVID-19 Test are positive.



- 4. To initiate a COVID-19 Case Report for the same patient, click **Yes**.



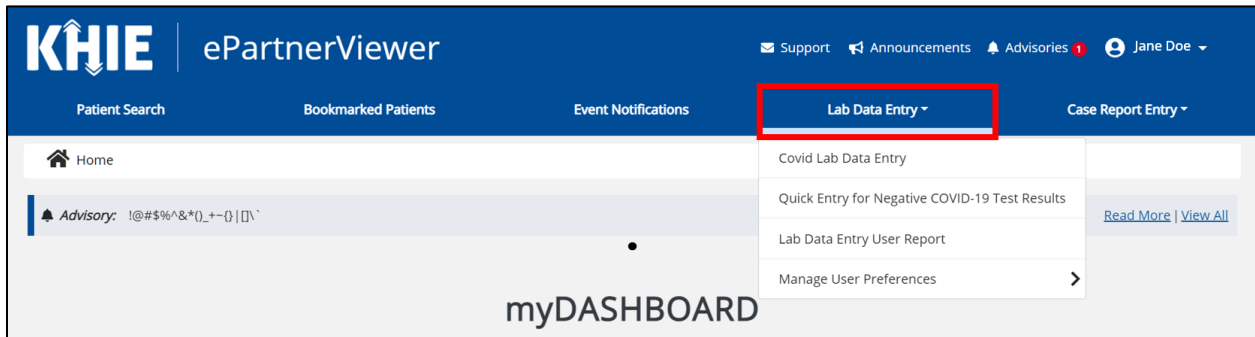
Please Note: Clicking **Yes** on the pop-up notification to initiate a case report will automatically navigate you to the **Patient Information** screen of the COVID-19 Case Report.

For specific information on the **Patient Information** screen of the COVID-19 Case Report, please review the *Patient Information Screen* sub-section of this guide.

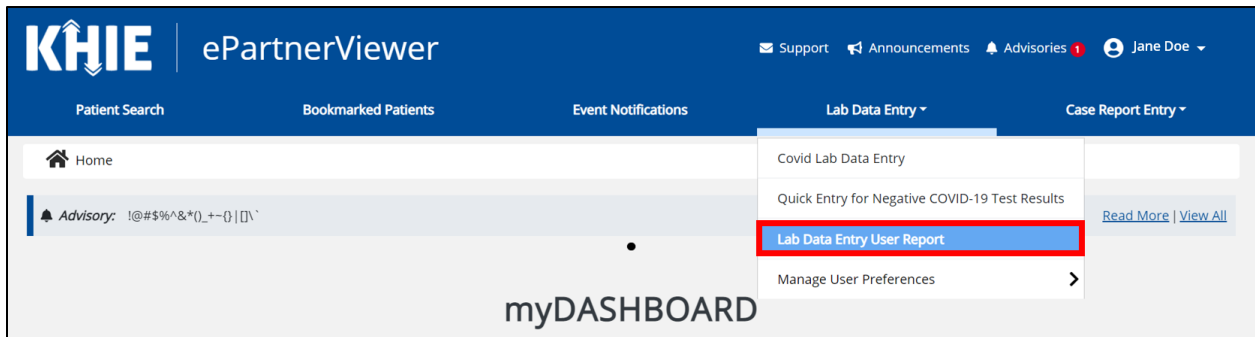
Lab Results Submitted by User Screen

These steps cover how to initiate a COVID-19 Case Report from a previously submitted COVID-19 Lab Data Entry on the **Lab Results Submitted by User** screen.

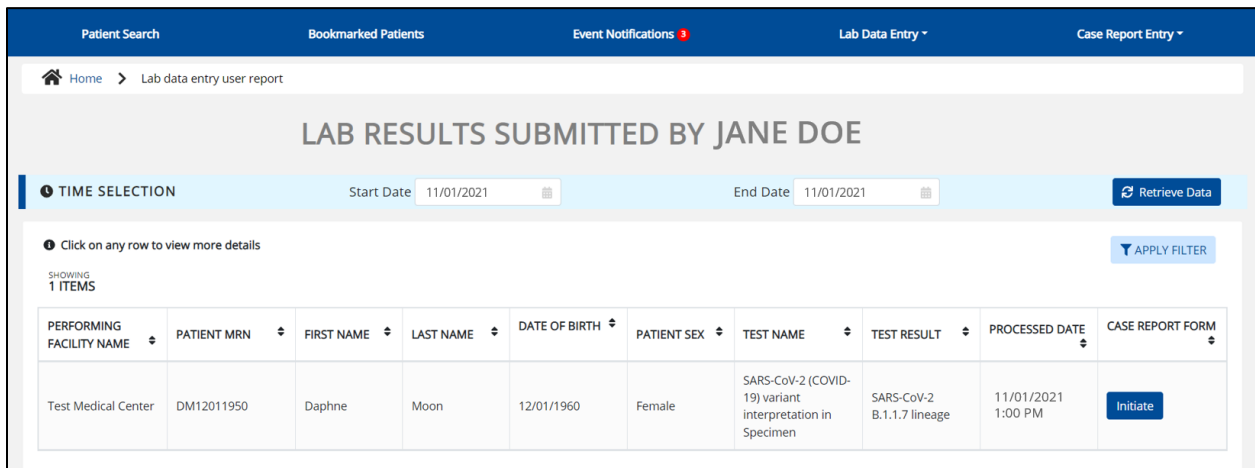
1. To initiate a COVID-19 Case Report from a previously submitted COVID-19 Lab Data Entry, click the **Lab Data Entry** Tab in the blue Navigation Bar at the top of the screen.



2. Select **Lab Data Entry User Report** from the dropdown menu.



3. The **Lab Results Submitted by User** screen displays. By default, the screen displays the lab data entries from the last updated date. You can use the Date Range buttons to do a custom search for previous lab data entries entered within the last 6 months.



- To retrieve lab data entries for a specific date range within the last 6 months, enter the appropriate **Start Date** and **End Date**.

- Click **Retrieve Data** to generate the lab data entries.

- To search for a specific lab data entry, click **Apply Filter**.

PERFORMING FACILITY NAME	PATIENT MRN	FIRST NAME	LAST NAME	DATE OF BIRTH	PATIENT SEX	TEST NAME	TEST RESULT	PROCESSED DATE	CASE REPORT FORM
Test Medical Center	DM12011950	Daphne	Moon	12/01/1960	Female	SARS-CoV-2 (COVID-19) variant interpretation in Specimen	SARS-CoV-2 B.1.1.7 lineage	11/01/2021 1:00 PM	Complete
Test Medical Center	EB10031980	Elaine	Benes	10/03/1980	Female	SARS-CoV-2 (COVID-19) variant interpretation in Specimen	SARS-CoV-2 B.1.1.7 lineage	11/05/2021 12:20 PM	Initiated
Test Medical Center	test	test	test	11/18/1990	Female	SARS-CoV-2 (COVID-19) variant interpretation in Specimen	SARS-CoV-2 B.1.1.7 lineage	11/10/2021 5:07 PM	Complete
Test Medical Center	CK09031955	Cosmo	Kramer	09/03/1965	Male	BinaxNOW COVID Test Kit	Negative	11/12/2021 3:13 PM	Initiate
Test Medical Center	SR04011965	Susan	Ross	04/01/1965	Female	BinaxNOW COVID Test Kit	Negative	11/12/2021 3:55 PM	Initiate

- The Filter fields display. You can search by entering the **Performing Facility Name, Patient MRN, First Name, Last Name, Date of Birth, Patient Sex, Test Name, Test Result, Processed Date**, and/or **Case Report Form** in the corresponding Filter fields.

LAB RESULTS SUBMITTED BY JANE DOE

TIME SELECTION Start Date: 11/01/2021 End Date: 11/15/2021 Retrieve Data

Click on any row to view more details HIDE FILTER

SHOWING 9 ITEMS

PERFORMING FACILITY NAME	PATIENT MRN	FIRST NAME	LAST NAME	DATE OF BIRTH	PATIENT SEX	TEST NAME	TEST RESULT	PROCESSED DATE	CASE REPORT FORM
Test Medical Center	DM12011950	Daphne	Moon	12/01/1960	Female	SARS-CoV-2 (COVID-19) variant interpretation in Specimen	SARS-CoV-2 B.1.1.7 lineage	11/01/2021 1:00 PM	Complete
Test Medical Center	EB10031980	Elaine	Benes	10/03/1980	Female	SARS-CoV-2 (COVID-19) variant interpretation in Specimen	SARS-CoV-2 B.1.1.7 lineage	11/05/2021 12:20 PM	Initiated
Test Medical Center	test	test	test	11/18/1990	Female	SARS-CoV-2 (COVID-19) variant interpretation in Specimen	SARS-CoV-2 B.1.1.7 lineage	11/10/2021 5:07 PM	Complete
Test Medical Center	CK09031955	Cosmo	Kramer	09/03/1965	Male	BinaxNOW COVID Test Kit	Negative	11/12/2021 3:13 PM	Initiate
Test Medical Center	SR04011965	Susan	Ross	04/01/1965	Female	BinaxNOW COVID Test Kit	Negative	11/12/2021 3:55 PM	Initiate

- To initiate a COVID-19 Case Report with the information from a completed Lab Data Entry that has been previously submitted, click **Initiate** located next to the appropriate Lab Data Entry.

KHIE | ePartnerViewer Support Announcements Advisories 1 Jane Doe

Patient Search Bookmarked Patients Event Notifications 3 Lab Data Entry Case Report Entry

Home > Lab data entry user report

LAB RESULTS SUBMITTED BY JANE DOE

TIME SELECTION Start Date: 11/01/2021 End Date: 11/01/2021 Retrieve Data

Click on any row to view more details APPLY FILTER

SHOWING 1 ITEMS

PERFORMING FACILITY NAME	PATIENT MRN	FIRST NAME	LAST NAME	DATE OF BIRTH	PATIENT SEX	TEST NAME	TEST RESULT	PROCESSED DATE	CASE REPORT FORM
Test Medical Center	DM12011950	Daphne	Moon	12/01/1960	Female	SARS-CoV-2 (COVID-19) variant interpretation in Specimen	SARS-CoV-2 B.1.1.7 lineage	11/01/2021 1:00 PM	Initiate

Please Note: You have the option to initiate a COVID-19 Case Report for a previously submitted Quick Entry for Negative COVID-19 Test Results from the **Lab Results Submitted by User** screen. However, a COVID-19 Case Report is only required for positive COVID-19 test results.

- 9. Upon clicking **Initiate**, a pop-up notification displays a message that states: *Do you want to submit a COVID-19 Case Report Form?* **NOTE:** A COVID-19 Case Report Form is required only when the results of the COVID-19 Test are positive.
- 10. To initiate a COVID-19 Case Report for the same patient, click **Yes**.

The screenshot shows the 'ePartnerViewer' interface with a 'Lab Data Entry' pop-up dialog. The dialog contains the text: 'Do you want to initiate a COVID-19 Case Report Form?' and a note: 'NOTE: A COVID-19 Case Report Form is only required when the results of the COVID-19 Test are positive.' There are 'No' and 'Yes' buttons, with 'Yes' highlighted in red. The background shows a table of lab results for Jane Doe.

PERFORMING FACILITY NAME	PATIENT MRN	FIRST NAME	LAST NAME	TEST RESULT	PROCESSED DATE	CASE REPORT FORM
Test Medical Center	DM12011950	Daphne	Moon	SARS-CoV-2 (COVID-19) variant interpretation in Specimen	11/01/2021 1:00 PM	Initiate

Please Note: Clicking **Yes** on the pop-up notification to initiate a case report will automatically navigate you to the **Patient Information** screen of the COVID-19 Case Report.

4 COVID-19 Case Report: Auto-Populated Details from Lab Data Entry

COVID-19 Case Report entry is a ten-step process where Users with the *Manual Case Reporter* user role enter (1) Patient Information, (2) SARS CoV-2 Testing, (3) Clinical Course, (4) Applicable Symptoms, (5) Medical Conditions, (6) Exposure Information, (7) Hospitalization, ICU, & Death Information, (8) Vaccination History, and (9) Additional Comments. (10) **Lab Data Review** is where Users must review the information they have entered and submit the COVID-19 Case Report.

The following COVID-19 Case Report screens display certain fields of information that have been auto-populated based on the information entered on the previously submitted COVID-19 Lab Data Entry. When necessary, users can change the auto-populated information and enter different details in any of the enabled fields.

- **Patient Information** screen
- **Exposure Information** screen
- **Applicable Symptoms** screen
- **Hospitalization, ICU & Death Information** screen

Please Note: There are certain screens of the COVID-19 Case Report that do **not** include any auto-populated fields. This guide only covers the COVID-19 Case Report screens containing auto-populated fields.

For specific information on COVID-19 Case Reporting, please review the *Direct Data Entry for Electronic Case Reports: COVID-19 User Guide* on the [KHIE website](#).

Patient Information Screen

Upon initiating a COVID-19 Case Report from a previously submitted COVID-19 Lab Data Entry, you are automatically navigated to the **Patient Information** screen of the COVID-19 Case Report. The **Patient Information** screen displays patient demographic details that have been auto-populated based on the information previously entered on the COVID-19 Lab Data Entry.

Users can change the auto-populated information in any of the enabled fields, as applicable. However, Users **cannot** change the auto-populated affiliation/organization and patient demographic fields which are grayed out and disabled:

- Affiliation/Organization
- Patient ID (MRN)
- Date of Birth
- First Name
- Middle Name (if available)
- Last Name
- Prefix (if available)
- Suffix (if available)
- Patient Sex

Please Note: The Affiliation/Organization and the patient demographic fields are the only disabled fields. All other fields on the **Patient Information** screen and all subsequent screens are enabled. You can edit any of the enabled fields on all screens of the COVID-19 Case Report.

Users **can change** the auto-populated information entered in any of the enabled fields, as applicable:

- *Ethnicity*
- *Race*
- *Address, City, State, Zip Code, County*
- *Phone*
- *Email*
- *Is the patient a healthcare worker in the United States?*
- *Is the patient currently pregnant?*

The screenshot shows a form with a left sidebar containing menu items: Medical Conditions, Exposure Information, Hospitalization, ICU & Death Information, Vaccination History, Additional Comments, and Review & Submit. The main form area contains fields for: First Name (Daphne), Middle Name, Last Name (Moon), Suffix (Select...), Date of Birth (12/01/1960), Patient Sex (Female), Ethnicity (Not Hispanic or Latino), Race (White), Address 1 (12 Seattle Avenue), Address 2 (Unit, Suite, Building, etc.), City (Lexington), State (KY), Zip Code (40511), County (Fayette), Phone ((555) 123-4567), and Email (daphne@email.com). Red boxes highlight the Ethnicity and Race fields, and the Address, City, State, Zip Code, County, Phone, and Email fields.

The screenshot shows two questions with radio button options: "Is the patient a healthcare worker in the United States?" with options Yes, No, and Unknown; and "Is patient currently pregnant?" with options Yes, No, and Unknown. Below the first question are two dropdown menus for "If yes, what is the patient's occupation/job type?" and "If yes, what is the patient's job setting?", each with a "Select..." option and a "If other, please specify:" text input field. At the bottom of the form are "Save" and "Next" buttons.

1. You have the option to **edit the auto-populated information** in the enabled fields, as applicable.
2. To complete the **Patient Information** screen, **enter the appropriate information** in the blank enabled fields, as applicable.
3. Once the appropriate edits and additions have been made, click **Next** to proceed to the **SARS CoV-2 Testing** screen.

The screenshot shows a 'Patient Information' form with a sidebar on the left containing 'Hospitalization, ICU & Death Information', 'Vaccination History', 'Additional Comments', and 'Review & Submit'. The main form fields include:

- Suffix: Select...
- Date of Birth*: 12/01/1960
- Patient Sex*: Female
- Ethnicity*: Not Hispanic or Latino
- Race*: White
- Address 1*: 12 Seattle Avenue
- Address 2: Unit, Suite, Building, etc.
- City*: Lexington
- State*: KY
- Zip Code: 40511-
- County*: Fayette
- Phone*: (555) 123-4567
- Email: daphne@email.com

A red box highlights the Ethnicity and Race fields. Another red box highlights the Address 1, City, State, Zip Code, County, Phone, and Email fields. A third red box highlights the 'Was this person a U.S. case?' section, which includes radio buttons for 'Yes', 'No', and 'Unknown', and a dropdown for 'Where was the patient residing at the time of illness onset?'. Below this are questions about whether the patient is a healthcare worker in the United States, with 'Yes', 'No', and 'Unknown' options, and dropdowns for 'If yes, what is the patient's occupation/job type?' and 'If yes, what is the patient's job setting?'. At the bottom of this section is the question 'Is patient currently pregnant?' with 'Yes', 'No', and 'Unknown' options.

At the bottom of the form, there is a 'Save' button, a 'Next' button (highlighted with a red box), and an upward arrow icon.

Please Note: The subsequent **SARS CoV-2 Testing** and **Clinical Course** screens of the COVID-19 Case Report do **not** include any auto-populated information from the COVID-19 Lab Data Entry.

- To proceed, you must enter the **appropriate information** in the enabled fields on each screen. Once complete, click **Next** to proceed to the **Applicable Symptoms** screen.

Applicable Symptoms Screen

The **Applicable Symptoms** screen displays patient demographic details that have been auto-populated based on the information previously entered on the COVID-19 Lab Data Entry.

Users **can change** the auto-populated information entered in any of the enabled fields, as applicable:

- *Were symptoms present during the course of illness?*
- *Onset Date*

Please Note: If the patient was marked as symptomatic on the COVID-19 Lab Data Entry, the selection for the conditional question at the top of the **Applicable Symptoms** screen is auto-populated as **Yes: Were symptoms present during the course of illness?**

- If **Yes** is selected for the conditional question at the top of the **Applicable Symptoms** screen, the subsequent fields are enabled.

If an onset date for symptoms was entered on the COVID-19 Lab Data Entry, the same date is auto-populated for the *Onset Date* field on the **Applicable Symptoms** screen.

- 4. You have the option to **edit the auto-populated information** in the enabled fields, as applicable.
- You can change the selection from **Yes** to **No** or **Unknown**, or vice versa for the conditional question at the top of the **Applicable Symptoms** screen: *Were symptoms present during the course of illness?*

- If you change the selection for the conditional question, a pop-up notification will display a message that states: *Please note that all selections on this screen will be reset. Are you sure you want to change your response?*
- To reset the previous selection for the conditional question, click **Yes** on the pop-up notification.

Please Note: If **No** is selected for the conditional question at the top of the **Applicable Symptoms** screen, all subsequent fields are disabled and marked with **No**.
If **Unknown** is selected for the conditional question, all subsequent fields are disabled and marked as **Unknown**.

- 5. To complete the **Applicable Symptoms** screen, **enter the appropriate information** in the blank enabled fields, as applicable.
- 6. Once the appropriate edits and additions have been made, click **Next** to proceed to the **Medical Conditions** screen.

Please Note: The subsequent **Medical Conditions** screen of the COVID-19 Case Report does **not** include any auto-populated information from the COVID-19 Lab Data Entry.

- To proceed, you must enter the **appropriate information** in the enabled field(s) on the **Medical Conditions** screen. Once complete, click **Next** to proceed to the **Exposure Information** screen.

Exposure Information Screen

The **Exposure Information** screen displays information that has been auto-populated based on the information previously entered on the COVID-19 Lab Data Entry.

Users **can change** the auto-populated information entered in any of the enabled fields, as applicable:

- *In the 14 days prior to illness onset, did the patient have any of the following exposures?*
- *Adult congregate living facility (nursing, assisted living, or long-term care facility)*

Please Note: If the COVID-19 Lab Data Entry indicated that the patient had recent exposure(s), the selection for the conditional question at the top of the **Exposure Information** screen is auto-populated as **Yes**: *In the 14 days prior to illness onset, did the patient have any of the following exposures?*

- If **Yes** is selected for the conditional question at the top of the **Exposure Information** screen, the subsequent fields are enabled.

Please Note: If the COVID-19 Lab Data Entry indicated that the patient is a resident at a congregate care setting, the selection for the congregate-related field is auto-populated as **Yes: Adult congregate living facility (nursing, assisted living, or long-term care facility)**.

- You have the option to **edit the auto-populated information** in the enabled fields, as applicable.
 - You can change the selection from **Yes** to **No** or **Unknown**, or vice versa for the conditional question at the top of the **Exposure Information** screen: *In the 14 days prior to illness onset, did the patient have any of the following exposures?*

- If you change the selection from **Yes** to **No** or **Unknown**, or vice versa for the conditional question, a pop-up notification will display a message that states: *Please note that all selections on this screen will be reset. Are you sure you want to change your response?*
- To reset the previous selection for the conditional question, click **Yes** on the pop-up notification.

Please Note: If **No** is selected for the conditional question at the top of the **Exposure Information** screen, the subsequent fields are disabled and marked with **No**.
If **Unknown** is selected for the conditional question, the subsequent fields are disabled and marked as **Unknown**.

- You can change the selection from **Yes** to **No** or **Unknown**, or vice versa for the congregate-related field: *Adult congregate living facility (nursing, assisted living or long-term care facility)*

Please Note: If **Yes** is selected for the congregate-related field, the subsequent field is enabled.
Enter the **name of the appropriate adult congregate living facility** in the subsequent textbox:
If yes, please specify nursing, assisted living, or long-term care facility.

- To complete the **Exposure Information** screen, **enter the appropriate information** in the blank enabled fields, as applicable.
- Once the appropriate edits and additions have been made, click **Next** to proceed to the **Hospitalization, ICU & Death Information** screen.

Hospitalization, ICU & Death Information Screen

The **Hospitalization, ICU & Death Information** screen displays details about a patient's hospitalizations that have been auto-populated based on the information previously entered on the COVID-19 Lab Data Entry.

Users **can change** the auto-populated information entered in any of the enabled fields:

- *Was the patient hospitalized?*
- *Was the patient admitted to an intensive care unit (ICU)?*

Please Note: If the COVID-19 Lab Data Entry indicated that the patient was hospitalized, the selection for the conditional question at the top of the **Hospitalization, ICU & Death Information** screen is auto-populated as **Yes**: *Was the patient hospitalized?*

- If **Yes** is selected for the conditional question at the top of the screen, the subsequent hospitalization-related fields and ICU-related fields are enabled.

Was the patient admitted to an intensive care unit (ICU)?*

If admitted to an ICU, please provide admission and discharge dates:

Admission Date* Unknown

Discharge Date* Unknown

Please Note: If the COVID-19 Lab Data Entry indicated that the patient was admitted to the ICU, the selection for the ICU-related question is auto-populated as **Yes**: *Was the patient admitted to an intensive care unit (ICU)?*

- If **Yes** is selected for the ICU-related question, the subsequent *Admission Date* and *Discharge Date* fields are enabled.

10. You have the option to **edit the auto-populated information** in the enabled fields, as applicable.
- You can change the selection from **Yes** to **No** or **Unknown**, or vice versa for the conditional question at the top of the **Hospitalization, ICU & Death Information** screen: *Was the patient hospitalized?*

HOSPITALIZATION, ICU & DEATH INFORMATION

Patient Information	✔	Was the patient hospitalized?*
SARS CoV-2 Testing	✔	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Unknown"/>
Clinical Course	✔	
Applicable Symptoms	✔	If hospitalized, was a translator required?*
		<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Unknown"/>

HOSPITALIZATION, ICU & DEATH INFORMATION

Patient Information	✔	Was the patient hospitalized?*
SARS CoV-2 Testing	✔	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/> <input type="button" value="Unknown"/>
Clinical Course	✔	
Applicable Symptoms	✔	If hospitalized, was a translator required?*
		<input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Unknown"/>

Please Note: If **No** or **Unknown** is selected for the conditional question at the top of the **Hospitalization, ICU & Death Information** screen, the subsequent hospitalization-related fields and ICU-related fields are disabled.

Death-related questions are not impacted by the selected answer for the conditional question: *Was the patient hospitalized?*

- You can change the selection from **Yes** to **No** or **Unknown**, or vice versa for the ICU-related question: *Was the patient admitted to an intensive care unit (ICU)?*

Please Note: If **Yes** is selected for the ICU-related question, the subsequent *Admission Date* and *Discharge Date* fields are enabled.

- To proceed, enter the **Admission Date to ICU** and the **Discharge Date from ICU** in the appropriate fields.

11. To complete the **Hospitalization, ICU & Death Information** screen, **enter the appropriate information** in the blank enabled fields, as applicable.
12. Once the appropriate edits and additions have been made, click **Next** to proceed to the **Vaccination History** screen.

HOSPITALIZATION, ICU & DEATH INFORMATION

Patient Information

SARS CoV-2 Testing

Clinical Course

Applicable Symptoms

Medical Conditions

Exposure Information

Hospitalization, ICU & Death Information

Vaccination History

Additional Comments

Review & Submit

Was the patient hospitalized?*

if hospitalized, was a translator required?*

If yes, please specify which language

if hospitalized, please provide admission and discharge dates:

Admission Date* Unknown

Discharge Date* Unknown

Was the patient admitted to an intensive care unit (ICU)?*

if admitted to an ICU, please provide admission and discharge dates:

Admission Date* Unknown

Discharge Date* Unknown

Did the patient die as a result of this illness?*

If yes, please provide the date of death:

Date of Death Unknown

Please Note: The subsequent **Vaccination History** and **Additional Comments** screens of the COVID-19 Case Report do **not** include any auto-populated information from the COVID-19 Lab Data Entry.

- To proceed, you must enter the **appropriate information** in the enabled fields on each screen. Once complete, click **Next** until you navigate to the **Review and Submit** screen.

For specific information on how to complete these screens of the COVID-19 Case Report, please review the *Direct Data Entry for Electronic Case Reports: COVID-19 User Guide* on the [KHIE website](#).

5 Submit Initiated COVID-19 Case Report

Once the appropriate edits and additions have been made on all the COVID-19 Case Report screens, you will be navigated to the **Review and Submit** screen. The **Review and Submit** screen displays a summary of the information you have entered. Prior to submitting the COVID-19 Case Report, review the information on this screen to verify its accuracy. You must click **Submit** to submit the case report.

13. Review the information 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 COVID-19 Case Report Entry.

15. All case report submissions are final. You have one more opportunity to select **Cancel** to continue reviewing the Case Report or click **Submit** to submit the report.

16. 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.

17. On the **Case Report Entry User Summary** screen, review the new case report submission.

ACTIONS	REPORT TYPE	DISEASE/ ORGANISM	AFFILIATION/ ORGANIZATION	PATIENT MRN	FIRST NAME	LAST NAME	DATE OF BIRTH	PATIENT SEX	STATUS	LAST UPDATED	SUBMISSION DATE
View Copy	COVID-19	COVID-19	Test Medical Center	DM12011950	Daphne	Moon	12/01/1960	Female	Complete	11/30/2021 5:56 PM	11/30/2021 5:56 PM

Please Note: For specific information about COVID-19 case reporting, please review the *Direct Data Entry for Electronic Case Reports: COVID-19 User Guide* on the [KHIE website](#).

6 Technical Support

Toll-Free Telephone Support

For questions and assistance regarding the ePartnerViewer, please call 1 (800) 633-6283.

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.