QUICK COVID19 GUIDE

NEDSS Base System (NBS)
User Guide for COVID-19 Labs

TN Department of
Health

Division of Communicable and Environmental Diseases and Emergency Preparedness
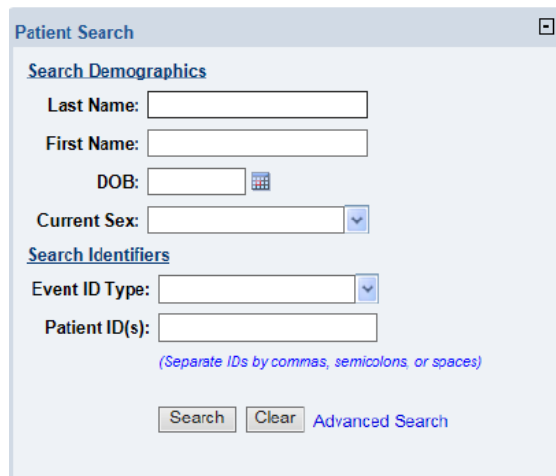
https://hssi.tn.gov/auth/login

Version 8
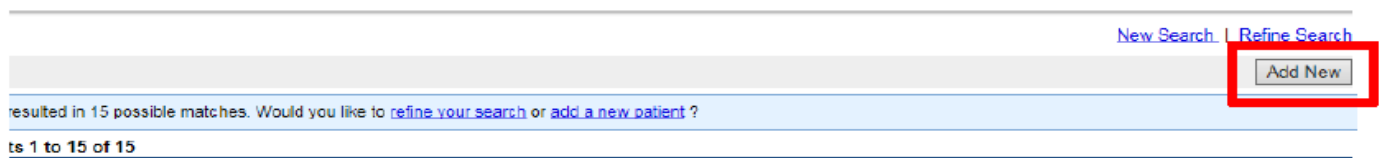## March 2023

Introduction:

The purpose of this guide is to provide TDH staff members who currently use NBS with instructions on how to enter COVID-19 labs. Please direct questions you may have to Tim Boyland (tim.boyland@tn.gov). Staff members who need access to NBS should contact the Surveillance Systems and Informatics Program at CEDS.Informatics@tn.gov.

Searching for a Patient (Before Entering in NBS):

1.) Before entering any information into NBS, search for the patient of interest to be sure the information has not been entered already.

    a.) Search Demographics: last name, first name, date of birth, and/or current sex

        i. Searching by the patient's initials may help locate duplicate patient profiles in NBS

        ii. Duplicate patient profiles should be added to the NBS Patient Merge TEAMS sheet

        ii. If there is no DOB listed on the lab, <u>Do Not Enter</u> and forward lab to Unit Chief

    b.) Search Identifiers:

        i. Event IDs: Accession number, Lab ID (OBS########TN01), Investigation ID, (CAS########TN01)

        ii. Patient IDs: 7-8 digit number, also found in reports as (PSN########TN01)

2.) If the patient is not in NBS, create a new patient profile.

    a.) Include:

        i. Name

        ii. Sex

        iii. DOB

        iv. Address (including city, state, zip code, and county)

        v. Phone number

        vi. Ethnicity (if available)

        vii. Race

b.) If missing the patient's address, phone number, sex, or race:

     i. Central Office:

        o   Enter requested information into Accurint sheet in TEAMS

        o   Move lab to Accurint folder in DET I folder

     ii. External to Central Office:

        o   Email Accurint requests to: Accurint.Request@tn.gov

3.) Fill out the patient demographics section as much as possible. If the patient's lab does not include the patient's address, enter the city, state, zip code, and county of the **Ordering Facility** as the temporary address.

4.) Once submitted, the information entered will be found in the Demographics tab within the new patient profile.
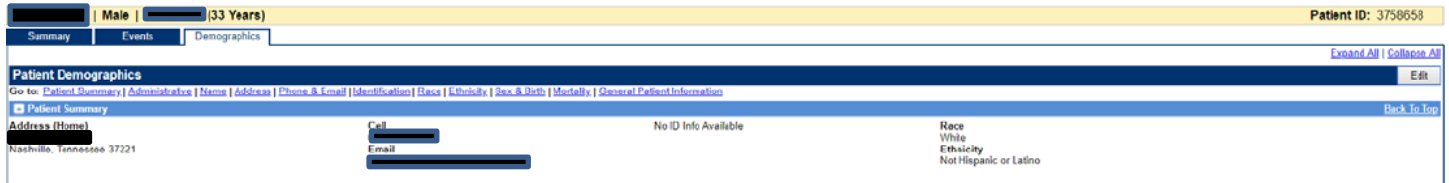

a.) The Demographics section can be edited with new information, but please note that the information entered here will <u>not</u> transfer from the Demographics tab into the lab or investigation.

b.) The demographic data entered in the investigation or lab, however, will be updated in the Demographics tab.

     i. Ensure **County** is populated (under Patient tab)

Entering COVID-19 Laboratory Reports:

1.) If a patient profile already exists in NBS, manually enter the lab report directly from the **Event** tab of the patient home page by clicking the **Add New** button beside Lab Reports.

*Note: When entering a lab under a patient profile that already exists, ensure that the lab/investigation has not already been created. If an investigation has already been created, but no lab has been created/associated to that investigation, proceed with entering the lab and associating it to the already existing investigation.
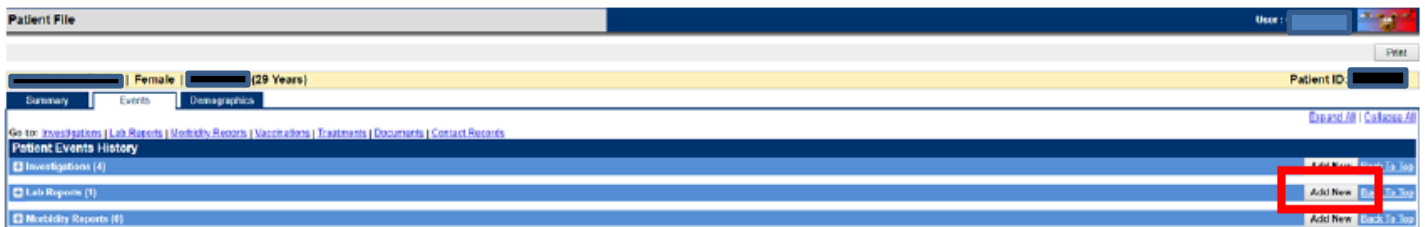
a.) Demographics will be pre-populated, so you will be directed straight to the **Lab Report** tab.

     i. Ensure that demographics are updated in the Patient tab first if necessary

     ii. If the patient's county needs to be updated, ensure that the correct Jurisdiction is entered under the **Lab Report** tab

2.) Enter **Reporting Facility** (required), **Ordering Facility**, and **Ordering Provider**.

    a.) It is important to include the phone number and/or address of the ordering facility or provider in case staff at the local level need to obtain contact or other information on the patient.

        i. Refer to the Quick Codes Reference to find accurate facility information or utilize Google to verify facility information before selecting the facility in NBS

3.) **Program Area** will always be "General Communicable Diseases."

4.) Ensure the correct **Jurisdiction** is populated (Region/Metro where patient lives).

    a.) If new demographics are updated for a patient who was previously entered into NBS and the county is changed, the Jurisdiction may need to be changed from what was previously entered.

        i. If a lab has already been created and the Jurisdiction needs to be changed, please send the lab and the Patient ID to Unit Chief

        ii. Refer to the State of Tennessee Jurisdiction Reference to find accurate Jurisdiction information and/or the [Local and Regional Health Departments map](#) provided by TDOH

5.) Enter **Lab Report Date** (listed on report) and **Date Received by Public Health** (BMG red stamped date/"Received by CEDEP" date).

6.) **Ordered Test** must be entered:

    a.) Click **Search**

    b.) Select **Long list**

    c.) For **PCR tests** type "94306" in **Test Name**

    d.) For **Antigen tests** type "94558" in **Test Name**

    e.) Click **Submit**

    f.) **Select**

i. **94306-8** for **PCR tests**

Ordered Test Search Results

	Cancel

Search Results

New Search | Refine Search

Your Search Criteria: Resulted Test contains ' 94306 ' resulted in **1** possible matches.

Code	Test Name	Method	System	Priority
94306-8	SARS-CoV-2 RNA Pnl XXX NAA+probe	PROBE.AMP.TAR	XXX	

ii. **94558-4** for **Antigen tests**

Ordered Test Search Results

	Cancel

Search Results

New Search | Refine Search

Your Search Criteria: Resulted Test contains ' 94558 ' resulted in **1** possible matches.

Code	Test Name	Method	System	Priority
94558-4	SARS-CoV-2 Ag Resp QI IA.rapid	IA.RAPID	RESPIRATORY	PRTHR

Ordered Test Example:

Search For Ordered Test

Test Name: 94306

Search: Short list, includes local tests
Long list, includes standard (LOINC) tests

Test Results   Back to top
Collapse Subsections
Ordered Test

Ordered Test: Search   Clear
Accession Number:
Specimen Source:
Specimen Site:
Specimen Collection Date/Time:
Patient Status at Specimen Collection:

7.) Enter **Accession Number** if available. (NOTE: this is the ID associated with the test)
   a.) The accession number may have differing identifiers, such as Test ID or Specimen ID
       i. Refer to the Accession Numbers Resource to find additional accession number(s) information.

8.) Enter **Specimen Source**:
   a.) The majority of specimens you will see are nasopharyngeal.
   b.) Type "Nose" in **Specimen Source** and select "Nose (nasal passage)"
   c.) Only "Nose (nasal passage)" specimen sources need to be entered; Do Not Enter other specimen sources.

9.) Enter **Specimen Collection Date**.

10.) Enter **Resulted Test** similar to how the **Ordered Test** is entered:
   a.) Click **Search**
   b.) Select **Long list**

c.) For **PCR tests** type "94306" in **Test Name**

d.) For **Antigen tests** type "94558" in **Test Name**

e.) Click **Submit**

f.) **Select**

       i.   **94306-8 for PCR tests**

      ii.   **94558-4 for Antigen tests**

11.) Enter **Coded Result** (enter what is on the lab report):

    a.) Positive results

        i. Positive

        ii. Detected

12.) Enter "Final" in **Status**.

13.) Click **Add Test**.

14.) If the current lab has a specimen date of collection that is ≤ 90 days from the initial positive lab's **date of collection**:

    * Note: Please use the following link to calculate the number of days between positive Covid-19 collection dates: https://www.timeanddate.com/date/duration.html (select "Include end date in calculation (1 day is added)" when calculating days).

    a.) Click **Submit**

    b.) Associate lab with the investigation

       • Open the patient's investigation

- Click on **Manage Associations**
- Click appropriate lab
- Click **Submit**

*Note: to see if the patient has an investigation, go to the **Events** tab.

15.) If the case does not have an investigation:

    a.) Select **Submit** – DO NOT select the Submit and Create Investigation option

    b.) After submitting the lab, go back into the lab report that was just entered.
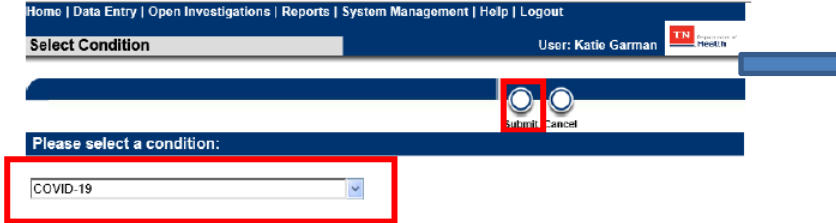
Select **Create Investigation**

Entering Covid-19 Investigation:

1.) Select "COVID-19" from condition drop-down list

    a.) Click **Submit**

2.) All under **Case Info** tab

Investigation Status: Change from open to **Closed**

- **If the patient has an Out of State address, keep the Investigation Status: Open**
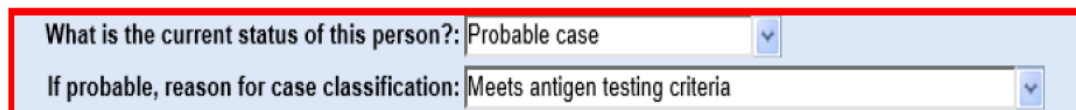
3.) Under **PUI status**

For PCR
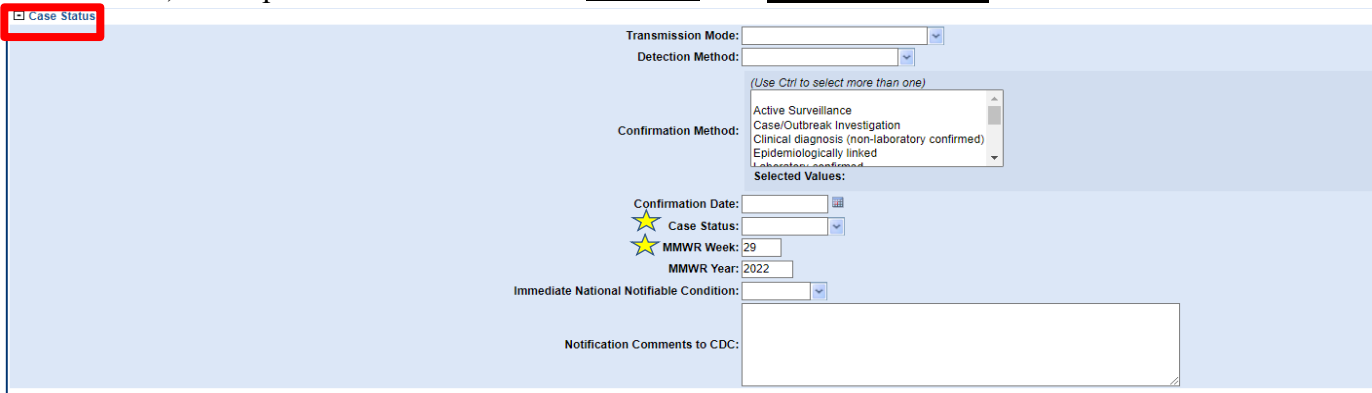
For Antigen

    a.) Mark patient's Case Status as "Confirmed" for **positive PCR** results

    b.) Mark patient's Case Status as "Probable" for **positive Antigen** results

4.) Click **Submit**

5.) Entering MMWR week instructions:
      a.) To access MMWR Week Web Document: Right click on link below, then choose "Open Hyperlink":
<p align="center">MMWR week log (2022-2023)</p>

      b.) Webpage will open in browser using above link for MMWR years 2022 & 2023.
      c.) Locate appropriate week number by date in template
            i.   Note: MMWR week number is always for weeks ending on SATURDAY (not Sunday)
            ii.   Important: A*lways* use the date Received by CEDEP (*red/black stamp*) date to determine the MMWR week

Example: Date received is May 18, 2022, which falls into the 20th week of 2022
<p align="center">The correct MMWR week is "20"</p>

      d.) Ensure NBS has the correct MMWR week
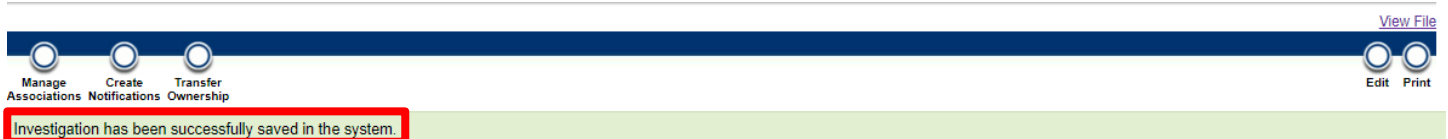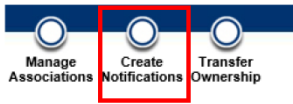

6.) Click **Submit**

7.) After you click **Submit**, click on **Create Notifications** (upper left-hand corner)

Investigation has been successfully saved in the system.

NOTES:

- A case will be marked as "Probable" if the case meets clinical criteria and epi-link, currently being monitored by public health or assessed by a provider. Please see the COVID-19 Case Definition fact sheet for more information.
https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/COVID-Case-Definition.pdf

- If you receive a PH 1600 form,
    - Central Office: forward to Unit Chief
    - External to Central Office: please forward to CEDEP (CEDEP.Det@tn.gov).

- Companion resources may be found in the "Resource" folder located in "H" drive, DET I folder on the following topics:

> Central Office (\\AG03SDCWF00533\DC\Data) (H:) › COVID19 Data Entry › DET 1 › !! Resources

       a.) Accession Numbers Resource
       b.) Accurint Log Guide
       c.) Covid-19 Tests Cheat Sheet
       d.) DET Process Flowchart
       e.) NBS Patient Merge Guide
       f.) Quick Codes Reference
       g.) State of Tennessee Jurisdiction Reference

Frequently Asked Questions:

1. Q: If the lab is already in NBS, do I need to re-enter another one?
    A: If the reports are for the same lab test result with the same date of collection, then NO.
    Note: To help reduce the burden of data entry, we are no longer requiring the same result reported by two different facilities to be entered twice. For example, if AEL and St. Thomas both report the same positive test, it is only necessary to enter one report in NBS.

    - If there are two different dates of collection (regardless of facility), both labs should be entered
        - If both tests are positive and are ≤ 90 days apart, they should be associated with the same investigation.
        - If the most recent lab has a date of collection that is > 90 days from the initial lab's date of collection, then create an investigation.
    - If there are multiple tests performed on the same date of collection and are two different test types, i.e., one is PCR and the other Antigen, both labs should be entered and:
        - Associate the lab(s) with the investigation
        - ** If existing investigation displays "Probable," it must always be changed to "Confirmed."

2. Q: What if the lab does not include patient address?
    A: Use the city and county of the Ordering Facility

3. Q: What is the process for entering an out of state lab/case?

A. If the patient's address is out of state, use the following steps:

1.) When entering the lab report, assign the jurisdiction to the region of the Ordering Facility's address.

For example: If the ordering facility is in Bradley Co., the jurisdiction will be Southeast Region

2.) Create an investigation

a.) Reminder: Keep Investigation Status Open; refer to pg.7.

b.) The case status for a Positive Out of State lab should reflect the resulted test; an Antigen test will reflect a Probable case, and a PCR test will reflect a Confirmed case. The state where the patient resides will then count them appropriately.

- Further Instruction for Regions:

a.) Since the investigation will automatically populate with the jurisdiction from the entered lab, once you hit 'Submit,' you will need to go back into the investigation and select 'Transfer Ownership.'

b.) Select 'Out of Tennessee' jurisdiction and Submit.

- Further Instruction for Central Office:

a.) In the lab report comments state, "We are sending this out of state case to you to ensure it is not being monitored by TN staff. If it is not being monitored by TN staff, please transfer the investigation to Out of Tennessee."

4. Q: How do I enter an indeterminate result?
A: Drop-in Unit Chief's folder.

5. Q: What if I accidently create a duplicate investigation during the ≤ 90 days period (between positive collection dates)?
A: No worries! Be sure to associate the correct investigation to its corresponding lab entries within the last 90 days, mark the case status of the duplicate investigation as 'Not a Case,' notify your Unit Chief of the duplicate investigation entry, and send your Unit Chief a copy of the lab along with the patient's ID number.

∗ Note: To navigate sections of the NBS User Guide for Covid-19 Labs, utilize Ctrl+f to search for specific instructions.∗