QUICK COVID-19 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 5

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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 Katie Garman (Katie.Garman@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 into NBS):

1.) Before entering any information into NBS, you should search for the patient of interest to be sure the information has not been entered already.
   a.   Search Demographics: Name, date of birth, current sex
   b.   Search Identifiers:
       i.   Event IDs: Accession number, Lab ID (OBS#######TN01), Investigation ID (CAS#######TN01)
       ii.   Patient IDs: 7 digit number, also found in reports as (PSN#######TN01)

2.) If the patient is not in NBS, create a new patient
   a.   Include:
       i.   Name
       ii.   DOB
       iii.   Address
       iv.   Phone number

resulted in 15 possible matches. Would you like to refine your search or add a new patient ?

ts 1 to 15 of 15

3.) Fill out form as much as possible. If the patient's lab does not include patient address, enter the city and county of the **Ordering Facility**.

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

The Demographics section can be edited with new information, but note that the information entered here will not transfer from the Demographics tab into the investigation. However, any demographic data updated in the investigation or lab will be updated in the Demographics tab.

Entering COVID-19 Laboratory Reports:

1.) If the patient exists in NBS, you can manually enter a lab report directly from the **Event** tab of the patient home page by clicking the **Add New** button beside Lab Reports.
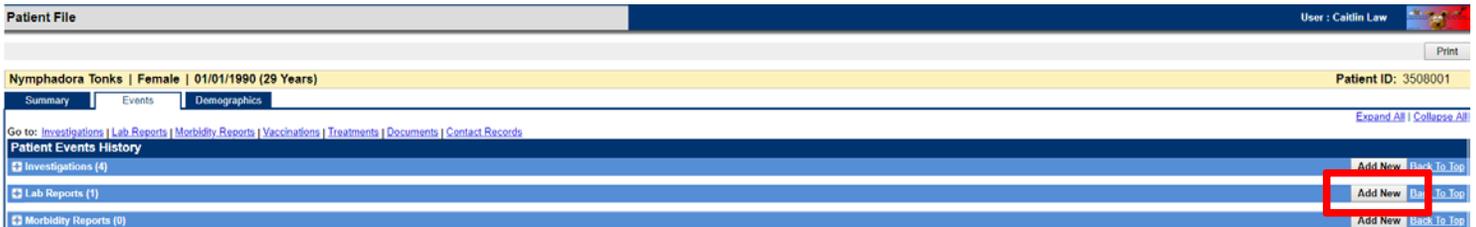
Demographics will be pre-populated, so you will be directed straight to the **Lab Report** tab.

1.) Enter **Reporting Facility** (required), **Ordering Facility** and **Ordering Provider**
   a. It is important to include phone number 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

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

3.) Ensure the correct **Jurisdiction** is populated

4.) Enter **Lab Report Date** (listed on report) and **Date Received by Public Health** (date you're entering lab)

⭐Indicates all fields that should be filled out if information is available

5.) **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. For **Total Antibody tests** type "94661" in **Test Name**
      i. **IgG** type "94563" in **Test Name**
      ii. **IgM** type "94564" in **Test Name**
      iii. **IgA** type "94562" in **Test Name**
   f. Click **Submit**
   g. Select
      i. 94306-8 for **PCR tests**
      ii. 94558-4 for **Antigen tests**
      iii. 94661-6 for **Total Antibody tests**
      iv. 94563-4 for **IgG**
      v. 94564-2 for **IgM**
      vi. 94562-6 for **IgA**
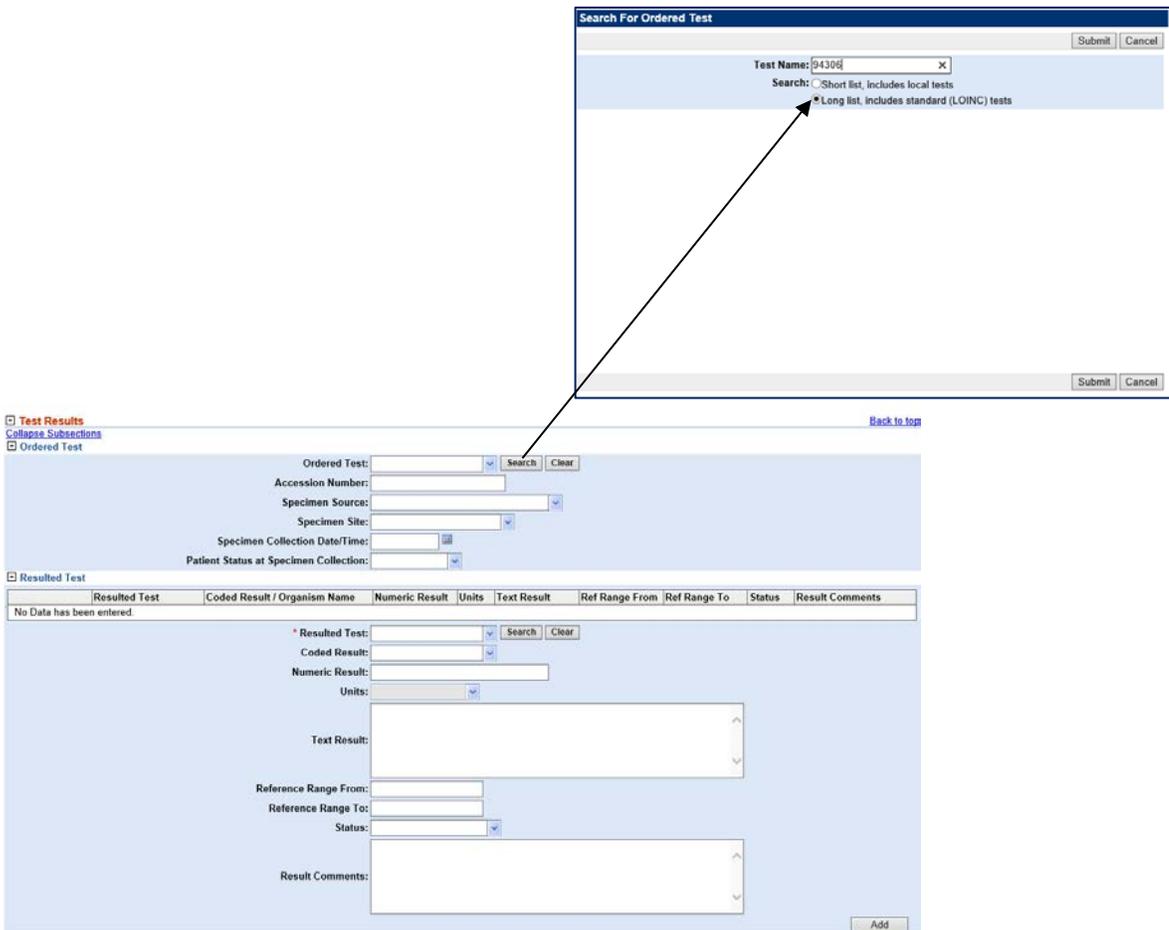
6.) Enter **Accession Number** if available (NOTE: this is the ID associated with the test)
   a. This also may be known as
      i.   Test ID
      ii. Specimen ID

7.) Enter **Specimen Source**
   a. The majority of specimens you will see are nasopharyngeal.
   b. Type "Nose" in **Specimen Source** and select "Nose (nasal passage)"

8.) Enter **Specimen Collection Date**

9.) Enter **Resulted Test** similar to how you entered **Ordered Test**

   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. For **antibody tests** type "94661" in **Test Name**
    i. **IgG** type "94563" in **Test Name**
    ii. **IgM** type "94564" in **Test Name**
    iii. **IgA** type "94562" in **Test Name**

  f. Click **Submit**
  g. Select
    i. 94306-8 for **PCR tests**
    ii. 94558-4 for **Antigen tests**
    iii. 94661-6 for **Total Antibody tests**
    iv. 94563-4 for **IgG**
    v. 94564-2 for **IgM**
    vi. 94562-6 for **IgA**

10.) Enter **Coded Result** (enter what is on the lab report)
  a. Positive results
    i. Positive
    ii. Detected
  b. Negative results enter
    i. Negative
    ii. Not detected
  c. Indeterminate
    i. Indeterminate should be classified as not a case

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

12.) Click **Add Test**

⭐*Indicates all fields that should be filled out if information is available*

13.) If the patient has an investigation
    a. Click **Submit**
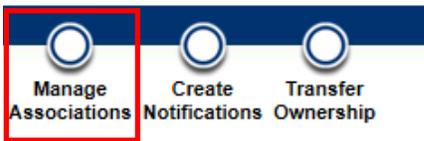   b. Associate lab with the investigation*

14.) If the case does not have an investigation
    a. Click **Submit and Create Investigation**

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

*Associating a lab with an investigation
- Open the patients investigation
- Click on **Manage Associations**
- Click appropriate lab
- Click **Submit**

Entering COVID-19 Investigations:

1.) You can enter the investigation from the lab report or events page
    a. Lab report

    b. Events page

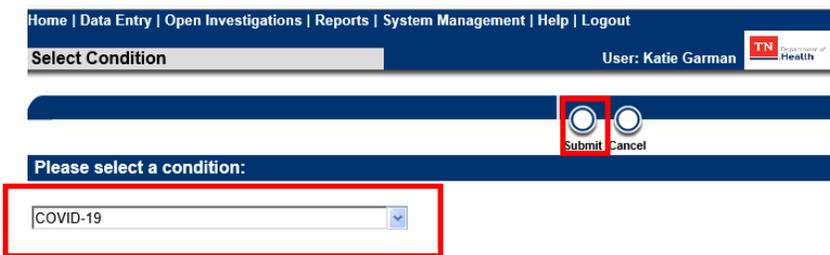2.) Select "COVID-19" from **condition** drop-down list
    a. Click **Submit**

3.) **Positive** results **(PCR and Antigen ONLY)**
    a. Ensure **County** is populated (under patient tab)
    b. Mark patient's **Case Status** as "Confirmed" for **positive PCR** results
    c. Mark patient's **Case Status** as "Probable" for **positive Antigen** results
        i. Note: **Case Status** is under the Case Info tab (see top of page 9)
        ii. For Probable (Antigen +) cases mark
            -What is the current status of this person : Probable case
            -If probable, reason for case classification: Meets antigen testing criteria
                NOTE: These questions are found under PUI status in the Case Info tab

    d. Click **Submit**
    e. After you click **Submit,** click on **Create Notifications** (upper left hand corner)

f. Click **Submit**---**NOTE:** You will only create a notification for positive <mark>(PCR and Antigen)</mark> or probable cases

Notification Comments:

Submit | Cancel

| Patient | Case Info | COVID | Contact Tracing | Contact Records | Supplemental Info |

Find county here   Find case status here

4.) <u>**Negative**</u> results
     a. Mark patient's **Case Status** as "Not a Case" (under case info tab)
     b. Close investigation (under case info tab)
     c. Click **Submit**

5.) <u>**Indeterminate**</u> results
     a. Mark patient's **Case Status** as "Not a Case" (under case info tab)
     b. Close investigation (under case info tab)
     c. Click **Submit**

6.) <u>**Positive antibody**</u> result
     a. Mark patient's **Case Status** as "Suspect" if the lab reads
        i. Total Antibody positive or IgM + or IgG +
        ii. If the patient is IgA +, mark **Case Status** as "Unknown"
     b. Close investigation
     c. Click **Submit**

NOTE:

- A case will be marked as "Probable" if the case is symptomatic, 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 the case already has a "Confirmed" **Case Status** and a positive antibody result; associate the positive antibody lab result with the "Confirmed" investigation

- If a patient becomes a probable or confirmed case after their positive antibody test, change the current investigation **Case Status** from "Suspect to "Probable" or "Confirmed." In this situation, do not make a new investigation.

Frequently Asked Questions:

Q: If a patient has a negative test collected on 3/17/2020 with a closed investigation marked "Not a case" and is tested again on 3/28/2020 and is positive, do I create another investigation?

> **A:** Yes, create a second investigation. Ensure county is populated and case status is "Confirmed." All other lab results that come in for this patient (positive or negative) will be associated with the investigation created on 3/28/2020. Remember you can go from "Not a case" to "Confirmed," you cannot go from "Confirmed" to "Not a case." For more information on when to create a new investigation in NBS, please refer to the COVID Case Definition document.

Q: If the lab is already in NBS, do I need to re-enter another one?

> **A:** If the reports are from the same facility with the same date of collection, then NO. However:
> - ~~If the labs are from two different reporting facilities, both should be entered and associated with the investigation~~ 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
>   - Separate investigations should be created for each test if the first test is negative, but the second test is positive
>   - If both tests are positive, they should be associated with the same investigation
>   - If the first test is positive and the second lab is negative, associate with the same investigation

Q: What if the lab does not include patient address?

> **A:** Use the city and county of the Ordering Facility

Q: What is the case status for out of state cases?

> **A:** All patients who reside out of TN should have a "Not a Case" **Case Status.** The state where the patient resides will count them appropriately.

Q: How do I enter an indeterminate result?

> **A:** Enter this lab as you would a positive or negative lab, however instead **Coded Result** will be "Indeterminate." You will still create an investigation, mark it "Not a Case" and close the investigation.

Q: If I have a positive antibody result, do I create an investigation?

> **A:** Yes, if the patient does not have an investigation, then create one, mark **Case Status** as "Suspect" and close the case. If the patient already has a "Confirmed" investigation, associate the antibody positive lab with this investigation. Note: IgA + antibody results should be marked "Unknown."

Q: If you first have a positive antibody result on a patient (suspect case), then you receive a positive PCR test or they become a contact to a confirmed case, do I make a new investigation for this patient?

A: No, update the current investigation's **Case Status,** to either "Probable" or "Confirmed."

Q: How do I enter a case with an out of state address?

A: Enter the city and county of the Ordering Facility and then put the patients out of state address in the comments section. The region assigned to this case will review and determine if this case is being monitored in Tennessee or their home state. Staff in the field will update the address and transfer to "Out of Tennessee" if the patient is being monitored in their home state.

Q: What if I accidently create an investigation?

A: No worries! Simply close the investigation and mark **Case Status** as "Not a case."