

# QUICK COVID19 GUIDE

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



*Division of Communicable and Environmental Diseases and Emergency Preparedness*

<https://hssi.tn.gov/auth/login>

**Version 7**

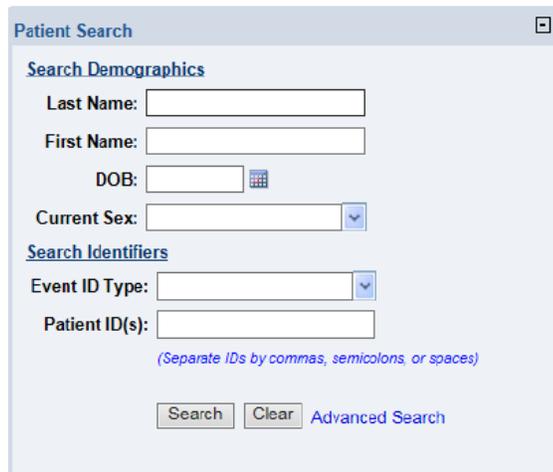
July 2022

## 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](mailto:tim.boyland@tn.gov)). Staff members who need access to NBS should contact the Surveillance Systems and Informatics Program at [CEDS.Informatics@tn.gov](mailto:CEDS.Informatics@tn.gov).

## Searching for a patient (Before entering 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.
    - i. If there is no DOB, Do Not Enter & 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.
  - a.) Include:
    - i. Name
    - ii. DOB
    - iii. Address
    - iv. Phone number



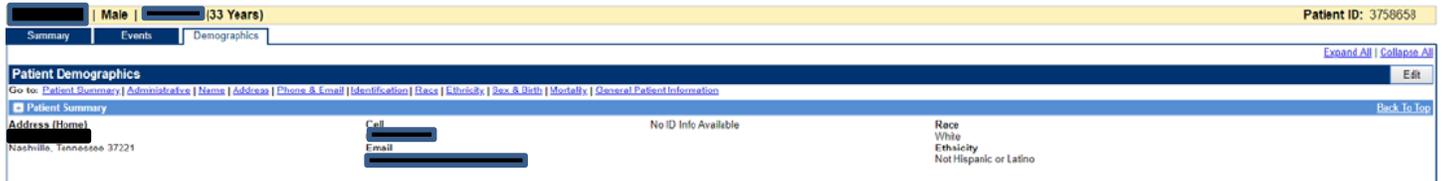
- b.) If missing phone number:
  - i.) Central Office:
    - o Post info to Accurint sheet in TEAMS.
    - o Move lab to Accurint folder in DET I folder.

ii.) External to Central Office:

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

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

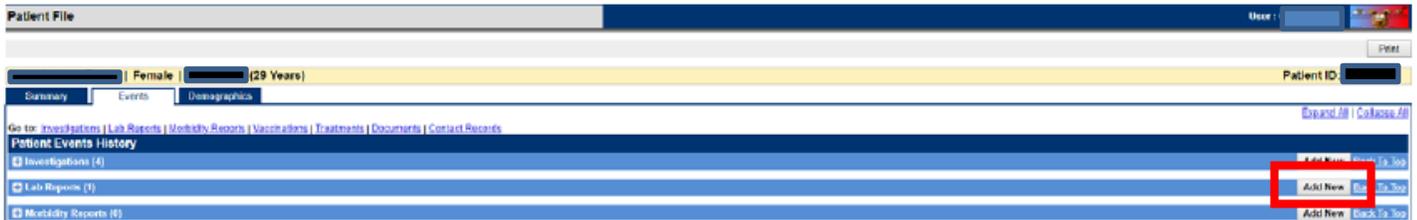
4.) Once submitted, the information entered will be found in the Demographics tab inside the new patient record.



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. [Ensure **County** is populated (under patient tab)]

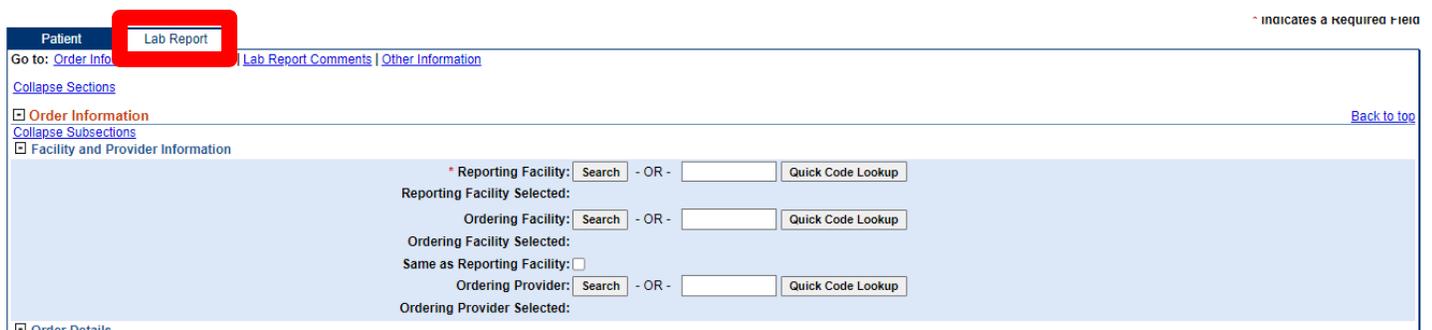
### Entering COVID-19 Laboratory Reports:

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.

a.) Ensure that demographics are updated if necessary.



2.) 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.

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, the Jurisdiction may need to be changed from what was previously entered.
- 5.) Enter **Lab Report Date** (listed on report) and **Date Received by Public Health** (BMG red stamped date).

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

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

- 7.) 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

- 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)”

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

10.) 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.) 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**

Test Results [Collapse Subsections](#) [Back to top](#)

Ordered Test

★ Ordered Test:  Search Clear

★ Accession Number:

★ Specimen Source:

Specimen Site:

Specimen Collection Date/Time:

Patient Status at Specimen Collection:

Resulted Test

Resulted Test	Coded Result / Organism Name	Numeric Result	Units	Text Result	Ref Range From	Ref Range To	Status	Result Comments
No Data has been entered.								

★ Resulted Test:  Search Clear

★ Coded Result:

Numeric Result:

Units:

Text Result:

Reference Range From:

Reference Range To:

★ Status:

Result Comments:

Add

14.) If the current lab has a specimen date of collection that is  $\leq 90$  days from the initial positive lab’s date of collection:

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**

Home | Data Entry | Open Investigations | Reports | System Management | Help | Logout

Select Condition  User:

Please select a condition:

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

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

Go to: Investigation Information | Case Information | Clinical | Epidemiologic | General Comments

Investigator:  Search - OR -  Quick Code Lookup

Investigator Selected:

Date Assigned to Investigation:

Investigation Start Date:

Investigation Status:

Jurisdiction: Southeast Region  
Program Area: General Communicable Disease

Is there laboratory evidence of infection with a novel SARS-CoV-2 strain? (Central Office use only):

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**

Reporting Information

PUI Status

If probable, reason for case classification:

For PCR

What is the current status of this person?:

If probable, reason for case classification:

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.

Case Status

Transmission Mode:

Detection Method:

Confirmation Method:  (Use Ctrl to select more than one)

Confirmation Date:

Case Status:

MMWR Week:

MMWR Year:

Immediate National Notifiable Condition:

Notification Comments to CDC:

4.) Click **Submit**

5.) Entering MMWR week instructions:

a.) To access MMWR Week Web Document: Right click on link below, then choose “open Hyperlink”:  
[Weeks ending log 2021-2022 \[MMWR weeks\] \(cdc.gov\)](https://www.cdc.gov/mmwr/weeklylog/)

b.) Webpage will open in browser using above link for MMWR years 2021 & 2022.

c.) Locate “Series: MMR weeks” to left of page, click on link to access year(s) other than 2021/2022.

d.) Locate appropriate week number by date in template.

Note: MMWR week number is always for weeks ending on SATURDAY (not Sunday)

Important: Must *always* use date received by DOH (*red stamp*)

**Example:** Date received is May 18, 2022, which falls into the 20<sup>th</sup> week of 2022.

The correct MMWR week is “20”.

15	16
16	23
17	30
18	May 7
19	14
20	21
21	28
22	Jun 4
23	11
24	18
25	25

e.) Ensure NBS has the correct MMWR week, in this example correct week is “20”

Epidemiologically linked  
 Laboratory confirmed  
 Selected Values:

Confirmation Date:

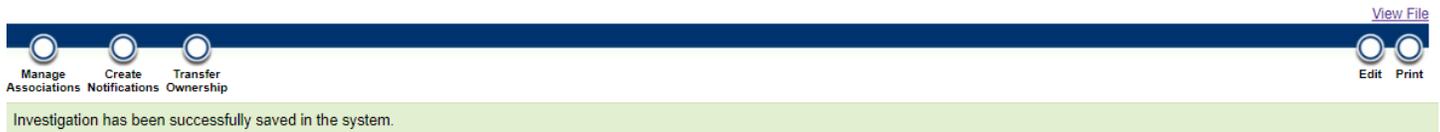
Case Status:

MMWR Week:

MMWR Year:

6.) Click **Submit**

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



**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, 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 (\\AG035DCWF00533\DC\Data) (H:) › COVID19 Data Entry › DET 1 › !! Resources

- a.) Covid Lab Cheat Sheet
- b.) Process Flow Chart
- c.) Quick Codes List
- d.) State of Tennessee Jurisdiction Reference
- e.) Regional Training Map

**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  $\leq 90$  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 accidentally create an investigation?

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