

Enter a Human Disease Report

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An EIDSS user with the appropriate permissions can create reports in the database. This quick guide presents the steps to enter a human disease report.

1. From the **EIDSS Dashboard**, choose **PERSON** from the **HUMAN** drop-down menu. The **Person** screen appears.

The screenshot shows the EIDSS web application interface. On the left, a navigation menu is visible with the following items: PERSON (highlighted with a red circle and the number 1), PERSON DETAIL, DISEASE REPORT, DISEASE REPORT DETAIL, AGGREGATE DISEASE REPORT, AGGREGATE DISEASE REPORT SUMMARY, ACTIVE SURVEILLANCE CAMPAIGN, ACTIVE SURVEILLANCE SESSION, AGGREGATION ANALYSIS, and EXPORT TO GRID. The main content area is titled 'ELECTRONIC INTEGRATED DISEASE SURVEILLANCE SYSTEM'. Below the title, there are three buttons: 'Report Outbreak', 'Create Report', and 'Search Existing Cases'. To the right of these buttons is a sidebar with three options: 'Download Paper Forms', 'Training Videos', and 'System Preferences'. At the bottom of the page, there is a table listing users and their organizations.

FAMILY NAME	FIRST NAME	SECOND NAME	ORGANIZATION NAME	ORGANIZATION FILE NAME	POSITION
Roadwater	Shota	T	NCD/CAPH, BB	National Center for Disease Control and Public Health, Salmonella Plague & Other EDP Service	Epidemiologist
Tsitsi01001	Tsitsi01001		Tsitsi ZOL, LMA	Tsitsi Zonal Diagnostic Laboratory of the Ministry of Agriculture	Administrator
Rounhouse	Rudy	RI	MULHSA	Ministry of Labour, Health and Social Affairs of Georgia	Administrator
Tsitsi014709	Tsitsi014709		P/E Murali Sundarab	Private Entrepreneur Murali Sundarab	Administrator

2. Enter as much information as possible about the person for whom you wish to add a disease report. **Note:** Partial entry is acceptable for the **Person ID, First Name, Middle Name, and Last Name.**

Tip 1: To navigate to the desired date, click a **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

Tip 2: To delete entered information, click **Clear**.

Person

Search Criteria

Person ID

-OR-

Personal ID Type

Personal ID

Last Name

First Name

Middle Name

Date of Birth Range

From

To

Gender

Female

Region

Tbilisi

Rayon

Didube-Chughureti

Clear

Search

3. Click **Search**. The **Search Results** appear.

Enter a Human Disease Report

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Tip 3: To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

Tip 4: To view additional information, click the **Show/Hide** icon next to the desired record.

Tip 5: To return to the previous screen without saving entered information, click **Cancel**.

Person

Search Criteria T3

Search Results

Person ID	Last Name	First Name	Personal ID	Personal ID Type	Date of Birth	Gender	Rayon	
PER1900000193	Grummb	NorthB			12/15/1965	Female	Didube-Chugureti	T4
PER1900000194	Grummc	NorthC			04/18/1998	Female	Didube-Chugureti	
PER1900000196	Grumme	NorthE				Female	Didube-Chugureti	
PER1900000293	Tamuna	HIMS-12345	Unknown	02/12/1980	Female	Didube-Chugureti		

Number of records: 4 Page: 1

T5 Cancel Add

- Click the **Person ID** corresponding to the desired person. His or her **Person** screen appears.
- Click **Add** next to **Disease Reports**. The **Human Disease Report** screen appears.

Person

* Indicates required information

Date Entered: 11/06/2019 Date Last Updated: 11/06/2019

Person Information

Person ID: PER1900000293

Personal ID Type: Unknown Personal ID: HIMS-12345

Last Name: Imnadze First Name: Tamuna Middle Name: R

Date of Birth: 2/12/1980 Age: 39 Years

Gender: Female

Citizenship: Georgian Passport Number: SV09784321

Person Information
Person Address
Person Employment/School
Person Review

Disease Reports 5 Add

Report ID	Diagnosis	Date of Diagnosis	Case Classification	Report Status
No results were found.				

Cancel Submit

Enter a Human Disease Report

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- Complete the **Disease Notification** section. **Note:** Fields marked with a red asterisk are mandatory. If **Hospital** or **Other** is chosen from the **Current Location of Patient** drop-down menu, the section refreshes to reveal additional fields.

Tip 6: The **Disease Report Summary** appears on all sections of the **Human Disease Report** screen; to collapse and expand the **Disease Report Summary**, click the **Show/Hide** icon.

- Click **Next**. The **Clinical Information: Symptoms** section appears.

- Complete the **Clinical Information: Symptoms** section.

Tip 7: The navigation menu allows you to access any section and displays a green checkmark next to each completed section.

Tip 8: To collapse the navigation menu, click the three lines at the top.

- Click **Next**. The **Clinical Information: Facility Details** section appears.

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10. Complete the **Clinical Information: Facility Details** section. ⚠ If **Yes** is selected in response to **Patient previously sought care for similar symptoms**, the section refreshes to reveal additional fields. ⚠ If **Yes** is selected in response to **Hospitalization**, the section refreshes to reveal additional fields.

11. Click **Next**. The **Clinical Information: Antibiotics** and **Clinical Information: Vaccines** sections appear.

12. Select the appropriate radio button in response to **Antibiotic/Antiviral Therapy Administered?** ⚠ If **Yes** is selected, the section refreshes to reveal additional fields.

13. Select the appropriate radio button in response to **Was specific vaccination administered?** ⚠ If **Yes** is selected, the section refreshes to reveal additional fields.

14. Click **Next**. The **Samples** section appears.

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15. Select **Yes** in response to **Samples Collected**. The section refreshes with **Add** enabled.
16. Click **Add**. The **Sample Detail** window appears.

Human Disease Report

Report ID: Disease:

Report Status: Person ID:

Disease Report Summary

Samples Add 16

Samples Collected

☒ Yes ☐ No ☐ Unknown 15

Lab Sample ID	Sample Type	Local Sample ID	Date Collected	Sent Date	Sent To
No data available.					

Cancel Previous Next Delete

- ☒ Person Information
- ☒ Disease Notification
- ☒ Symptoms
- ☒ Facility Details
- ☒ Antibiotic/Vaccine History
- ☒ **Samples**
- ☒ Tests
- ☒ Case Investigation
- ☒ Risk Factors
- ☒ Contact List
- ☒ Final Outcome

17. Complete the **Sample Detail** window.
18. Click **Save**. **Note:** Repeat steps 16–18 to add additional samples.

Sample Detail 17

☒ **Filter Sample by Disease**

*** Sample Type**

Local Sample ID

Collected by Institution

Collected By Officer

Sent Date

*** Sent to Organization**

Accession Date

Sample Condition Received

Close Save 18

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19. Click **Next**. The **Tests** section appears.

Human Disease Report

Report ID

Disease

Report Status

Person ID

in process

PER19000000293

Disease Report Summary

Samples

Samples Collected

☒ Yes
 ☐ No
 ☐ Unknown

Lab Sample ID	Sample Type	Local Sample ID	Date Collected	Sent Date	Sent To
	Blood				Institute of Internal Diseases

Cancel

Previous

Next

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Person Information

Disease Notification

Symptoms

Facility Details

Antibiotic/Vaccine History

Samples

Tests

Case Investigation

Risk Factors

Contact List

Final Outcome

Previous

20. Click **Add**. The **Test Details** window appears.

Human Disease Report

Report ID

Disease

Report Status

Person ID

in process

PER19000000293

Disease Report Summary

Tests

Add

20

Local Sample ID	Lab Sample ID	Sample Type	Test Name	Test Result	Date Received	Rules In/Out	Validated (Y/N)
No data available.							

Cancel

Previous

Next

Delete

Person Information

Disease Notification

Symptoms

Facility Details

Antibiotic/Vaccine History

Samples

Tests

Case Investigation

Risk Factors

Contact List

Final Outcome

Previous

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21. Complete the **Test Details** window.
22. Click **Save**. **Note:** Repeat steps 20–22 to add additional tests.

Test Details
✕

☒ **Filter Sample by Disease**

Test Disease

Tick-borne viral encephalitis
▼

Sample Type

Test Name

1% peptone water
▼

Test Category

Presumptive
▼

Test Result

▼

Date Result Received

📅

Rules In\Out

▼

Date Interpreted

12/10/2019
📅

☐ **Validated (Y/N)**

Date Validated

12/10/2019
📅

Local Sample ID:

Lab Sample ID:

Test Status

Final

Result Date

📅

Comments (Rules In\Out)

Interpreted By

Skylar, Ellen

Comments (Validated)

Validated By

Skylar, Ellen

Close
Save
22

Enter a Human Disease Report

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23. Click **Next**. The **Case Investigation: Details** section appears.

Human Disease Report

Report ID:

Disease: Tick-borne viral encephalitis

Report Status: In process

Person ID: PER1900000293

Disease Report Summary

Tests Add

Local Sample ID	Lab Sample ID	Sample Type	Test Name	Test Result	Date Received	Rules In/Out	Validated (Y/N)
			1% peptone water				False

Cancel Previous **Next** 23

- Person Information
- Disease Notification
- Symptoms
- Facility Details
- Antibiotic/Vaccine History
- Samples
- Tests**
- Case Investigation
- Risk Factors
- Contact List
- Final Outcome

24. Complete the **Case Investigation: Details** section. If **Yes** is selected in response to **Location of exposure is known?**, the section refreshes to reveal additional fields.

25. Click **Next**. The **Case Investigation: Risk Factors** section appears.

Human Disease Report

Report ID:

Disease: Tick-borne viral encephalitis

Report Status: In process

Person ID: PER1900000293

Disease Report Summary

Case Investigation: Details 24

Investigating Organization: MoLHSA

Start date of Investigation: 12/10/2019

Location of exposure is known?

☐ Yes ☒ No ☐ Unknown

Cancel Previous **Next** 25

- Person Information
- Disease Notification
- Symptoms
- Facility Details
- Antibiotic/Vaccine History
- Samples
- Tests
- Case Investigation**
- Risk Factors
- Contact List
- Final Outcome

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26. Complete the **Case Investigation: Risk Factors** section.

27. Click **Next**. The **Case Investigation: Contact List** section appears.

Human Disease Report

Report ID: Disease: Tick-borne viral encephalitis

Report Status: In process Person ID: PER19000000293

Disease Report Summary

Case Investigation: Risk Factors

Human Case Classification Form

Epidemiological Links

Is the case aware of any other persons having a similar disease?

If "Yes", Name of Person (Last, First, Patronymic)

Address of person

Date of symptom onset of person

Epidemiological Links

Did the case visit specific places where this person lived or worked?

If "Yes", specify the place(s)

Date of visit

Epidemiological Links

Travel outside of residence

If "Yes", specify location(s)

Case Investigation: Risk Factors

Date of last vaccination

Epidemiological Links

Additional Clinical or Epidemiological Remarks:

Cancel Previous Next

28. Click **Add**. The **Contact Information** window appears.

Human Disease Report

Report ID: Disease: Tick-borne viral encephalitis

Report Status: In process Person ID: PER19000000293

Disease Report Summary

Case Investigation: Contact List

Add

Contact Person	Relation	Date of Last Contact	Location of Last Contact	Comments
No data available.				

Cancel Previous Next Delete

Enter a Human Disease Report

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29. Complete the **Contact Information** window.
30. Click **Save**. **Note:** Repeat steps 28–30 to add additional contacts.

31. Click **Next**. The **Final Outcome** section appears.

32. Complete the **Final Outcome** section.
 ⚠ If **Died** is chosen from the **Outcome** drop-down menu, the section refreshes to reveal additional fields.
33. Click **Next**. The **Human Disease Report** screen appears displaying all sections of the report.

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34. Review the information for accuracy.

Note: Once a disease report is submitted the **Disease** cannot be changed.

Tip 9: To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Review**.

35. Click **Submit**. A window appears confirming successful entry of the report.

Human Disease Report

Report ID

Disease

Tick-borne viral encephalitis

Report Status

In process

Person ID

PER1900000293

Disease Report Summary

Person Information

Person ID

PER1900000293

Personal ID Type

HIMS-12345

Last Name

Imnadze

Middle Name

R

First Name

Tamuna

Date of Birth

2/12/1980

Age

39

Years

Gender

Female

Citizenship

Passport Number

SV09784321

Current Address

Region

Tbilisi

Rayon

Didube-Chugureti

Settlement Type

ALL

Settlement

Street

Sycamore St.

House

Building

200

Apt

21

Postal Code

Latitude (#.####o)

41.69673

Longitude (#.####o)

44.7964

Is there another address where this person can reside?

☐ Yes
☒ No

Person's Phone Number

Country Code and Number

9950123345

Phone Type

Mobile

Is there another phone number for the person?

☒ Yes
☐ No

Person's Other Phone Number

Country Code and Number

Phone Type

Home

Person Information

Disease Notification

Symptoms

Facility Details

Antibiotic/Vaccine History

Samples

Tests

Case Investigation

Risk Factors

Contact List

Final Outcome

Review

Final Outcome

Final Case Classification

Probable

Date of Final Case Classification

12/10/2019

Outcome

Unknown

Comments

Epidemiologist Name

Basis of Diagnosis

☒ Clinical
☐ Epidemiological Links
☒ Laboratory Tests

Cancel

Submit