

**NEDSS Training Exercises for**

**Module 2: Search and Create**

**Overview:**

* This module contains 1 exercise, #2, with 2 parts.
* When you have finished, email your training lead your responses.

**Exercise #2 Instructions**

**Part 1: SEARCHING**

Log in to NEDSS. Search using the **first 3 letters** of the last name and **first 3** letters of the first name for: **Burly Bear**. Click on Search

1. How many names appeared on the result screen?

Two: Burly Bear, Burry Beast

 Click on HOME. Now enter the **complete** last and first name and click on SEARCH.

1. How many names appeared on the result screen?

One: Burly Bear

**Part 2: CREATING A NEW PATIENT FILE**

Using a made-up name, search the name.

1. If there are no Search Results, what do you click on next to create a patient file?
2. New Search
3. Home
4. Add New

Now, create a new patient file with a patient name of your choice. In the basic demographics, give them an address with a city, state, and zip. Also enter a DOB and marital status.

1. In the Basic Demographic Data page, in the Ethnicity drop down box, how many written options are there (don’t count the blank option)?
2. 4
3. 3
4. 2
5. Once you have completed the Basic Demographic Data page, click Submit. Provide the name and DOB of the patient you created:

(they should have a name here; you can check in the training environment to see if you can find the person)

1. What have you just created after completing #5?:
2. Patient medical record
3. Patient file
4. Tuberculosis investigation
5. Disease condition