



TEXAS

Health and Human Services



Texas Department of State
Health Services

Entering a New Provider in NEDSS

**Public Health Informatics and
Data Exchange (PHID) Team**

Providers in NEDSS



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Providers in NEDSS are all persons in NBS-TX, except the patient, such as physicians, investigators, infection control practitioners, etc. Anyone that will be documented in the investigation and/or lab report.

Add New Provider



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Home | **Data Entry** | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Patient | Organization | Provider | Place | Lab Report | Morbidity Report | Summary Data

Data Entry User: Pamela Stuart 

- Choose Data Entry
- Choose Provider

Search Providers




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Search for the provider by entering the first 3 letters of the first and last name and Submit.

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

Find Provider User: Pamela Stuart 

Search Criteria

	Operators	Search Criteria
Last Name:	Starts With <input type="button" value="v"/>	<input type="text"/>
First Name:	Starts With <input type="button" value="v"/>	<input type="text"/>
Street Address:	Contains <input type="button" value="v"/>	<input type="text"/>
City:	Contains <input type="button" value="v"/>	<input type="text"/>
State:		<input type="text" value=""/>
Zip:		<input type="text"/>
Telephone:		<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>
ID Type:		<input type="text" value=""/>
Value:		<input type="text"/>

Search Results




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Choose *Add* to add a new provider.

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Search Results User: Pamela Stuart 

[New Search](#) | [Refine Search](#)

Your Search Criteria: Last Name Starts With 'provider', First Name Starts With 'fake' resulted in 0 possible matches.
Would you like to [refine your search?](#)

Full Name	Address	Telephone	ID
There is no information to display			

Add Provider



- Choose a *Role* for the provider.
- The names or letters entered in the search will populate in the *Name* section. Make sure it is correct.

Administrative Information [Back to Top](#)

Quick Code:

(Use Ctrl to select more than one)

Role:
Counselor
Health Officer
Lab Technician

General Comments:

Name [Back to Top](#)

Prefix:

Last Name: First Name:

Middle Name:

Suffix:

Degree:

Multi-Entry Tables



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- Multi-entry tables allow users to enter as many pieces of information as they have.
- Multi-entry tables are used throughout the application in patient records, lab reports, providers, etc.
- Users do not have to utilize the multi-entry tables if they do not have the information.

Multi-Entry Tables



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Address Information [Back to Top](#)

Use	Address	City	State	Zip
Use: <small>(Required for Add/Update Address)</small>	<input type="text"/>			
Type: <small>(Required for Add/Update Address)</small>	<input type="text"/>			
Street Address 1:	<input type="text"/>			
Street Address 2:	<input type="text"/>			
City:	<input type="text"/>		State: <input type="text" value="Texas"/>	<input type="text"/>
Zip:	<input type="text"/>		County: <input type="text"/>	<input type="text"/>
Country:	<input type="text" value="United States"/>			
Address Comments:	<input type="text"/>			
<input type="button" value="Add Address"/>				

Telephone Information [Back to Top](#)

Use	Type	Telephone
Use: <small>(Required for Add/Update Telephone)</small>	<input type="text"/>	
Type: <small>(Required for Add/Update Telephone)</small>	<input type="text"/>	
Country Code: <input type="text"/>	Telephone: <input type="text"/> - <input type="text"/> - <input type="text"/>	Ext: <input type="text"/>
Email: <input type="text"/>	<input type="text"/>	
URL: <input type="text"/>	<input type="text"/>	
Telephone Comments:	<input type="text"/>	
<input type="button" value="Add Telephone"/>		

- Choose a *Use* and *Type* as they are **REQUIRED** for an *Add* or *Update*
- Enter the information in the appropriate field.
- Once all information has been entered, you must choose the *Add* button in the multi-entry table before submitting.



Multi-Entry Tables



Address Information [Back to Top](#)

Use	Address	City	State	Zip
Edit Delete Primary Work Place	1234 Health Department Drive	Healthy Town	Texas	12345

(Required for Add/Update Address)
Use:

(Required for Add/Update Address)
Type:

Street Address 1:

Street Address 2:

City: State:

Zip: County:

Country:

Address Comments:

When you choose the *Add* button, all the information entered will disappear from the fields and will be in the grayed-out banner at the top.

- If you have other pieces of information to enter, you may continue entering.
- If not, you can choose *Submit* to save the record.