TEXAS
Health and Human Services

Texas Department of State Health Services

NEDSS Training Module 2: Search & Create

DSHS Contractor Training
2023

Module 2

After completing this module, you should be able to:

1. **Search** for a patient.
   - Identify if the patient file exists in NEDSS.

2. **Create** a patient file.
   - The patient file is not specific to TB.

Part 1: Search for a Patient

What To Know about Searching and Creating

Always conduct a search, even if you believe the patient or their investigation does *not* exist. The patient may be in NEDSS due to another condition.

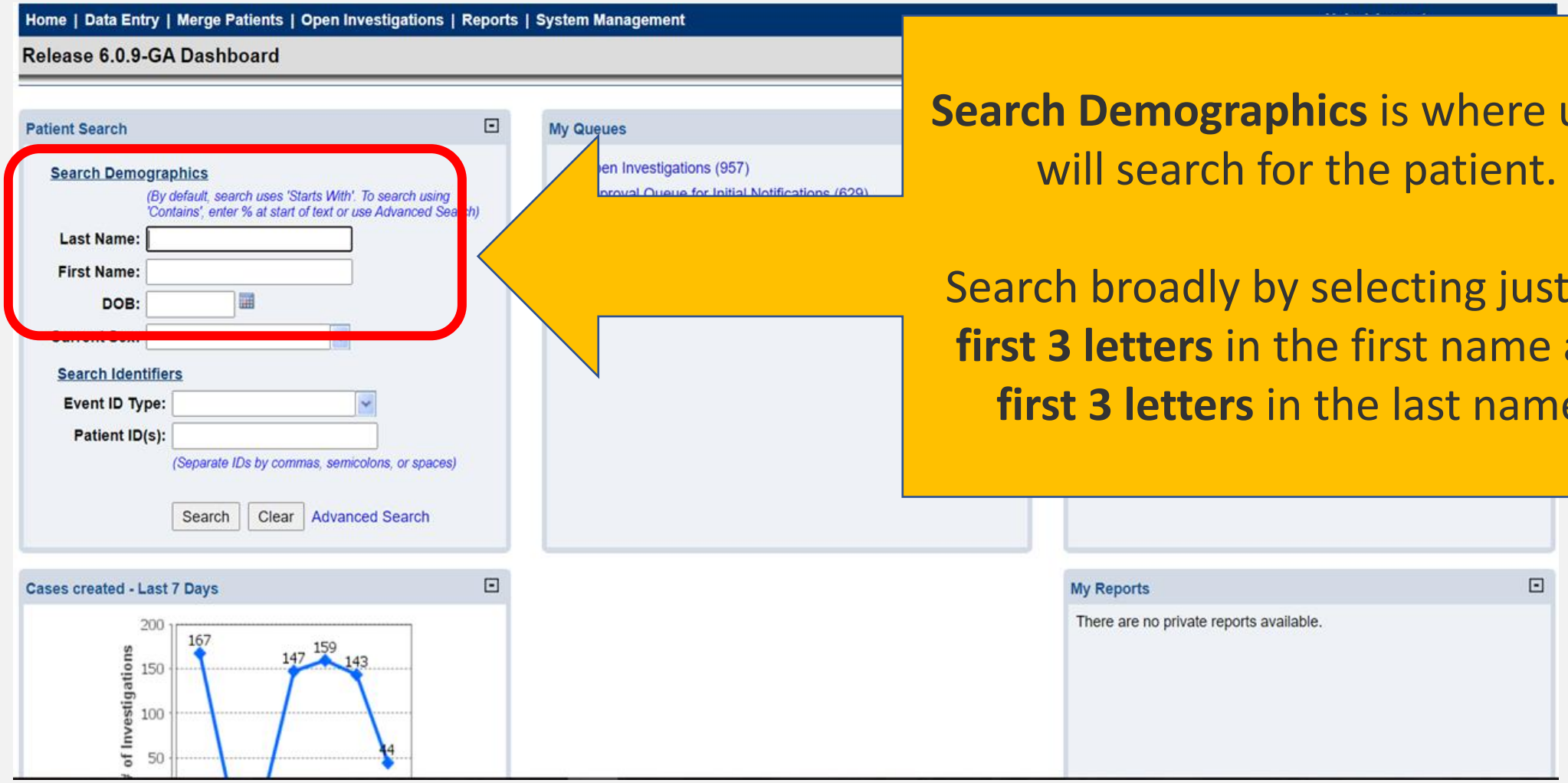
Search broadly. Enter only the first 3 letters of the first and last name and click search.

Review the search results carefully. Consider if the search should be refined before adding a new patient file (to avoid duplicates).

TEXAS Health and Human Services

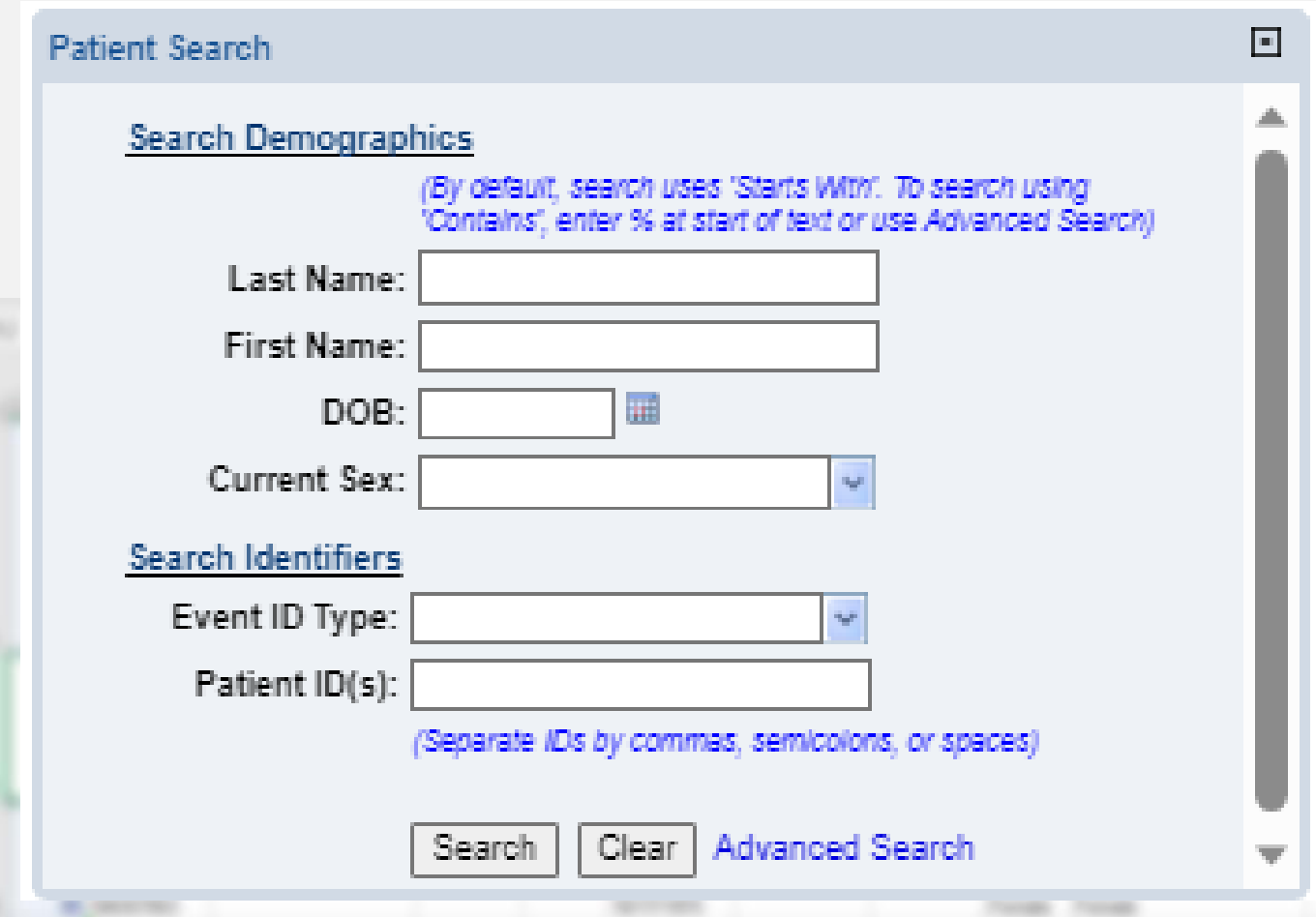
Texas Department of State Health Services

NEDSS Homepage Dashboard



Search Demographics is where users will search for the patient.

Search broadly by selecting just the **first 3 letters** in the first name and **first 3 letters** in the last name.



Data Entry:

Use the name provided to enter in the **Search demographics** field.

Using just a few letters in the name will broaden your search.

Two Situations Can Occur in Search

Situation 1

The broad search yields multiple patients with the same letters in their first/last name.

Situation 2

The broad search yields no patients with those letters in their first/last name.

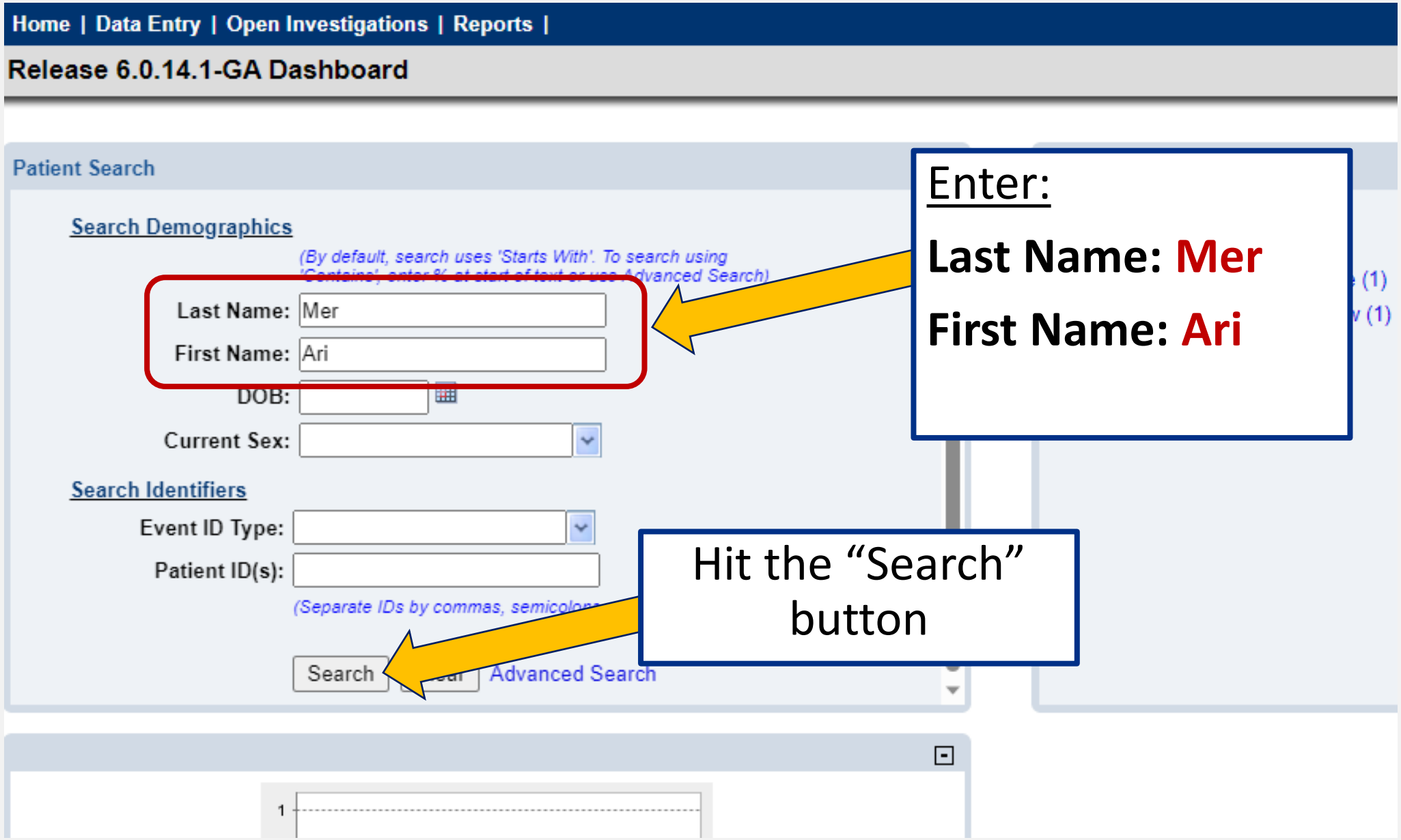
TEXAS Health and Human Services

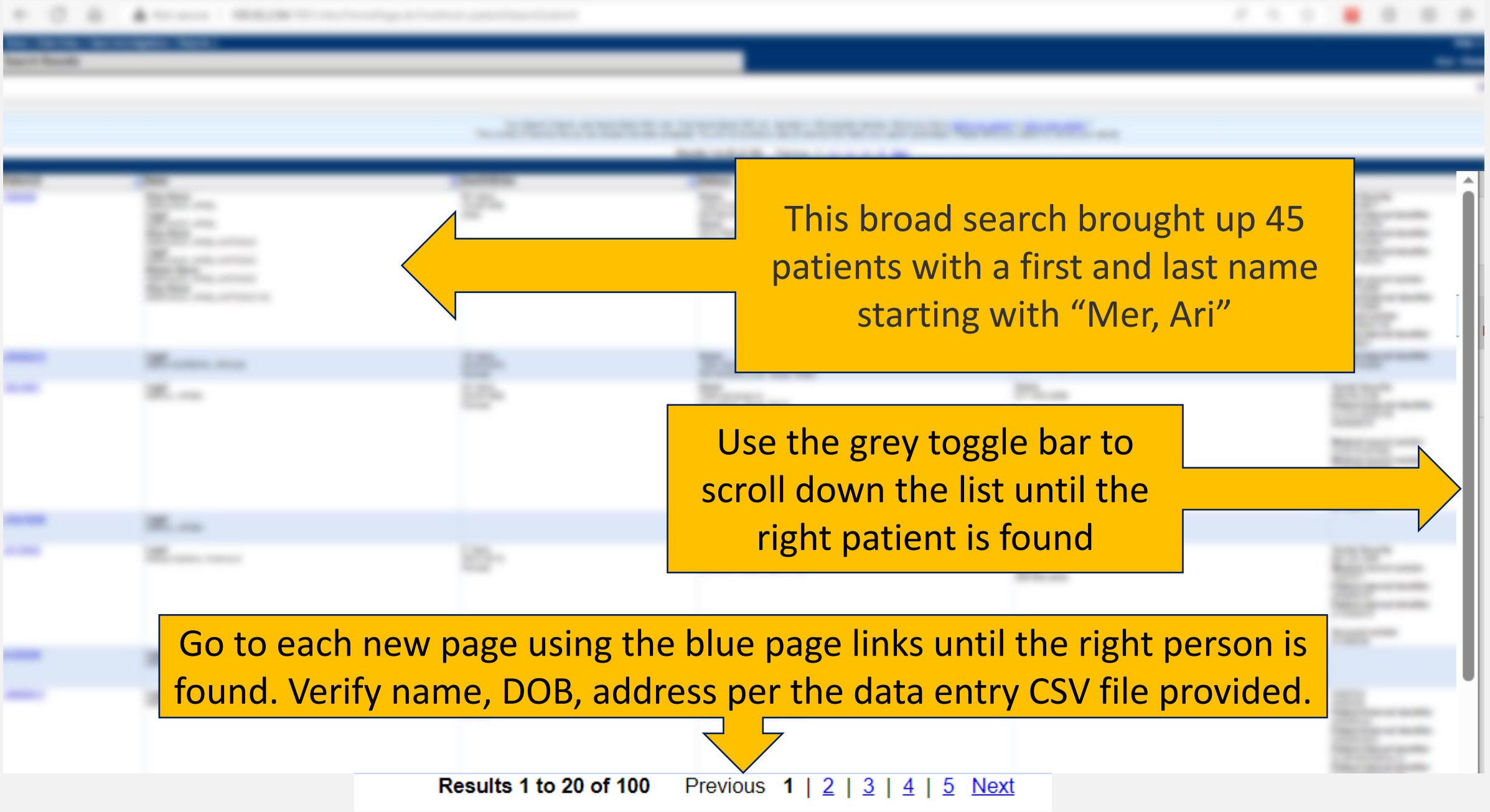
Texas Department of State Health Services

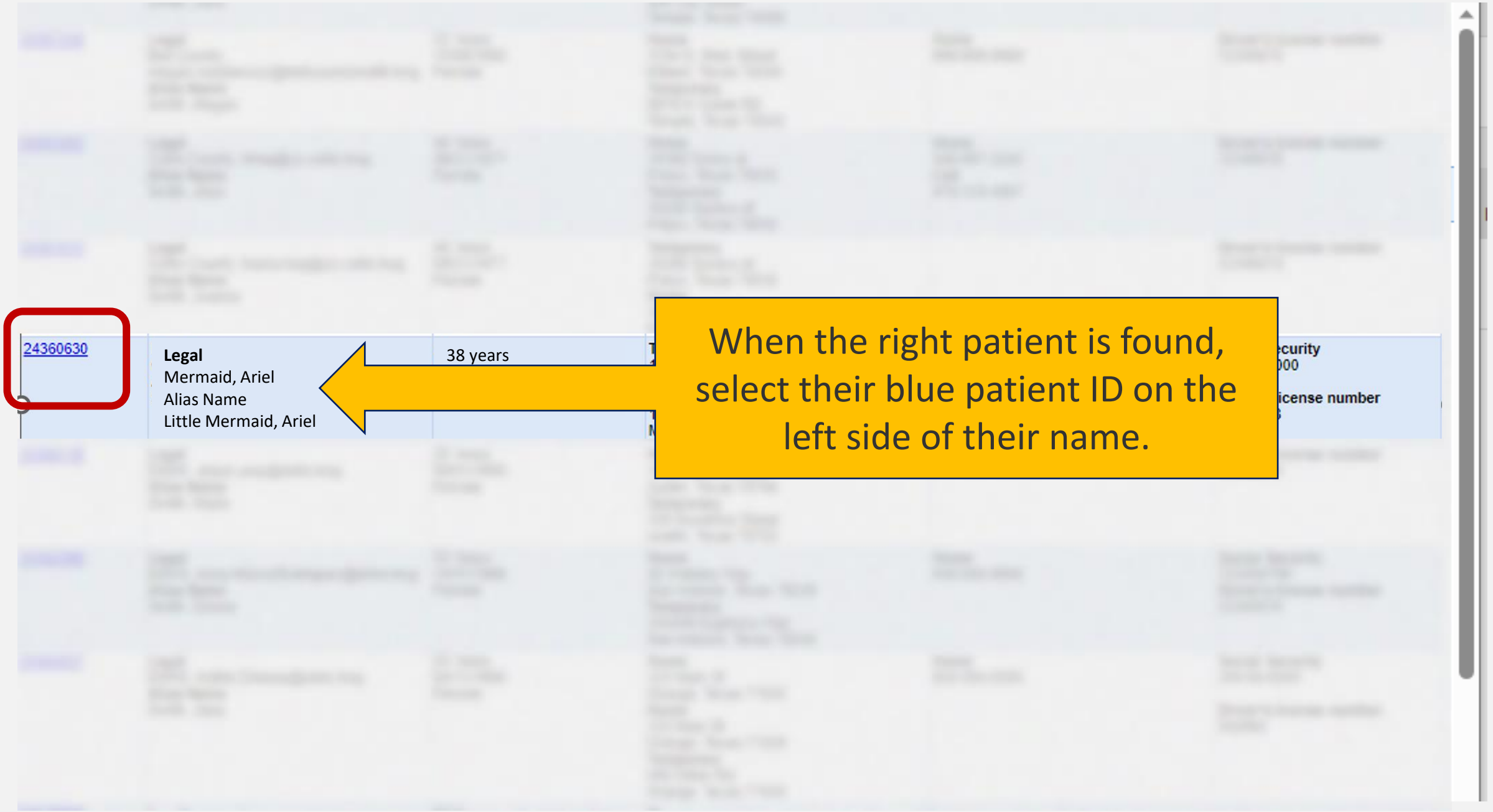
Situation 1: The search yields multiple patients.

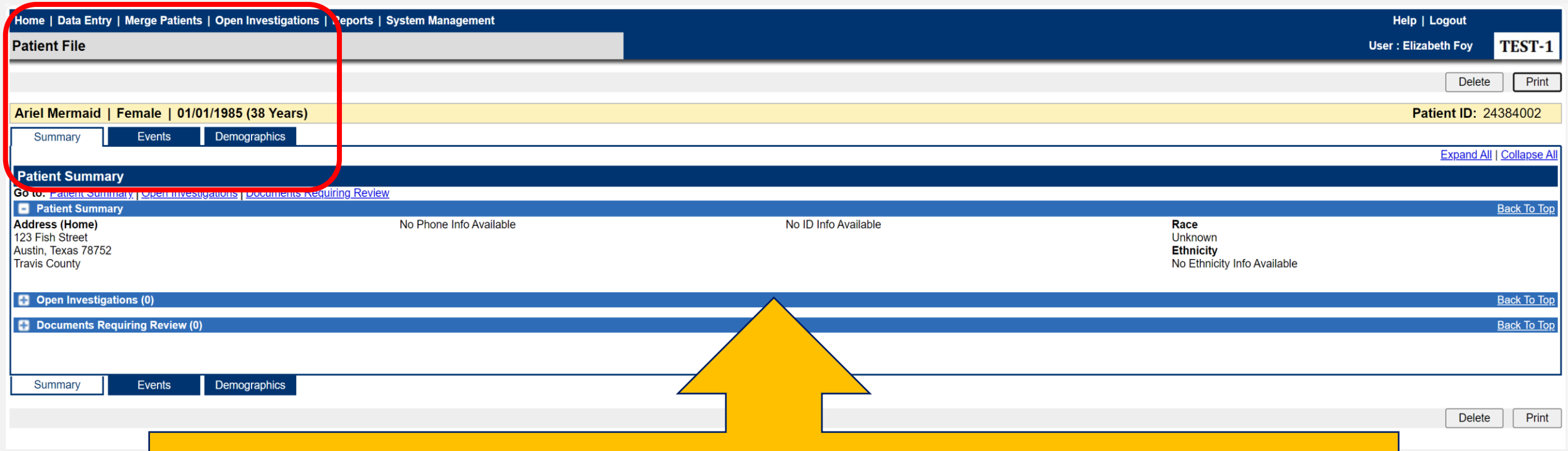
Example 1

- **Last name:** Mermaid
- **First name:** Ariel


Home | Data Entry | Open Investigations | Reports |
Release 6.0.14.1-GA Dashboard
Patient Search
Search Demographics
(By default, search uses 'Starts With'. To search using
Last Name: Mer
First Name: Ari
DOB:
Current Sex:
Search Identifiers
Event ID Type:
Patient ID(s):
(Separate IDs by commas, semicolons
Search
Advanced Search
Enter:
Last Name: Mer
First Name: Ari
Hit the "Search" button

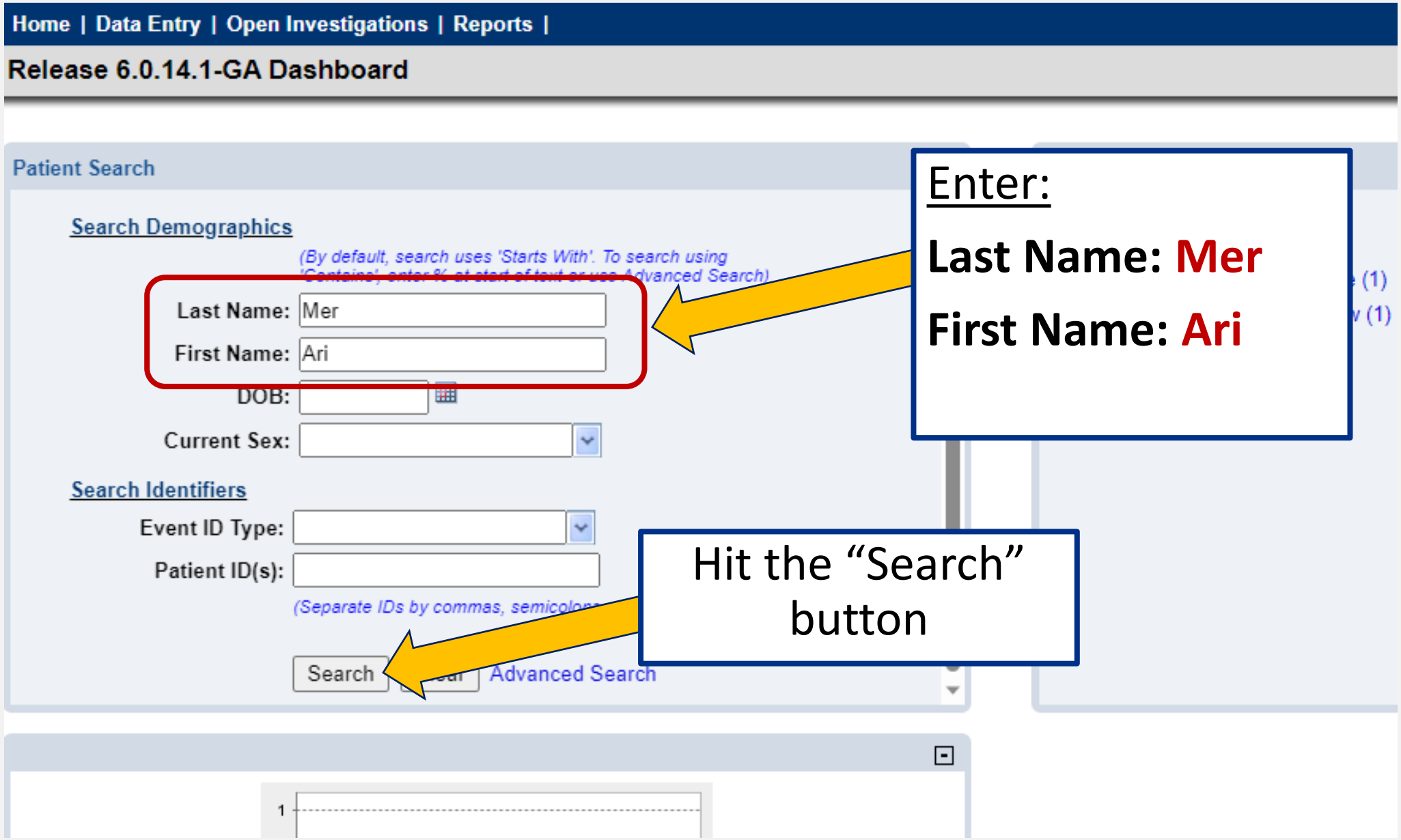

This broad search brought up 45 patients with a first and last name starting with “Mer, Ari”
Use the grey toggle bar to scroll down the list until the right patient is found
Go to each new page using the blue page links until the right person is found. Verify name, DOB, address per the data entry CSV file provided.
Results 1 to 20 of 100 Previous 1 | 2 | 3 | 4 | 5 Next

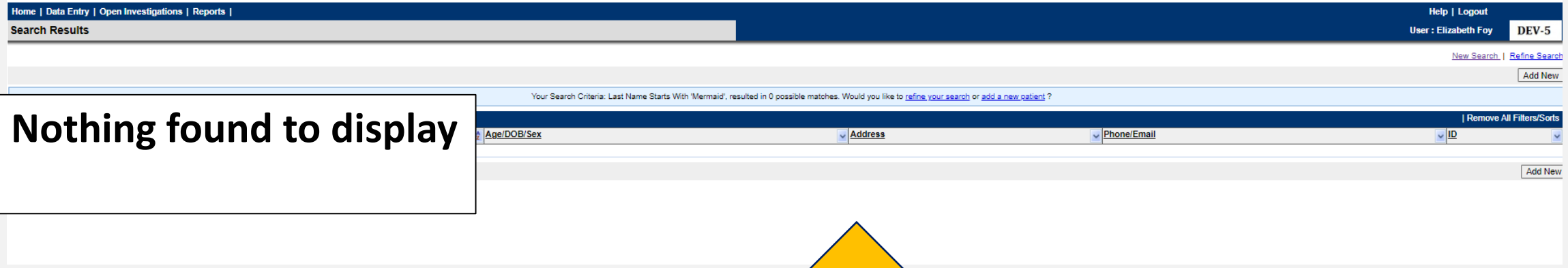

24360630
Legal
Mermaid, Ariel
Alias Name
Little Mermaid, Ariel
38 years
When the right patient is found, select their blue patient ID on the left side of their name.



Users are now in the correct patient's file. It is possible the patient exists in NEDSS because of having another disease condition (i.e., COVID 19). Users will need to open a TB investigation before entering TB specific data. That is covered in Module 3.

Example 2: The search does not yield any patient record.


Home | Data Entry | Open Investigations | Reports |
Release 6.0.14.1-GA Dashboard
Patient Search
Search Demographics
(By default, search uses 'Starts With'. To search using
Last Name: Mer
First Name: Ari
DOB:
Current Sex:
Search Identifiers
Event ID Type:
Patient ID(s):
(Separate IDs by commas, semicolons
Search
Advanced Search
Enter:
Last Name: Mer
First Name: Ari
Hit the "Search" button



Nothing found to display

Nothing is found, so the person does not currently exist in the database. Users will need to **Create** this person's patient file before entering their TB specific data.

Why Search Broadly?

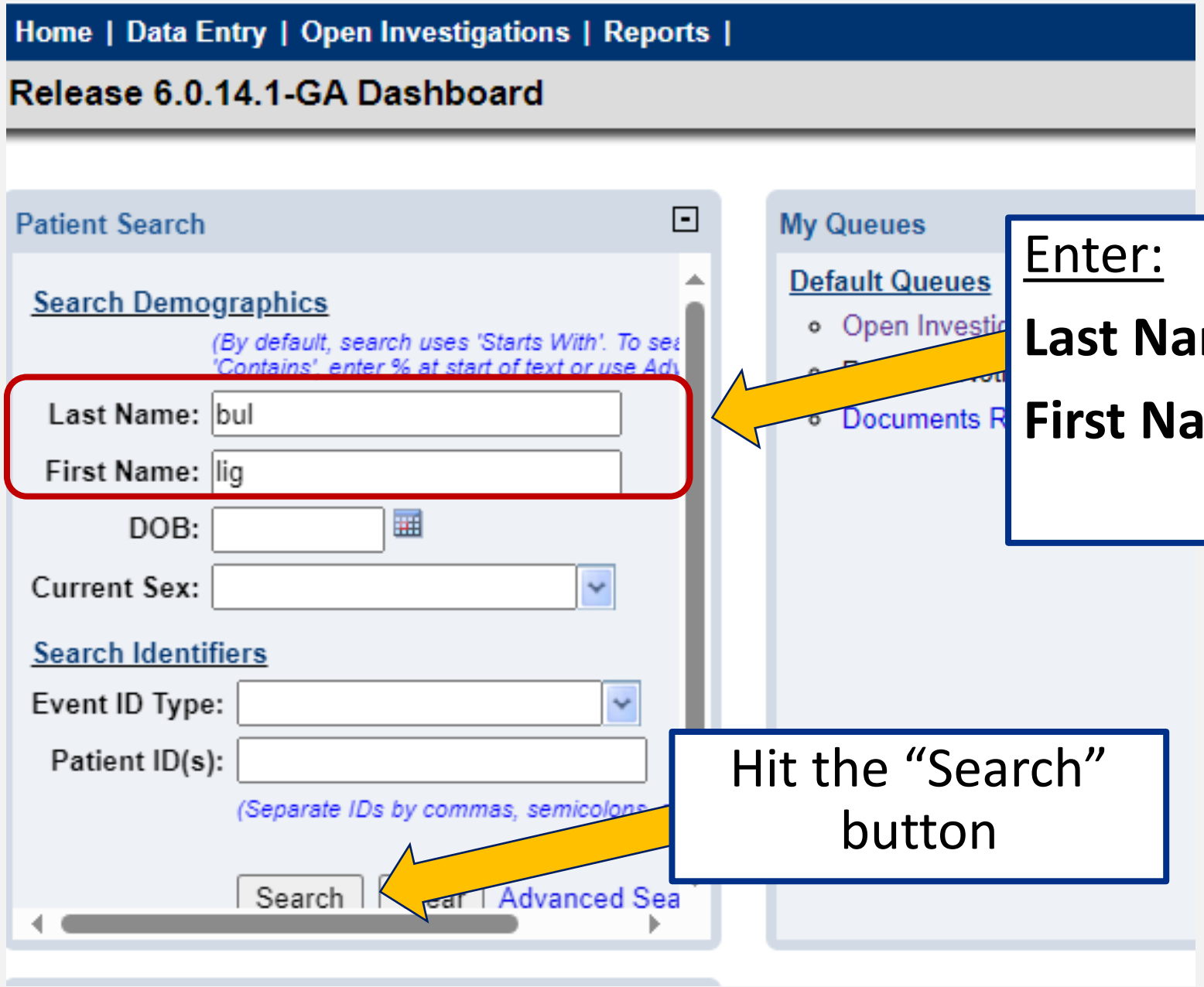
- If the patient is in NEDSS from a previous notifiable disease condition, their name may have been entered differently from the data provided in their TB record.

Search broadly to avoid creating a duplicate patient file, in the event the patient already exists in NEDSS with a variation of their name.

Part 2: Create a New Patient File

Creating a Record for Mrs. Light Bulb

- **Last name:** Bulb
- **First name:** Light

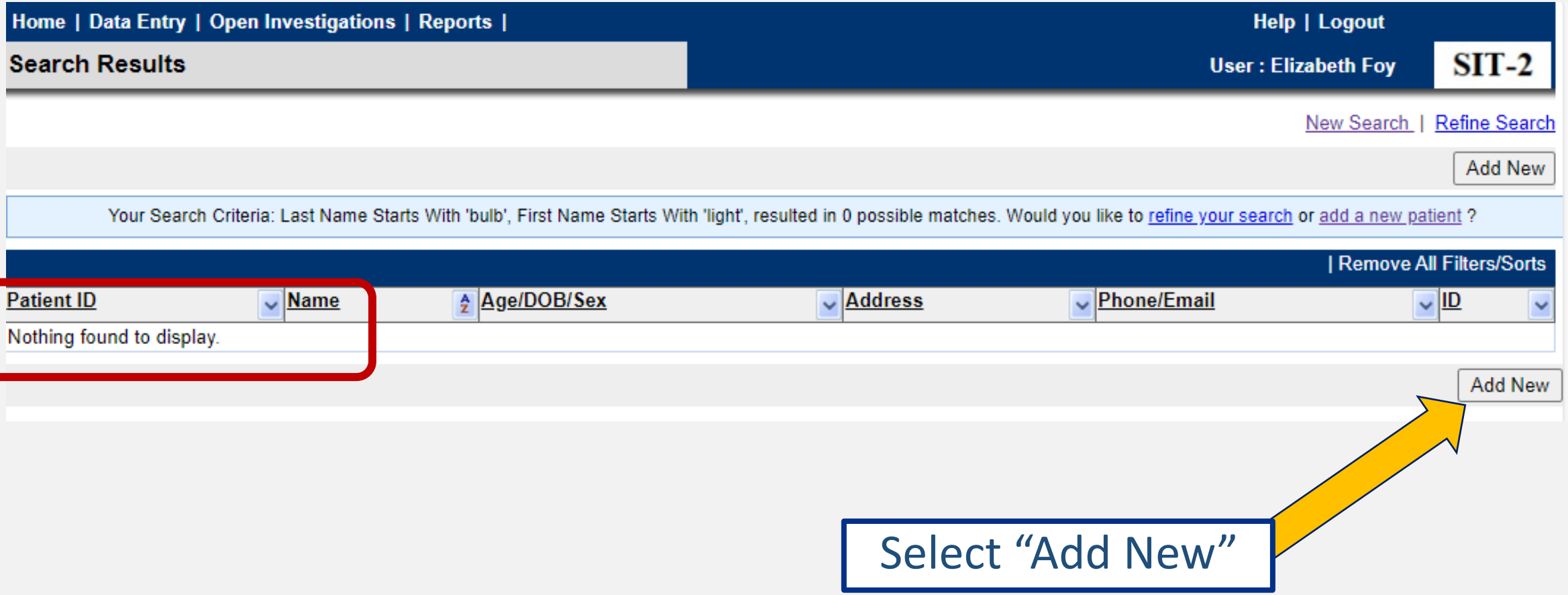


Enter:

Last Name: Bul

First Name: Lig

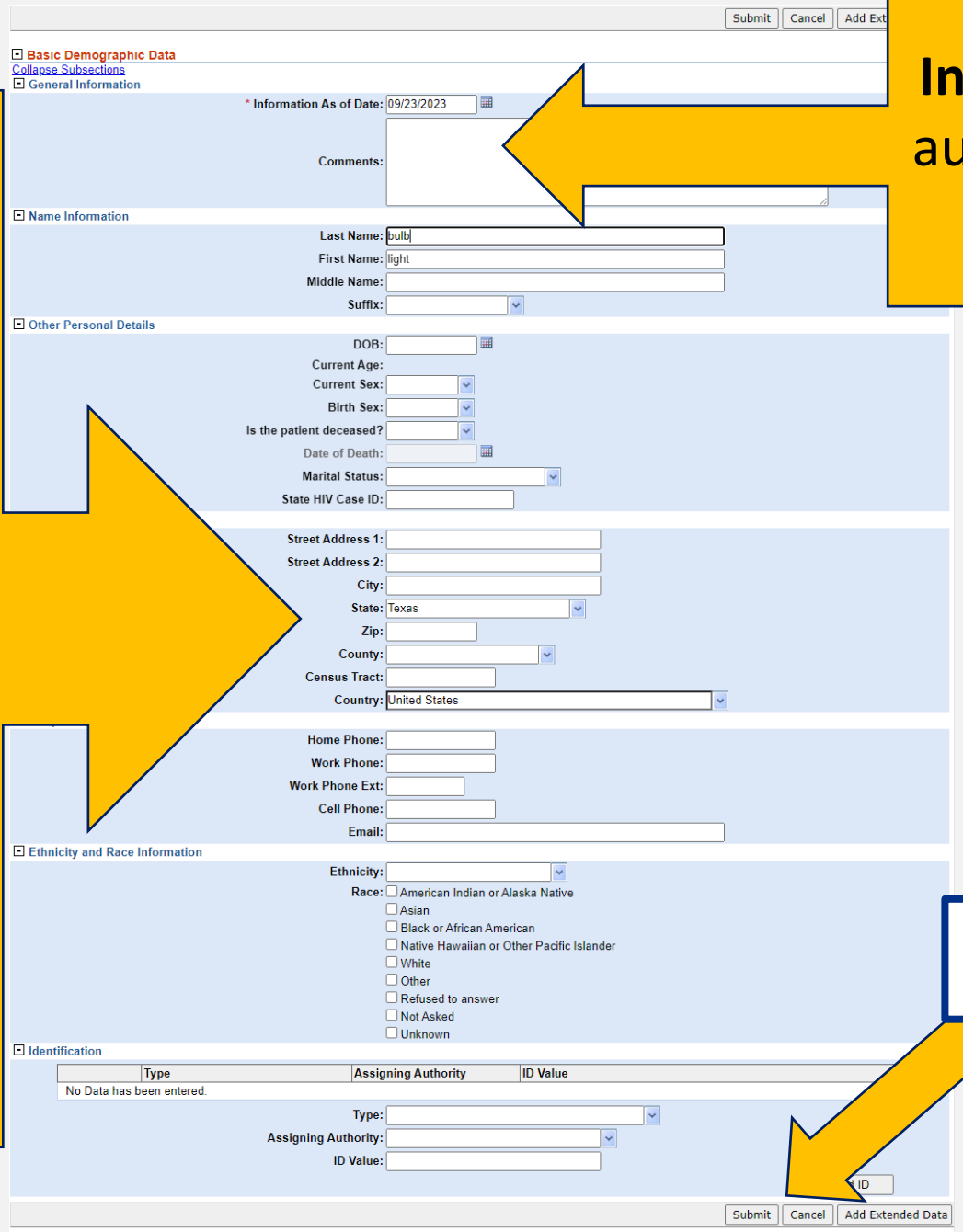
Hit the “Search” button



Select “Add New”

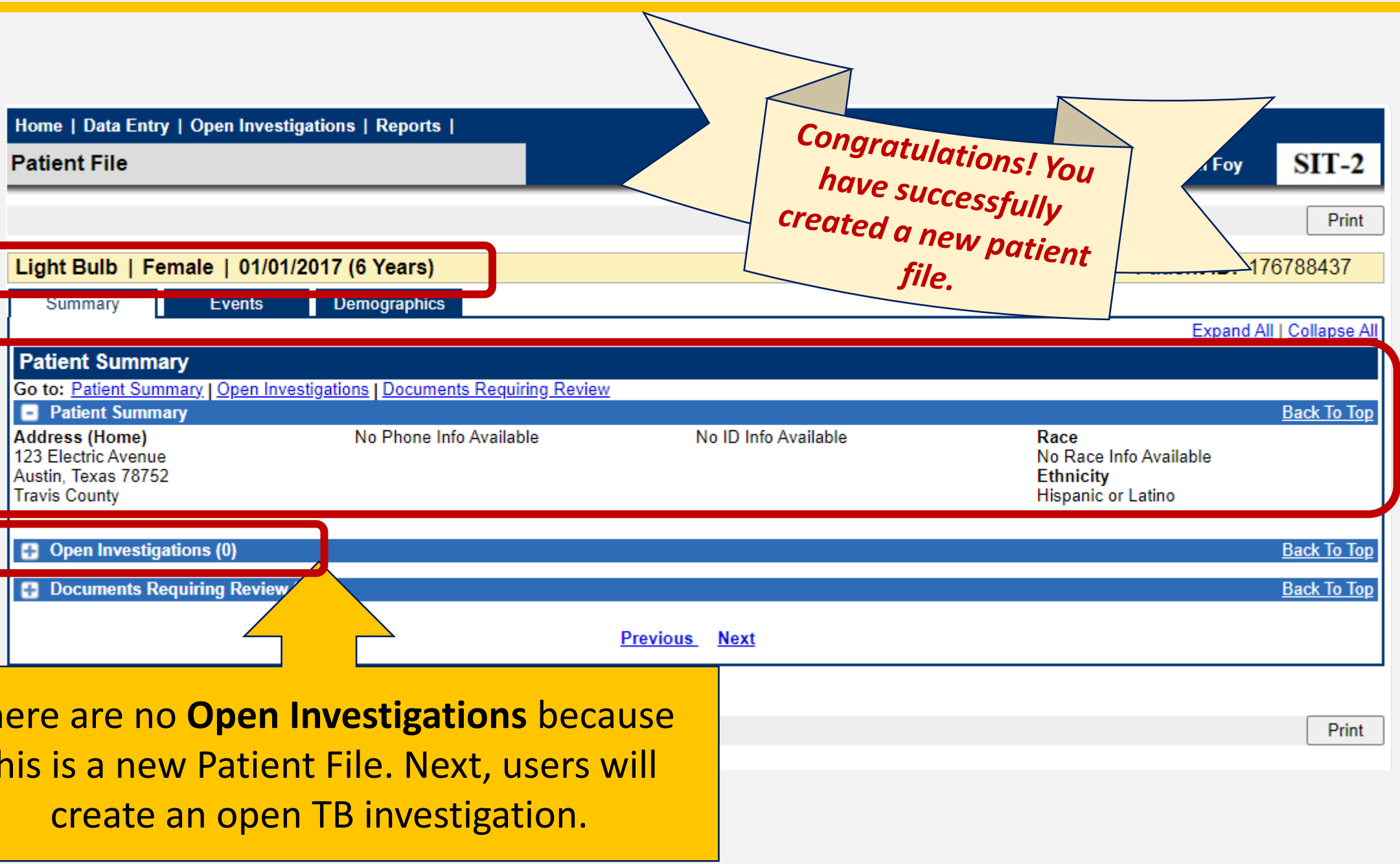
After clicking ***add new***, users are directed to a page where demographic data entry will occur.

Enter the **name**, **date of birth**, and **other data fields** as available.
NOTE: Fields are *case sensitive*- be sure to capitalize proper nouns such as name, address, etc.

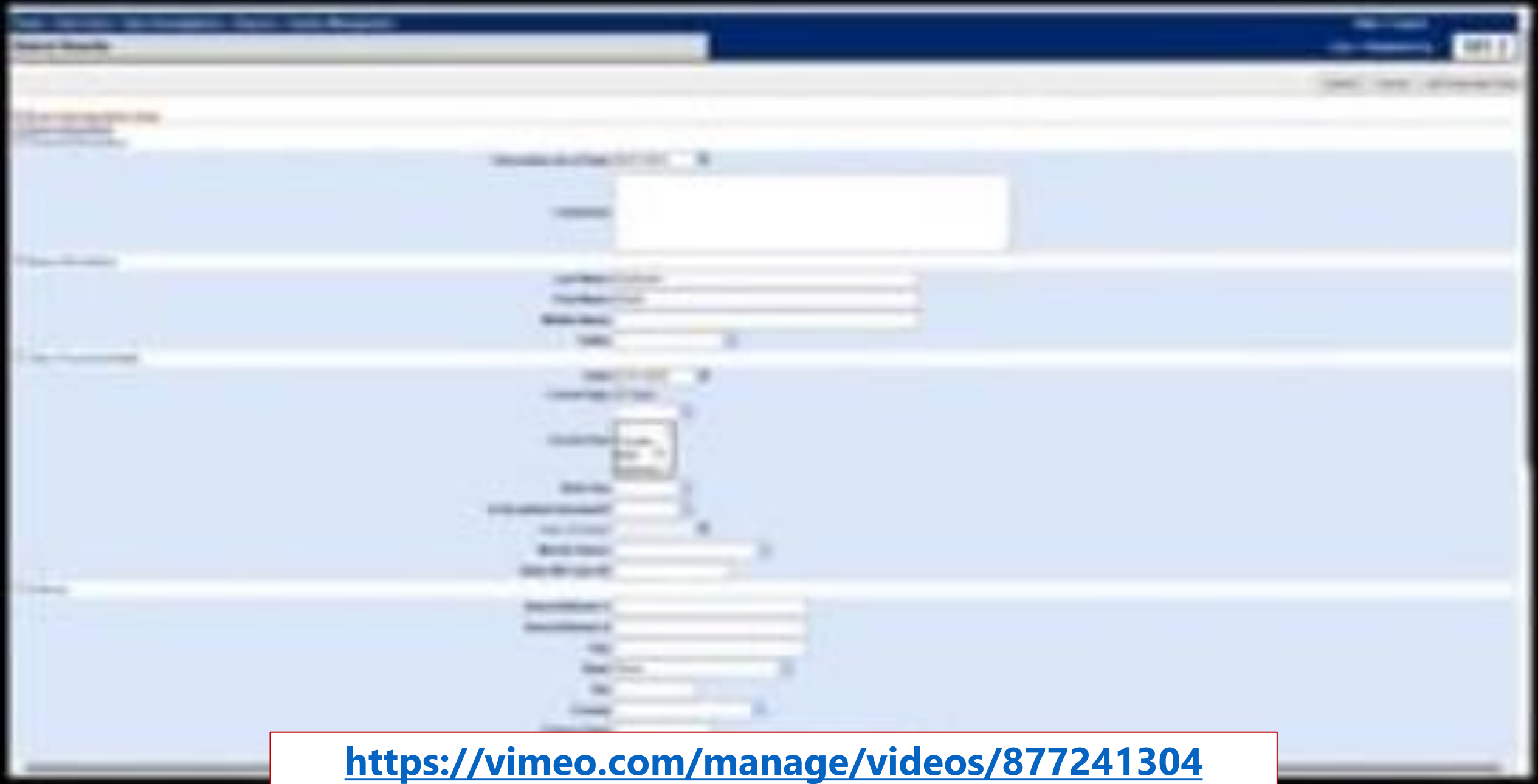


Information As of Date will auto-populate the date that data entry occurs.

Select "Submit" when all available data is entered.


Congratulations! You have successfully created a new patient file.
Home | Data Entry | Open Investigations | Reports |
Patient File
SIT-2
Print
Light Bulb | Female | 01/01/2017 (6 Years)
176788437
Summary
Events
Demographics
Expand All | Collapse All
Patient Summary
Go to: Patient Summary | Open Investigations | Documents Requiring Review
Patient Summary
Back To Top
Address (Home)
123 Electric Avenue
Austin, Texas 78752
Travis County
No Phone Info Available
No ID Info Available
Race
No Race Info Available
Ethnicity
Hispanic or Latino
Open Investigations (0)
Back To Top
Documents Requiring Review
Back To Top
Previous
Next
Print
There are no Open Investigations because this is a new Patient File. Next, users will create an open TB investigation.

Demonstration



https://vimeo.com/manage/videos/877241304

Your Time to Try!

Navigating NEDSS

Do not use the back button from your internet browser. Records may become corrupted, and these errors are not easily resolved. If you accidently use the back button, return to the home page and start again.

Use Microsoft Edge. It is the browser to use when accessing NEDSS.

Avoid opening multiple tabs of NBS. If you have more than one open in a browser to edit information, it can cause data corruption issues. If you must have multiple open, use different browsers.

Exercise 2

TEXAS
Health and Human Services

Texas Department of State Health Services

End of Module 2