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# MIDIS

## Montana Infectious Disease Information System

# User Guide

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Montana Department of Public Health and Human Services  
Communicable Disease Epidemiology Section

# Table of Contents

What is MIDIS and how do I use it? .....	4
Log On .....	5
Important MIDIS Features .....	7
Browser compatibility .....	7
Back and Forward Arrows .....	7
Add or Update Button.....	8
Session Time Out.....	8
Program Areas.....	8
MIDIS Homepage .....	9
Navigation Bar.....	12
Daily Use of MIDIS.....	13
View Laboratory Reports delivered via ELR .....	13
Transfer Jurisdiction of Laboratory Reports .....	15
Mark as reviewed.....	16
Associate Investigations.....	17
Data Entry .....	18
Search for a Patient or ADD a New Patient .....	18
Add a Laboratory Report (if provided).....	21
Creating an Investigation (aka: entering a new Case Report) .....	24
Associating (aka attaching) a Lab Report with an Investigation .....	30
Creating a Notification .....	32
Editing an Investigation.....	35
Entering Vaccination Information.....	36
Contact Investigations .....	39
Influenza Aggregate Case Counts, Hospitalizations, and Deaths.....	43
Influenza Comorbidities .....	48
Reports.....	52
Running and Exporting Reports .....	52
Saving Reports .....	57
APPENDICES .....	59
APPENDIX A: Reportable Diseases for the State of Montana as of 9/29/2021 .....	60

APPENDIX B: Adding Providers to MIDIS .....	61
GLOSSARY.....	63
REVISION HISTORY .....	65

# What is MIDIS and how do I use it?

*A brief overview of daily MIDIS use in communicable disease investigation and reporting.*

The Montana Infectious Disease Information System (MIDIS) is a secure, web-based data system that is used to track all reportable diseases for the state of Montana (except HIV). MIDIS is also used to send notifications of these reportable conditions to CDC. CDC reports state-level case counts on an annual basis.

The following describes how to determine if a case should be entered into MIDIS and a very basic overview of the process of entering data into the system. Specifics are outlined in the subsequent sections of the User Guide.

## Is it a Case?

1. Determine if the disease/condition is reportable in the state of Montana. See Appendix A of this manual or the [Communicable Disease Epidemiology website](#) for a list of reportable diseases/conditions.
2. Determine if the case information meets the case definition for the disease/condition that is being reported. For help, view the CDC list of [Nationally Notifiable Diseases and Case Definitions](#). You can enter the condition name in the “Search Conditions” box.

## Reporting a Case

1. Search MIDIS for the Patient’s record.
  - a. If the patient record exists in MIDIS, go to the existing patient record and update if necessary.
  - b. If the patient record does not exist in MIDIS, add a new patient record.
2. Add a laboratory report (if available) to the patient’s record.
3. Open an Investigation (case report) for the disease that is being reported.
4. Create a notification of the case. DPHHS will review and forward to CDC.
5. Complete Investigation
  - a. Add case supporting information to investigation in MIDIS
  - b. Fax any required disease specific forms to DPHHS
  - c. Close investigation

## Log On

Want to practice? **MIDIS TEST** is where you can enter ‘dummy cases’ and get familiar with how the system works.

<https://miditest.hhs.mt.gov/>

**Be sure to have your keyfob!**



Ready to enter data? **Log on to MIDIS PRODUCTION:** <https://midis.hhs.mt.gov/>

The log in screen for MIDIS is pictured below.

**Department of Public  
Health and Human Services  
Production NEDSS**

**Username**

**Passcode**

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**This system is the property of the State of Montana**

Unauthorized use is a violation of 45-6-311, MCA. This computer system, including all related equipment, networks, and network devices, is provided only for authorized state government use. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Log Off immediately if you do not agree to the conditions stated in this warning.

**User ID:** The first initial of your first name followed by your full last name followed by ‘-nedssmt’

**Passcode:** Your PIN (between four and eight digits, numbers only, cannot be 1234) plus the 6-digit number displayed on your keyfob.

*Example – for user Daffy Duck whose PIN is 3825 and the keyfob is currently showing ‘125489’:*

<b>User ID</b>	dduck-nedssmt
<b>Passcode</b>	3825125489

**Important Note:** If you receive an error after a log on attempt, check the following:

- Make sure your User ID is entered correctly.
- Check the number of dashes (bars) to the left of the numbers on your keyfob. If there is one bar or less, wait until the number refreshes and try again.
- Check Caps Lock on your keyboard. Your User ID is case sensitive.

## Important MIDIS Features

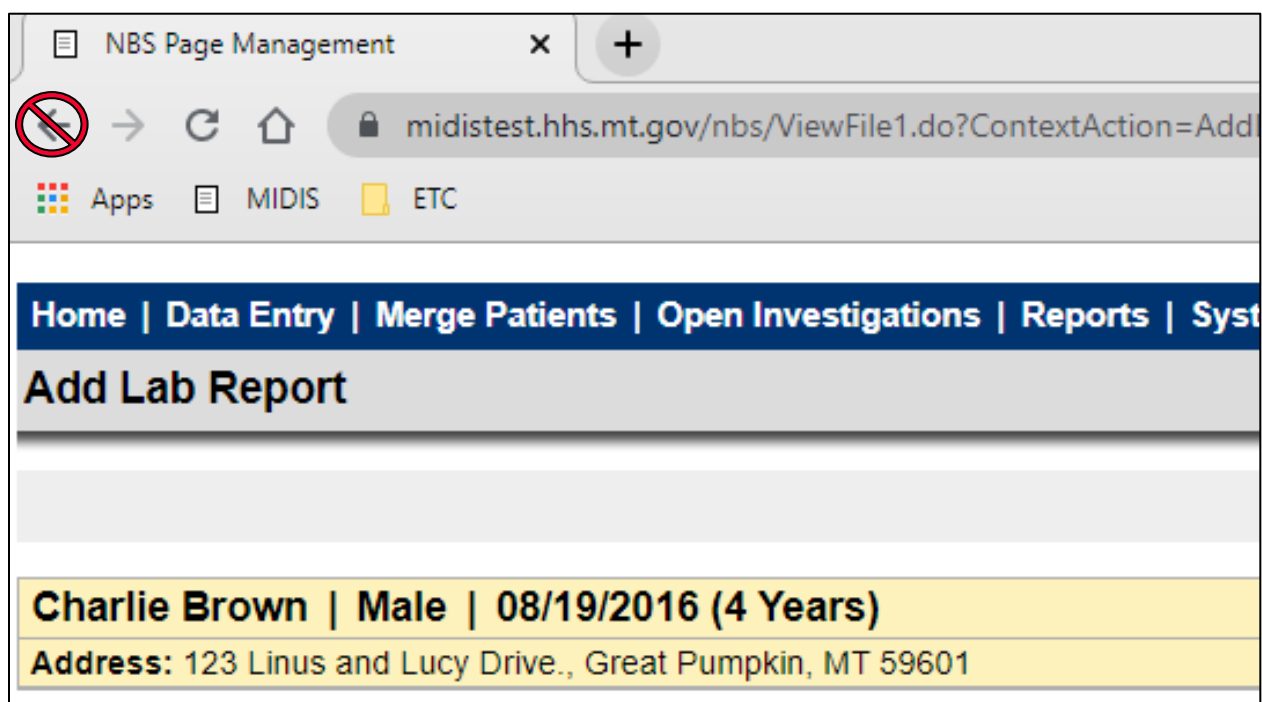
There are several important features to remember as you are using MIDIS.

### Browser compatibility

MIDIS is compatible with most browsers. Depending on your security preferences, MIDIS might not work in your browser. We recommend trying other browser options to see if it works better in others.

### Back and Forward Arrows

**Please do not use the Back or Forward arrows when navigating MIDIS.** Use of the Back and Forward Arrows in the Internet Explorer browser window is not supported by MIDIS. You will receive an error message and lose any data entered that has not been submitted or saved.



## Add or Update Button

When information is entered into a section that can display multiple entries (e.g., Patient Address or Test Results) you will need to click the **Add/Update** button to submit the data.

☐ 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: Varicella zoster virus IgG Ab [Units/volume] in Serum (8047-3) <span>Search</span> <span>Clear</span>								
	Coded Result: detected		Units:					
	Numeric Result:							
	Text Result:							
	Reference Range From:	Not Detected						
	Reference Range To:	Detected						
	Status:	Final						
	Result Comments:							
								<span>Add</span>

If you try to “submit” without selecting “add”, you will receive the following error message:

*“You have entered or edited information and have not clicked on ‘add’ or ‘edit’ in the multiple entry table. Please take the appropriate action and try again.”*

## Session Time Out

The MIDIS session is set to time out if there has been no activity in the system for **45 minutes**. You can extend the session by navigating to a new page in MIDIS, or by refreshing the home page. If the session times out, you will be required to log in again.

## Program Areas

Conditions (Reportable Diseases) are categorized into Program Areas in MIDIS. Program areas include:

- General Communicable Diseases
- Vaccine Preventable Diseases
- Hepatitis\*
- Lead
- Tuberculosis
- Sexually Transmitted Diseases
- HIV/AIDS

\*Users have the option to view records for all jurisdictions in Montana for this program area. For all other program areas, local health jurisdictions (LHJ) will only be able to view records for their specific county or tribal area.

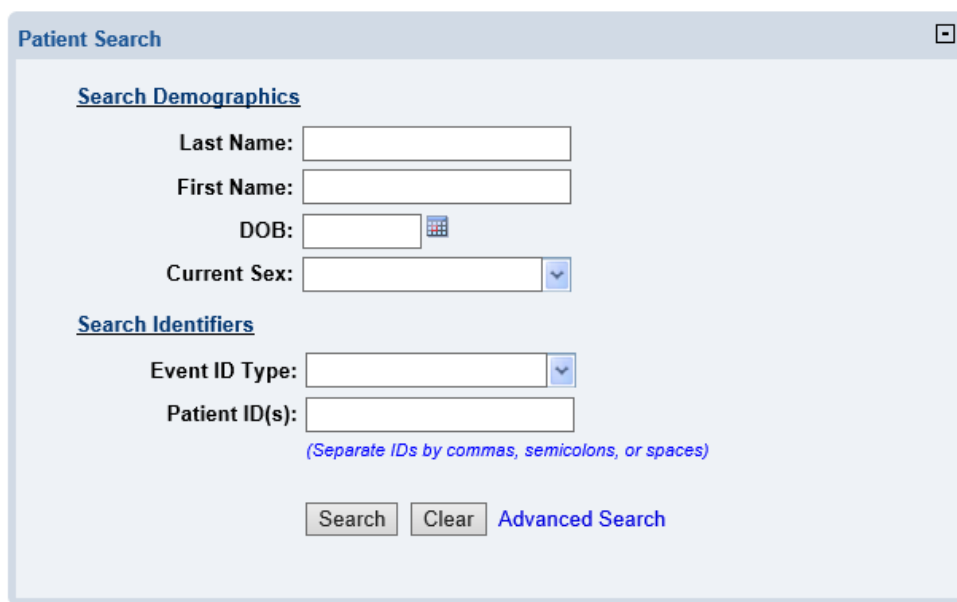


## MIDIS Homepage

Once you log in to MIDIS, you are automatically directed to the homepage. The homepage consists of six “widgets”:

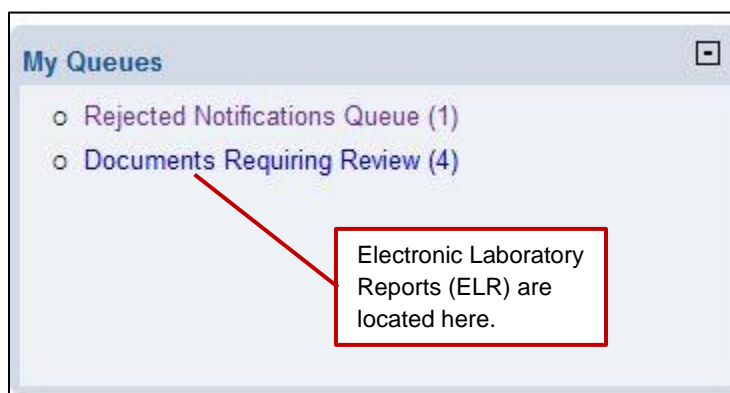
- Patient Search
- My Queues
- My Reports
- News Feeds
- Metrics Viewer
- Notices

**Patient Search** allows you to find a patient in the system using either a demographic search or a patient ID number.



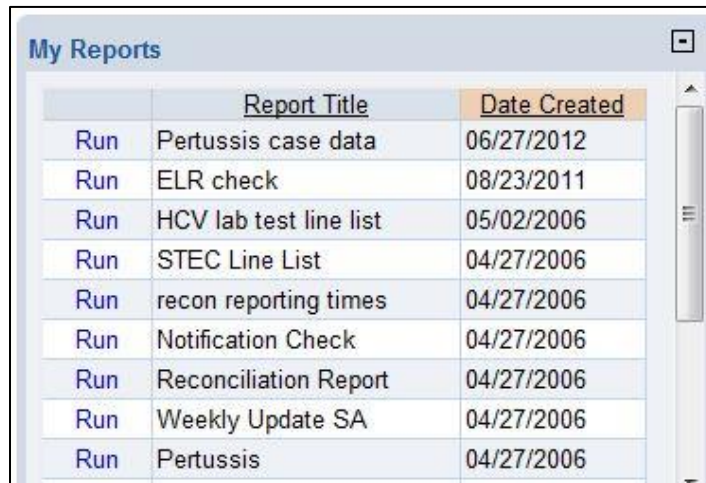
The screenshot shows the 'Patient Search' widget. It has a title bar with the text 'Patient Search' and a close button. Below the title bar, there are two sections: 'Search Demographics' and 'Search Identifiers'. The 'Search Demographics' section contains four input fields: 'Last Name:', 'First Name:', 'DOB:' (with a calendar icon), and 'Current Sex:' (with a dropdown arrow). The 'Search Identifiers' section contains two input fields: 'Event ID Type:' (with a dropdown arrow) and 'Patient ID(s):'. Below the 'Patient ID(s)' field, there is a note in blue text: '(Separate IDs by commas, semicolons, or spaces)'. At the bottom of the widget, there are three buttons: 'Search', 'Clear', and 'Advanced Search'.

**My Queues** allows access to the work queues in MIDIS. (Note: the view will vary depending on the type of user access that you have.)



The screenshot shows the 'My Queues' widget. It has a title bar with the text 'My Queues' and a close button. Below the title bar, there are two items in a list, each preceded by a radio button: 'Rejected Notifications Queue (1)' and 'Documents Requiring Review (4)'. A red arrow points from the 'Documents Requiring Review (4)' item to a red-bordered box containing the text: 'Electronic Laboratory Reports (ELR) are located here.'

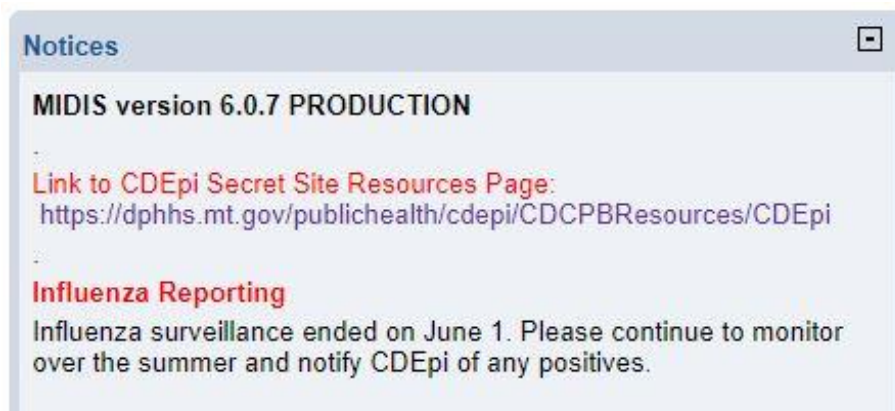
**My Reports** allows quick access to the private reports that have been customized and saved by the current user. This view will be empty until you customize and save reports.



The screenshot shows a window titled "My Reports" with a table of reports. The table has two columns: "Report Title" and "Date Created". Each row starts with a "Run" button. The reports listed are: Pertussis case data (06/27/2012), ELR check (08/23/2011), HCV lab test line list (05/02/2006), STEC Line List (04/27/2006), recon reporting times (04/27/2006), Notification Check (04/27/2006), Reconciliation Report (04/27/2006), Weekly Update SA (04/27/2006), and Pertussis (04/27/2006). A scrollbar is visible on the right side of the table.

	Report Title	Date Created
Run	Pertussis case data	06/27/2012
Run	ELR check	08/23/2011
Run	HCV lab test line list	05/02/2006
Run	STEC Line List	04/27/2006
Run	recon reporting times	04/27/2006
Run	Notification Check	04/27/2006
Run	Reconciliation Report	04/27/2006
Run	Weekly Update SA	04/27/2006
Run	Pertussis	04/27/2006

**Notices** allow a user to view any alerts, announcements, etc. that have been created by DPHHS.



The screenshot shows a window titled "Notices" containing the following text:

**MIDIS version 6.0.7 PRODUCTION**

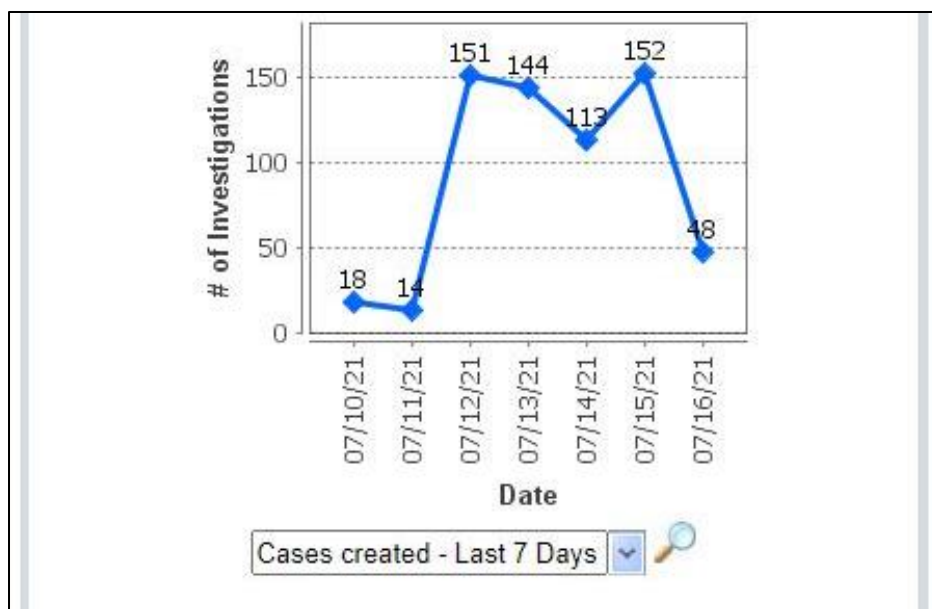
Link to CDEpi Secret Site Resources Page:  
<https://dphhs.mt.gov/publichealth/cdepi/CDCPBResources/CDEpi>

**Influenza Reporting**  
Influenza surveillance ended on June 1. Please continue to monitor over the summer and notify CDEpi of any positives.

**News Feeds** allows the user to access the RSS (Really Simple Syndication) feed(s) that will be set up by DPHHS.



**Metrics AVR Viewer** allows the user to view charts and graphs of activity over the last 7 days. The user can select one of several views from a drop-down menu.



## Navigation Bar

Additional features of the MIDIS homepage are found in the Navigation Bar. Options available will vary depending on the level of User Access in MIDIS.

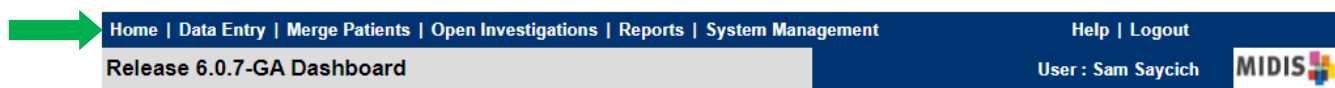


Table 1 (below) demonstrates the features of the navigation bar:

**Table 1: MIDIS Navigation Bar\***

Feature	Description
<b>Home</b>	Displays the 6 widget MIDIS homepage that includes work queues and search box.
<b>Data Entry</b>	<ul style="list-style-type: none"> <li>• Search/Add Patient</li> <li>• Search/Add Providers</li> <li>• Search/Add Organizations (e.g., hospitals)</li> </ul>
<b>Merge Patient</b>	Local users must request access to this feature.
<b>Open Investigations</b>	View a list of the investigations in MIDIS that are currently 'Open' for your jurisdiction.
<b>Reports</b>	Links to reports available to run in MIDIS
<b>System Management</b>	DPHHS use only
<b>Help</b>	Link to the MIDIS User Guide
<b>Logout</b>	Log out of MIDIS

\*Note: The view of the Navigation Bar will vary depending on your user permissions in MIDIS.

# Daily Use of MIDIS

## View Laboratory Reports delivered via ELR

Electronic Laboratory Reports (ELR) are delivered into MIDIS daily and are stored in the **MY QUEUES** widget. For a list of hospitals that send ELR to MIDIS, please visit the [CD Epi Secret Site](#), [MIDIS Resources section](#) or call CDEpi at 444-0273.

The screenshot displays the MIDIS 6.0.7-GA Dashboard. The top navigation bar includes links for Home, Data Entry, Merge Patients, Open Investigations, Reports, and System Management. The user is logged in as Sam Saycich. The dashboard is divided into several sections:

- Patient Search:** Includes search filters for demographics (Last Name, First Name, DOB, Current Sex) and identifiers (Event ID Type, Patient ID(s)).
- My Queues:** A widget circled in red, listing various queues: Open Investigations (2919), Approval Queue for Initial Notifications (306), Updated Notifications Queue (95), Rejected Notifications Queue (15), Documents Requiring Security Assignment (1), Documents Requiring Review (1026), Messages Queue (0), and Supervisor Review Queue (29).
- My Reports:** A table listing reports with columns for Report Title and Date Created. Reports include Rabies- Animal Test Result Lab Report, Laboratory Test Report, Rabies PEP Datamart, Missoula COVID-19 Resident vs. Non-Resident, CMHD Case Report, CMHD Lab Report, Syphilis Report for Cara, Missoula Variant Investigation Report, Missoula Variant Laboratory Report, and COVID-19 ADLERA Report.
- News Feeds:** A list of CDC Online Newsroom articles.
- Cases created - Last 7 Days:** A line graph showing the number of investigations over time. The data points are: 07/30/21 (242), 07/31/21 (114), 08/01/21 (15), 08/02/21 (483), 08/03/21 (338), 08/04/21 (344), and 08/05/21 (103).
- Notices:** A section for MIDIS version 6.0.7 PRODUCTION, including a link to the CDEpi Secret Site Resources Page and a notice about Influenza Reporting.

To view labs for your jurisdiction, click on **DOCUMENTS REQUIRING REVIEW**.



To view an individual lab, click on the hyperlinked Lab Report.

Results 1 to 20 of 153 Previous 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 Next

Document	Date Received	Reporting Facility/Provider	Patient	Description
<a href="#">Lab Report</a>	03/17/2017 2:00 PM			HCV Ab Ser Ql: Reactive Reference Range: (Nonreactive) - (Final)
<a href="#">Lab Report</a>	03/27/2017 10:00 AM			HCV Ab Ser Ql: Reactive Reference Range: (Nonreactive) - (Final)  HCV Ab SerPI Ql IA: Anti HCV Reactive: The CDC recommends confirmatory testing - (Final) HCV Ab Ser Ql: Reactive Reference Range: (Nonreactive) - (Final)
<a href="#">Lab Report</a>	05/02/2017 12:00 AM			Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
<a href="#">Lab Report</a>	05/02/2017 12:00 AM			Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
<a href="#">Lab Report</a>	05/04/2017 12:00 AM			Hepatitis C virus (HCV), Antibody: reactive
<a href="#">Lab Report</a>	05/04/2017 12:00 AM			Hepatitis C virus (HCV), Antibody: reactive
<a href="#">Lab Report</a>	05/04/2017 8:00 AM			Hepatitis C virus (HCV), Antibody: reactive
<a href="#">Lab Report</a>	05/04/2017 8:00 AM			Hepatitis C virus Ab Signal/Cutoff: >11.0 s/co ratio Reference Range: (0.0-0.9) - (Final)
<a href="#">Lab Report</a>	05/11/2017 7:00 AM			Hepatitis C virus RNA: Positive Reference Range: (Negative) - (Final)

**Note: The white area will contain Patient Information including provider, DOB, and Patient ID in the live view of MIDIS.**

To print a lab, the best method is Control P. This will give you a 2-page document of all laboratory data elements.

## Transfer Jurisdiction of Laboratory Reports

When viewing lab reports in MIDIS, your initial investigation may find that the patient resides in another jurisdiction. Just like with a faxed lab report, you will need to notify DPHHS that this is the case. To do this, take the following steps:

1. Open the laboratory report and scroll towards the bottom to the Lab Report Comment Section. In the comment box, please indicate the jurisdiction where the patient resides by entering as much demographic information as possible. (Hint: think about what you would like to receive if the lab was sent to you.) Click **ADD** button.

2. Your comment will now be visible in the lab report.

3. In the same laboratory report, click on **TRANSFER OWNERSHIP** at the top of the page. **Note: it is important that you have entered the proper jurisdiction in the Lab Comment field BEFORE you do this step.** If you haven't, click **CANCEL** to go back.

4. In the **Jurisdiction** drop-down menu, select (or type) **MTDPHHS** and click **SUBMIT**.
5. You will see a confirmation that the lab report has been transferred to DPHHS for review. DPHHS will notify the correct jurisdiction of the pending lab report.

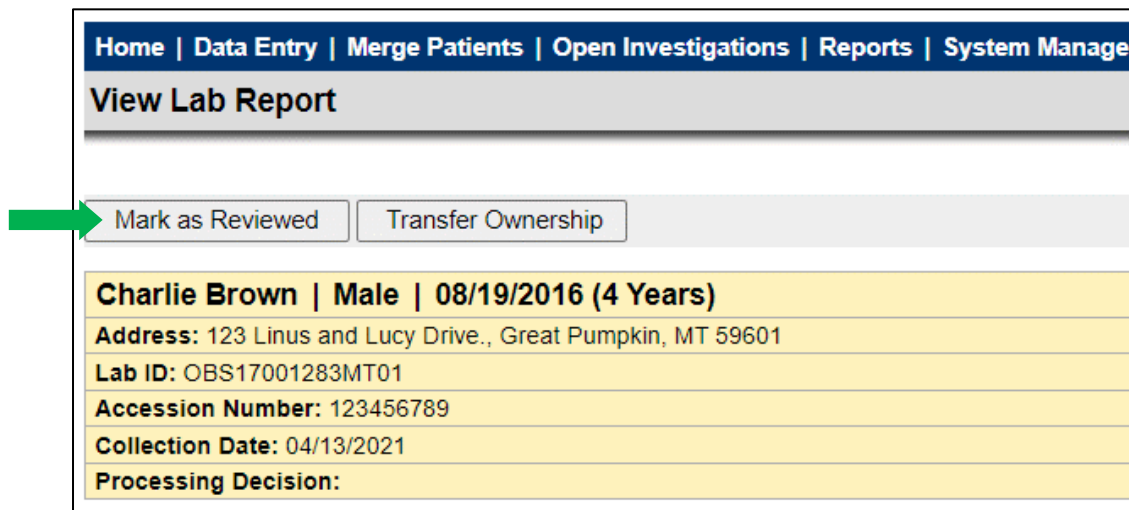
**Note: Once you Transfer Ownership, you will no longer be able to view the lab as it is no longer assigned to your jurisdiction.**



## Mark as reviewed

When viewing laboratory reports, you may find that some results are not for reportable diseases or do not need to be turned into an investigation in MIDIS (immunity checks for varicella, blood lead results <5 µg/dL, etc.). You will want to remove these results from your queue.

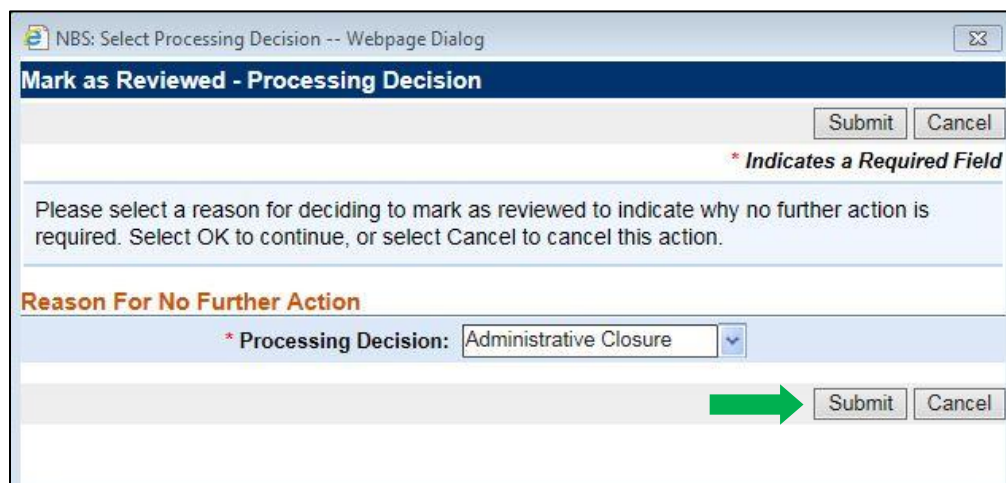
To remove a lab report from your queue, in the upper left-hand corner of the laboratory report, click the radial dial that says **MARK AS REVIEWED**. The laboratory report will now be removed from your list of reports needing review.



The screenshot shows the 'View Lab Report' page. At the top is a navigation bar with links: Home | Data Entry | Merge Patients | Open Investigations | Reports | System Manager. Below this is a header 'View Lab Report'. A green arrow points to the 'Mark as Reviewed' button, which is next to a 'Transfer Ownership' button. Below the buttons is a patient information section with the following details:

<b>Charlie Brown   Male   08/19/2016 (4 Years)</b>
<b>Address:</b> 123 Linus and Lucy Drive., Great Pumpkin, MT 59601
<b>Lab ID:</b> OBS17001283MT01
<b>Accession Number:</b> 123456789
<b>Collection Date:</b> 04/13/2021
<b>Processing Decision:</b>

If the lab report is for an STD, **you will need to indicate the reason for marking the lab as reviewed**. Select **ADMINISTRATIVE CLOSURE** and click **SUBMIT**. The lab will then be removed from your queue.



The screenshot shows a dialog box titled 'NBS: Select Processing Decision -- Webpage Dialog'. The main heading is 'Mark as Reviewed - Processing Decision'. There are 'Submit' and 'Cancel' buttons at the top right. A note says '\* Indicates a Required Field'. The text inside says: 'Please select a reason for deciding to mark as reviewed to indicate why no further action is required. Select OK to continue, or select Cancel to cancel this action.' Below this is a section titled 'Reason For No Further Action'. It contains a label '\* Processing Decision:' followed by a dropdown menu showing 'Administrative Closure'. At the bottom right, there are 'Submit' and 'Cancel' buttons, with a green arrow pointing to the 'Submit' button.

**Note:** lab reports that are marked as reviewed are not deleted. You will still be able to find the report in MIDIS by searching for the patient's name or ID and retrieving the Patient File.



## Associate Investigations

When viewing laboratory reports, you may find that a patient received a test result that is related to a previously known condition. Instead of creating a new investigation or marking these lab reports as reviewed, you can electronically “staple” these lab reports to the patient’s previous open or closed investigation.

[Home](#) | [Data Entry](#) | [Merge Patients](#) | [Open Investigations](#) | [Reports](#) | [System Management](#)
[Help](#) | [Logout](#)

[View Lab Report](#)
User : Sam Saycich [TEST](#)

[Return to File: Events](#)

[Mark as Reviewed](#)
[Transfer Ownership](#)
[Edit](#)
[Delete](#)
[Create Investig](#) [Associate Investigations](#)
[Print](#)

<b>Charlie Brown   Male   08/19/2016 (4 Years)</b>		<b>Patient ID: 2921217</b>
<b>Address:</b> 123 Linus and Lucy Drive., Great Pumpkin, MT 59601		<b>SSN:</b>
<b>Lab ID:</b> OBS17001283MT01	<b>Created:</b> 07/16/2021	<b>By:</b> Sam Saycich
<b>Accession Number:</b> 123456789	<b>Last Updated:</b> 07/16/2021	<b>By:</b> Sam Saycich
<b>Collection Date:</b> 04/13/2021	<b>Lab Report Date:</b> 04/16/2021	<b>Date Received by Public Health:</b> 04/18/2021
<b>Processing Decision:</b>	<b>Processing Decision Notes:</b>	

\* Indicates a Required Field

After selecting “Associate Investigations”, all past investigations that are in the patient file in MIDIS will come up, allowing you to associate the lab with the proper investigation. Check the box next to the appropriate investigation and then select “Submit”.

[Home](#) | [Data Entry](#) | [Merge Patients](#) | [Open Investigations](#) | [Reports](#) | [System Management](#)
[Help](#) | [Logout](#)

[Associate Lab Report to Investigation\(s\)](#)
User : Sam Saycich [TEST](#)

Submit Cancel

\* Indicates a Required Field

To associate the Lab Report to investigation(s), please select one or more investigations and choose Submit. If associating a STD or HIV report to Closed STD or HIV investigation(s), a report processing decision is required.

<b>Charlie Brown   Male   08/19/2016 (4 Years)</b>		<b>Patient ID: 2921217</b>				
<a href="#">Remove All Filters/Sorts</a>						
Associate	Start Date	Status	Condition	Case Status	Jurisdiction	Investigator
<input checked="" type="checkbox"/>	04/18/2021	Open	<a href="#">Varicella (Chickenpox)</a>		LEWIS AND CLARK	Saycich, Samantha

[Print](#)
[Export](#)

Submit Cancel

The laboratory report will then be removed from your “Documents Requiring Review” queue and will be associated with the patient’s past investigation.

## Data Entry

MIDIS is a patient-centered system, and a patient record should only be entered once. Multiple investigations and other records can be added to the same patient record over time. This allows Public Health to view all co-morbidities for a single patient.

The following section describes how to enter all patient information into MIDIS.

### Search for a Patient or ADD a New Patient

Before you begin, complete a search for the patient to ensure that a patient record does not already exist in MIDIS.

On the MIDIS homepage, find the **PATIENT SEARCH** box in the top left-hand corner.

**Patient Search**

Search Demographics

Last Name:

First Name:

→ DOB:

Current Sex:

Search Identifiers


Event ID Type:

Patient ID(s):

*(Separate IDs by commas, semicolons, or spaces)*

To avoid entering duplicate records, search using the first three letters of the patient's last name and first initial of the patient's first name **OR** the patient's DOB.

You will be brought to the search results page. If you find the patient, click on the patient ID number to make sure that it is the correct patient.



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

**Search Results** User : Sam Saycich **TEST**

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

Your Search Criteria: Last Name Contains 'Duck', First Name Starts With 'da', resulted in 4 possible matches. Would you like to [refine your search](#) or [add a new patient](#) ?


**Results 1 to 4 of 4** | Remove All Filters/Sorts

Patient ID	Name	Age/DOB/Sex	Address	Phone/Email	ID
<a href="#">2912003</a>	Legal DUCK, DAFFY	31 Years 01/31/1990 Male	Home Montana		
<a href="#">734968</a>	Legal Duck, Daffy	71 Years 01/01/1950 Male	Home 123 Main St Helena, Montana 59062	Home 406-444-1234	
<a href="#">734971</a>	Legal Duck, Daisy	66 Years 01/01/1955 Female	Home 123 Main St Helena, Montana 59602	Home 406-444-1233	
			Home 123 Main St Helena, Montana 59602		

The minimum data elements to match a patient are: **Last Name, First Name, DOB and Sex**. Keep in mind that some patients may be entered under nicknames as well (e.g., William vs. Bill).

If it is NOT the correct patient, return to the home page and search again by the patient's date of birth (DOB). This is to ensure that the patient doesn't already exist in MIDIS and prevent duplicate records.

If there is no result (meaning the patient does not have a record in MIDIS) you can add a new patient record by clicking on the **ADD NEW** button.



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

**Search Results** User : Sam Saycich **TEST**

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

Your Search Criteria: Last Name Contains 'Duck', First Name Starts With 'da', resulted in 4 possible matches. Would you like to [refine your search](#) or [add a new patient](#) ?

**Results 1 to 4 of 4** | Remove All Filters/Sorts

Patient ID	Name	Age/DOB/Sex	Address	Phone/Email	ID
<a href="#">2912003</a>	Legal DUCK, DAFFY	31 Years 01/31/1990 Male	Home Montana		
<a href="#">734968</a>	Legal Duck, Daffy	71 Years 01/01/1950 Male	Home 123 Main St Helena, Montana 59062	Home 406-444-1234	
			Home 123 Main St Helena, Montana 59062		
<a href="#">734971</a>	Legal Duck, Daisy	66 Years 01/01/1955 Female	Home 123 Main St Helena, Montana 59602	Home 406-444-1233	
			Home 123 Main St Helena, Montana 59602		

You will then be directed to the Add Patient - Basic screen. Enter basic demographic data: **Last Name, First Name, DOB, and Current Sex**. If known, please enter address, contact information, and race/ethnicity information.

The screenshot shows the 'Add Patient - Basic' form. At the top is a navigation bar with links: Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management. On the right of the bar are 'Help | Logout' and 'User : Sam Saycich' next to a red 'TEST' button. Below the navigation bar is a header area with 'Add Patient - Basic' on the left and 'Submit', 'Cancel', and 'Add Extended Data' buttons on the right. A green arrow points to the 'Submit' button. The form is divided into sections by expandable/collapsible headers. The first section is 'Basic Demographic Data' (expanded), which includes 'General Information' (expanded). Under 'General Information', there is a field for '\* Information As of Date:' with the value '07/16/2021' and a calendar icon, and a large 'Comments:' text area. The second section is 'Name Information' (expanded), which contains fields for 'Last Name:' (value: Duck), 'First Name:' (value: Daffy), 'Middle Name:', and 'Suffix:' with a dropdown arrow. The third section is 'Other Personal Details' (expanded), which contains fields for 'DOB:' (with a calendar icon), 'Current Age:', 'Current Sex:' (with a dropdown arrow), 'Birth Sex:' (with a dropdown arrow), 'Is the patient deceased?' (with a dropdown arrow), 'Date of Death:' (with a calendar icon), 'Marital Status:' (with a dropdown arrow), and 'State HIV Case ID:'. Green arrows point to the 'Last Name', 'First Name', 'DOB', and 'Current Sex' fields.

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

Add Patient - Basic User : Sam Saycich TEST

Submit Cancel Add Extended Data

Basic Demographic Data

Collapse Subsections

General Information

\* Information As of Date: 07/16/2021

Comments:

Name Information

Last Name: Duck

First Name: Daffy

Middle Name:

Suffix:

Other Personal Details

DOB:

Current Age:

Current Sex:

Birth Sex:

Is the patient deceased?

Date of Death:

Marital Status:

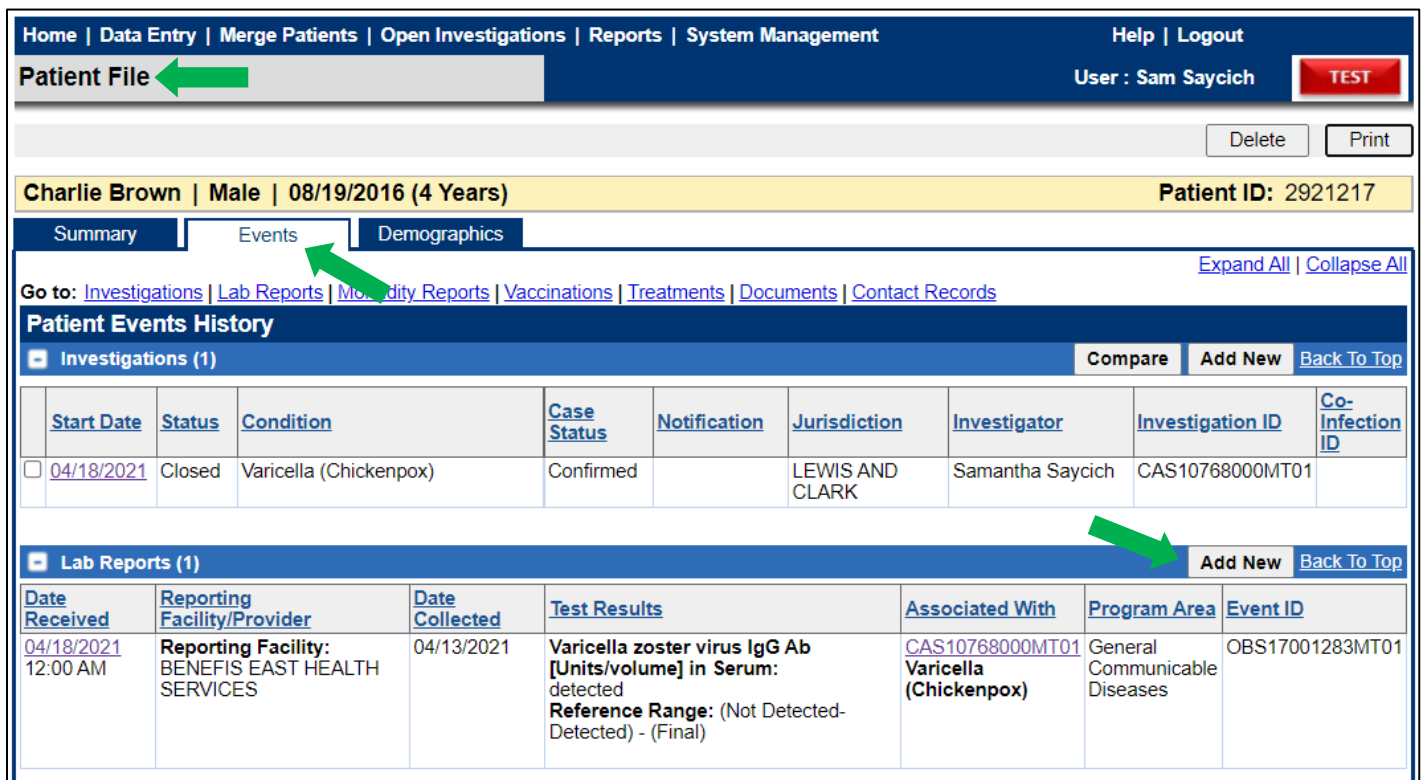
State HIV Case ID:

When you are finished, click on the **SUBMIT** button.

## Add a Laboratory Report (if provided)

Not all lab reports are available via ELR. The following explains how to enter paper copies of laboratory reports that you receive by fax or mail from your local providers.

1. Search for the patient you want to add laboratory results for. If the patient does not exist **ADD** the patient and basic demographic information first. (See 'Search for Patient' in the previous section.)
2. When you find the patient record or when you **ADD** a patient and **SUBMIT**, the **PATIENT FILE** screen will appear. There are three tabs shown on this page: Summary, Events and Demographics. Click on the **EVENTS** tab.



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

**Patient File** User : Sam Saycich **TEST**

Delete Print

**Charlie Brown | Male | 08/19/2016 (4 Years)** Patient ID: 2921217

Summary **Events** Demographics [Expand All](#) | [Collapse All](#)

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Documents](#) | [Contact Records](#)

**Patient Events History**

**Investigations (1)** Compare Add New Back To Top

Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID	Co-Infection ID
<input type="checkbox"/> 04/18/2021	Closed	Varicella (Chickenpox)	Confirmed		LEWIS AND CLARK	Samantha Saycich	CAS10768000MT01	

**Lab Reports (1)** Add New Back To Top

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Associated With	Program Area	Event ID
04/18/2021 12:00 AM	Reporting Facility: BENEFIS EAST HEALTH SERVICES	04/13/2021	Varicella zoster virus IgG Ab [Units/volume] in Serum: detected Reference Range: (Not Detected- Detected) - (Final)	CAS10768000MT01 Varicella (Chickenpox)	General Communicable Diseases	OBS17001283MT01

3. Under Lab Reports, click on **ADD NEW**.
4. You will be brought to the Add Lab Report screen. Enter data into the appropriate fields. Table 2 below displays requirements (in red) for lab report data entry.

**Table 2: MIDIS Data Entry Rules for Laboratory Reports**

Field	Rules for Data Entry	Comments
Order Information		
Reporting Facility	Required	Click <b>Search</b> to find/select the facility that is reporting the lab result.
Ordering Facility	Enter if available	Facility that ordered the test
Ordering Provider	Enter if available	Provider that ordered the test
Program Area	Required	Choices are: <ul style="list-style-type: none"><li>• General Communicable Diseases</li><li>• Hepatitis</li><li>• HIV/AIDS</li><li>• Lead</li><li>• Vaccine Preventable Diseases</li><li>• Sexually Transmitted Diseases</li><li>• Tuberculosis</li></ul>
Jurisdiction	Required	The jurisdiction is the same as the county or tribal area where the patient resides. This field is usually defaulted based on the jurisdiction that is in the patient address portion of the lab report.
Lab Report Date	Required	Date of the lab result
Date received by Public Health	Required	This is auto-populated by the current date. If needed, change to the date that the report was received by your jurisdiction.
Ordered Test	Enter if available	Use the search box to find the name of the test
Accession Number	Not required	This is also called the “Specimen ID”. This can sometimes be found on a laboratory report.
Specimen Source	Required (when available)	Source of specimen is often important in meeting the case definition for a notifiable disease (e.g., Pertussis serology (blood) vs. PCR (NP swab))
Specimen site	Not required	
Date Specimen collected	Required	Enter the specimen collection date from the lab report.
Test Result(s)		
Resulted Test	Required	Use the search box to find the name of the test
Coded Result	At least one of these is required. However, when available, please enter the numeric value.	e.g., ‘positive’, ‘detected’
Numeric Result		e.g., 1234
Text Result		e.g., ‘Giardia lamblia cysts present.’
Administrative		
Comments	Enter pathogen if applicable	Enter the <u>exact</u> name of the pathogen identified (e.g., <i>Campylobacter jejuni</i> or <i>STEC</i> O157:H7)  Any additional info that does not fit in the other fields can also be entered here as needed.

5. After you have entered information into the Test Result section, note the grey button called **ADD TEST RESULT**. You will need to click on that to log the result into the laboratory report before you submit the entire report.

**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: Varicella zoster virus IgG Ab [Units/volume] in Serum (8047-3) <span>Search</span> <span>Clear</span>								
Coded Result:		<input type="text" value="detected"/>						
Numeric Result:		<input type="text"/>						
Units:		<input type="text"/>						
Text Result:		<input type="text"/>						
Reference Range From:		<input type="text" value="Not Detected"/>						
Reference Range To:		<input type="text" value="Detected"/>						
Status:		<input type="text" value="Final"/>						
Result Comments:		<input type="text"/>						
<span>Add</span>								

REMEMBER: click on **ADD TEST RESULT** for each test you enter!

6. If you are going to create an investigation for the patient, click on the **SUBMIT AND CREATE INVESTIGATION** button. If the laboratory results being entered are for a patient who already has a corresponding investigation in MIDIS, then select **SUBMIT**.

Submit Submit and Create Investigation Cancel

## Creating an Investigation (aka: entering a new Case Report)

There are two ways to create an investigation in MIDIS. The first creates an investigation from a lab report as discussed in the previous section. The other allows you to create an investigation from the **SEARCH** and **EVENTS** tabs.

### Method 1 – Create Investigation After Creating Laboratory Report:

After filling out the Lab Report information, click the **SUBMIT AND CREATE INVESTIGATION** button.

☐ **Other Information** [Back to top](#)

[Collapse Subsections](#)

☐ Participant(s)

[Previous](#) [Next](#)

Patient Lab Report

Submit Submit and Create Investigation Cancel

### Method 2 – Create Investigation without a laboratory report:

When you search for or add a new patient, you can then continue to create an investigation from the **EVENTS** tab on the **PATIENT FILE** page. Click **ADD NEW** under Investigations.

Patient File User: Sam Saycich TEST

Charlie Brown | Male 08/19/2016 (4 Years) Patient ID: 2921217

Summary Events Demographics

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Documents](#) | [Contact Records](#)

**Patient Events History**

☐ Investigations (1) [Compare](#) [Add New](#) [Back To Top](#)

Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID	Co-Infection ID
04/18/2021	Closed	Varicella (Chickenpox)	Confirmed		LEWIS AND CLARK	Samantha Saycich	CAS10768000MT01	

☐ Lab Reports (1) [Add New](#) [Back To Top](#)

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Associated With	Program Area	Event ID
04/18/2021 12:00 AM	BENEFIS EAST HEALTH SERVICES	04/13/2021	Varicella zoster virus IgG Ab [Units/volume] in Serum: detected Reference Range: (Not Detected)	CAS10768000MT01 Varicella (Chickenpox)	General Communicable Diseases	OBS17001283MT01

Either Method 1 or 2 will take you to the **SELECT CONDITION** page.

There is a drop-down menu to choose the condition OR you can type in the first 3-4 letters of the condition being reported to auto-populate the field (e.g., typing 'camp' will auto-populate 'Campylobacteriosis').



Once you have selected a condition, click **SUBMIT**. You will then be taken to the **CREATE INVESTIGATION** page.

There are three tabs in the **CREATE INVESTIGATION** page: **PATIENT**, **DISEASE**, and **CONTACT TRACING**.

**Patient** is where all of the demographic information for the patient is entered.

**Disease** is where all of the case information is entered. Note that the disease tab will vary depending on the condition that is being reported.

**Contact Tracing** is used to log information on any contact investigations related to the case.

Data entry requirements for the Patient tab are in Table 3 (in red) below.

**Table 3. MIDIS Data Entry Rules for the Patient Tab of Investigations\***

Field	Rules for Data Entry	Comments
<b>Basic Demographic Data</b>		
<b>Last Name</b>	Required	Patient's Last Name
<b>First Name</b>	Required	Patient's First Name
Middle Name	Enter if available	
<b>DOB</b>	Required	Patient's Date of Birth. <b>PHEP contract deliverable data element.</b>
Reported Age	Enter if available	This may pre-populate if investigation is created from the laboratory report
<b>Current Sex</b>	Required	Patient's gender
Is the patient deceased?	Enter if available	
Marital Status	Not Required	
SSN	Not used by DPHHS	Do not enter SSN in MIDIS
Type, Authority, Value	Do not use	
Street Address	Enter if available	Address of patient residence
City	Enter if available	
<b>State</b>	Required	
<b>Zip</b>	Required	Zip code of residence. <b>PHEP contract deliverable data element.</b>
<b>County</b>	Required	County of residence
Home Phone	Enter if available	
Work Phone	Enter if available	
<b>Ethnicity</b>	Required	Ethnic group of patient. <b>PHEP deliverable data element.</b>
<b>Race</b>	Required	Race of patient. <b>PHEP contract deliverable data element.</b> You can choose multiple categories. <b>Do not check unknown.</b>

**\*Note:** If you create an investigation from a lab report, some of the data may be pre-populated in the investigation.

Data entry requirements for the Disease tab are in table 4 (in red) below. Note that this list is present in all investigations. Additional disease-specific questions will vary depending on the condition being reported.

**Table 4. MIDIS Data Entry Rules for the Disease Tab of Investigations**

Field	Rules for Data Entry	Comments
<b>Investigation Summary</b>		
<b>Jurisdiction</b>	Populated or Enter	Select jurisdiction. If the investigation is created from a lab report, the jurisdiction is auto populated.
<b>Program Area</b>	Populated or Enter	If investigation is created from a lab report, the Program Area is auto populated. Otherwise, select from the following: <ul style="list-style-type: none"> <li>• General Communicable Diseases</li> <li>• Hepatitis</li> <li>• HIV/AIDS</li> <li>• Lead</li> <li>• Sexually Transmitted Diseases</li> <li>• Vaccine Preventable Diseases</li> <li>• Tuberculosis</li> </ul>
State Case ID	Not used by DPHHS	
<b>Investigation Start Date</b>	Required	Date that your jurisdiction began the investigation.
<b>Investigation Status</b>	Required	Default is 'Open.' Select 'Closed' once: <ol style="list-style-type: none"> <li>1. the investigation is complete</li> <li>2. all relevant case information is added</li> <li>3. disease-specific forms have been faxed to DPHHS</li> </ol>
<b>Investigator</b>	Required	Enter your Quick Code OR use the search box to find your name/organization.
<b>Reporting Source</b>		
<b>Date of report</b>	Required	Date that public health received notification of the case.
Reporting Source	Enter if available	Search and select source of the case notification.
<b>Earliest Date Reported to County</b>	Required	Date that case notification was received by your jurisdiction.
<b>Earliest Date Reported to State</b>	Required	Date that your jurisdiction notified DPHHS of the case.
Reporter	Not used by DPHHS	
<b>Clinical</b>		
Physician	Enter if available	Search and select provider name. (see Appendix C for information on how to enter provider information into MIDIS)
<b>Was the patient Hospitalized?</b>	Required	Check yes or no. Note: if 'yes' is selected, a drop-down menu will appear to enter data specific to the hospitalization. <b>PHEP contract deliverable data element.</b>

<b>Diagnosis Date</b>	Required	Date of the laboratory result, or the date of physician diagnosis. <b>PHEP contract deliverable data element.</b>
<b>Illness Onset Date</b>	Required	Date of the onset of symptoms. <b>PHEP contract deliverable data element.</b>
Illness End Date	Enter if known	
Illness Duration	Enter if known	
Age at Onset	Enter if available	
Is the patient pregnant?	Enter if applicable	
Does the patient have pelvic inflammatory disease?	Enter if applicable	
<b>Did the patient die from this illness?</b>	Required	Select yes or no.
<b>Epidemiologic</b>		
<b>Is this patient associated with a daycare facility?</b>	Required	Select yes or no.
<b>Is this patient a food handler?</b>	Required	Select yes or no.
<b>Is this case part of an outbreak?</b>	Required	Select yes or no. <b>Note:</b> if yes, a drop-down menu will appear that will allow you to assign an outbreak code and enter outbreak specific questions.
Where was the disease acquired?	Enter if available	
Transmission mode	Enter if available	
Detection method	Enter if available	
<b>Confirmation method</b>	Required	Method used to confirm case.
Confirmation date	Enter if known	Date the lab/physician confirmed the case.
<b>Case Status</b>	Required for notification to CDC. Please refer to <a href="#">CDC Case Definition</a> guidance to select the appropriate status for the condition being reported.	Choose: <ul style="list-style-type: none"> <li>• <b>Confirmed</b></li> <li>• <b>Probable</b></li> <li>• <b>Suspect</b> (some diseases only)</li> <li>• <b>Not a case</b> (only use this if you are editing a previous investigation that has been determined not to meet case definition.)</li> </ul>
<b>MMWR Week</b>	Required for notification to CDC	The default MMWR week is generated by the current date. <b>If you are entering a case from a different week, remember to change the number to reflect the appropriate week.</b>
<b>MMWR Year</b>	Required for notification to CDC	The default MMWR Year is generated by the current date.
<b>Administrative</b>		
<b>General comments</b>	Enter if needed	You may enter any additional information that you feel is applicable to the case here (free text.)


When you are finished entering all of the information, click **SUBMIT**.

Other Clinical Data		<a href="#">Back to Top</a>
Was the isolate identified as Campylobacter?	<input type="text" value="Yes"/>	
What was the EIA result at clinical laboratory?	<input type="text" value="Positive"/>	
What was the PCR result at clinical laboratory?	<input type="text" value="Positive"/>	
What was the species result at clinical laboratory?	<input type="text" value="Campylobacter coli (organism)"/>	
What was the EIA result at SPHL?	<input type="text" value="Positive"/>	
What was the PCR result at SPHL?	<input type="text" value="Positive"/>	
What was the species result at SPHL?	<input type="text" value="Campylobacter coli (organism)"/>	
What was the PCR result at CDC?	<input type="text" value="Positive"/>	
Did the patient have bloody diarrhea during this illness?	<input type="text" value="Yes"/>	
Did the patient have diarrhea (self-reported)?	<input type="text" value="Yes"/>	
Did the patient have fever (self-reported) during this illness?	<input type="text" value="Yes"/>	

Patient

Campylobacteriosis

Contact Tracing



## Associating (aka attaching) a Lab Report with an Investigation

To support the case investigation, all available confirmatory laboratory reports need to be associated with the investigation. This is the electronic version of stapling a laboratory report to a case report. You can do this two different ways:

### Option 1: From Lab Report in Documents Requiring Review Queue

1. From your **Documents Requiring Review** queue, select **Lab Report**.
2. Select **Associate Investigations** in the top-right corner of the lab.

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

**View Lab Report** User : Sam Saycich **TEST**

[View File](#) | [Return to Documents Requiring Review](#) | [View Events](#)

Mark as Reviewed Transfer Ownership Edit Delete Create Investigation **Associate Investigations** Print

<b>Charlie Brown   Male   08/19/2016 (4 Years)</b>			<b>Patient ID: 2921217</b>
Address: 123 Linus and Lucy Drive., Great Pumpkin, MT 59601		SSN:	
Lab ID: OBS17006003MT01	Created: 08/05/2021	By: Sam Saycich	
Accession Number: 123456789	Last Updated: 08/05/2021	By: Sam Saycich	
Collection Date: 08/02/2021	Lab Report Date: 08/05/2021	Date Received by Public Health: 08/05/2021	
Processing Decision:	Processing Decision Notes:		

\* Indicates a Required Field

3. Select the checkbox next to the investigation that you want to associate the lab report to and select **Submit**.

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

**Associate Lab Report to Investigation(s)** User : Sam Saycich **TEST**

**Submit** **Cancel**

\* Indicates a Required Field

To associate the Lab Report to investigation(s), please select one or more investigations and choose Submit. If associating a STD or HIV report to Closed STD or HIV investigation(s), a report processing decision is required.

<b>Charlie Brown   Male   08/19/2016 (4 Years)</b>							<b>Patient ID: 2921217</b>
<a href="#">Remove All Filters/Sorts</a>							
Associate	Start Date	Status	Condition	Case Status	Jurisdiction	Investigator	
<input checked="" type="checkbox"/>	08/05/2021	Open	<a href="#">Campylobacteriosis</a>	Confirmed	LEWIS AND CLARK		
<input type="checkbox"/>	04/18/2021	Closed	<a href="#">Varicella (Chickenpox)</a>	Confirmed	LEWIS AND CLARK	Saycich, Samantha	

Print Export

**Submit** **Cancel**

**Option 2: Going Through the Patient File**

1. Click the **EVENTS** tab on the **VIEW FILE** page.
2. Click the hyperlinked start date of the investigation. The investigation will open.
3. Click the **MANAGE ASSOCIATIONS** radial button.

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

**View Investigation** User: Sam Saycich **TEST**

Patient ID: 2921217 | Investigation ID: CAS10770001MT01 [Return to File Summary](#)

Manage Associations Create Notifications Share Document Transfer Ownership Edit Delete Print

Created: 08/05/2021 by: Sam Saycich Updated: 08/05/2021 by: Sam Saycich

Name: Charlie Brown DOB: 08/19/2016 Current Sex: Male

Patient Campylobacteriosis Contact Tracing

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#) | [Custom Fields](#) | [Condition Specific Custom Fields](#) | [Day Care](#) | [Food Handler](#) | [Travel History](#) | [Drinking Water Exposure](#) | [Recreational Water Exposure](#) | [Animal Contact](#) | [Underlying Conditions](#) | [Related Cases](#) | [FoodNet](#) | [Other Clinical Data](#)

**Investigation Summary** [Back to Top](#)

\* **Jurisdiction:** LEWIS AND CLARK  
**Program Area:** General Communicable Diseases  
**State Case ID:**  
**Investigation Start Date:** 08/05/2021  
**Investigation Status:** Open  
☒ Share record with Guests for this Program Area and Jurisdiction

4. Find the laboratory report that you want to associate and click the checkbox next to it.

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

**Manage Associations** User: Sam Saycich **TEST**

Print Submit Cancel

**Charlie Brown | Male | 08/19/2016 (4 Years)**

Investigation ID: CAS10770001MT01 Condition: Campylobacteriosis Case Status: Confirmed

**Associations**

[Collapse Subsections](#)

☒ Lab Reports

	Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
<input type="checkbox"/>	04/18/2021 12:00 AM	Reporting Facility: BENEFIS EAST HEALTH SERVICES	04/13/2021	Varicella zoster virus IgG Ab [Units/volume] in Serum: detected Reference Range: (Not Detected-Detected) - (Final)	General Communicable Diseases	OBS17001283MT01
<input checked="" type="checkbox"/>	08/05/2021 12:00 AM	Reporting Facility: Montana Department of Health and Human Services	08/02/2021	Campylobacter coli+jejuni tuf gene [Presence] in Stool by Probe and target amplification method: Campylobacter coli - (Final) detected		

[Add Lab Report](#)

5. Click **SUBMIT**.

The **VIEW INVESTIGATION** page will reopen and now displays the lab report in the Associated Observations area towards the bottom of the page.

Associated Observations				<a href="#">Back to Top</a>
Lab Reports				
Date Received	Date Collected	Ordered Test	Observation ID	
<a href="#">08/05/2021</a>	08/02/2021	Campylobacter coli+jejuni tuf gene [Presence] in Stool by Probe and target amplification method	OBS17006003MT01	
		Campylobacter coli+jejuni tuf gene detected [Presence] in Stool by Probe and target amplification method		

## Creating a Notification

Once you have completed an investigation and associated laboratory reports, **you must create a notification of the new investigation that will be forwarded to DPHSS for review.**

1. In the View Investigation screen, click on the **CREATE NOTIFICATION** button at the top of the investigation page.

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

**View Investigation** User: Sam Saycich [TEST](#)

Patient ID: 2921217 | Investigation ID: CAS10770001MT01 [Return to File: Summary](#)

Manage Associations | **Create Notifications** | Share Document | Transfer Ownership | Edit | Delete | Print

Created: 08/05/2021 by: Sam Saycich Updated: 08/05/2021 by: Sam Saycich

Name: Charlie Brown DOB: 08/19/2016 Current Sex: Male

Patient | **Campylobacteriosis** | Contact Tracing

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#) | [Custom Fields](#) | [Condition Specific Custom Fields](#) | [Day Care](#) | [Food Handler](#) | [Travel History](#) | [Drinking Water Exposure](#) | [Recreational Water Exposure](#) | [Animal Contact](#) | [Underlying Conditions](#) | [Related Cases](#) | [FoodNet](#) | [Other Clinical Data](#)

2. Check the notification for accuracy and then click the **SUBMIT** button.

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

**Create Notification** User: Sam Saycich [TEST](#)

Patient ID: 2921217 | Investigation ID: CAS10770001MT01

**Submit** **Cancel**

Investigation ID: CAS10770001MT01 Condition: Campylobacteriosis

Case Status: Confirmed

General Comments:

**Submit** **Cancel**

Do not enter any protected health information (PHI) into the notification comment box, as it goes to CDC. Comments should be entered in the investigation.



3. The notification has been submitted. It will be reviewed by DPHHS CDEpi for completeness and a notification will be sent to CDC as a Montana case.

Note: Notification history and status can be viewed at the bottom of the View Investigation page.

<div> <div>History</div> <div> <a href="#">Collapse Subsections</a> </div> <div>Investigation History</div> </div> <div> <div> <div>Change Date</div> <div>User</div> <div>Jurisdiction</div> <div>Case Status</div> <div>Version</div> </div> <div> <div>08/05/2021</div> <div></div> <div>FLATHEAD</div> <div>Confirmed</div> <div>1</div> </div> </div> <div> <div>Notification History</div> <div> <div> <div>Status Change Date</div> <div>Date Sent</div> <div>Jurisdiction</div> <div>Case Status</div> <div>Status</div> <div>Type</div> <div>Recipient</div> </div> <div> <div>08/05/2021</div> <div></div> <div>FLATHEAD</div> <div>Confirmed</div> <div>PEND_APPR</div> <div>NND Individual Case Notification</div> <div>CDC</div> </div> </div> <div> <div>Comments:</div> <div> <div>Previous</div> <div>Next</div> </div> </div> </div>
---

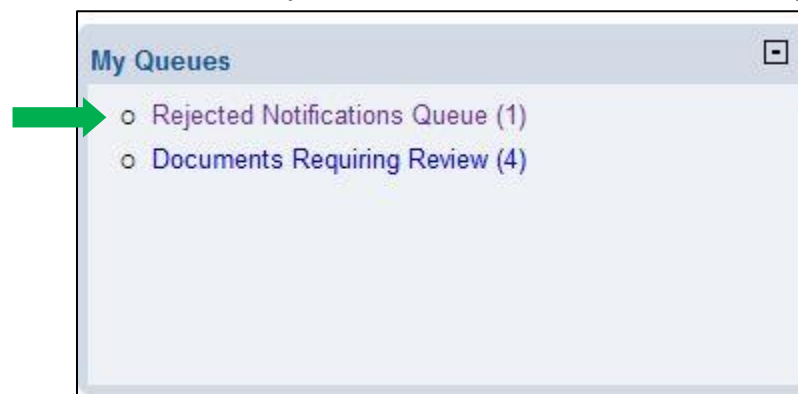
Once you have submitted a notification to DPHHS, the investigation will reside in an Approval Queue for Initial Notifications at DPHHS.

If the investigation is approved by DPHHS, a notification of the case will be sent to CDC.


If the investigation is rejected by DPHHS, it means that there is additional information that is required before a notification can be sent to CDC. This may occur for one of the following reasons:

- A CDC required data element is missing (e.g., Jurisdiction, Case Status)
- Case defining information is not present (i.e., it does not meet the requirements established by CDC case definitions)
- The lab confirmation came back negative, and the investigation is no longer a case.

Rejected investigations can be viewed in the Rejected Notifications Queue found in the My Queues widget.



When viewing the list of rejected Investigations, note the comments. This is where DPHHS will indicate changes that are needed in order for notification to be sent to CDC.

[ Remove All Filters/Sorts ]									
Submit Date	Submitted By	Recipient	Type	Patient	Condition	Status	Rejected By	Comments	
11/09/2020		Local	NND Individual Case Notification	<a href="#">2021-6706, Domestic Cat</a>	<a href="#">Rabies, post-exposure prophylaxis (PEP)</a>	Unknown	Jennifer Miller	 Hey [REDACTED] this case was created on a laboratory report on the cat, so the cat shows up as the patient. If you had rPEP administered to a person, you'd have to enter it under the person's name. Ca...	

Once corrections/updates are made and submitted (see Editing an Investigation below) **you must create another notification (see above) to notify DPHHS that changes have been made.** It is helpful if you add a comment describing the updates you made.

## Editing an Investigation

To add information or make changes to an investigation, click on the hyperlinked date in the **EVENTS** tab to open the investigation.

In the upper right-hand corner, click **EDIT**.

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

**View Investigation** User: Sam Saycich **TEST**

Patient ID: 2921217 | Investigation ID: CAS10770001MT01 [Return to File: Summary](#)

Manage Associations | Create Notifications | Share Document | Transfer Ownership | **Edit** | Delete | Print

Created: 08/05/2021 by: Sam Saycich Updated: 08/05/2021 by: Sam Saycich

Name: Charlie Brown DOB: 08/19/2016 Current Sex: Male

Patient | **Campylobacteriosis** | Contact Tracing

[Investigation Summary](#) | [Reporting Source](#) | [Clinical](#) | [Epidemiologic](#) | [Administrative](#) | [Associated Observations](#) | [Treatments](#) | [Associated Vaccinations](#) | [Associated Documents](#) | [Notifications](#) | [Custom Fields](#) | [Condition Specific Custom Fields](#) | [Day Care](#) | [Food Handler](#) | [Travel History](#) | [Drinking Water Exposure](#) | [Recreational Water Exposure](#) | [Animal Contact](#) | [Underlying Conditions](#) | [Related Cases](#) | [FoodNet](#) | [Other Clinical Data](#)

**Investigation Summary** [Back to Top](#)

\* **Jurisdiction:** LEWIS AND CLARK

**Program Area:** General Communicable Diseases

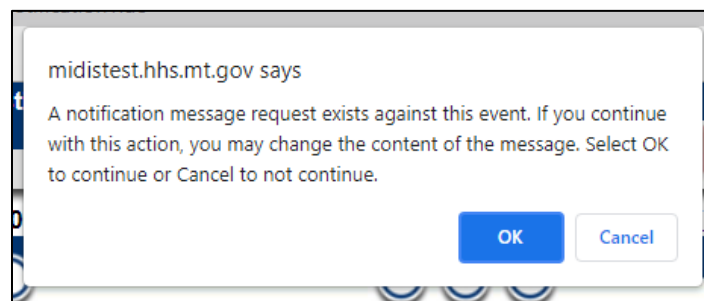
**State Case ID:**

**Investigation Start Date:** 08/05/2021

**Investigation Status:** Open

☒ Share record with Guests for this Program Area and Jurisdiction

If you have already sent a notification for this case, you will see the following message appear:



Click **OK** to continue.

Make any changes to the investigation, then click **SUBMIT** to save your changes. You do not need to resend a notification; MIDIS does this automatically for you.

## Entering Vaccination Information

Basic vaccination information can be added to supplement an investigation of a Vaccine Preventable Disease (e.g., Pertussis, Chickenpox). A patient's complete vaccination record can be queried or manually entered into MIDIS within the patient record.

### To Query ImMTrax for a Vaccination:

1. Open the **Investigation** that you would like to associate a vaccination record to.
2. Select **Manage Associations**.
3. Scroll down to vaccinations and select **Query Registry**.

**Charlie Brown | Male | 08/19/2016 (4 Years)**

Investigation ID: CAS10770001MT01      Condition: Campylobacteriosis      Case Status: Confirmed

---

**Associations**

[Collapse Subsections](#)

☒ **Lab Reports**

	Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
<input type="checkbox"/>	04/18/2021 12:00 AM	Reporting Facility: BENEFIS EAST HEALTH SERVICES	04/13/2021	Varicella zoster virus IgG Ab [Units/volume] in Serum: detected Reference Range: (Not Detected-Detected) - (Final)	General Communicable Diseases	OBS17001283MT01
<input checked="" type="checkbox"/>	08/05/2021 12:00 AM	Reporting Facility: Montana Department of Health and Human Services	08/02/2021	Campylobacter coli+jejuni tuf gene [Presence] in Stool by Probe and target amplification method: Campylobacter coli - (Final) detected	General Communicable Diseases	OBS17006003MT01

[Add Lab Report](#)

☒ **Morbidity Reports**

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

[Add Morbidity Report](#)

☒ **Vaccinations**

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		

[Query Registry](#)   [Add Vaccination](#)

4. The search criteria will automatically populate based on information currently present in the patient file. CDEpi recommends removing quite a bit of this so you just search for the name and DOB. **Select Submit Query.**

**Search Criteria**

Last Name:

First Name:

Middle Name:

Date of Birth:

Current Sex:

Street Address:

City:

State:

Zip:

Phone:



**Search Criteria**

Last Name:

First Name:

Middle Name:

Date of Birth:

Current Sex:

Street Address:

City:

State:

Zip:

Phone:

5. Select the **Registry Patient ID**.

**Immunization Registry Patient Search Results**

[Cancel](#)

**Search Results**

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

Your Search Criteria: Last Name Equal [REDACTED] First Name Equal [REDACTED] Date of Birth Equal [REDACTED], State Equal 'Montana' resulted in 1 possible matches in the immunization registry. Please select a patient to see vaccination data for possible import. If the patient you are searching does not appear below, you can [refine your search](#) to re-query the immunization registry.

Results 1 to 1 of 1

Registry Patient ID	Patient Name	Age/DOB/Sex	Address	Phone	Mother's Name
<a href="#">767885</a>	Legal [REDACTED]	[REDACTED]			

Results 1 to 1 of 1

6. Select the checkbox next to the vaccination that you would like to associate with the investigation and select **Import Selected Records**.

**Immunization Registry Vaccination**

[Import Selected Records](#) [Cancel](#)

**Search Results**

[Return to Search Results](#)

[REDACTED] Registry Patient ID: 767885

Results 1 to 10 of 36 Previous 1 | 2 | 3 | 4 Next

<input type="checkbox"/>	Provider	Date Administered	Vaccine Administered	Lot Information	Information Source
<input checked="" type="checkbox"/>		02/17/2017	Vaccine Type: typhoid, oral	Lot #: 3003153	New immunization record

7. You will have a popup that notifies you that you are about to associate a vaccine record to an investigation. Select **OK**.
8. Once the **Manage Associations** window reloads, check that the vaccine was associated and then select **Submit** in the right-hand corner of the screen.

#### To Manually Enter a Vaccination:

1. Open the **PATIENT FILE** page and click on the **EVENTS** tab.
2. Scroll down to **VACCINATIONS** and select **ADD NEW**.

**Charlie Brown | Male | 08/19/2016 (4 Years)** Patient ID: 2921217

Summary | Events | Demographics


[Expand All](#) | [Collapse All](#)

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Documents](#) | [Contact Records](#)

**Patient Events History**

Investigations (2)	<a href="#">Compare</a>	<a href="#">Add New</a>	<a href="#">Back To Top</a>
Lab Reports (2)		<a href="#">Add New</a>	<a href="#">Back To Top</a>
Morbidity Reports (0)		<a href="#">Add New</a>	<a href="#">Back To Top</a>
Vaccinations (0)		<a href="#">Add New</a>	<a href="#">Back To Top</a>

3. The Add Vaccination page is displayed. Click on the vaccination tab.
4. Enter Vaccination Information. Desired elements are highlighted in **red**.
  - a. **Vaccine Event Information Source**
  - b. Vaccine Administered Date
  - c. Age at Vaccination (auto-calculated based on DOB and administration date)
  - d. Age at Vaccination Unit (auto-calculated based on DOB and administration date)
  - e. Vaccination Anatomical Site
  - f. Vaccination Given By Provider
  - g. Vaccination Given By Organization
  - h. Vaccine Type**
  - i. Vaccine Manufacturer
  - j. Vaccine Expiration Date
  - k. Vaccine Lot Number
  - l. Dose Number



**Charlie Brown | Male | 08/19/2016 (4 Years)**
**Patient ID: 2921217**

\* Indicates a Required Field

Patient
Vaccination

☐ **Vaccination**
[Back to top](#)

[Collapse Subsections](#)

☐ **Vaccination Administered**

Please note: Record ALL doses of EVERY vaccine given. Record all information that is known, even data on vaccine doses administered beyond the recommended guidelines.

**Vaccine Event Information Source:** Immunization Information System

**Vaccine Administered Date:** 08/02/2017

**Age At Vaccination:** 11

**Age At Vaccination Unit:** Months

**Vaccination Anatomical Site:** Left Arm

☐ **Administered By**

**Vaccination Given By Provider:** Search - OR -  Quick Code Lookup

**Vaccination Given By Provider Selected:**

**Vaccination Given By Organization:** Search - OR -  Quick Code Lookup

**Vaccination Given By Organization Selected:**

**\* Vaccine Type:** Hep B, adolescent or pediatric

**Vaccine Manufacturer:** Johnson and Johnson

**Note:** CDC adult and child immunization schedules are linked at the bottom of the Vaccination page for easy reference.

5. Click **SUBMIT**. The vaccination added is displayed in the Patient File under Vaccinations.

## Contact Investigations

MIDIS has the capability to manage contact investigations for a patient. This is helpful for diseases like pertussis, where the number of contacts can be very large. In addition, contact records are linked to show both contacts named by a patient as well as investigations that a patient has been named a contact for. Contact information is managed within an Investigation, but records are listed on the View File page.

To add a new Contact Tracing Record, you must first submit your investigation for the initial case. Next, click on the **CONTACT TRACING** tab.

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

**View Investigation: Varicella** User : Sam Saycich **TEST**

[Return To File: Events](#)

Manage Associations
Create Notifications
Share Document
Transfer Ownership
Edit
Delete
Print
Print CDC Form

**Charlie Brown | Male | 08/19/2016** **Patient ID: 2921217**

<b>Investigation ID:</b> CAS10768000MT01	<b>Created:</b> 07/16/2021	<b>By:</b> Sam Saycich
<b>Investigation Status:</b> Closed	<b>Last Updated:</b> 07/16/2021	<b>By:</b> Sam Saycich
<b>Investigator:</b> Samantha Saycich	<b>Case Status:</b> Confirmed	<b>Notification Status:</b>

\* Indicates a Required Field

Patient
Varicella
Supplemental Info
**Contact Tracing**

Go to: [Investigation Information](#) | [Reporting Information](#) | [Clinical Information](#) | [Laboratory Information](#) | [Vaccine Information](#) | [Vaccination Record](#) | [Epidemiologic Information](#) | [Investigation Comments](#)

Click **ADD NEW CONTACT RECORD**.

☒ **Contact Records** [Back to top](#)

[Collapse Subsections](#)

☒ **Contacts Named By Patient**

The following contacts were named within Charlie Brown's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
<b>Add New Contact Record</b>					

☒ **Patient Named By Contacts**

The following contacts named Charlie Brown within their investigation and have been associated to Charlie Brown's investigation:

Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID
<b>Manage Contact Associations</b>					


Before entering a new contact, you will need to search to determine if the patient already has a record in MIDIS. Enter their personal information into the Contact Search box, and press Submit.

**Contact Search**

Search by: ☒ Demographics ☐ Event

Last Name:

First Name:

Date of Birth :  

Current Sex:

Patient ID:


If the patient does have a file in MIDIS, a result will be presented to you. If this is the patient that you are looking for, click on the green check mark. If this is NOT the correct patient, then click **ADD NEW** to add a new patient record.


**Contact Search Results**

**Search Results**

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

Your Search Criteria: *Last Name contains 'van Pelt', First Name contains 'Lucy'* resulted in **1** possible matches.  
Select an existing person below to add as a contact, or [Add New](#)

	Name	Age/DOB/Sex	Address	Telephone	Conditions
	Legal <a href="#">van Pelt, Lucy</a>	09/17/2016 Female	Home Montana		





There are four tabs in a Contact Record.

\* Indicates a Required Field

**Lucy van Pelt | Female | 09/17/2016 (4 Years)**
**Patient ID: 2924024**

Contact

Contact Record

Contact Follow Up

Supplemental Info

Go to: [Contact Record](#)  
[Collapse Sections](#)  
☐ **Contact Record**

**CONTACT:** Enter the demographic information of the contact.

**CONTACT RECORD:** Enter information regarding the status and priority of the contact, as well as exposure information.

**CONTACT FOLLOW UP:** Enter signs and symptoms, risk factors, testing, evaluation, and treatment of the contact.

**SUPPLEMENTAL INFO:** This is currently not in use.

Once you have submitted the information, you can view the contact record by clicking on the hyperlinked **CONTACT RECORD ID**.

☒ **Contact Records**
[Back to top](#)

[Collapse Subsections](#)  
☒ **Contacts Named By Patient**  
The following contacts were named within Charlie Brown's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
08/05/2021	<a href="#">CON10223000MT01</a>	<a href="#">van Pelt, Lucy</a>			

If the patient was named by another patient as a contact you will need to manage the contact records in the Patient Named by Contacts section. Click **MANAGE CONTACT ASSOCIATIONS** to open and select the records that should be associated with the investigation.

Contact Records

[Collapse Subsections](#)

Contacts Named By Patient

The following contacts were named within Charlie Brown's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
08/05/2021	<a href="#">CON10223000MT01</a>	<a href="#">van Pelt, Lucy</a>			

Add New Contact Record

Patient Named By Contacts

The following contacts named Charlie Brown within their investigation and have been associated to Charlie Brown's investigation:

Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID

Manage Contact Associations

Check the box next to the contact that you want to associate and click **SUBMIT**.

Manage Contact Associations

Submit

Cancel

The following is a list of patients who have named Brown, Charlie as a contact for Varicella (Chickenpox) Please select all contact records that should be associated with this investigation.

Results 1 to 1 of 1

	Name	Date Named	Age/DOB/Sex	Relationship	Disposition
<input checked="" type="checkbox"/>	Patty, Peppermint	08/01/2021	5 Years 07/17/2016 Female	Classmate	

Results 1 to 1 of 1

Submit

Cancel

You will now be able to view contacts who named your patient as a contact within their investigation.

Contact Records

[Collapse Subsections](#)

Contacts Named By Patient

The following contacts were named within Charlie Brown's investigation:

Date Named	Contact Record ID	Name	Priority	Disposition	Investigation ID
08/05/2021	<a href="#">CON10223000MT01</a>	<a href="#">van Pelt, Lucy</a>			

Add New Contact Record

Patient Named By Contacts

The following contacts named Charlie Brown within their investigation and have been associated to Charlie Brown's investigation:

Date Named	Contact Record ID	Named By	Priority	Disposition	Investigation ID
08/01/2021	<a href="#">CON10223001MT01</a>	<a href="#">Patty, Peppermint</a>			<a href="#">CAS10770002MT01</a>

Manage Contact Associations

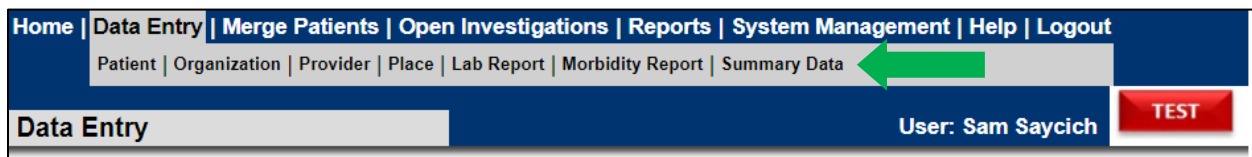
## Influenza Aggregate Case Counts, Hospitalizations, and Deaths

### Step 1: Enter summary data for Influenza case counts in your jurisdiction (each week).

1. From the MIDIS homepage, click on **DATA ENTRY** in the Navigation Bar at the top of the page.



2. Click on **SUMMARY DATA**



3. Select your jurisdiction from the **County** drop-down box. \*Check that the date range of the MMWR week reflects the week you are reporting for.

4. Click **GET SUMMARY REPORTS**

5. Select **Flu activity code (Influenza)** from the Condition drop-down box

The screenshot shows the 'Manage Summary Notifications' page. The 'Summary Report Selection' section includes dropdown menus for County (Lewis and Clark County), MMWR Year (2021), and MMWR Week (31 (08/01/2021 - 08/07/2021)). A green arrow points to the 'Get Summary Reports' button. Below this is a 'Summary Reports' section with a table showing no information to display. At the bottom, there is a section to add a new summary report, with a green arrow pointing to the 'Condition' dropdown menu which has 'Flu activity code (Influenza)' selected.

6. Click on the hyperlinked **Flu activity code (Influenza)** in the grey Summary Reports box.

The screenshot shows the 'Summary Reports' table. It has columns for Condition, Total Count, Last Updated, Status, and Sent Date. The first row shows 'Flu activity code (Influenza)' with a total count of 0 and a last updated date of 08/05/2021. A green arrow points to the 'Flu activity code (Influenza)' link. Below the table is a section to add a new summary report, with a green arrow pointing to the 'Condition' dropdown menu which has 'Flu activity code (Influenza)' selected.

7. For **SOURCE**, select **ALL**

8. Enter your case count

9. Click on **ADD COUNT** (the information will save in grey)

10. Click **SUBMIT**

**Note:** If you need to update a previous case count, select the MMWR week you need to update and follow steps 4-6. On the next page: click “Edit” under the “Counts” section, adjust the count, and click “Update Count” and “Submit” to save.

Summary Reports User: Sam Saycich

Submit Cancel Submit and Send Notification

**Flu activity code (Influenza) Summary Report**

**Report Criteria**

County: Lewis and Clark County  
MMWR Year: 2021  
MMWR Week: 31 (08/01/2021 - 08/07/2021)

**Counts**

Source	Count	Comments
(Required for Add/Update Count) Source: ALL	Count: 15	Comments:

Add Count

Submit Cancel Submit and Send Notification

## Step 2: Enter hospitalizations and deaths due to Influenza

Please create an investigation for each patient who was *hospitalized or died from Influenza*.

1. From the MIDIS homepage, search for the patient by Name or DOB. You will be brought to the search results page. If the patient is not listed in the search results, click on **ADD NEW** to create a new patient.

2. Go to the **Events** tab of the patient file. To the right of Investigations, click **ADD NEW** to create a new case.

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

Patient File User: Sam Saycich TEST

Delete Print

**Peppermint Patty | Female | 07/17/2016 (5 Years) Patient ID: 2924026**

Summary Events Demographics

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Documents](#) | [Contact Records](#)

**Patient Events History**

Investigations (1) Compare Add New Back To Top

Lab Reports (0) Add New Back To Top

3. On the condition selection drop-down box, choose **Influenza, hospitalization or death** and click **SUBMIT**.

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


Select Condition User: Sam Saycich TEST

Submit Cancel

Please select a condition:

Influenza, hospitalization or death

Submit Cancel



4. The investigation page will open. You should be familiar with this form. Please remember to start with the **PATIENT** tab to enter in all demographic data. Then continue to the **Case Info** tab to fill in the information received for your patient:

**Hospital**  
\*\*Hospitalization Status is a required data element.

Was the patient hospitalized for this illness?: Yes

Hospital: Clear/Reassign

Hospital Selected: ST PETER'S HOSPITAL LABORATORY  
LABORATORY  
2475 BROADWAY  
Helena, Montana 59601-0000  
406-444-2387  
406-444-2319

Admission Date: 09/25/2021

Discharge Date: 09/27/2021

Total Duration of Stay in the Hospital (in days): 2

**Condition**  
\*\*Diagnosis Date and Onset Date are required data elements.

Diagnosis Date: 09/21/2021

Illness Onset Date: 09/18/2021

Onset date could not be determined:

Illness End Date:

Illness Duration:

Illness Duration Units:

Age at Onset: 5

Age at Onset Units: Years

Influenza virus type: Flu A/H1N1

Did subject receive a flu vaccine this season?: No

Flu Vaccine Administered Date:

(Use Ctrl to select more than one)

Select all applicable underlying conditions or comorbidities:

Asthma  
Cancer Treatment  
Cardiovascular disease  
Cirrhosis/liver failure  
Chronic kidney failure

Selected Values: Asthma, Cancer Treatment, Neurological disorder

Other underlying conditions:

Is the patient pregnant?: No

Did the patient die from this illness?: No

Date of Death:

**Case Status**  
[Link to CD Epi Case Definitions and Resources Website](#)

Transmission Mode:

Detection Method:

(Use Ctrl to select more than one)

Confirmation Method:

Active Surveillance  
Case/Outbreak Investigation  
Clinical diagnosis (non-laboratory confirmed)  
Epidemiologically linked  
Laboratory confirmed

Selected Values:

Confirmation Date: 09/21/2021

Case Status: Confirmed

MMWR Week: 38

MMWR Year: 2021

\*\*Control Measures and Lost to Follow-up are required data elements.

Control Measures Implemented Date:

Patient Lost to Follow-up?:

**Remember to include:**

Hospitalization (Yes)

Name of Hospital

Admission Date

Diagnosis Date

Illness Onset Date

Death (Y/N)

**Flu Type**

Whether a flu vaccine was administered this season (and date, if known)

Underlying conditions

**Confirmation Method**

Confirmation Date

Case Status

MMWR Week and Year

- Once you have entered in your case information, please **SUBMIT** to save your work.
- CREATE NOTIFICATION** to send the case to CDEpi for review. The create notification button is at the top of the investigation page.

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

View Investigation: Influenza, hospitalization or death | User: Sam Saycich | TEST

Return to File Summary

Manage Associations | Create Notifications | **Create** | Transfer Ownership | Edit | Delete | Print

Investigation has been successfully saved in the system.

**Peppermint Patty | Female | 07/17/2016 (5 Years)** | Patient ID: 2924026

Investigation ID: CAS10770004MT01	Created: 08/05/2021	By: Sam Saycich
Investigation Status: Open	Last Updated: 09/29/2021	By: Sam Saycich
Investigator:	Case Status: Confirmed	Notification Status:

\* Indicates a Required Field

Patient | Case Info | Contact Tracing | Contact Records | Supplemental Info

☐ Patient Information | [Back to top](#)

☐ General Information

\* Information As of Date: 08/05/2021

Comments:

☐ Name Information

Name Information As Of Date: 08/05/2021

First Name: Peppermint

Middle Name:

Last Name: Patty

Suffix:

- Click **SUBMIT** to send the notification. Please leave the comment box on this page empty.

Investigation has been successfully saved in the system.

**Peppermint Patty | Female | 07/17/2016 (5 Years)** | Patient ID: 2924026

Investigation ID: CAS10770004MT01

Created: 08/05/2021

By: Sam Saycich

Investigation Status: Open

Last Updated: 09/29/2021

By: Sam Saycich

Investigator:

Case Status: Confirmed

Notification Status:

\* Indicates a Required Field

Patient | Case Info | Contact Tracing | Contact Records | Supplemental Info

☐ Patient Information | [Back to top](#)

☐ General Information

\* Information As of Date: 08/05/2021

Comments:

☐ Name Information

Name Information As Of Date: 08/05/2021

First Name: Peppermint

Middle Name:

Last Name: Patty

Suffix:

Create Notification: Notification Comments

Submit | Cancel

Notification Comments:

Submit | Cancel

### Step 3: “Associate” Vaccination Records to Investigation.

Basic vaccination information can be added to supplement an investigation of a Vaccine Preventable Disease (e.g., Influenza hospitalization or death, Pertussis, Chickenpox). A patient’s complete vaccination record can be queried or manually entered into MIDIS within the patient record.

#### To Query ImMTrax for a Vaccination:

1. Open the **Investigation** that you would like to associate a vaccination record to.
2. Select **Manage Associations**.
3. Scroll down to vaccinations and select **Query Registry**.

**Peppermint Patty | Female | 07/17/2016 (5 Years)**

Investigation ID: CAS10770004MT01      Condition: Influenza, hospitalization or death      Case Status: Confirmed

---

**Associations**  
[Collapse Subsections](#)  
☐ Lab Reports

Date Received	Reporting Facility/Provider	Date Collected	Test Results	Program Area	Event ID
Nothing found to display.					

[Add Lab Report](#)


☐ Morbidity Reports

Date Received	Condition	Report Date	Type	Observation ID
Nothing found to display.				

[Add Morbidity Report](#)

☐ Vaccinations

Date Administered	Vaccine Administered	Vaccination ID
Nothing found to display.		


[Query Registry](#)    [Add Vaccination](#)

4. The search criteria will automatically populate based on information currently present in the patient file. CDEpi recommends removing quite a bit of this so you just search for the name and DOB. **Select Submit Query.**

**Search Criteria**

Last Name:

First Name:

Middle Name:

Date of Birth:

Current Sex:  ▼


Street Address:

City:

State:  ▼

Zip:

Phone:



**Search Criteria**

Last Name:

First Name:

Middle Name:

Date of Birth:

Current Sex:  ▼

Street Address:

City:

State:  ▼

Zip:

Phone:



5. Select the **Registry Patient ID**.

**Immunization Registry Patient Search Results**

Cancel

**Search Results**

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

Your Search Criteria: Last Name Equal [REDACTED] First Name Equal [REDACTED] Date of Birth Equal [REDACTED], State Equal 'Montana' resulted in 1 possible matches in the immunization registry. Please select a patient to see vaccination data for possible import. If the patient you are searching does not appear below, you can [refine your search](#) to re-query the immunization registry.

Results 1 to 1 of 1

Registry Patient ID	Patient Name	Age/DOB/Sex	Address	Phone	Mother's Name
<a href="#">767885</a>	Legal [REDACTED]	[REDACTED]			

Results 1 to 1 of 1

6. Select the checkbox next to the vaccination that you would like to associate with the investigation and select **Import Selected Records**.

Return to Search Results

**Registry Patient ID: 767885**

Results 1 to 10 of 39 Previous 1 | 2 | 3 | 4 Next

<input type="checkbox"/>	Provider	Date Administered	Vaccine Administered	Lot Information	Information Source
<input type="checkbox"/>		04/22/2021	<b>Vaccine Type:</b> COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose <b>Dose Number:</b> 2	<b>Manufacturer:</b> Pfizer, Inc <b>Lot #:</b> EW0169 <b>Lot Expiration:</b> 08/31/2021	New immunization record
<input type="checkbox"/>		03/30/2021	<b>Vaccine Type:</b> COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose <b>Dose Number:</b> 1	<b>Manufacturer:</b> Pfizer, Inc <b>Lot #:</b> EP7533 <b>Lot Expiration:</b> 07/31/2021	New immunization record
<input checked="" type="checkbox"/>		10/16/2020	<b>Vaccine Type:</b> Influenza, injectable, MDCK, preservative free	<b>Manufacturer:</b> Seqirus <b>Lot #:</b> 276530	New immunization record

7. You will have a popup that notifies you that you are about to associate a vaccine record to an investigation. Select **OK**.
8. Once the **Manage Associations** window reloads, check that the vaccine was associated and then select **Submit** in the right-hand corner of the screen.

**To Manually Enter a Vaccination:**

- Open the **PATIENT FILE** page and click on the **EVENTS** tab.
- Scroll down to **VACCINATIONS** and select **ADD NEW**.

**Peppermint Patty | Female | 07/17/2016 (5 Years)** **Patient ID: 2924026**

Summary | **Events** | Demographics

Go to: [Investigations](#) | [Lab Reports](#) | [Morbidity Reports](#) | [Vaccinations](#) | [Treatments](#) | [Documents](#) | [Contact Records](#) [Expand All](#) | [Collapse All](#)

**Patient Events History**

☒ **Investigations (1)** [Compare](#) [Add New](#) [Back To Top](#)

	Start Date	Status	Condition	Case Status	Notification	Jurisdiction	Investigator	Investigation ID	Co-Infection ID
<input type="checkbox"/>	<a href="#">08/05/2021</a>	Open	Influenza, hospitalization or death	Confirmed	APPROVED	LEWIS AND CLARK		CAS10770004MT01	

☒ **Lab Reports (0)** [Add New](#) [Back To Top](#)

☒ **Morbidity Reports (0)** [Add New](#) [Back To Top](#)

☒ **Vaccinations (0)** [Add New](#) [Back To Top](#)

- The Add Vaccination page is displayed. Click on the vaccination tab.
- Enter Vaccination Information. Required elements are highlighted in **red**. Click "Submit" when done.

### Vaccine Event Information Source

### Vaccine Administered Date

Age at Vaccination (auto-calculated based on DOB and administration date)

Age at Vaccination Unit (auto-calculated based on DOB and administration date)

Vaccination Anatomical Site

Vaccination Given By Provider

Vaccination Given By Organization

### Vaccine Type

Vaccine Manufacturer

Vaccine Expiration Date

Vaccine Lot Number

Dose Number

**Add Vaccination** [Submit](#) [Cancel](#)

**Peppermint Patty | Female | 07/17/2016 (5 Years)** **Patient ID: 2924026**  
\* Indicates a Required Field

**Patient** | **Vaccination** [Back to top](#)

☒ **Vaccination** [Collapse Subsections](#)

☒ **Vaccination Administered**

Please note: Record ALL doses of EVERY vaccine given. Record all information that is known, even data on vaccine doses administered beyond the recommended guidelines.

Vaccine Event Information Source: [Immunization Information System](#)

Vaccine Administered Date: [09/15/2021](#)

Age At Vaccination: [5](#)

Age At Vaccination Unit: [Years](#)

Vaccination Anatomical Site: [Left Arm](#)

☒ **Administered By**

Vaccination Given By Provider: [Clear/Reassign](#)

Vaccination Given By Provider Selected: Samantha Saycich, MPH  
CDEPI  
Montana DPHHS, Montana  
406-444-0018

Vaccination Given By Organization: [Clear/Reassign](#)

Vaccination Given By Organization Selected: Care Here  
405 Saddle Dr  
Helena, Montana 59601  
406-502-1355

\* Vaccine Type: [Influenza, injectable, quadrivalent, preservative free, pediatric](#)

Vaccine Manufacturer: [Janssen](#)

Vaccine Expiration Date: [12/01/2021](#)

Vaccine Lot Number: [\[Empty\]](#)

☒ **Vaccine Schedule Links**

[Adult Schedule \(Over 18 years\)](#)

[Child Schedule \(0-18 years\)](#)

**Note: CDC adult and child immunization schedules are linked at the bottom of the Vaccination page for easy reference.**

**Patient** | **Vaccination**

## Influenza Comorbidities

Use the list below to determine if the reported case has any of the risk factors or medical conditions/comorbidities and add the pre-existing medical conditions/comorbidities in MIDIS in the “Case Investigation” section of the investigation.

- *Asthma* (medical diagnosis of asthma or reactive airway disease)
- *Cardiovascular Disease* (such as congenital heart disease, congestive heart failure, coronary artery disease, heart attack, stroke)
- *Chronic lung disease* (such as COPD, emphysema, or cystic fibrosis)
- *Immune suppression due to disease or medication* (such as people with HIV or AIDS, those on immunosuppressive therapies, those receiving cancer treatments, or those on chronic steroids)
- *Metabolic disorders* (such as inherited metabolic disorders, mitochondrial disorders, diabetes mellitus, obesity, thyroid dysfunction, adrenal insufficiency, liver disease)
- *Neurologic disorders* (such as seizure disorder, cerebral palsy and cognitive dysfunction)
- *Neuromuscular disorders* (such as multiple sclerosis and muscular dystrophy)
- *Renal disease* (such as acute or chronic renal failure, nephrotic syndrome, glomerulonephritis, impaired creatinine clearance)
- *Smoking Status* (smoker-current, smoker-former)

## Reports

You can pull reports in MIDIS to help you find collections of data related to information in MIDIS! There are many reports that came 'pre-packaged' with MIDIS, as well as others that have been created by DPHHS. Reports can also be customized for private use.

### Running and Exporting Reports

To select and run a report, click on **REPORTS** in the Navigation Bar at the top of the MIDIS homepage.

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

**Release 6.0.7-GA Dashboard**

**Help | Logout**

**User : Sam Saycich**

**MIDIS**

**Patient Search**

Search Demographics

Last Name:

First Name:

DOB:

Current Sex:

Search Identifiers

Event ID Type:

Patient ID(s):

(Separate IDs by commas, semicolons, or spaces)

[Advanced Search](#)

**My Queues**

- Open Investigations (12992)
- Approval Queue for Initial Notifications (1229)
- Updated Notifications Queue (282)
- Rejected Notifications Queue (18)
- Documents Requiring Security Assignment (330)
- Documents Requiring Review (2532)
- Messages Queue (0)
- Supervisor Review Queue (26)

**My Reports**

	Report Title	Date Created
<a href="#">Run</a>	COVID LTC/ALF Report	09/13/2021
<a href="#">Run</a>	COVID School Report Created 9.11.2021	09/11/2021
<a href="#">Run</a>	NNDSS Reconciliation Report	09/09/2021
<a href="#">Run</a>	Rabies- Animal Test Result Lab Report	07/30/2021
<a href="#">Run</a>	Laboratory Test Report	07/09/2021
<a href="#">Run</a>	Rabies PEP Datamart 06.21.2021	06/21/2021
<a href="#">Run</a>	Missoula COVID-19 Resident vs. Non-Resident	06/18/2021
<a href="#">Run</a>	CMUP Case Report	06/09/2021

Reports that you build and save in MIDIS can be found conveniently on your home screen!

This will bring you to a page of all available reports by category (Private, Public, Template, and Reporting Facility).

Expand any of these categories to view all available reports. **Note: reports that are most commonly used are in the **Public Reports** section under **Montana CDEpi Reports** and **Montana LHJ Reports**.**

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


## Reports

Go to: [Private Reports](#) | [Public Reports](#) | [Template Reports](#) | [Reporting Facility Reports](#)

[Collapse Sections](#)

- ☐ **Private Reports**
  - [Expand Subsections](#)
  - ☐ Archived
  - ☐ Default Report Section
  - ☐ Montana CDEpi Reports
  - ☐ Montana LHJ Reports
- ☐ **Public Reports**
  - [Expand Subsections](#)
  - ☐ Archived
  - ☐ Default Report Section
  - ☐ Montana CDEpi Reports 
  - ☐ Montana LHJ Reports
  - ☐ STD Report Section
- ☐ **Template Reports**
  - [Expand Subsections](#)
  - ☐ Default Report Section
  - ☐ Montana CDEpi Reports
- ☐ **Reporting Facility Reports**
  - [Expand Subsections](#)
  - ☐ Default Report Section
  - ☐ Montana LHJ Reports

Click on **RUN** next to the report that you would like to use.

<input type="checkbox"/> <b>Public Reports</b>	
<a href="#">Expand Subsections</a>	
<input type="checkbox"/> Archived	
<input type="checkbox"/> Default Report Section	
<input type="checkbox"/> Montana CDEpi Reports	
	<b>Report Title</b>
 <a href="#">Run</a>	Basic Case Line List Report
<a href="#">Run</a>	Breakthrough Case Numbers
<a href="#">Run</a>	CDC HCV reconciliations
<a href="#">Run</a>	CDC Reconciliation
<a href="#">Run</a>	COVID Breakthrough Cases for REDCAP
<a href="#">Run</a>	COVID ELC 2021-2022 Monthly Report
<a href="#">Run</a>	COVID EPI PROFILE
<a href="#">Run</a>	COVID Epi Variant Report
<a href="#">Run</a>	COVID Investigations
<a href="#">Run</a>	COVID LTC/ALF Report
<a href="#">Run</a>	COVID Lab Reports
<a href="#">Run</a>	COVID Laboratory Variant Analysis Report
<a href="#">Run</a>	COVID Map Extract
<a href="#">Run</a>	COVID School Report Created 9.11.2021
<a href="#">Run</a>	Cascade County Monthly Report
<a href="#">Run</a>	Daily DCIPHER Extract
<a href="#">Run</a>	Daily MIS DCIPHER Extract
<a href="#">Run</a>	ELR check

Reports have a three-tabbed format similar to what you find in MIDIS investigations. The tabs are named: **BASIC FILTER**, **ADVANCED FILTER**, and **COLUMN SELECTION**.

The following example will run a report that will give you a **basic line list of cases** in your jurisdiction. On the **BASIC FILTER** tab, select the disease(s)/condition(s) you wish to include. You can select one or use Ctrl + click to select multiple diseases/conditions. There is also a checkbox option to simply “select all” conditions.

The screenshot shows the 'Basic Case Line List Report' interface with the 'Basic Filter' tab selected. Under the 'Condition' section, there is a checkbox labeled 'Select All' and a list of diseases. The diseases listed are: Chlamydia, Cholera, Ciguatera fish poisoning, Coccidioidomycosis (highlighted in blue), Colorado tick fever, and Crimean-Congo hemorrhagic fever. At the bottom right, there are three buttons: 'Run', 'Export', and 'Cancel'.

The **ADVANCED FILTER** tab allows you to narrow the scope of your report by many different variables. You can select and insert your parameters in each of the drop-down menus, using logic language (e.g., equals, less than, between). For example, you could choose to look at all cases for the MMWR Year 2012:

The screenshot shows the 'Basic Case Line List Report' interface with the 'Advanced Filter' tab selected. A green arrow points from the 'Basic Filter' tab to the 'Advanced Filter' tab. The 'Statements' section has three fields: 'Field:' with a dropdown menu showing 'MMWR Year', 'Logic:' with a dropdown menu showing 'Equals', and 'Value:' with a text box containing '2021'. There is an 'Insert' button to the right of the 'Value' field. Below the 'Statements' section is the 'Connectors' section, which includes instructions and buttons for parentheses, 'AND', and 'OR'. The 'Advanced Criteria List' section has instructions and a list of filters. The 'Basic Filters selected plus:' section shows a list of filters, including 'MMWR Year Equals 2021'.

You can select as many variables in the Advanced Filter as you would like (using the **INSERT** button and using the **AND** or **OR** buttons to connect each). You can also choose to leave this filter section blank.

**Note:** If you cannot select items in the drop-down menu of the Advanced Filter tab please see ‘Important Settings for Reports’ in Appendix B.

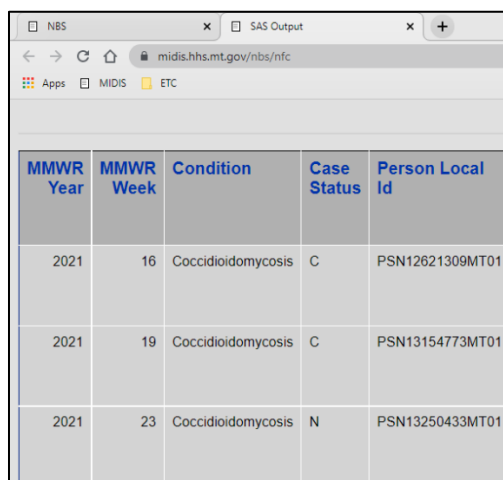
On the **COLUMN SELECTION** tab, you may choose the variables that you would like to display in your report. Some reports already come with columns selected.

You can add, delete, or rearrange columns if needed! You can choose to have all of the columns in your export by clicking on the **>> button** or you can move them one at a time by selecting a variable and moving them to the “Selected Columns” box with the **> button**. You can rearrange the order that the variables are displayed by using the up/down toggle buttons:

Item	Description
^	Move Up. Moves the selected item up.
v	Move Down. Moves the selected item down.
<	Remove. Removes the selected item.
<<	Remove All. Removes all items.

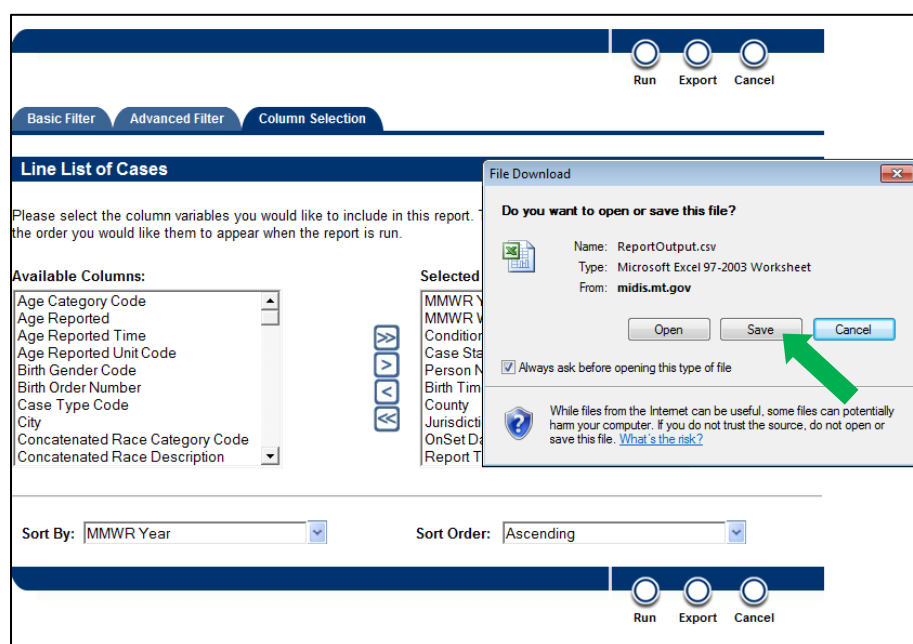
At the bottom of this screen, select the variable that you would like the output to **SORT** by. In the example above, MMWR Year is selected. Then choose either **RUN** or **EXPORT** to run your report.

If you choose **RUN** the result will be an HTML output in a new tab of your web browser:



MMWR Year	MMWR Week	Condition	Case Status	Person Local Id
2021	16	Coccidioidomycosis	C	PSN12621309MT01
2021	19	Coccidioidomycosis	C	PSN13154773MT01
2021	23	Coccidioidomycosis	N	PSN13250433MT01

More often, you will want to export your data for analysis with other software (e.g., Excel). To do this, click on **EXPORT**. You will be prompted to save the file.



Click **SAVE** (or **SAVE AS**) and provide a destination to save the file (i.e., desktop, computer drive, etc). The file will download to that location. The downloaded file will be in .csv format, which will open in Microsoft Excel. You can now work in Excel to analyze the data from your MIDIS report!

**Note: This file will contain protected health information. Please remember to save to a secure location.**



## Saving Reports

Reports can be saved as Private or Public Reports if you want to access a report you customized later. Private reports are not visible to other users and display in the My Reports widget on the MIDIS home page. Public reports are visible to other users and display in the My Reports section as well as the Public reports section of the Reports page.

To save a report, click through each of your tabs to set your parameters as explained in Running and Exporting Reports. Then click **RUN**.

Run Export Cancel

Basic Filter Advanced Filter Column Selection

**Line List of Cases**

Please select the column variables you would like to include in this report. Then move them up or down until they are arranged in the order you would like them to appear when the report is run.

**Available Columns:**

- Age Category Code
- Age Reported
- Age Reported Time
- Age Reported Unit Code
- Birth Gender Code
- Birth Order Number
- Case Type Code
- City
- Concatenated Race Category Code
- Concatenated Race Description

**Selected Columns:**

- MMWR Year
- MMWR Week
- Condition
- Case Status
- Person Name
- Birth Time
- County
- Jurisdiction
- OnSet Date
- Report To County Time

Sort By: MMWR Year Sort Order: Ascending

Run Export Cancel

The following screen will be displayed. Click on **SAVE AS NEW**.

Refine Criteria Save As New Run New Report

**Line List of Individual Cases with Program Area and Jurisdiction Security**

The selected report has been run and is displayed in a new window.

Refine Criteria Save As New Run New Report

You will be prompted to give your report a name and location to save the report in MIDIS. When you save a report for your own use, please select **PRIVATE**, give it a title, and select **MONTANA LHJ REPORTS** under Report Section. Click **SAVE** to save the report.

The screenshot shows the 'Line List of Cases' form. At the top, there is a 'Refine Criteria' button on the left and 'Save' and 'Cancel' buttons on the right. Below the title bar, the form contains the following fields:

- 'Save this report design as:' with three radio buttons: **Private** (selected), **Public**, and **Reporting Facility**.
- '\* Report Name:' followed by a text input field.
- 'Description:' followed by a larger text area.
- '\* Report Section:' followed by a dropdown menu showing 'Montana LHJ Reports'.

Red asterisks indicate required fields. A green arrow points to the 'Private' radio button, and another green arrow points to the 'Save' button at the bottom right.

If you need to update a saved report, you will notice that the page has an additional radial dial, **SAVE**. In this case, instead of clicking on Save as New you will click on **SAVE**. You will be warned that the saved report will overwrite any previous versions. Click **YES** to do so.

The first screenshot shows the 'MMWR 12 Test' report. The top bar has 'Refine Criteria' on the left and 'Save', 'Save As New', and 'Run New Report' on the right. The main content area displays the text: 'The selected report has been run and is displayed in a new window.'

The second screenshot shows the same interface, but the 'Save' button is highlighted with a green circle, indicating it is the button to click for updating the report.

## Need Help?

### **MIDIS CDEpi Help Desk: 444-0273**

- ✓ CDEpi Contact: Samantha Saycich, MPH  
Phone: 444-0018  
Email: [samantha.saycich@mt.gov](mailto:samantha.saycich@mt.gov)

### **MIDIS STD Help Desk: 444-9028**

- ✓ STD Contact: Peggy Baker  
Phone: 444-9028  
Email: [pebaker@mt.gov](mailto:pebaker@mt.gov)

*Do not hesitate to call about any questions or concerns!*

## APPENDIX A: Reportable Diseases for the State of Montana as of 9/29/2021

The following is a list of conditions that are reportable to DPHHS.

AIDS and HIV infection	Lyme disease
Anaplasmosis	Lymphogranuloma venereum
Anthrax	Malaria
Arboviral diseases, neuroinvasive and nonneuroinvasive (California serogroup, Chikungunya, Eastern equine encephalitis, Powassan, Saint Louis encephalitis, West Nile virus, Western equine encephalitis, Zika virus infection)	Measles (rubeola)
Arsenic poisoning ( $\geq 70$ micrograms per liter ( $\mu\text{g/L}$ ) total arsenic in urine; or $\geq 35$ $\mu\text{g/L}$ methylated plus inorganic arsenic in urine)	Meningococcal disease ( <i>Neisseria meningitidis</i> )
Babesiosis	Mercury poisoning ( $\geq 200$ $\mu\text{g/L}$ total mercury in urine or $\geq 20$ $\mu\text{g}$ elemental mercury/g creatinine in urine or $\geq 10$ $\mu\text{g/L}$ elemental, organic, and inorganic blood mercury levels)
Botulism	Mumps
Brucellosis	Pertussis
Cadmium poisoning ( $\geq$ five $\mu\text{g/L}$ total blood cadmium levels; or $\geq$ three $\mu\text{g/L}$ total cadmium in urine)	Plague
Candida auris ( <i>C. auris</i> )	Poliomyelitis, paralytic or nonparalytic
Campylobacteriosis	Psittacosis
Chancroid	Q-fever (acute and chronic)
Chlamydia trachomatis infection	Rabies in a human or animal exposure to a human by a species susceptible to rabies infection
Cholera	Rubella (including congenital)
Coccidioidomycosis	Salmonellosis (including <i>Salmonella Typhi</i> and <i>Paratyphi</i> )
Colorado tick fever	Severe acute respiratory syndrome-associated coronavirus (SARS-CoV) disease
Cryptosporidiosis	Shigellosis
Cyclosporiasis	Smallpox
Dengue virus infections	Spotted fever rickettsiosis
Diphtheria	<i>Streptococcus pneumoniae</i> , invasive disease
Ehrlichiosis	Streptococcal toxic shock syndrome (STSS)
<i>Escherichia coli</i> , Shiga toxin-producing (STEC)	Syphilis
Gastroenteritis outbreak	Tetanus
Giardiasis	Tickborne relapsing fever
Gonorrheal infection	Toxic shock syndrome (TSS) (nonstreptococcal)
Granuloma inguinale	Transmissible spongiform encephalopathies (including Creutzfeldt Jakob Disease)
<i>Haemophilus influenzae</i> invasive disease	Trichinellosis (trichinosis)
Hansen's disease (leprosy)	Tuberculosis (TB) including latent tuberculosis infection
Hantavirus pulmonary syndrome or infection	Tularemia
Hemolytic uremic syndrome, post diarrheal	Varicella (chickenpox)
Hepatitis A, acute	Vibriosis
Hepatitis B, acute, chronic, perinatal	Viral hemorrhagic fevers
Hepatitis C, acute, chronic	Yellow fever
Influenza	
Lead poisoning ( $\geq$ five micrograms per deciliter $\mu\text{g/dL}$ total blood lead levels)	<b>Also reportable is an outbreak of any communicable disease listed in the "Control of Communicable Diseases Manual, an Official Report of the American Public Health Association" (20th edition, 2015) in an institutional or congregate setting and any unusual incident of unexplained illness or death in a human or animal with potential human health implications.</b>
Legionellosis	
Leptospirosis	
Listeriosis	

Note: An up-to-date list of Reportable Diseases in Montana is maintained on the CDEpi website. To view the current list, please visit:  
<https://dphhs.mt.gov/publichealth/cdepi/reporting/index>

## APPENDIX B: Adding Providers to MIDIS

When completing an investigation, there is a place to search and enter provider information. You may find that a provider for your jurisdiction is missing in MIDIS. To add a provider to MIDIS, please do the following:

In the MIDIS Navigation Ribbon, click on **DATA ENTRY**. In the submenu, click **PROVIDER**.



Search for the provider by name.

The screenshot shows the 'Find Provider' search form. The form has a 'Find Provider' header and a 'User: ' field. Below the header is a 'Submit' button. The main section is titled 'Search Criteria' and contains a table with search fields and operators.

	Operators	Search Criteria
Last Name:	Starts With	Provider
First Name:	Starts With	Jane
Street Address:	Contains	
City:	Contains	
State:		
Zip:		
Telephone:		
ID Type:		
Value:		

A green arrow points to the 'Submit' button at the bottom right of the form.

If the search result does not bring up the provider you are looking for, then click **ADD** to add new provider information.



New Search | Refine Search

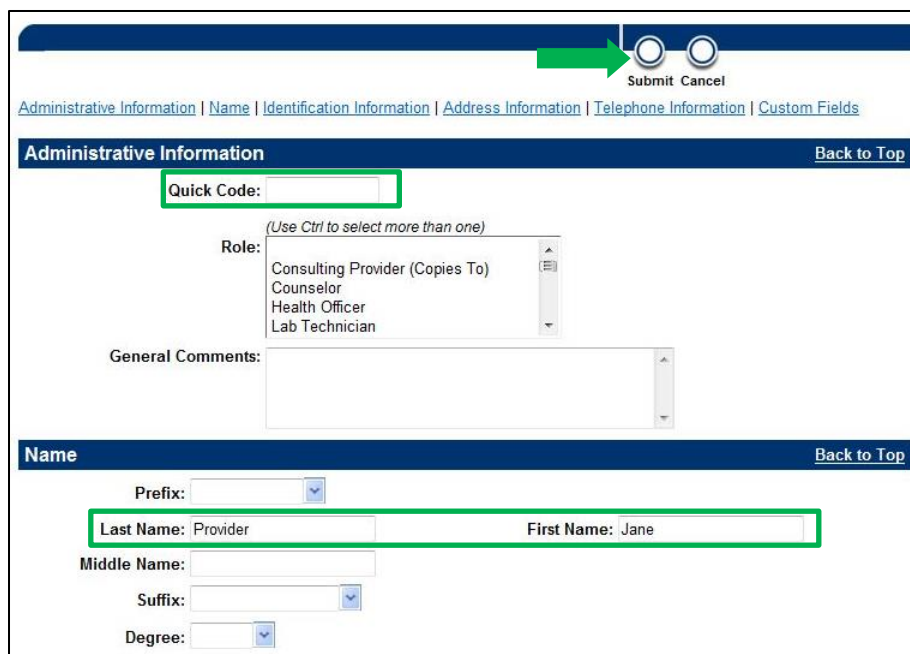
**Add**

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

Full Name	Address	Telephone	ID
There is no information to display			

**Add**

Fill out the fields for the provider's name and office address. You can also assign a Quick Code for the provider. The Quick Code will allow you to look up the provider within an investigation. An example of a Quick Code could be the provider's initials.



**Submit** **Cancel**

[Administrative Information](#) | [Name](#) | [Identification Information](#) | [Address Information](#) | [Telephone Information](#) | [Custom Fields](#)

**Administrative Information** [Back to Top](#)

Quick Code:

(Use Ctrl to select more than one)

Role:   
Consulting Provider (Copies To)   
Counselor   
Health Officer   
Lab Technician

General Comments:

**Name** [Back to Top](#)

Prefix:

Last Name:  First Name:

Middle Name:

Suffix:

Degree:

When you are finished, click **SUBMIT**.

You will now be able to search and select the provider within an Investigation or Laboratory Report.

## GLOSSARY

**ARM:** Administrative Rules of Montana

**CDC:** Centers for Disease Control and Prevention

**DOB:** Date of Birth

**Documents Requiring Review:** This queue is where new electronic laboratory reports are put for review.

**ELR:** Electronic Laboratory Reporting. This is the electronic version of a paper lab report.

**Hyperlink:** A link from one document to another. Hyperlinks in MIDIS are highlighted in blue underlined text.

**Investigation:** Information that supports the case definition for notifying DPHHS of a reportable disease. This is the same as a case report.

**Keyfob:** A token that contains a randomly generated number that is used in combination with a user ID and PIN to securely log into MIDIS.

**LHJ:** Local Health Jurisdiction

**Metrics AVR Viewer:** Widget on the MIDIS homepage that allows the user to view charts and graphs of activity over the last 7 days. The user can select one of several views from a drop-down menu.

**MIDIS:** Montana Infectious Disease Information System

**MMWR:** Morbidity and Mortality Weekly Reports. This is a publication prepared by the CDC that contains data on specific diseases reported by state and territorial health departments.

**MMWR Week:** The week of the year when a notifiable disease/condition is reported.

**MT DPHHS:** Montana Department of Health and Human Services

**My Reports:** Widget on the MIDIS homepage that allows quick access to the private reports that have been customized and saved by the current user.

**My Queues:** Widget on the MIDIS homepage that allows access to the work queues in MIDIS.

**NBS:** NEDSS Base System. MIDIS is an example of an NBS.

**NEDSS:** National Electronic Disease Surveillance System

**News Feeds:** Widget on the MIDIS homepage that allows the user to access the RSS (Really Simple Syndication) feed(s) that will be set up by DPHHS.

**NNDSS:** National Notifiable Disease Surveillance Systems

**Notices:** Widget on the MIDIS homepage that allows a user to view any alerts, announcements, etc. that have been created by DPHHS.

**Ordering Facility:** The facility/practice where the Ordering Provider (Physician) works.

**Ordering Provider:** In a laboratory report, this is the physician or healthcare provider that ordered the laboratory test to be performed.

**Passcode:** A MIDIS user's PIN plus the six digit number displayed on the user key fob.

**Patient File:** Information that contains all data on a patient in MIDIS. This includes demographics and events (laboratory results, case reports, vaccination record, and contact information.)

**Patient Search:** Widget on the MIDIS homepage that allows a user to find a patient in the system using either a demographic search or a patient ID.

**PIN:** Personal Identification Number created when you first log in with your MIDIS key fob.

**Protected Health Information (PHI):** any information about health status, provision of health care, or payment for health care that can be linked to a specific individual.

**Rejected Notification Queue:** A list of investigations that require additional information before they can be sent to CDC for notification.

**Reportable Condition:** A disease or condition that is required to be reported to the state of Montana. The list of reportable conditions is found in Appendix A of this user guide.

**Reporting Facility:** The laboratory name or provider that is reporting the laboratory result in a lab report.

**Session Time Out:** The length of time that a MIDIS window can remain open with no activity. It is currently set to 45 minutes.

**Specimen Collection Date:** The date that the specimen was collected.

**UserID:** The user identification to log into MIDIS. This is typically the first initial of the first name followed by the full last name and '-nedssmt.'

**Widget:** A component of MIDIS that enables a user to perform a function or access another location within the system. For example, the Reports widget provides access to a specific report.



**REVISION HISTORY**

DATE	CHANGE(S)	AUTHOR
12/12/12	Initial Document	Stacey Anderson
1/3/17	<ul style="list-style-type: none"><li>• Update MIDIS URL</li><li>• Added STD reporting section</li><li>• Added influenza reporting section</li><li>• Updated MIDIS Program areas</li></ul>	Stacey Anderson
3/14/17	<ul style="list-style-type: none"><li>• Edited MIDIS Help Desk Contact information</li><li>• Added the STD User Guide</li></ul>	Rachel Hinnenkamp
5/30/19	<ul style="list-style-type: none"><li>• Added new screen shots with Page Builder pages for flu</li></ul>	Magdalena Scott
7/16/2021	<ul style="list-style-type: none"><li>• Updated URLs</li><li>• Updated contact information</li><li>• Updated screenshots</li><li>• Added new screen shots</li><li>• Created vaccination query instructions</li><li>• Removed the STD User Guide</li></ul>	Samantha Saycich