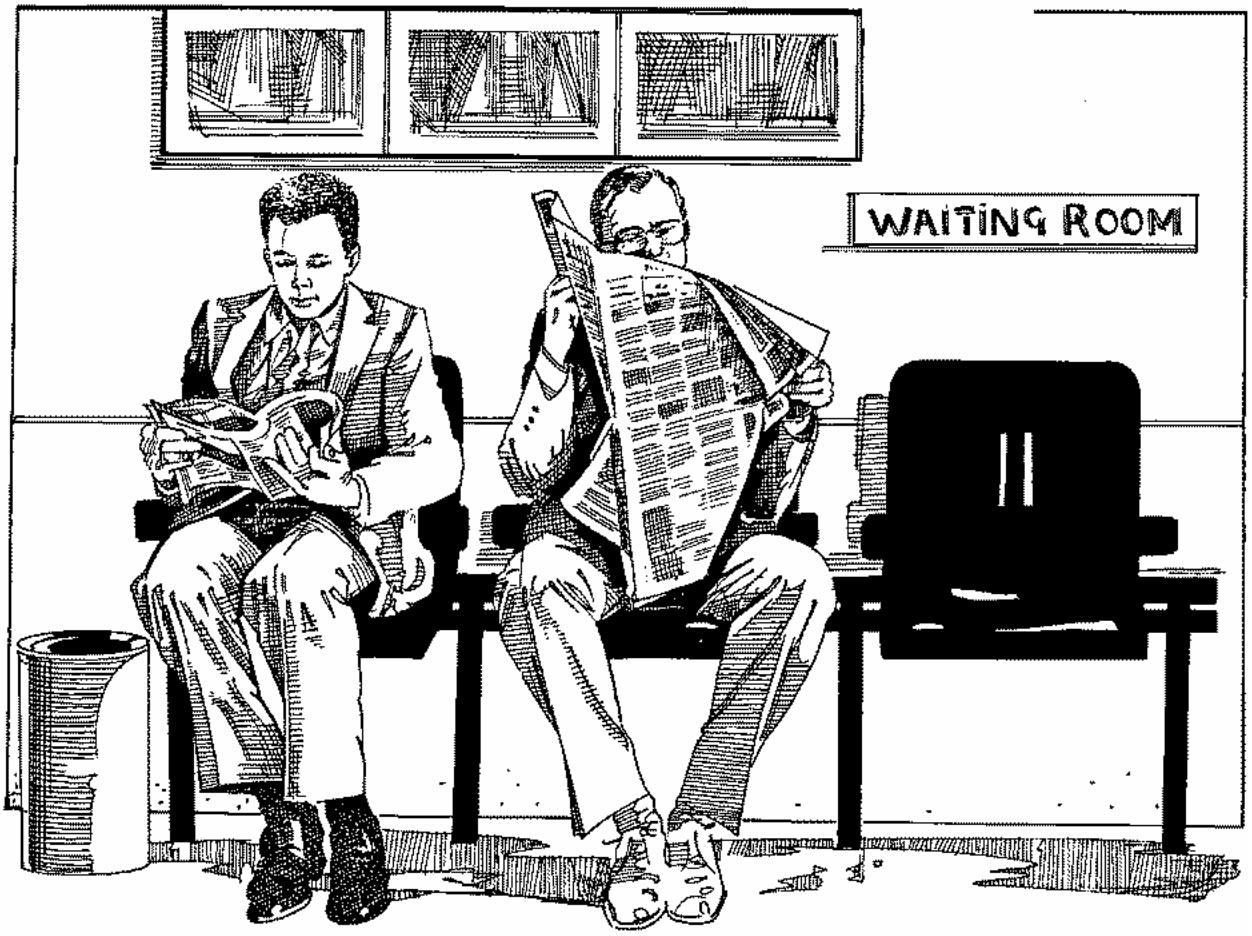
TB Surveillance & Control



User's Manual

TB Surveillance & Control

Health District Information System
HDIS (Windows Ver. 4.0)

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CHC **Software, Inc.**
Health District Information Systems
helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your tuberculosis clients and provides accurate up-to-date records within your health department.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The TB Surveillance & Control Module* is simple to use. *The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read [ENTER], press the **enter** key on your keyboard.

The word
TYPE is followed by bracketed **[ ]** instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org

Navigation

Whenever you see one click the left side of your mouse once.

Whenever you see two click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor **Delete** deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.

Starting HDIS

MICROSOFT Windows Users

Start

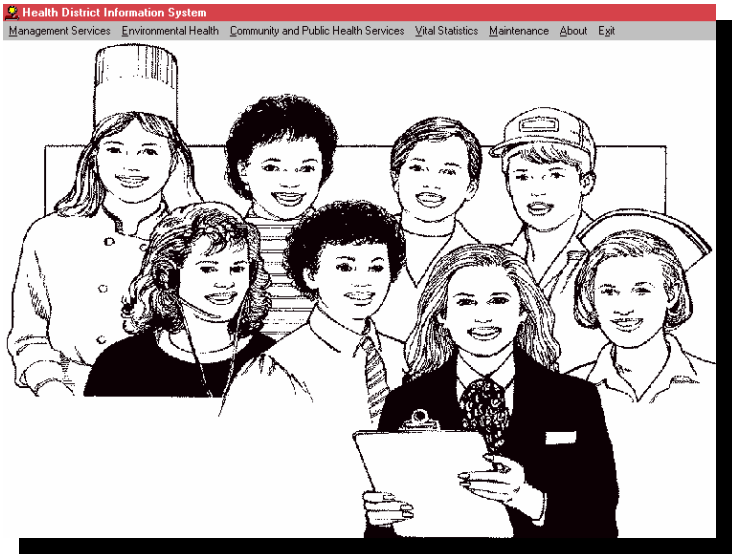
Programs

Health District Info Systems

HDIS

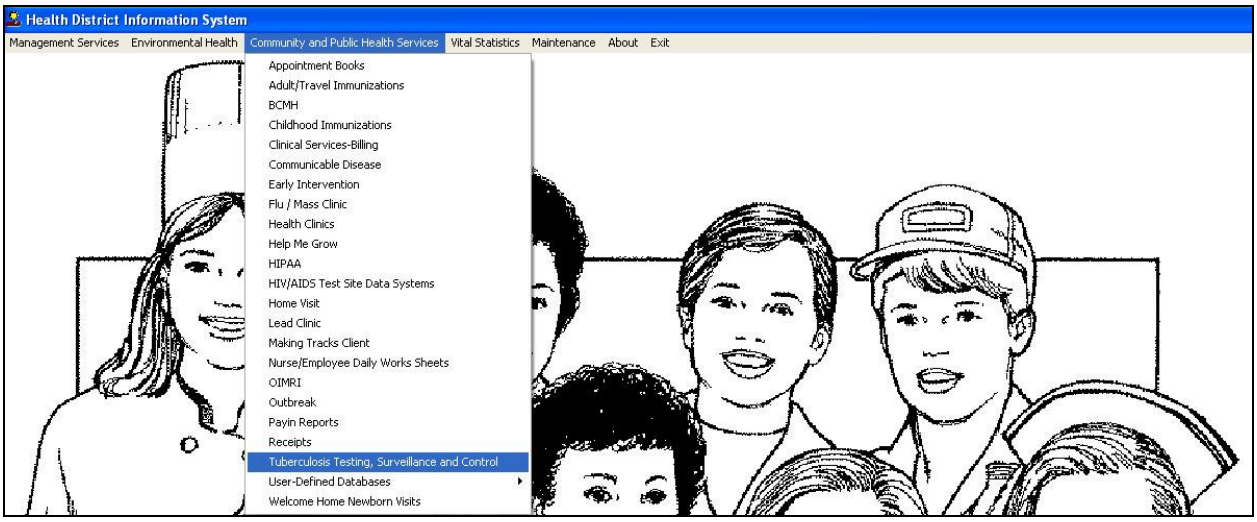
Health District Information System Menu Bar

HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Tuberculosis Surveillance & Control Module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.



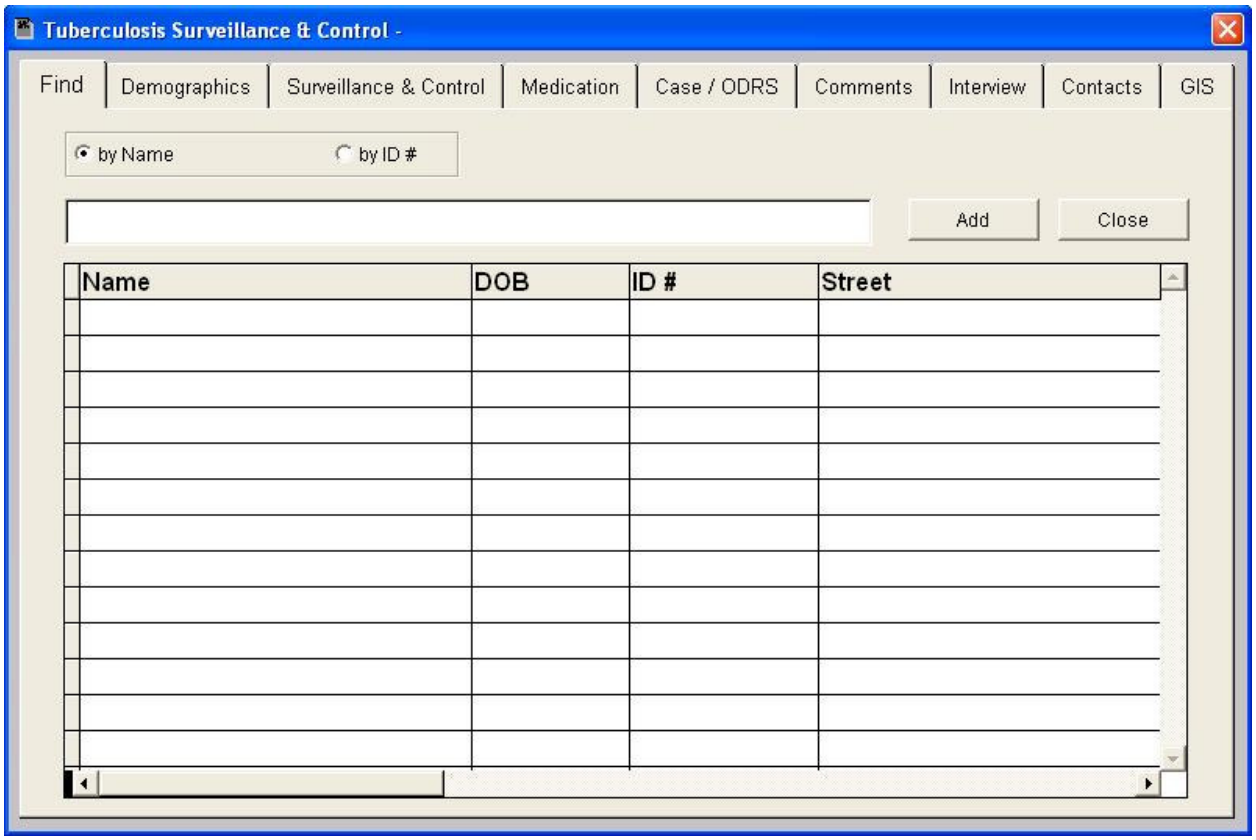
Select Community & Public Health

Tuberculosis Testing, Surveillance & Control



Surveillance & Control

Finding a Client

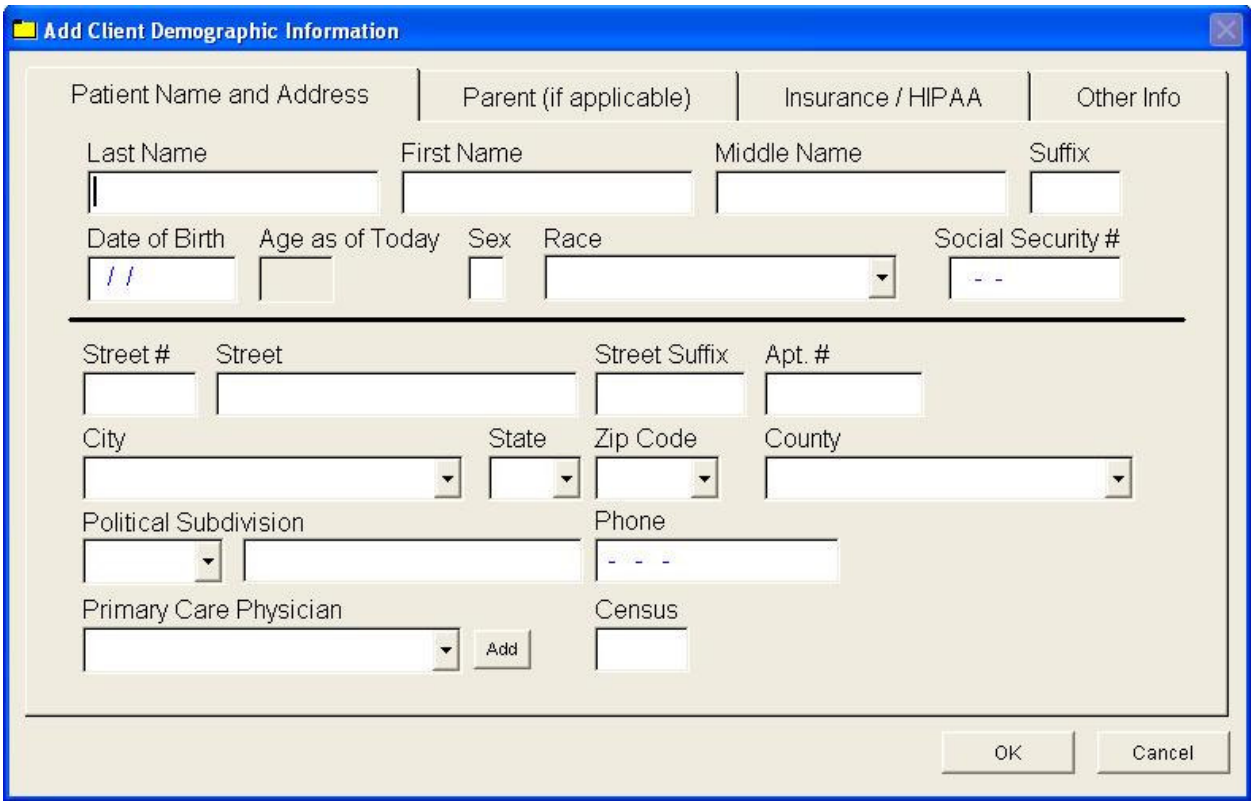


To find an existing client, enter the name (**last, first, middle**) and press the "**Enter**" key. The program will automatically find the name in the database if present. If the client's name is not in the list, you will then enter it in the database.

The **Tuberculosis Surveillance & Control** database is separate from all other HDIS databases. You can only transfer clients from the **TB Testing** module or add them by hand.

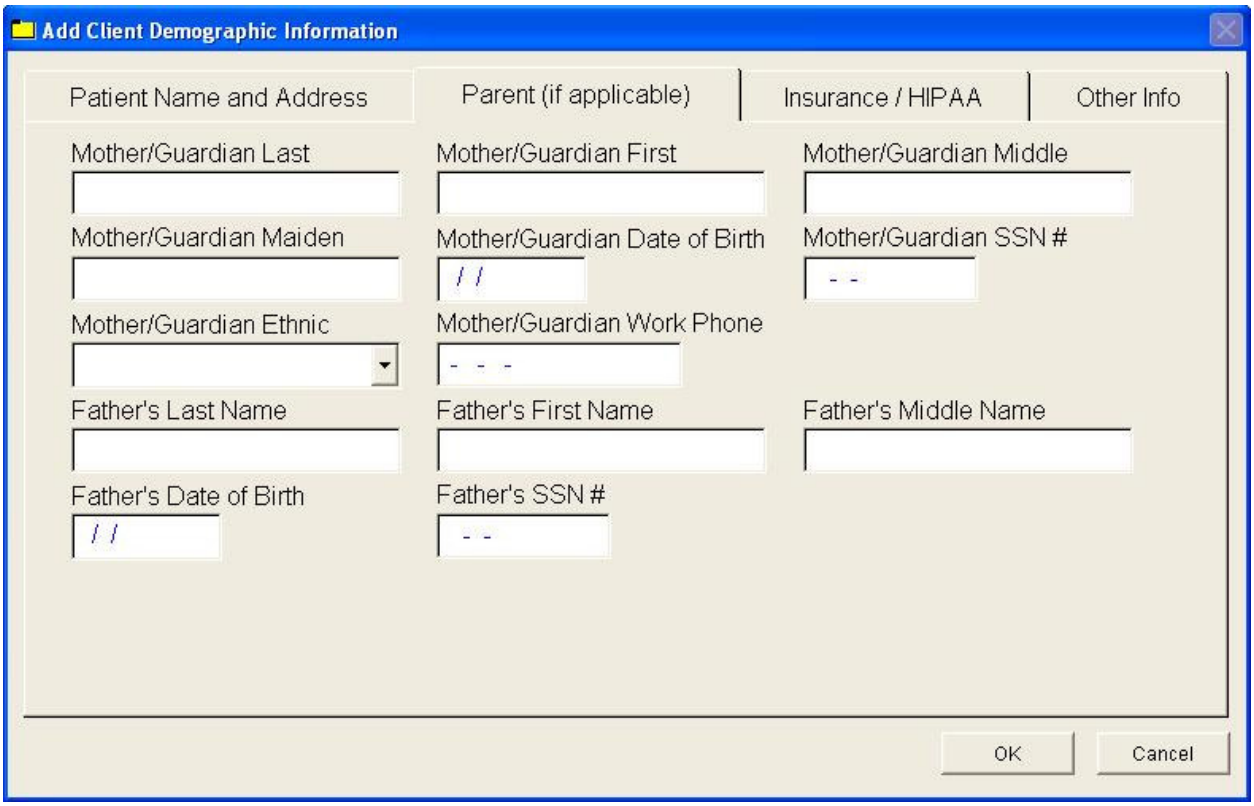
Radio Button	**Description**
by Name	Click to find a client by name
By Date of Birth	Click to find a client by date of birth
By Name TB Patients Only	Click to only search through the TB patient database
Add Name	Click to add a new client
Close	Click to exit

Add Name



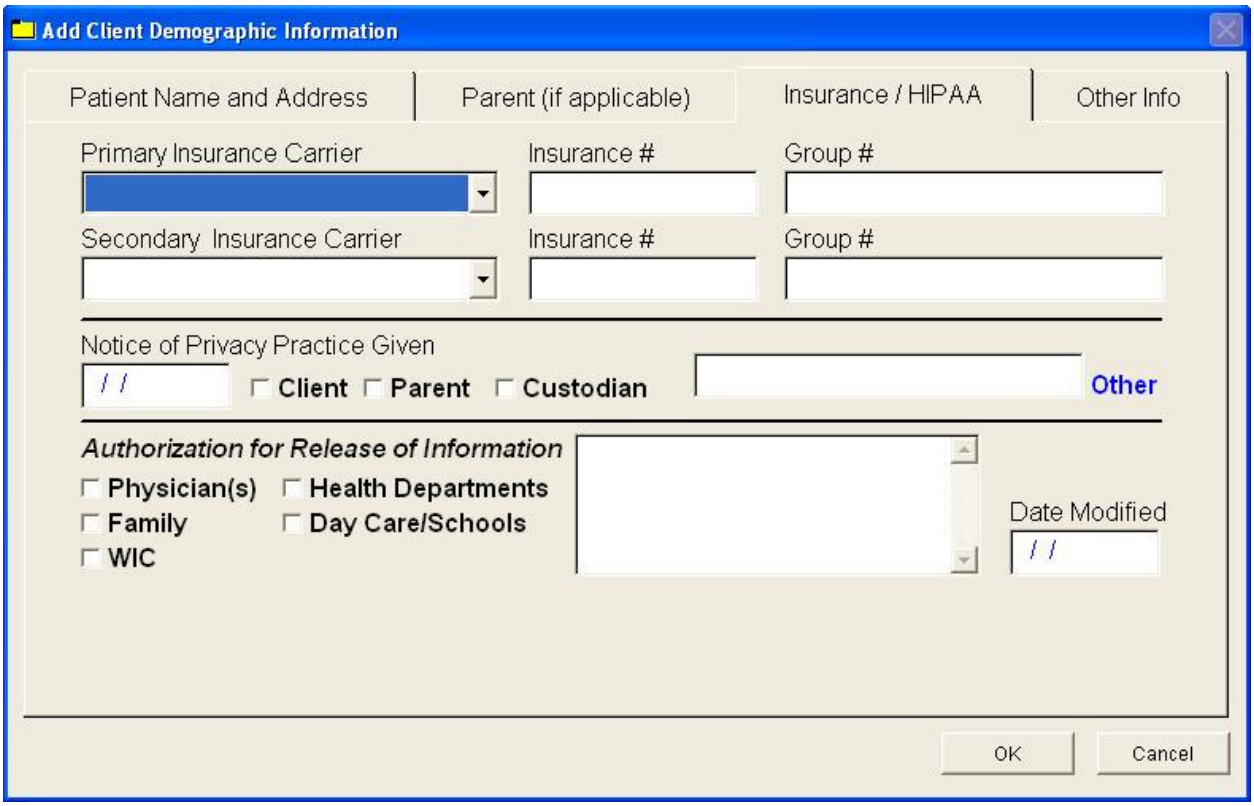
Enter the demographic information for the client.

Parent (if applicable)



Enter information regarding the parents/guardians.

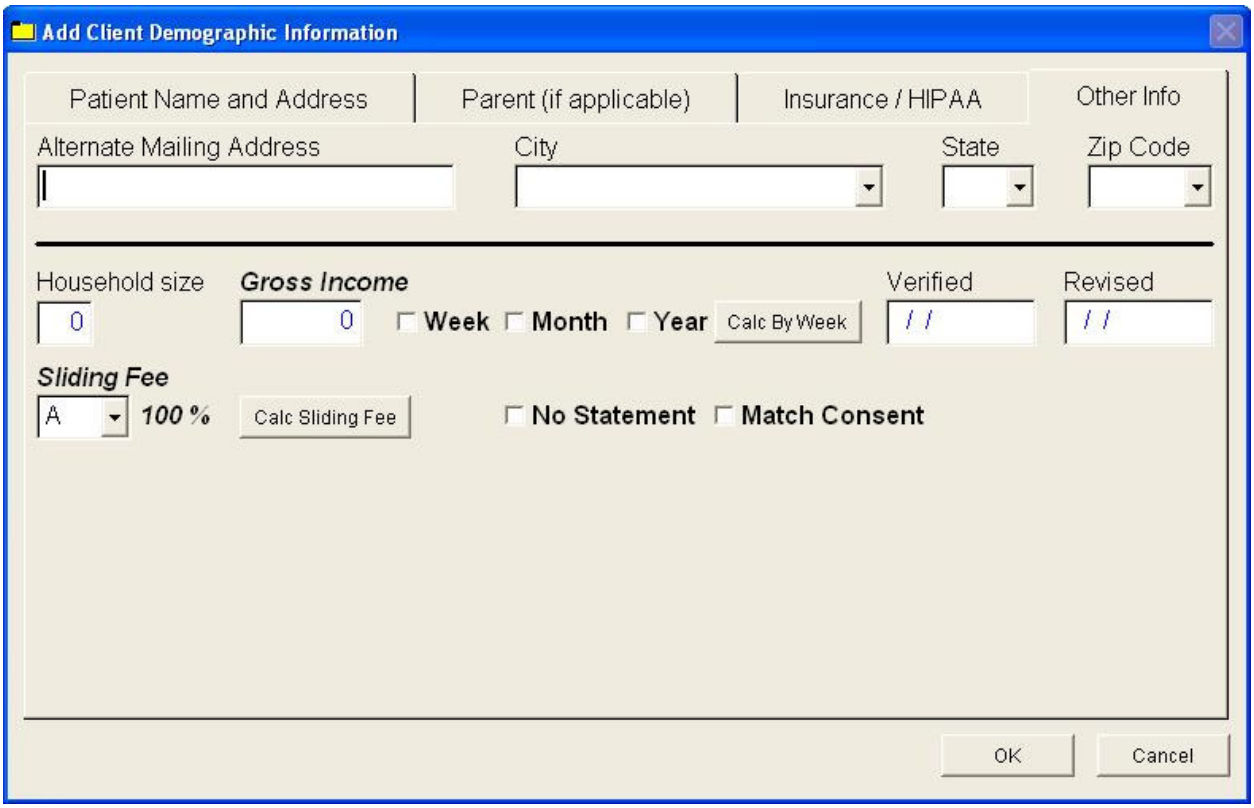
Insurance/HIPAA



Enter information regarding the insurance carrier and HIPAA information.

*** An insurance carrier and insurance # is mandatory.**

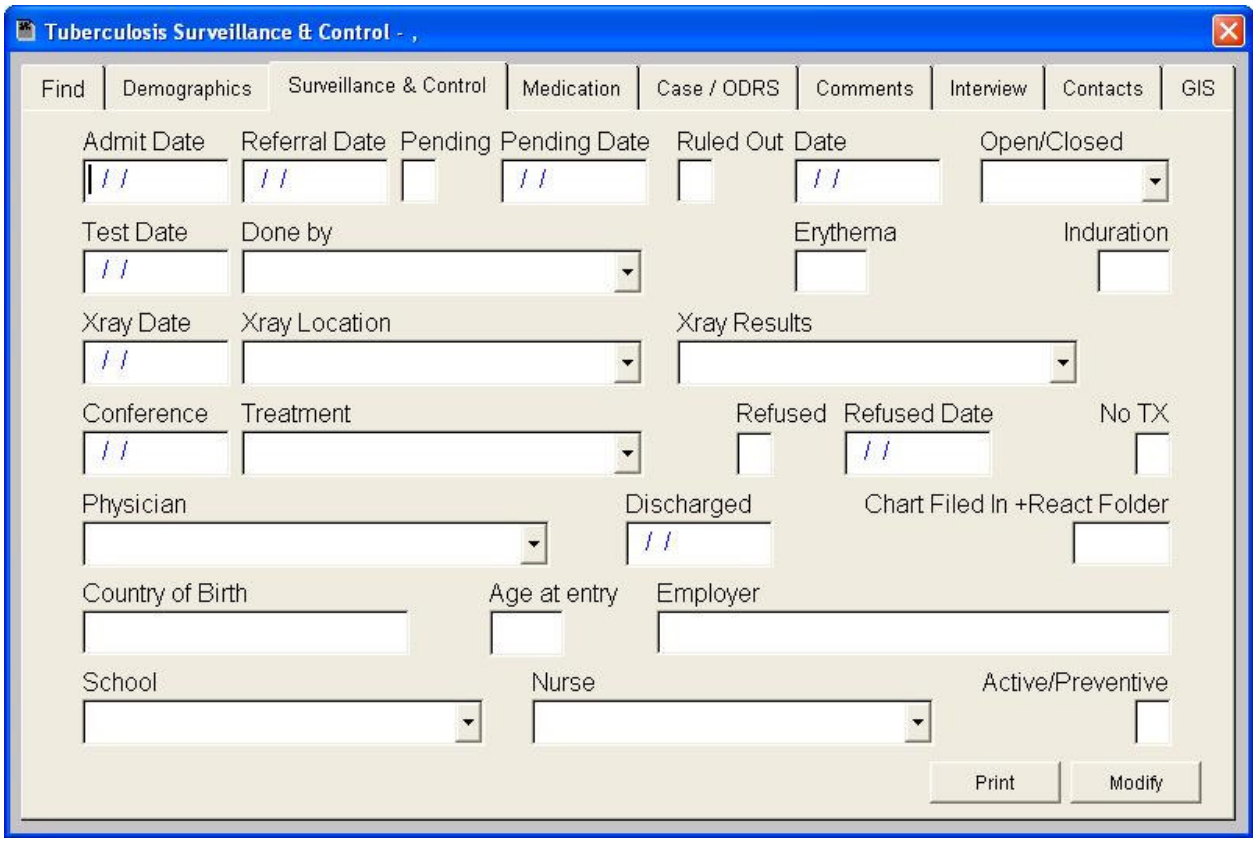
Other Info



When you are finished entering the client's demographic data, click "**OK**".

Surveillance & Control

Surveillance & Control

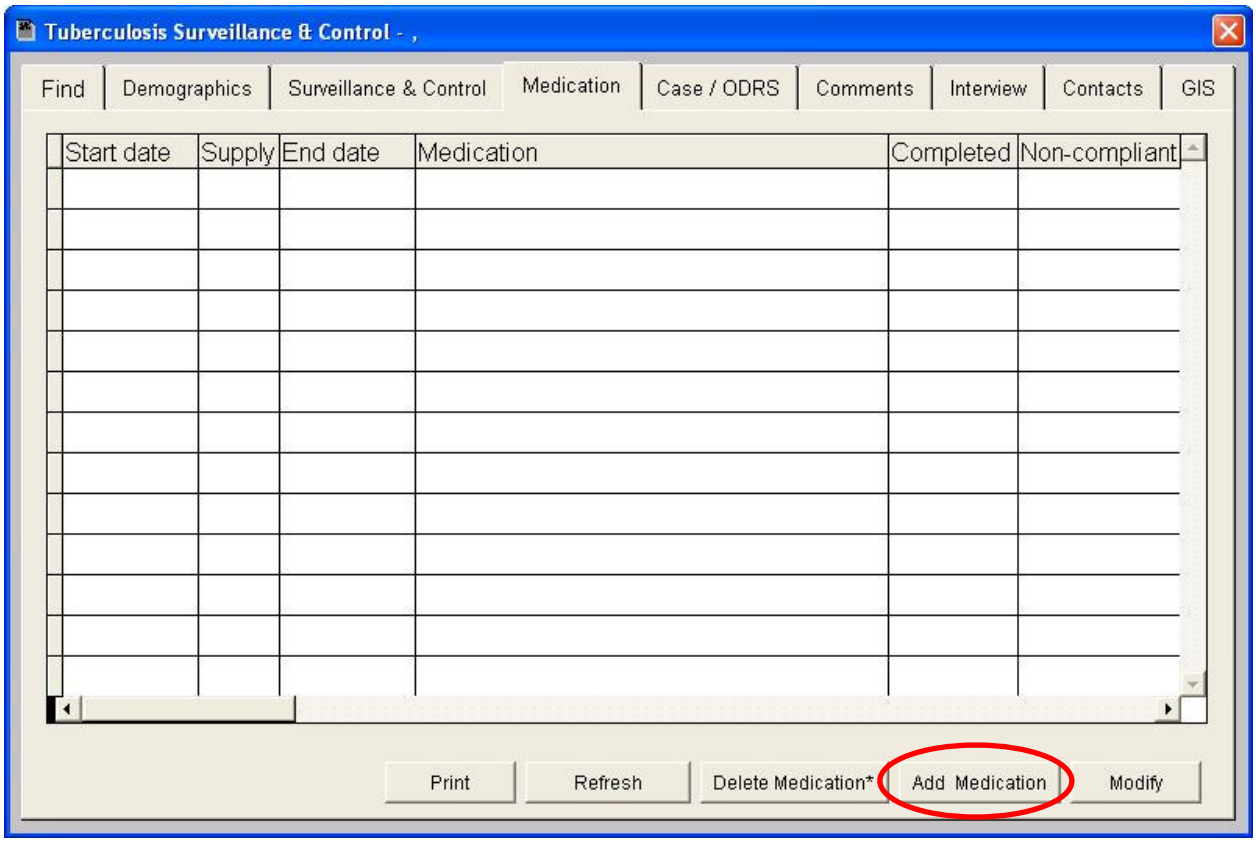


Field/Button	Description
Admit Date	Enter the date the patient was admitted
Referral Date	Enter the referral date
Pending	Enter “Y” for yes, “N” for no
Pending Date	Enter the pending date
Ruled Out	Enter “Y” for yes, “N” for no
Date	Enter the date the patient was ruled out
Open/Closed	Select whether the case is open or closed
Test Date	Enter the test date
Done by	Select whom the test was done by
Erythema	Enter Value
Induration	Enter Value
X-ray Date	Enter the X-ray date
X-ray Location	Select the X-ray location
X-ray Results	Select the X-ray results
Conference	Enter the conference date
Treatment	Select the treatment
Refused	Enter “Y” for yes, “N” for no

Refused Date	Enter the date refused
No TX	(discontinued)
Physician	Select the physician
Discharged	Enter the date the patient was discharged
Chart Filed in + React Folder	Enter chart number
Country of Birth	Enter the country of birth
Age at entry	Enter the patient's age at entry
Employer	Enter the patient's employer
School	Enter the patient's school
Nurse	Select the nurse
Active/Preventive	Enter Y/P
Print Button	Click to open the print window
Modify Button	Click to modify the record

Medication

Medication

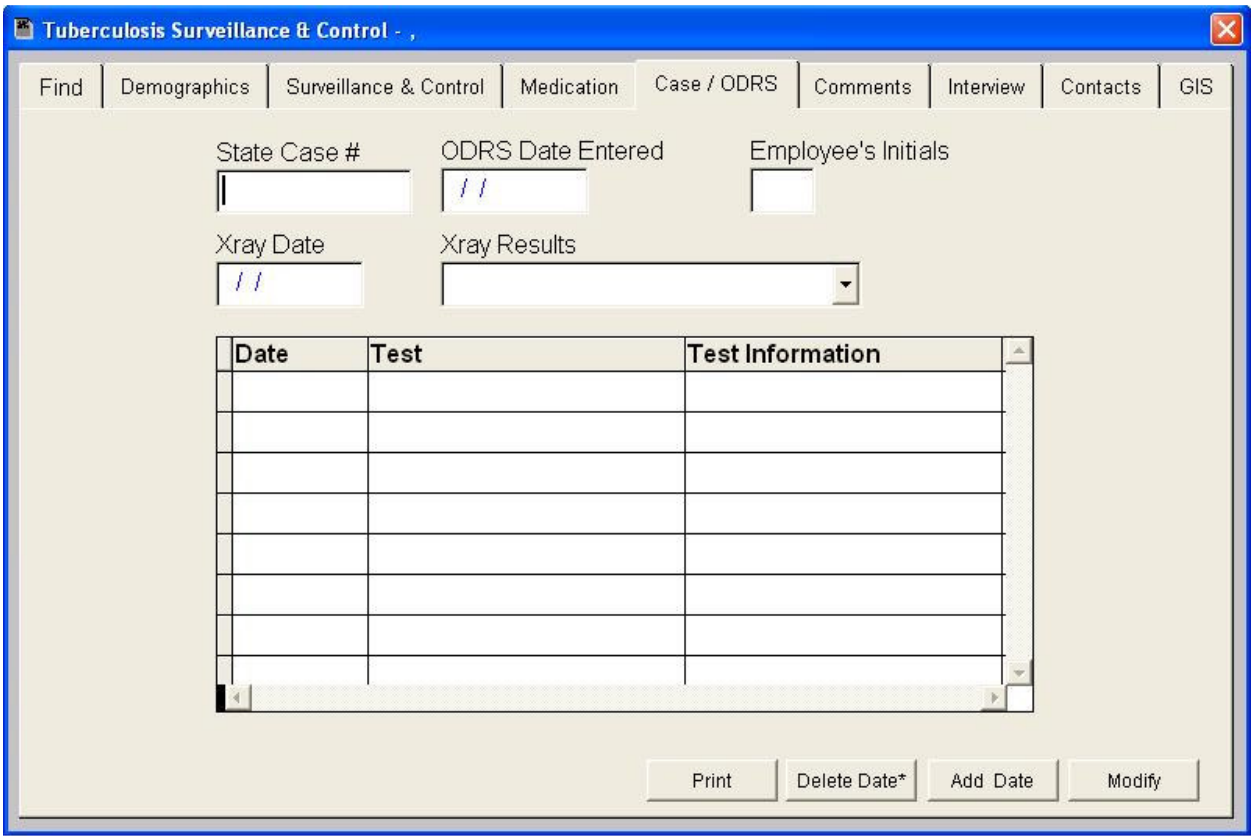


To add a medication for the client, click the "**Add Medication**" button to add a line to the list.

Field/Button	**Description**
Start Date	Enter the start date for the medication
Supply	Enter the amount of medication
End Date	Enter the medication ending date
Medication	Enter the medication type
Completed	Check if the medication was completed
Non-compliant	Check if the patient was non-compliant
Test ordered (1) (2)	Select the type of test ordered
Print	Click to open the print window
Refresh	Click to put the medications in order by start date
Delete Medication*	Right click to delete a medication from the list
Add Medication	Click to add a new medication
Modify	Click to modify the record

Case/ODRS

Case/ODRS

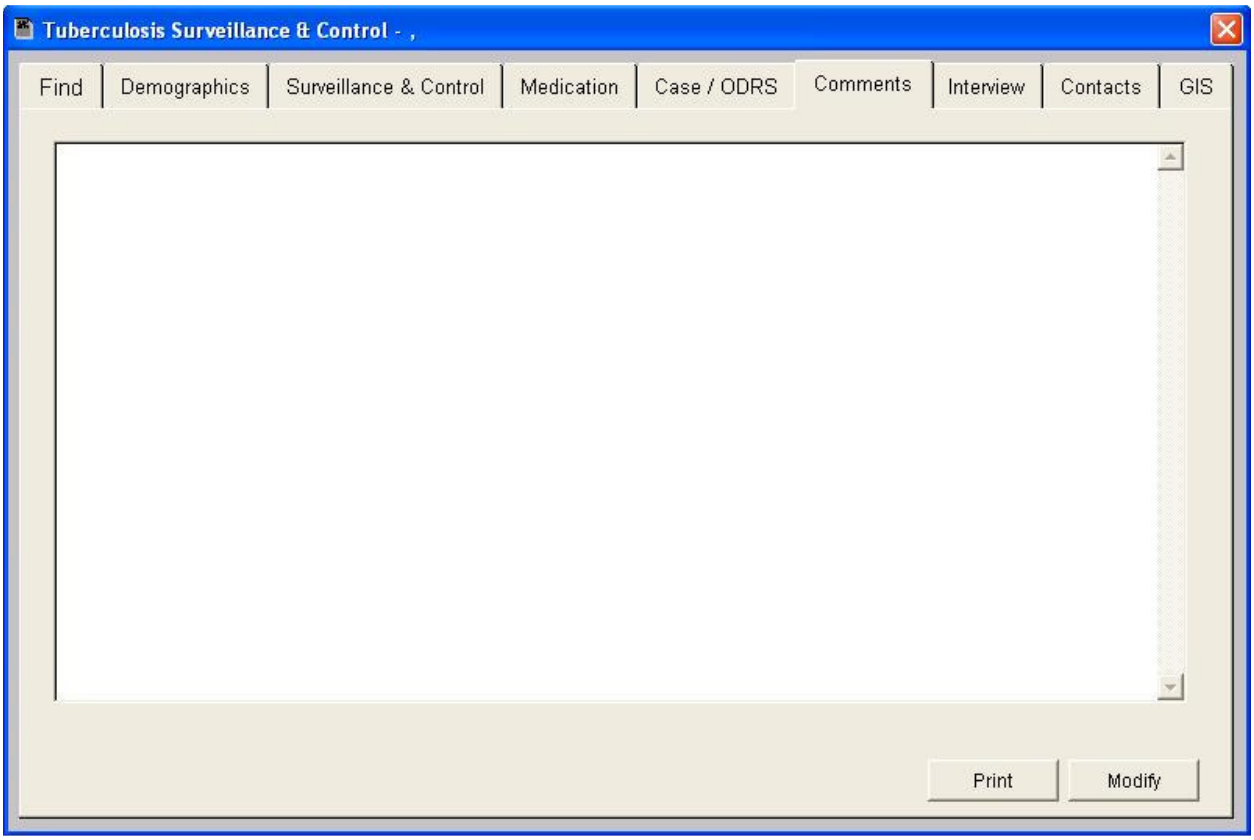


To add ODRS information, fill out the information and click "**Add Date**" to add the test information.

Field/Button	**Description**
State Case #	Enter the case number
ODRS Date Entered	Enter the date entered into ODRS
Employee's Initials	Enter the employee's initials
X-ray Date	Enter the x-ray date
X-ray Results	Select the results of the x-ray
Date	Enter the date
Test	Select the type of test
Test Information	Select the test information
Print	Click to open the print window
Delete Date*	Right click to delete a test
Add Date	Click to add a new test date
Modify	Click to modify the record

Comments

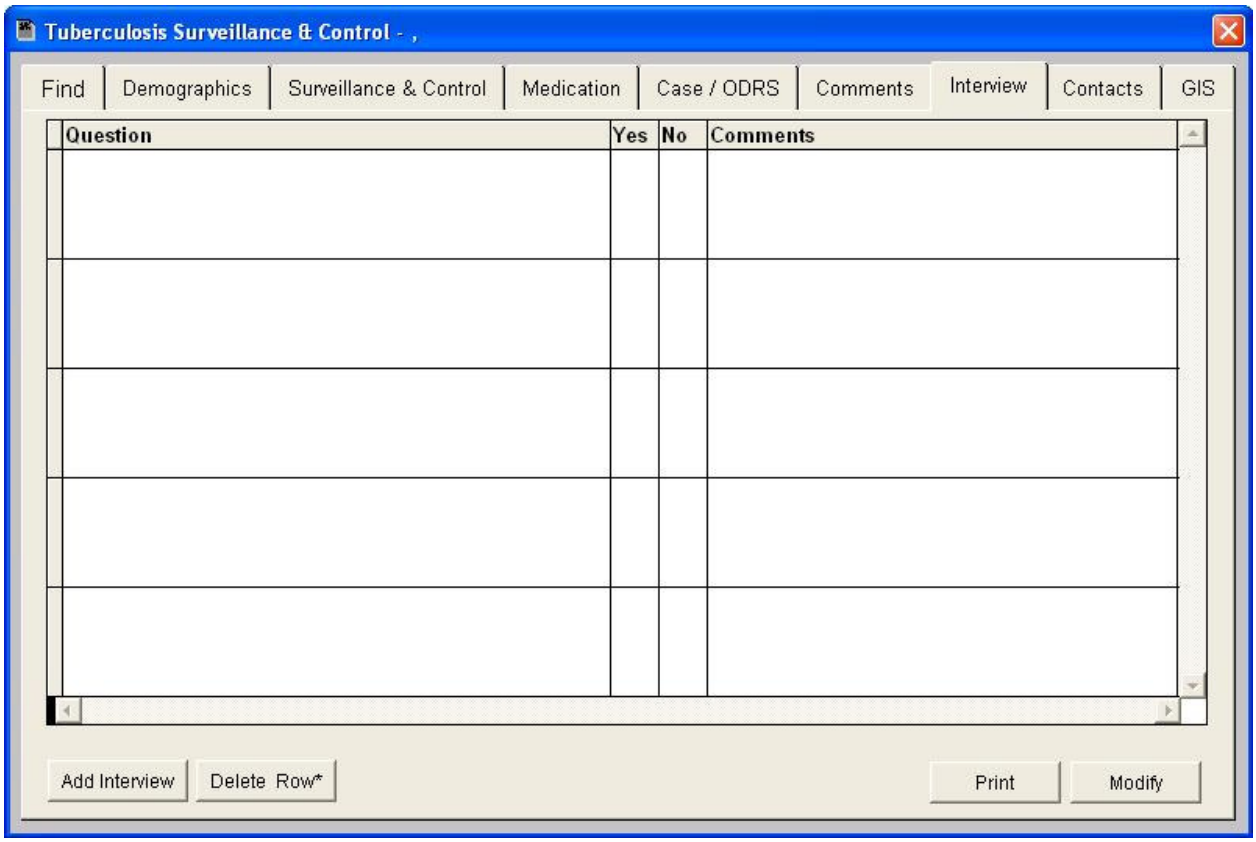
Comments



You can enter unlimited comments regarding the client.

Interview

Interview



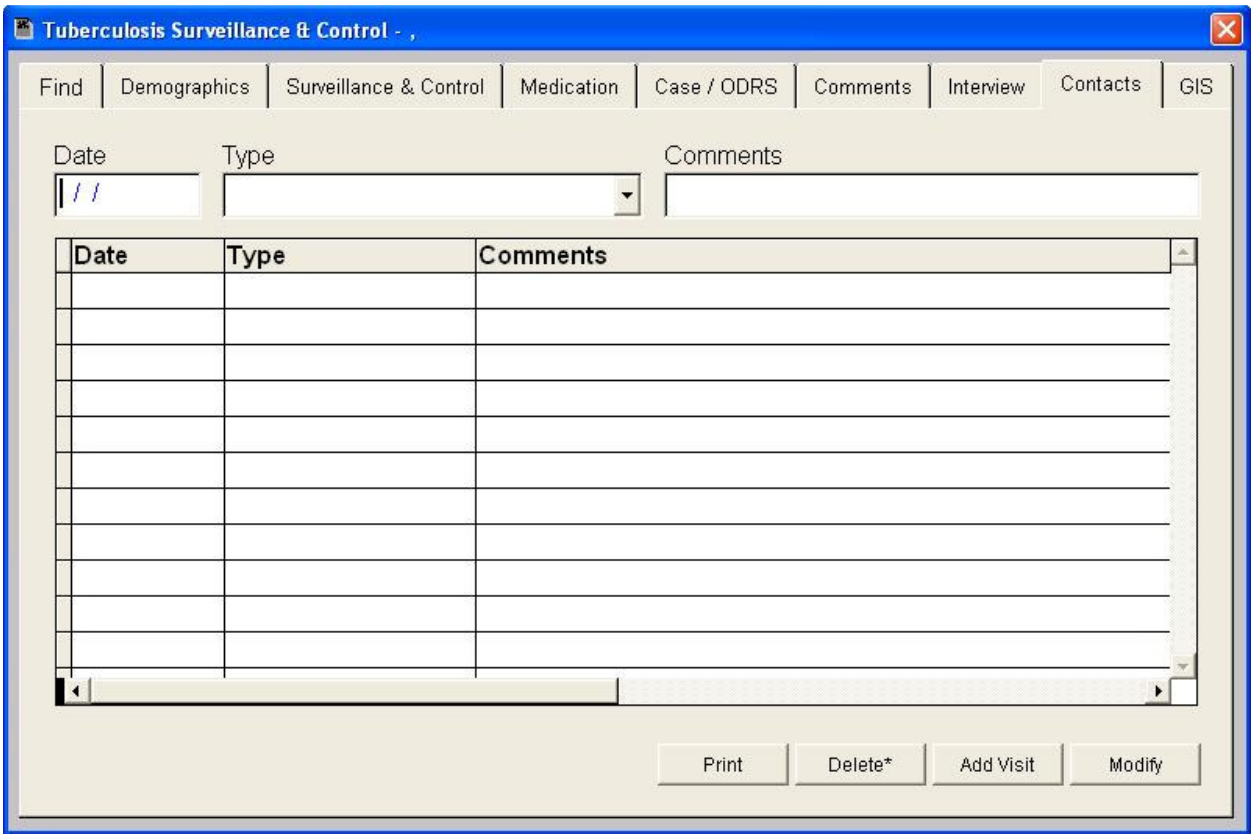
To add the interview for the client, click the "**Add Interview**" button.

(You can build the interview under the **Maintenance Menu** discussed later.)

Field/Button	Description
Add Interview	Click to add an interview for the client
Delete Row*	Right click to delete a row from the interview
Print	Click to open the print window
Modify	Click to modify the record

Contact

Contact

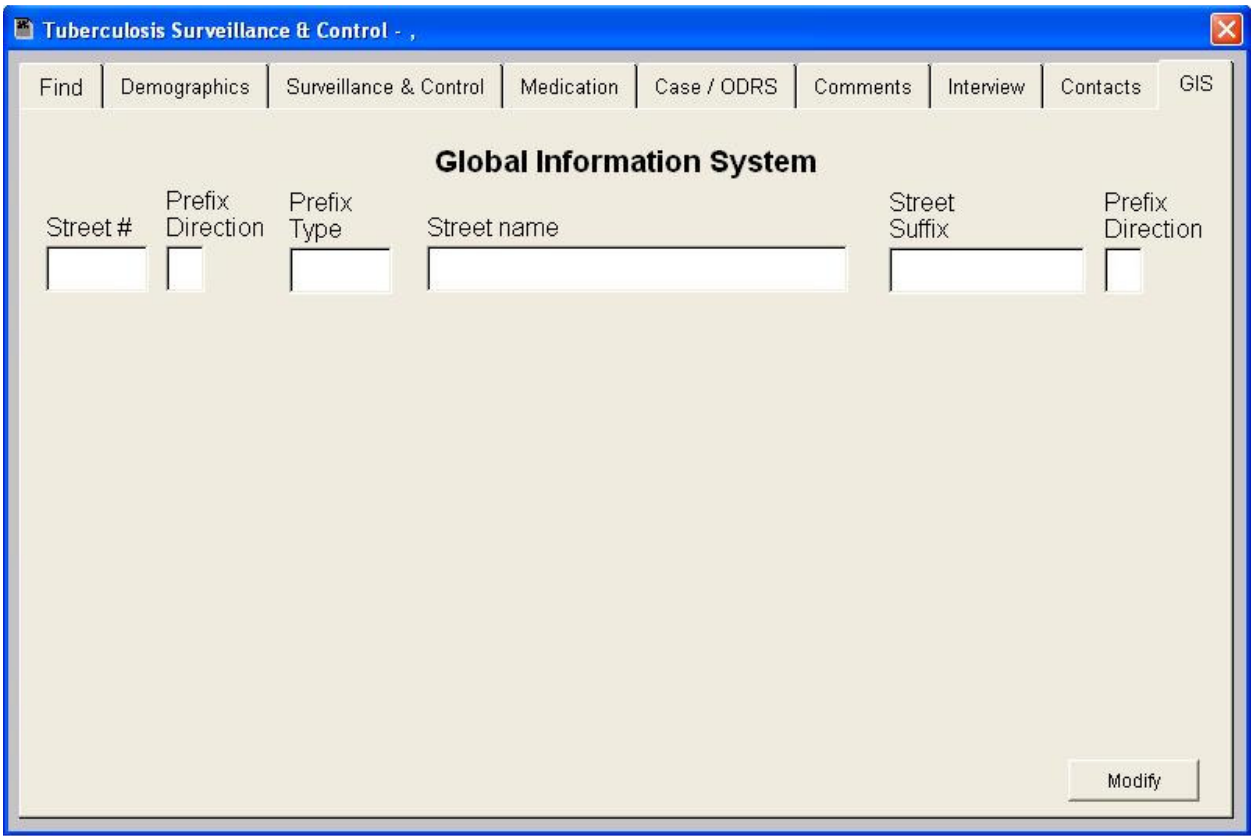


To add contacts you made with the client, fill out the information on the contact in the fields above the grid and then click the "**Add Visit**" button to add the contact to the grid.

Field/Button	**Description**
Print	Click to open the print window
Delete*	Right click to delete a visit from the list
Add Visit	Click to add a visit to the grid
Modify	Click to modify the record

GIS

GIS

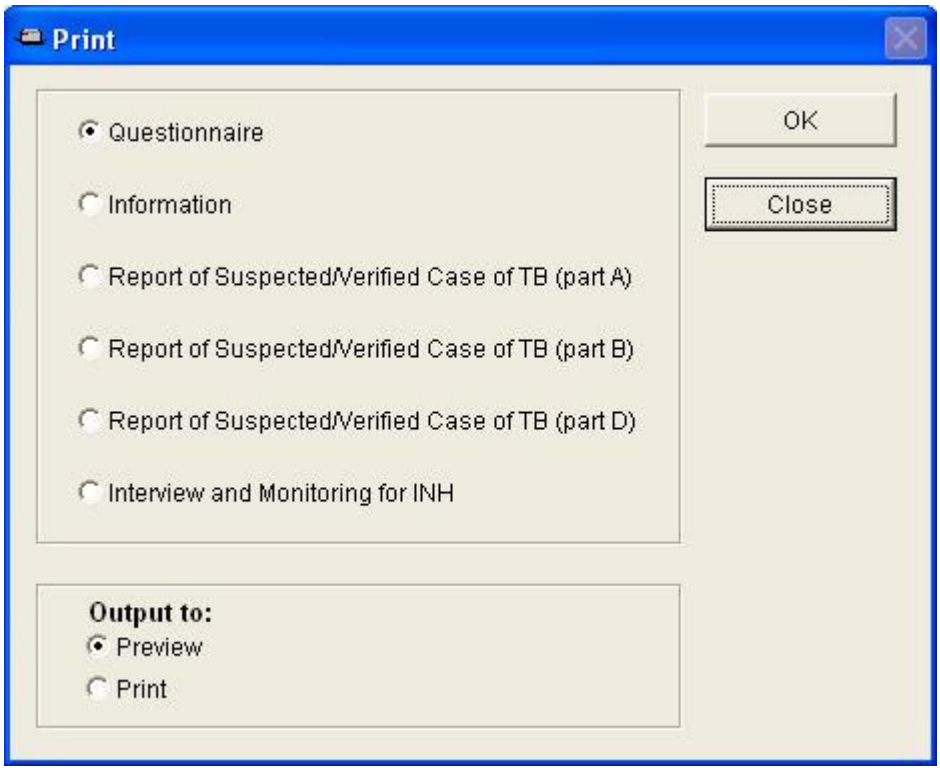


The "**GIS/GPS**" tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	**Description**
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Modify	Click to modify the information on the page.

Print Button

Print



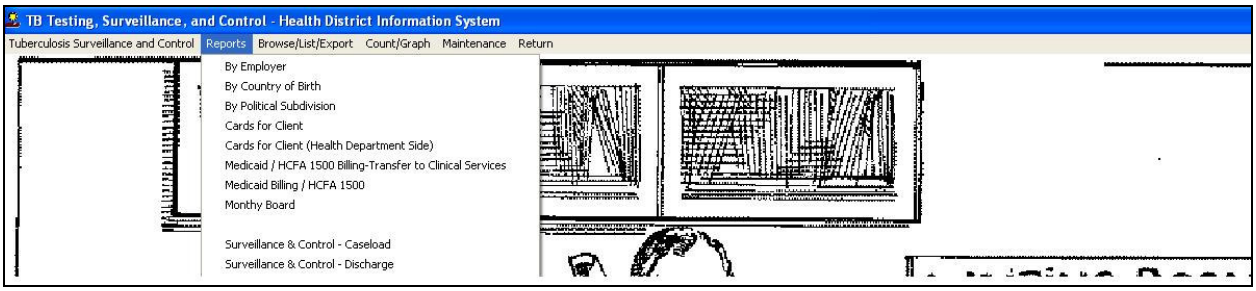
Print: The print button is available on all the window tabs. The print menu is the same, and you may print any of the options no matter what tab you have open at the time.

Print Options

Field/Button	Description
Questionnaire	Prints the questionnaire for the client
Information	Prints the client's information
Report of Suspected/Verified Case of TB (part A)	Prints the ODH Suspected/Verified Case Report Part A
Report of Suspected/Verified Case of TB (part B)	Prints the ODH Suspected/Verified Case Report Part B
Report of Suspected/Verified Case of TB (part D)	Prints the ODH Suspected/Verified Case Report Part C
Interview and Monitoring for INH	Prints the interview
Preview	Previews the report
Print	Prints the report

Reports

Reports



The reports menu contains a list of the many reports that you are able to obtain from the program.

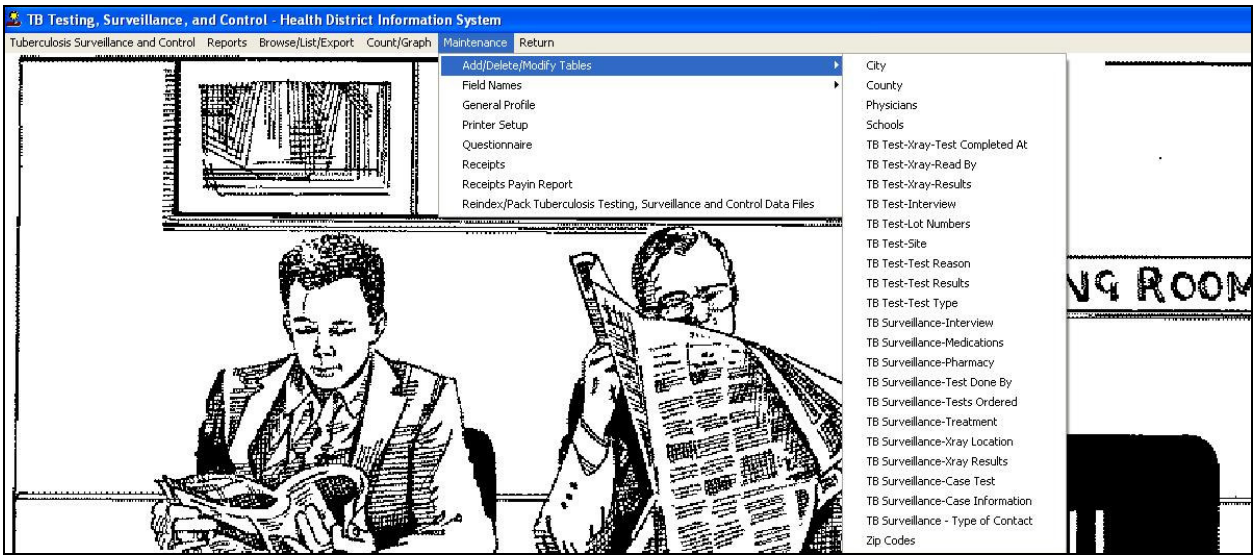
For each report, an option box will appear similar to the one shown above. It enables you to enter dates for your reports as well as use of filters.

Tuberculosis Testing Reports

Reports	Description
By Employer	Prints a list of TB clients by employer
By Country of Birth	Prints a count report of TB clients by country of birth
By Political Subdivision	Prints a list of TB clients by political subdivision
Cards for Client	Prints TB test cards in bulk
Cards for Client (Health Dept. Side)	Prints TB test cards in bulk (health department side)
Medicaid/HCFA 1500 Billing – Transfer to Clinical Services	Transfers charges to Clinical Services module
Medicaid Billing/HCFA 1500	Prints HCFA 1500 forms
Monthly Board	Prints TB monthly board report
Surveillance & Control – Caseload	Prints a caseload of clients in surveillance and control
Surveillance & Control – Discharge	Prints a caseload of discharged clients in surveillance and control

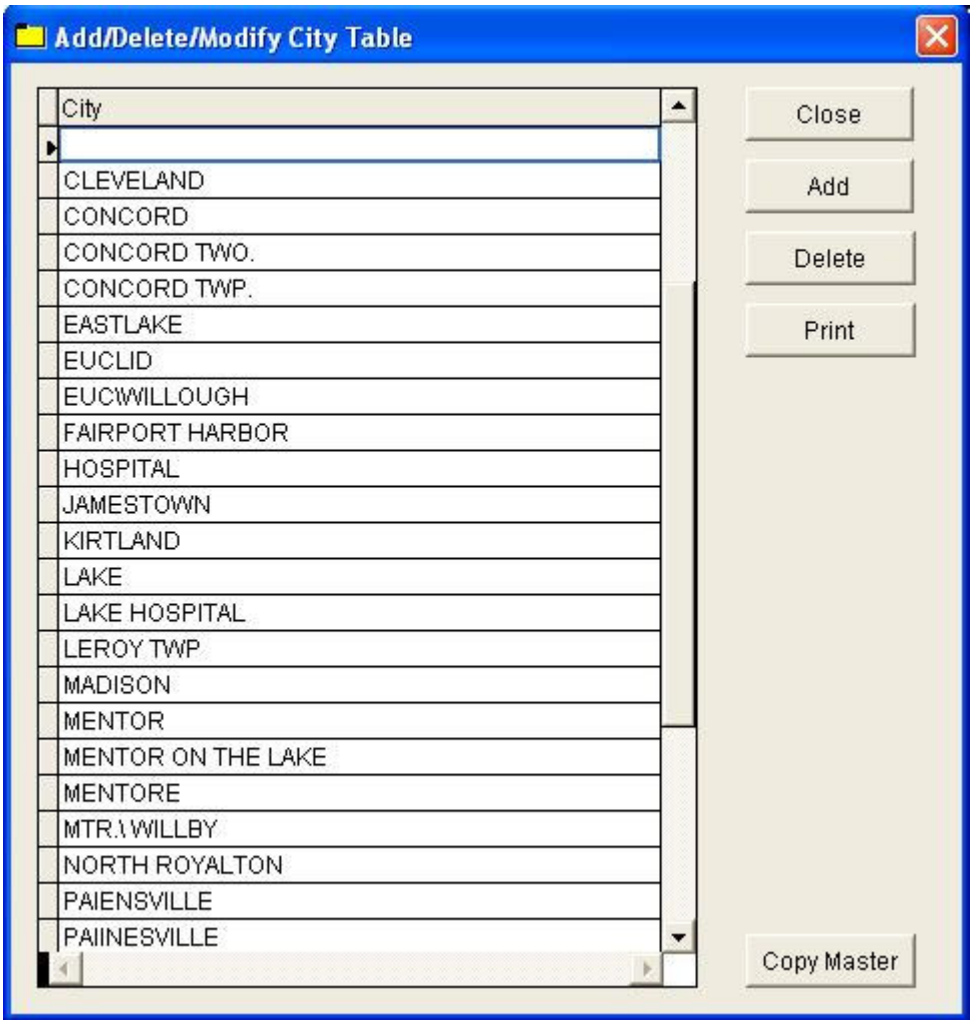
Maintenance - Add/Delete/Modify Tables

Maintenance



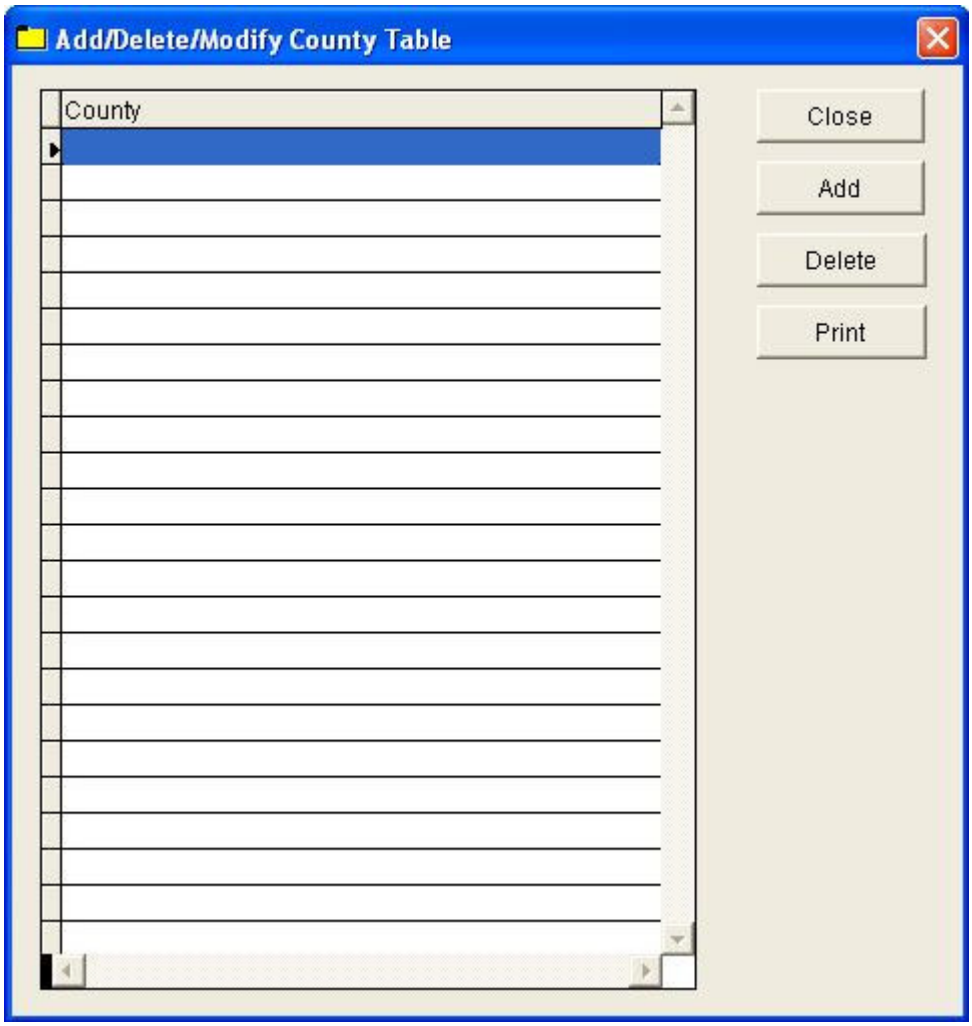
The maintenance menu contains a list of tables that you can modify for your program.

City



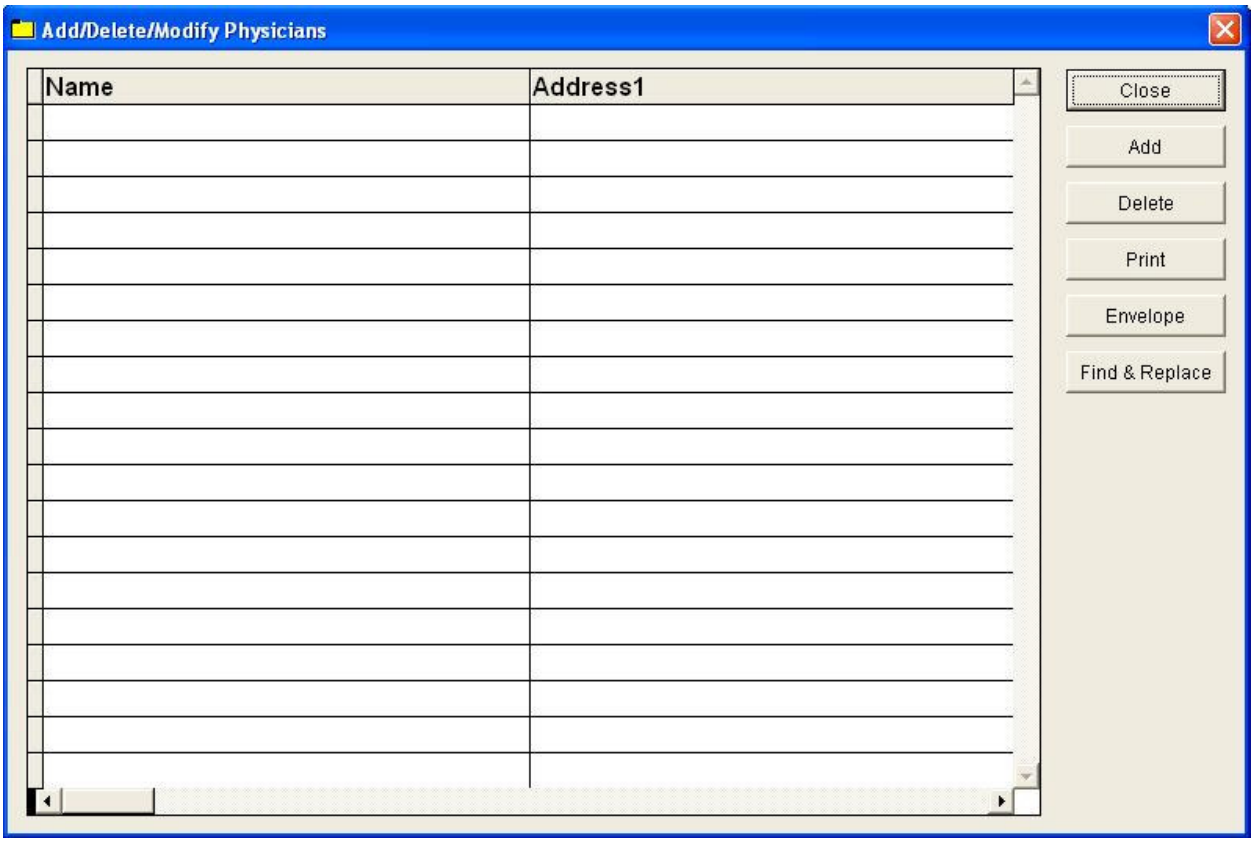
Field/Button	Description
City	Enter the city name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

County



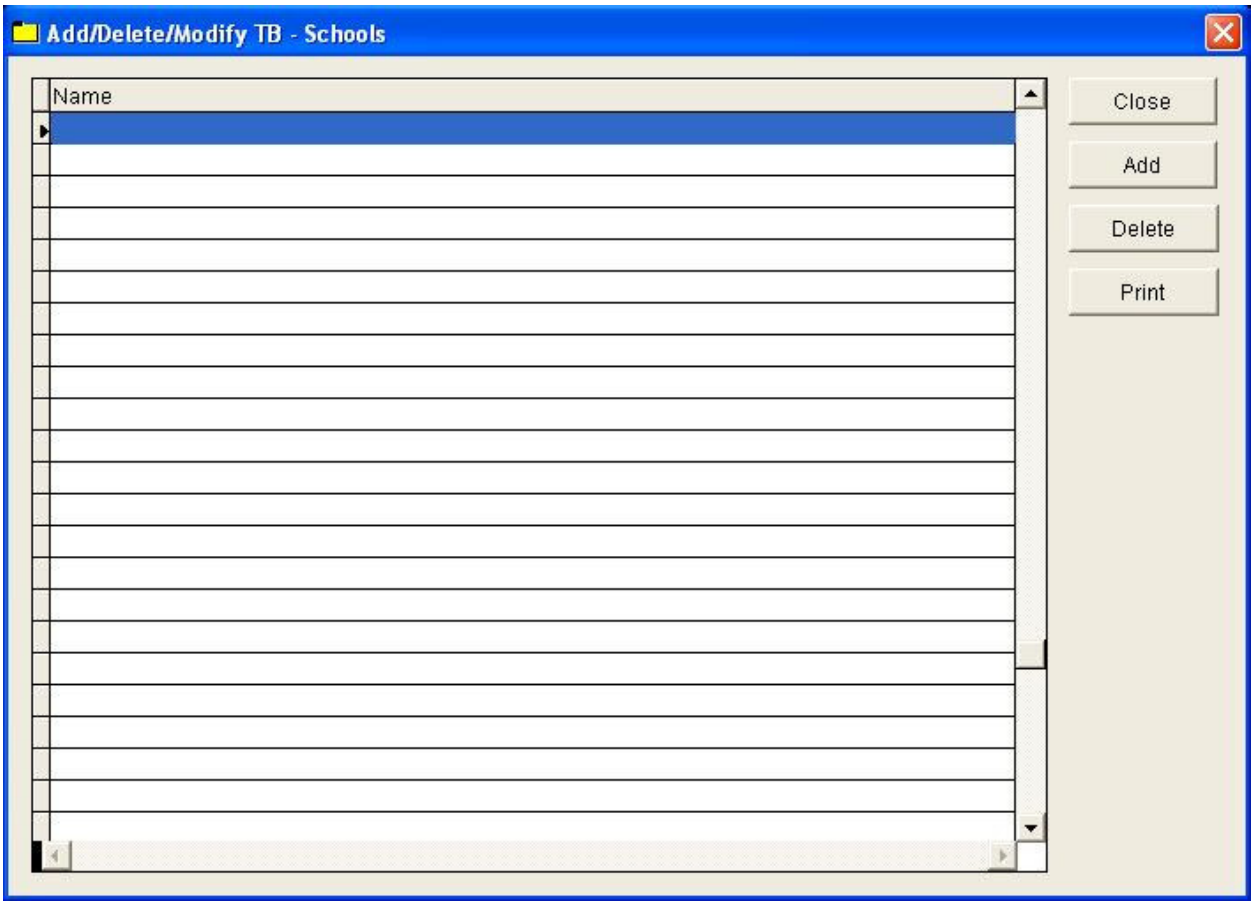
Field/Button	Description
County	Enter the county name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Physicians



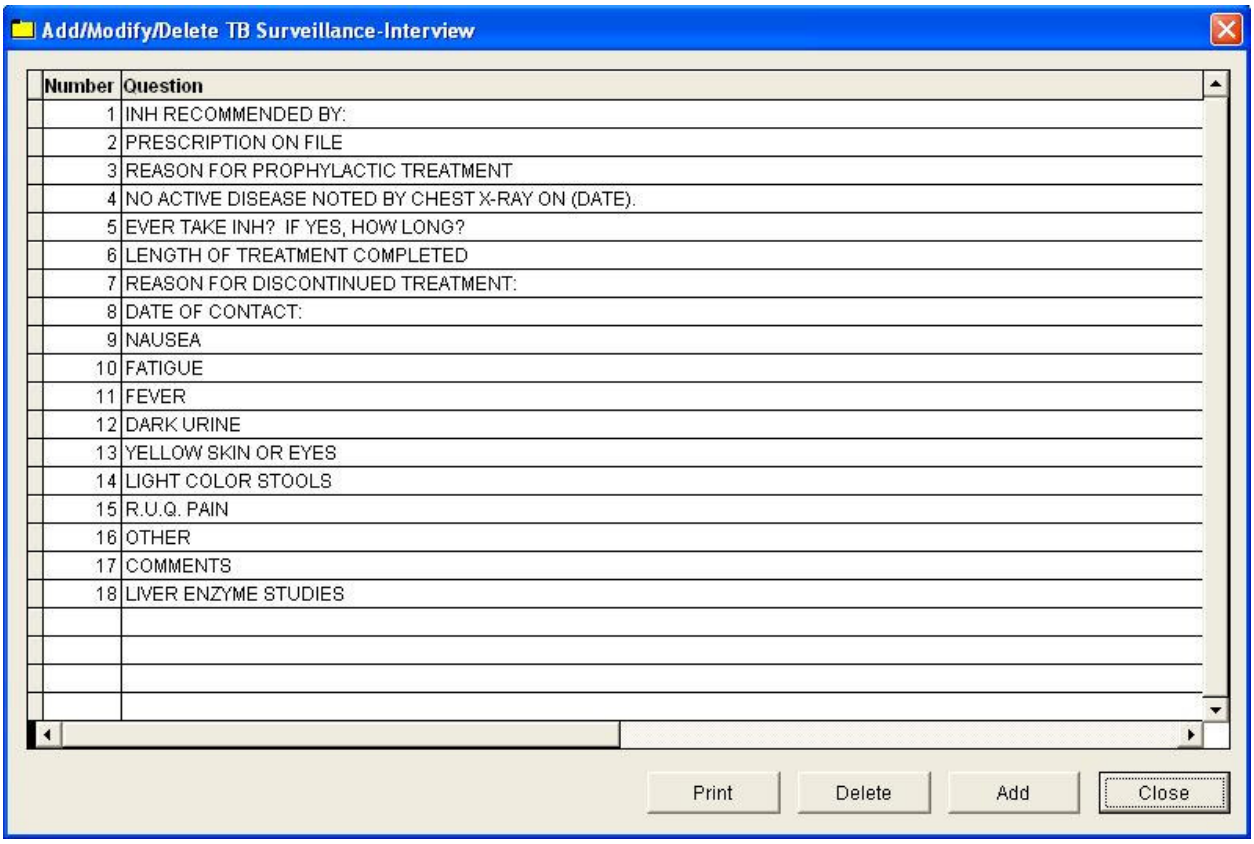
Field/Button	Description
Name	Enter the name of the physician
Address1	Enter the address of the physician
Address2	Enter the address of the physician
City	Enter the city of the physician
State	Enter the state of the physician
Zip	Enter the zip of the physician
NPI # ^ Legacy #	Enter the NPI/Legacy #
Phone	Enter the phone number of the physician
Fax	Enter the fax number of the physician
Group Name	Enter the group name of the physician
Type of Practice	Enter the type of practice
Add Button	Adds a physician to the table.
Close Button	Closes the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Envelope	Prints an envelope addressed to the physician

Schools



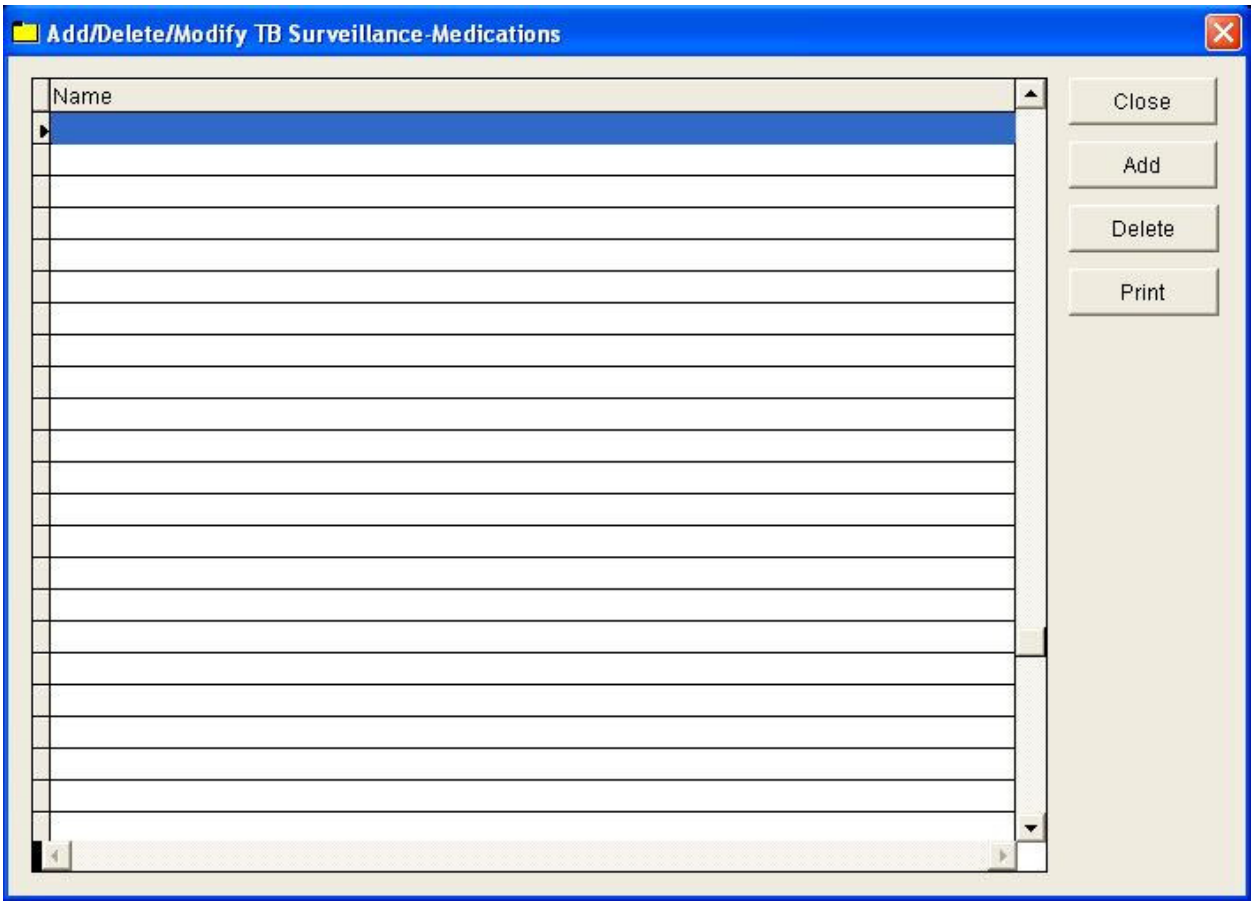
Field/Button	Description
Name	Enter the school name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance - Interview

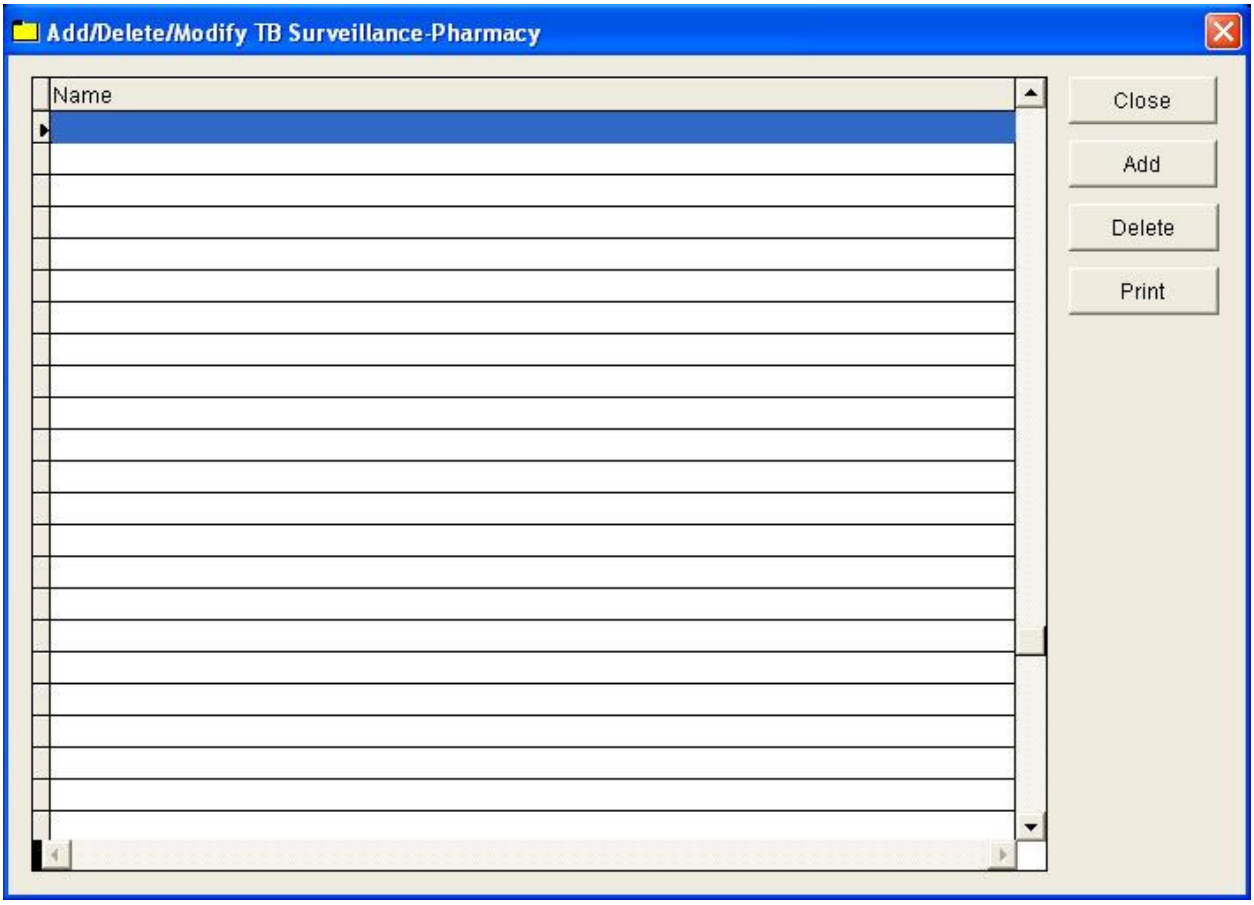


Field/Button	Description
Number	Enter the question number
Question	Enter the question
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance - Medications

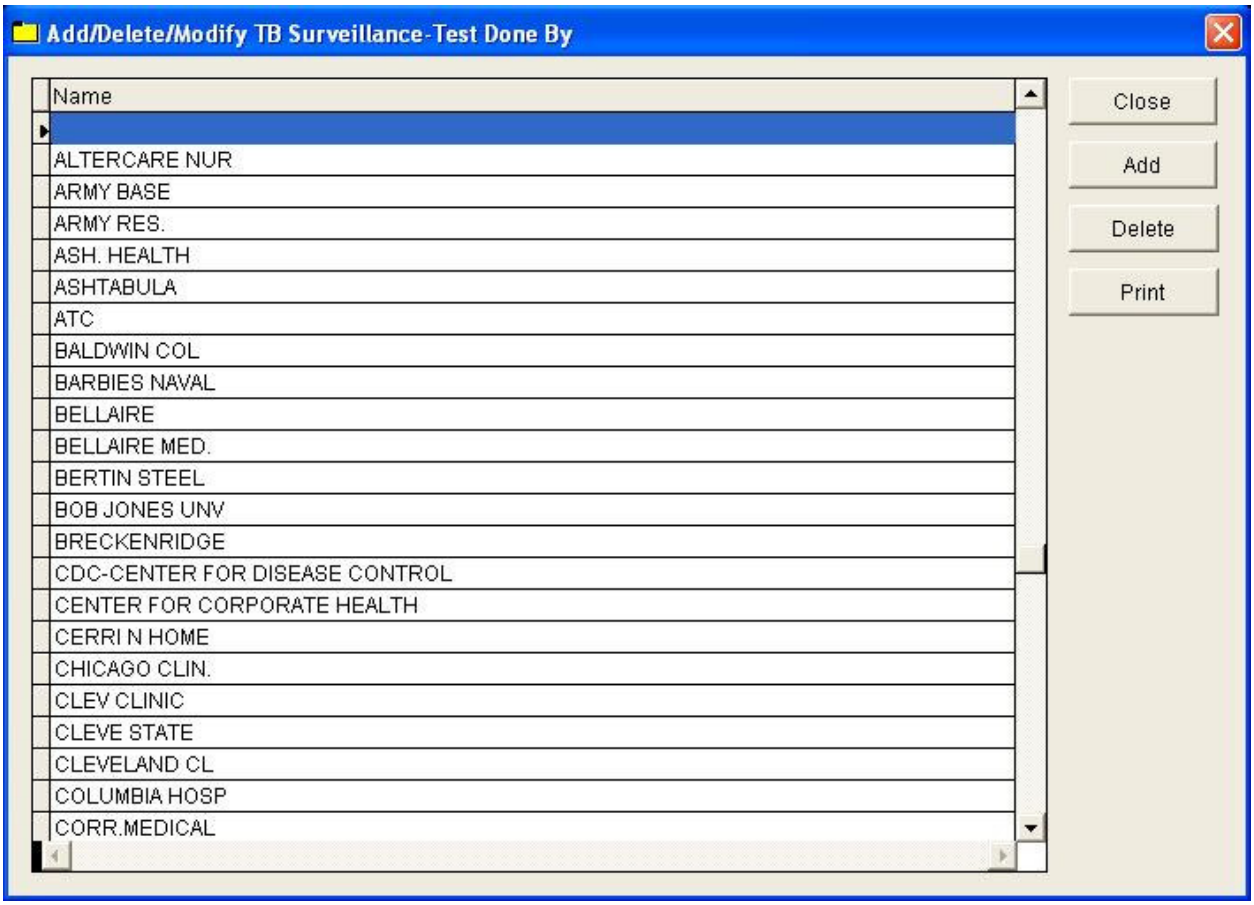


Field/Button	Description
Name	Enter the medication name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



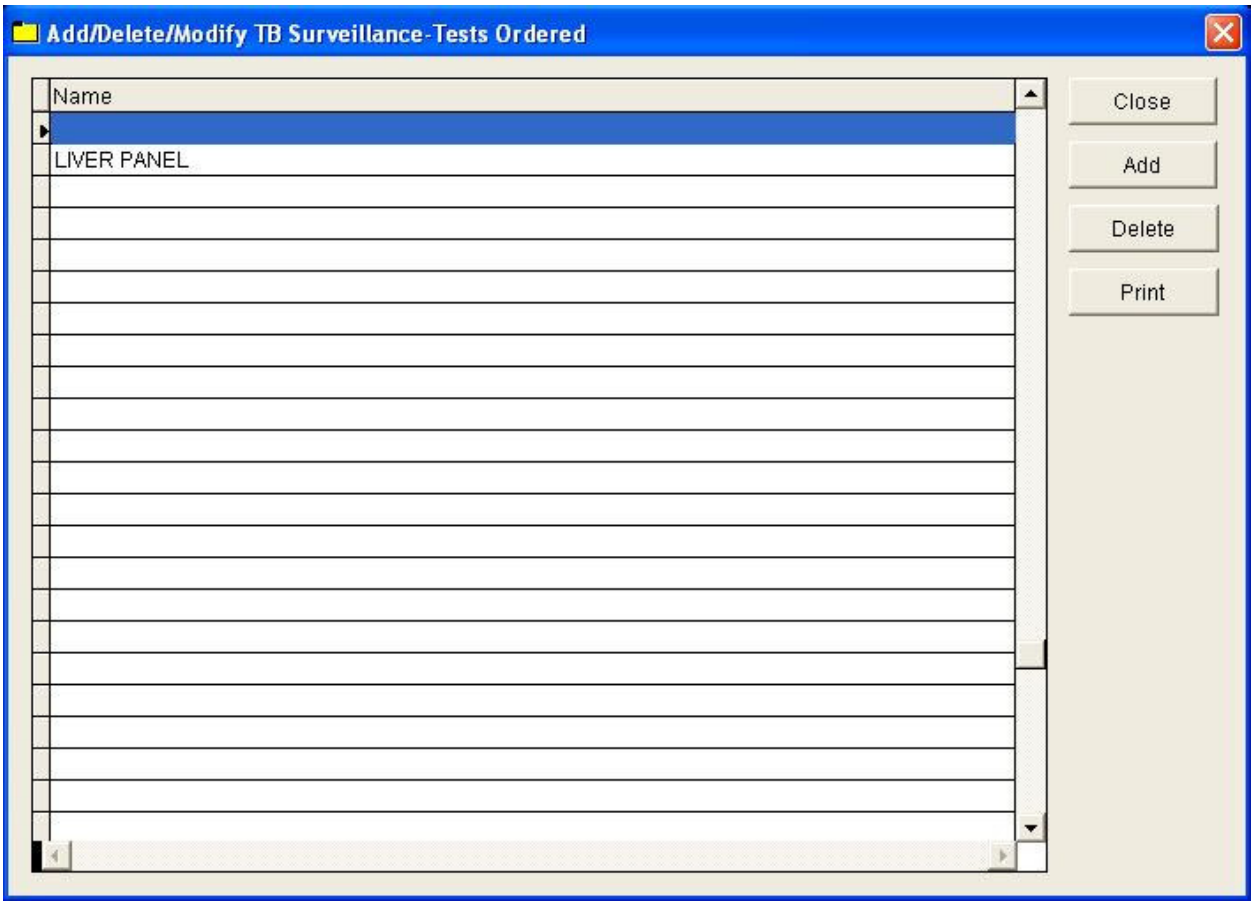
Field/Button	Description
Name	Enter the pharmacy name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance – Test Done By



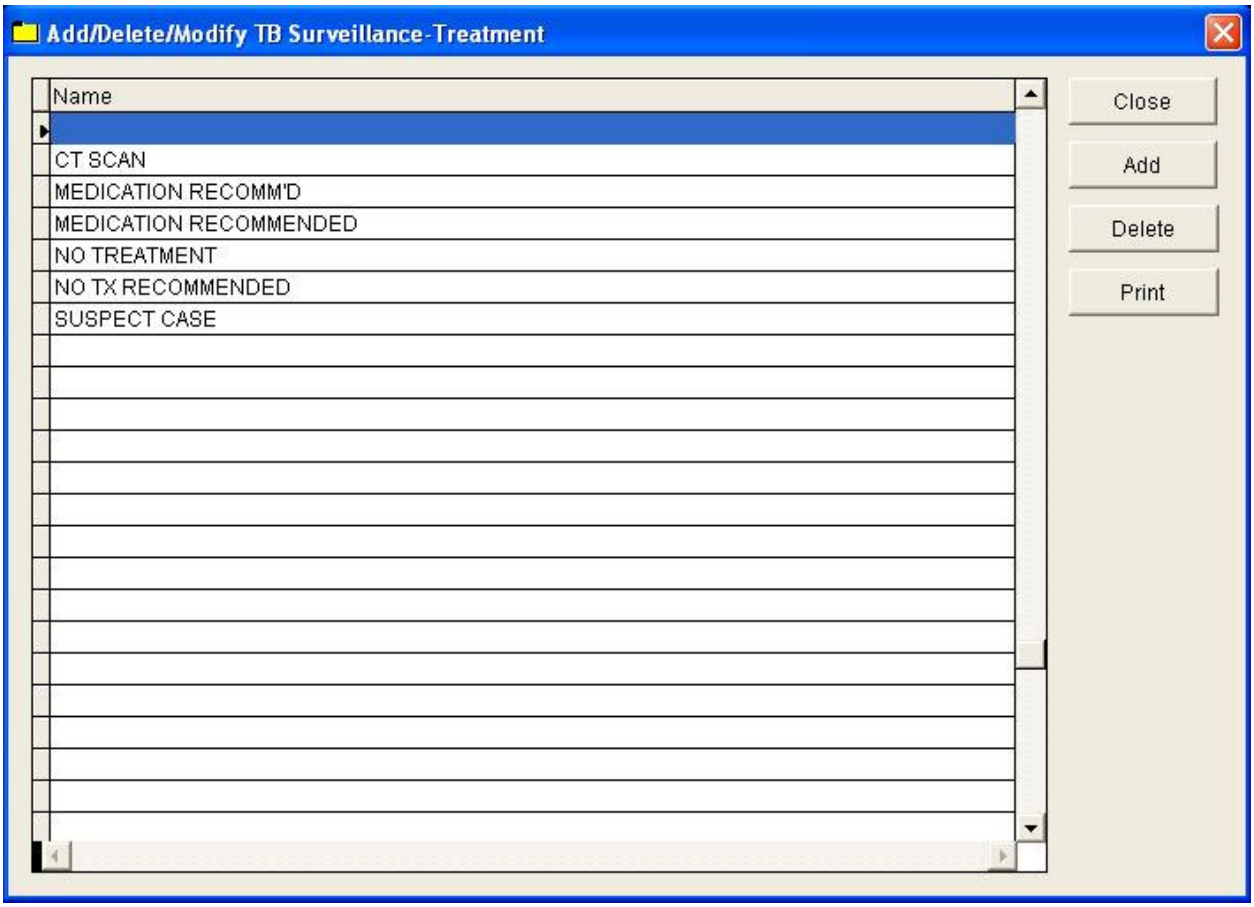
Field/Button	Description
Name	Enter whom performed the test
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance – Tests Ordered



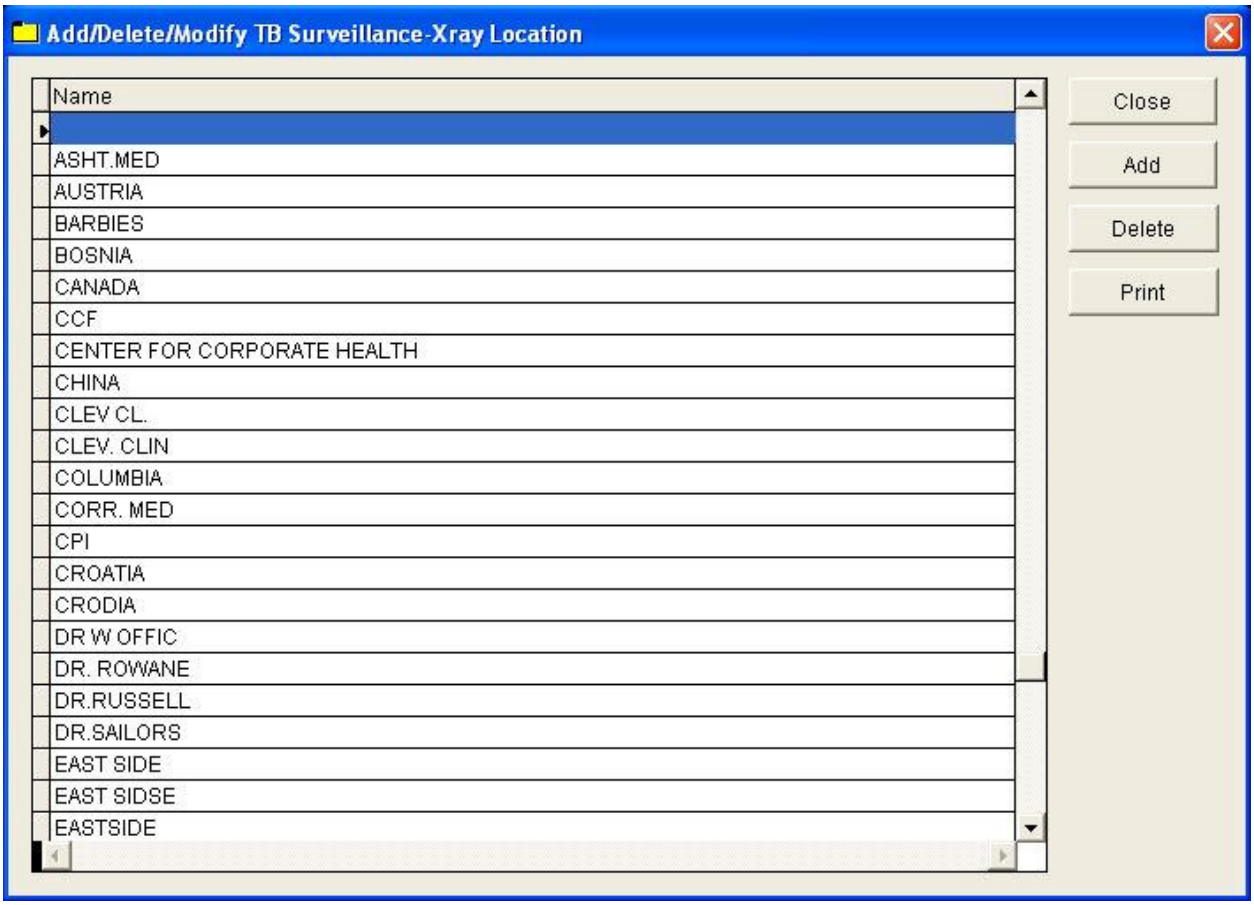
Field/Button	Description
Name	Enter the name of the test
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance – Treatment



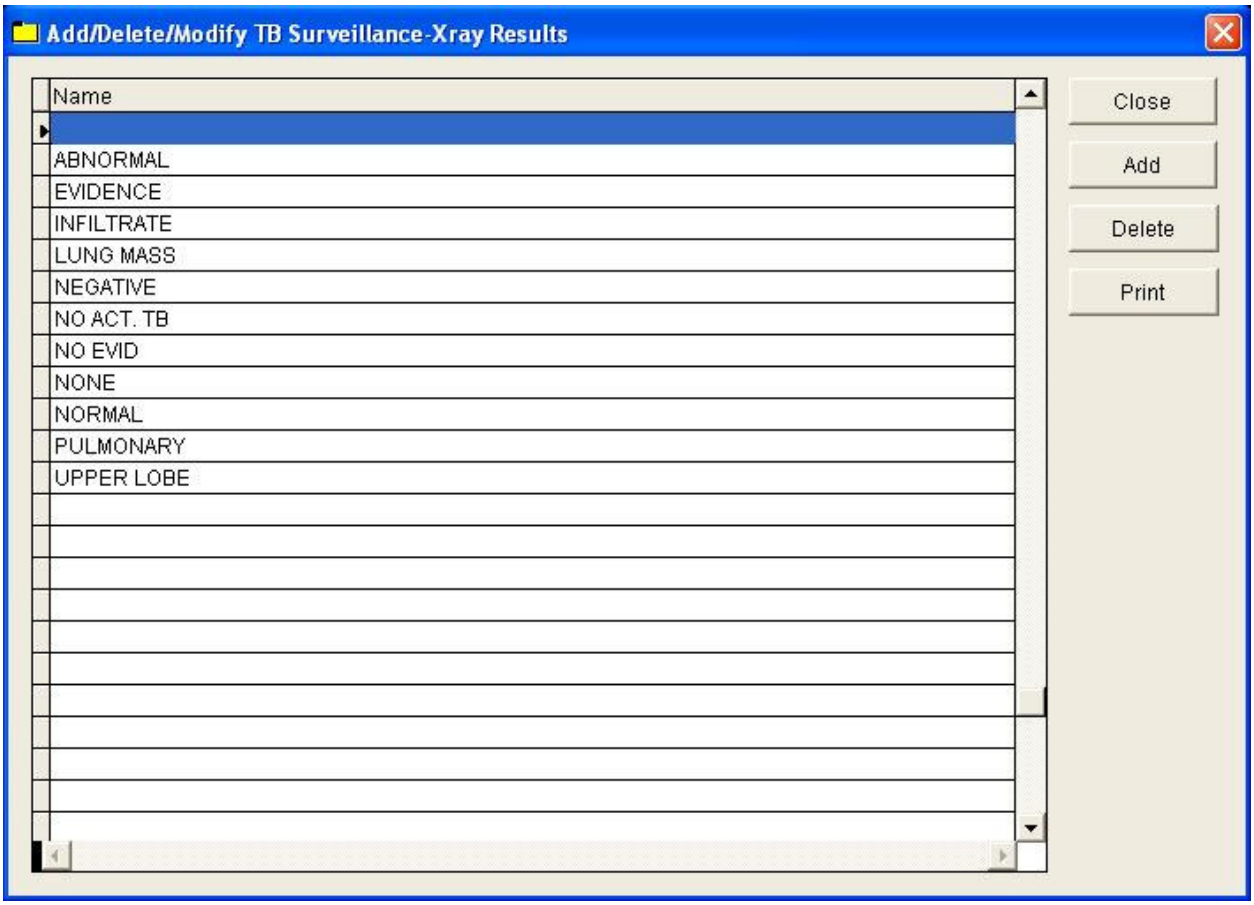
Field/Button	Description
Name	Enter the treatment name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance – X-ray Location



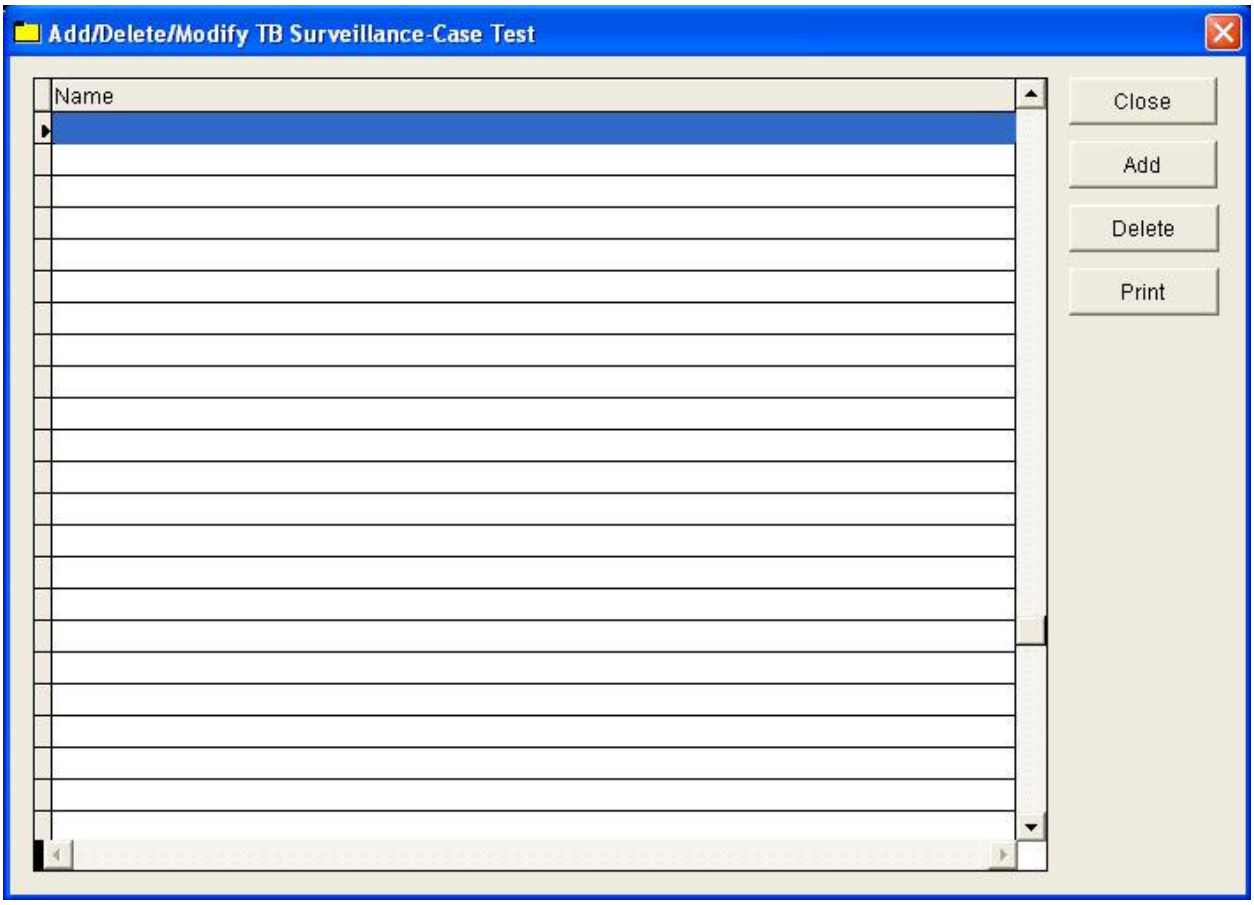
Field/Button	Description
Name	Enter the location
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance – X-ray Results



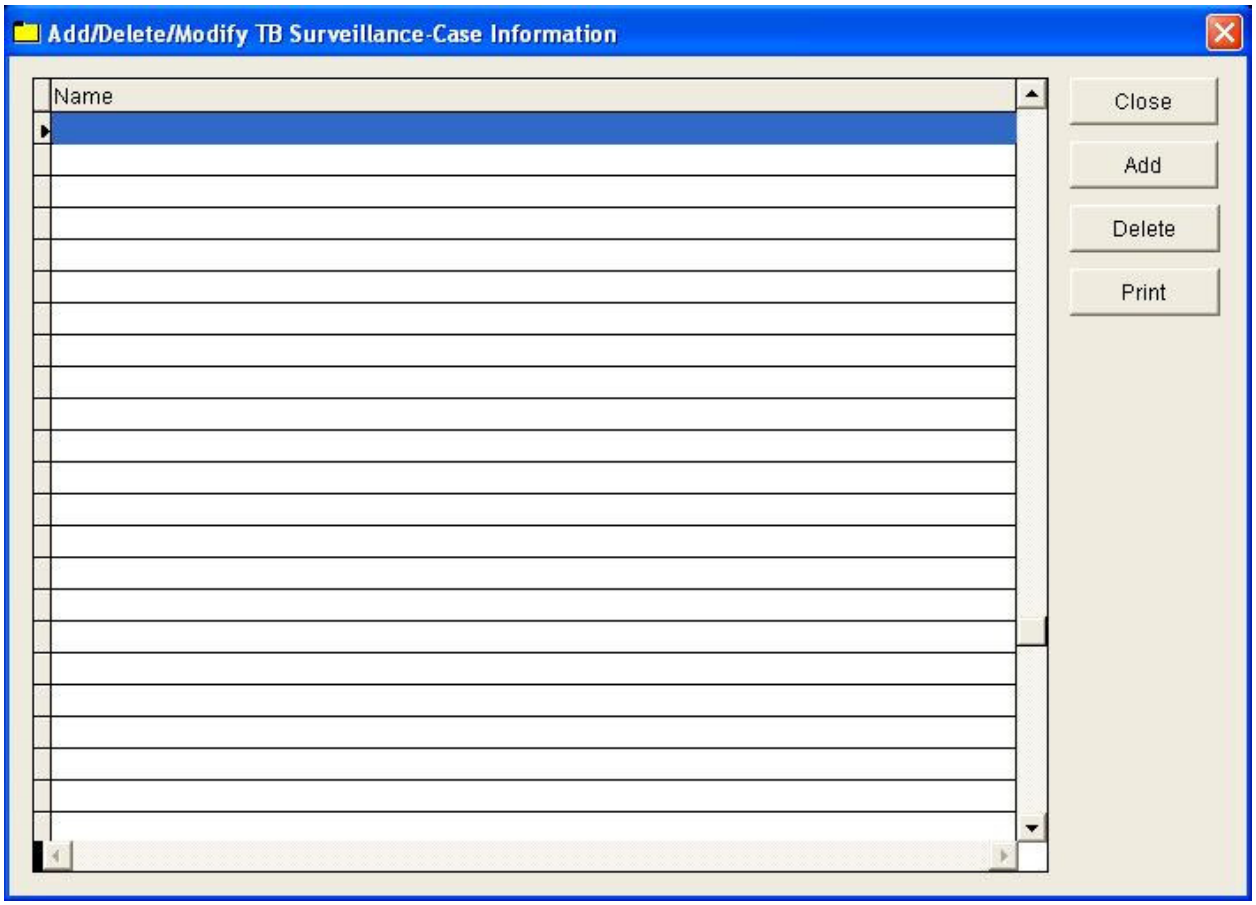
Field/Button	Description
Name	Enter the x-ray result
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance – Case Test



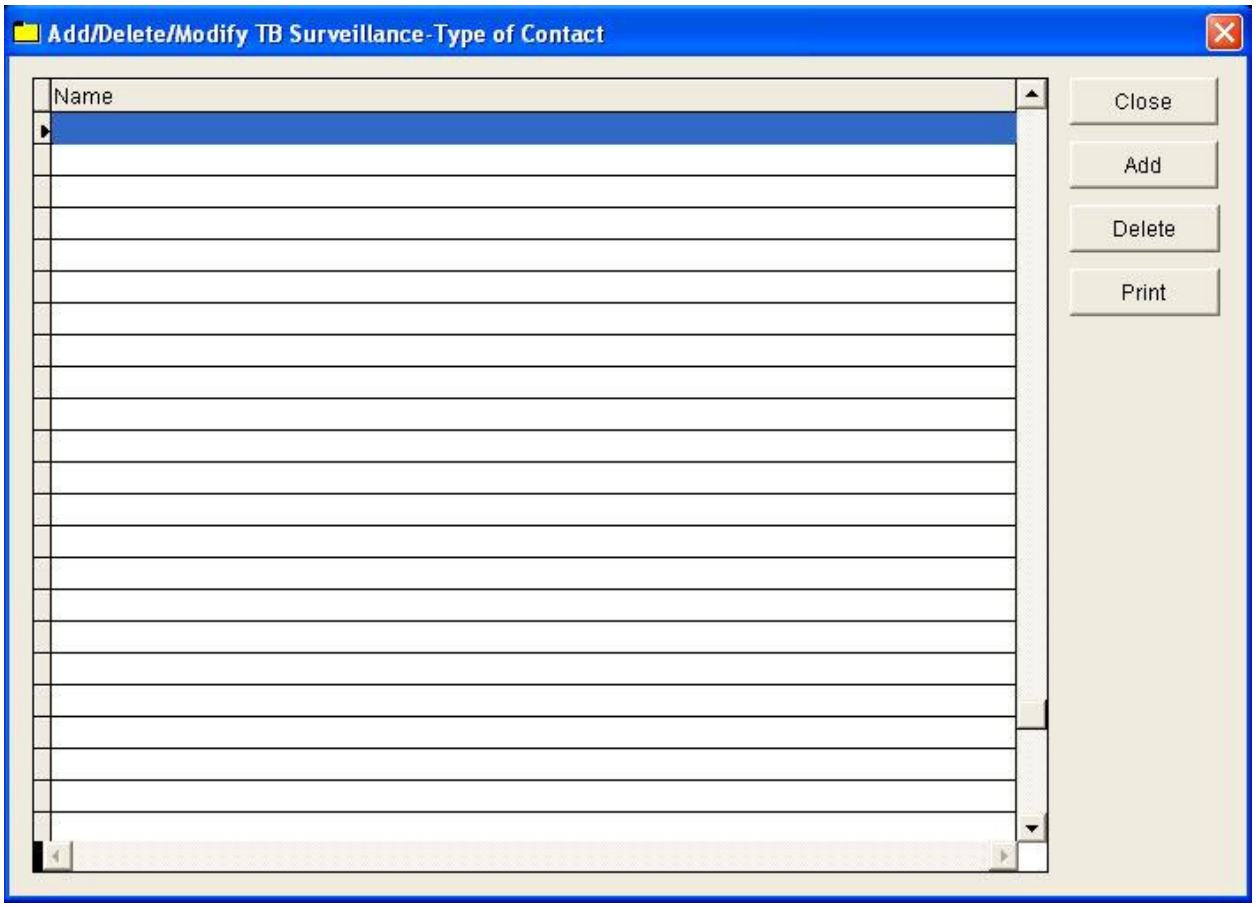
Field/Button	Description
Name	Enter the test name
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance – Case Information



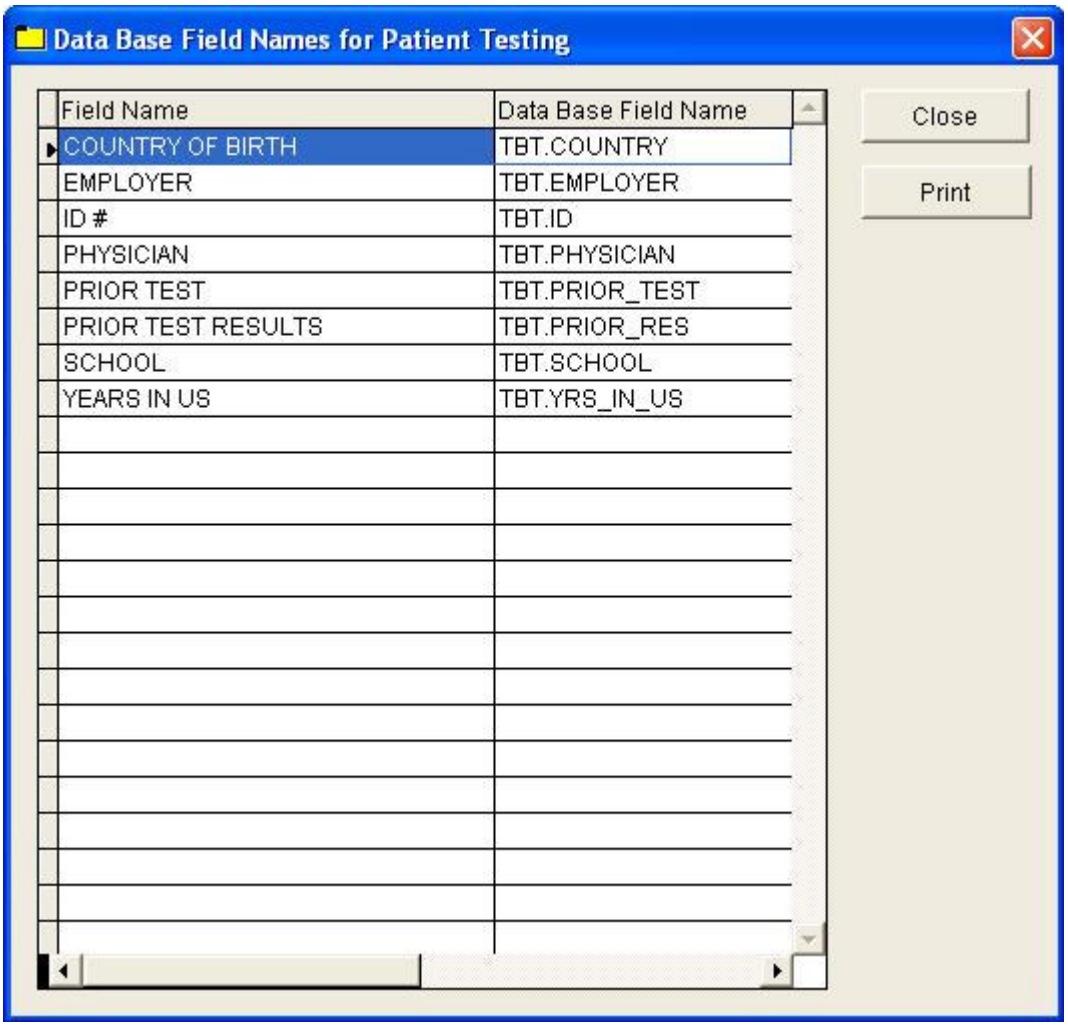
Field/Button	Description
Name	Enter the case information
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

TB Surveillance – Type of Contact



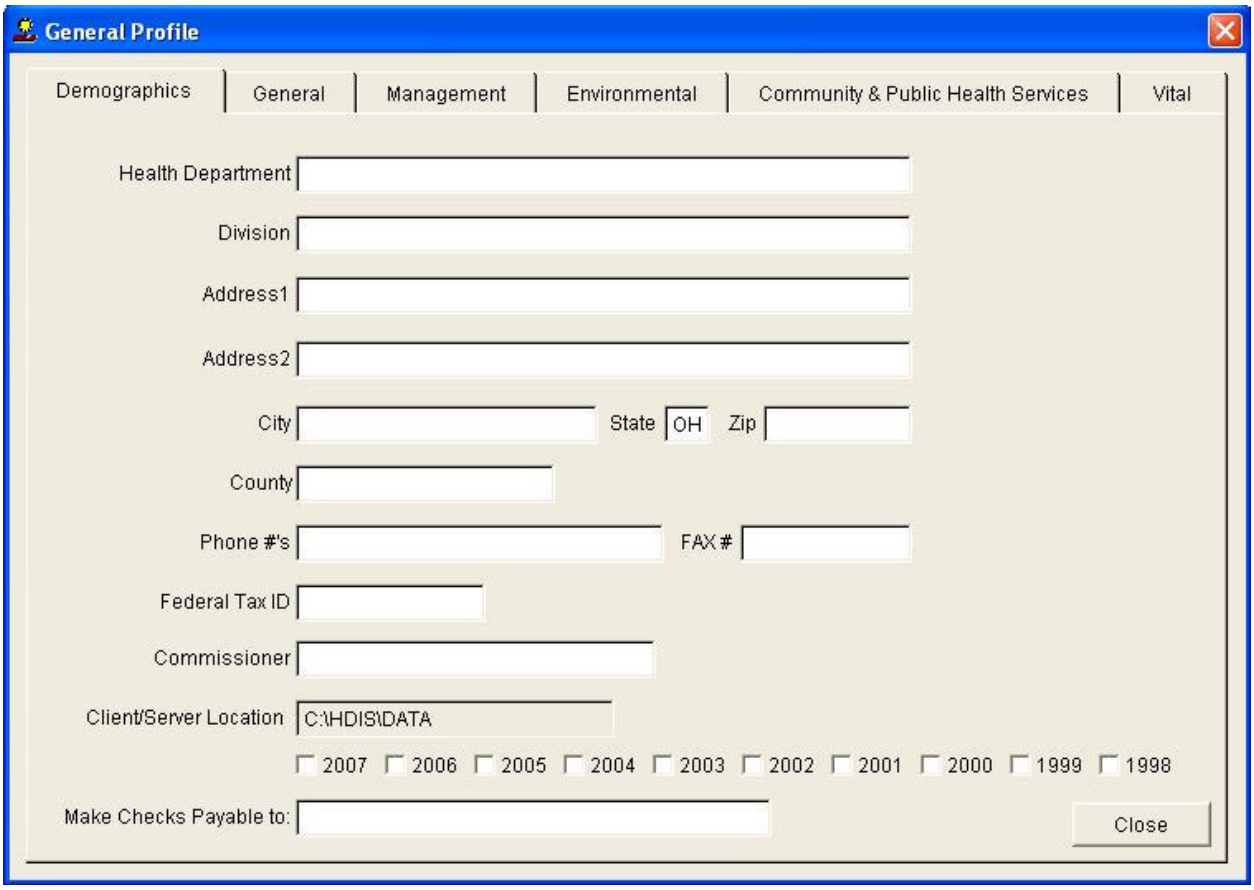
Field/Button	Description
Name	Enter the type of contact
Close Button	Closes the table
Add Button	Adds a line to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Field Names



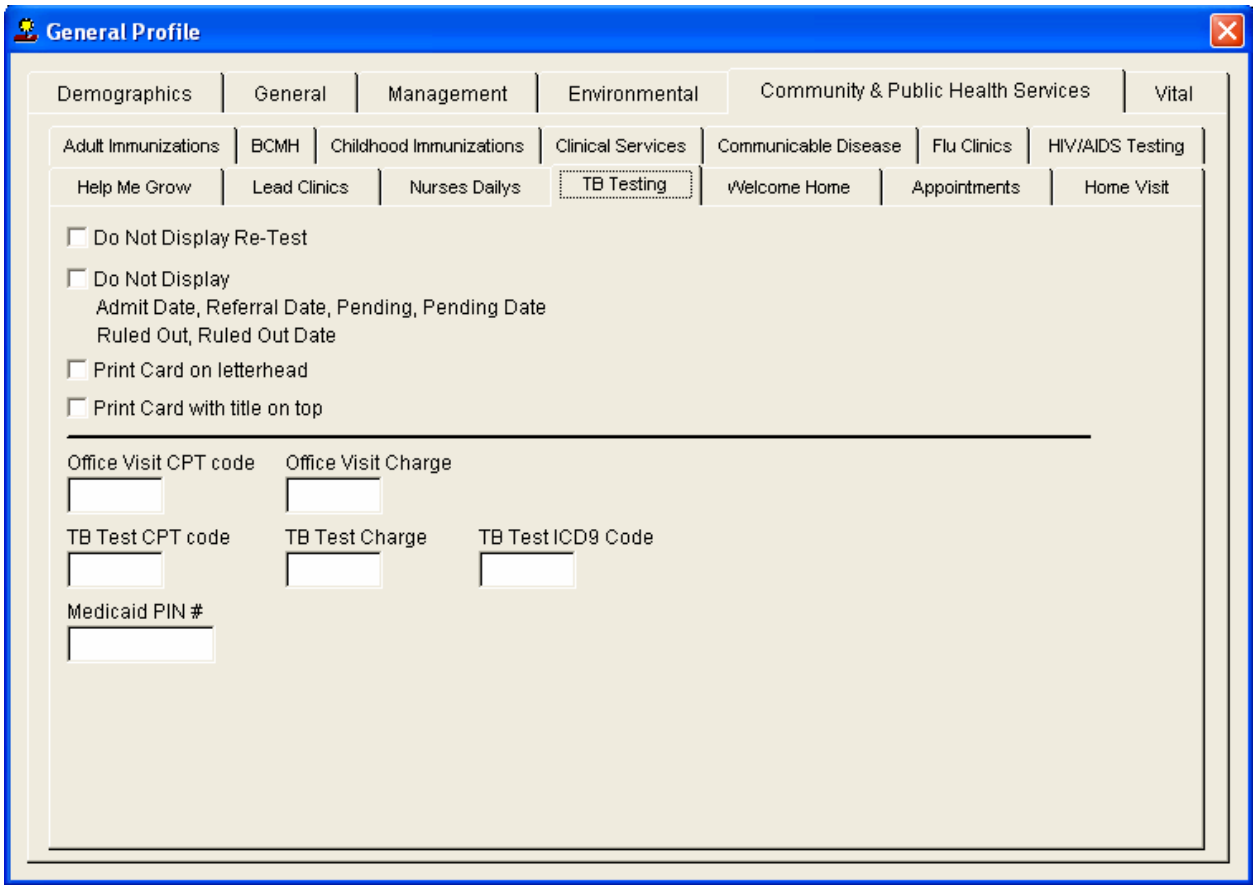
The **field names** listing can be very useful in determining what fields you wish to utilize to capture data for letters and when creating reports for that data. The program will display a list of names that you can print.

General Profile



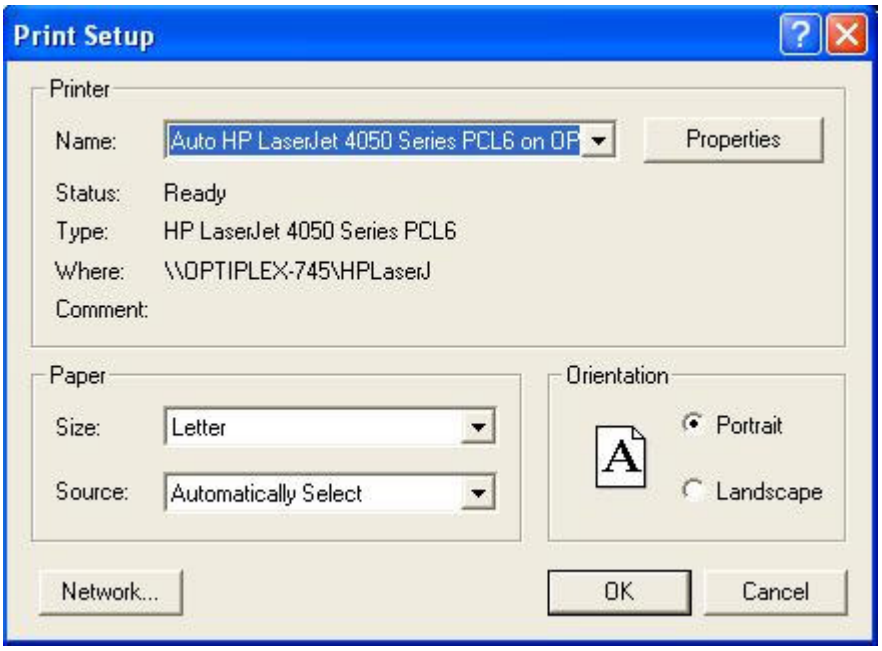
The **General Profile** enables you to enter the basic information for your health department. The **TB module** information can be found under the "**Community & Public Health Services**" tab.

General Profile – TB Testing



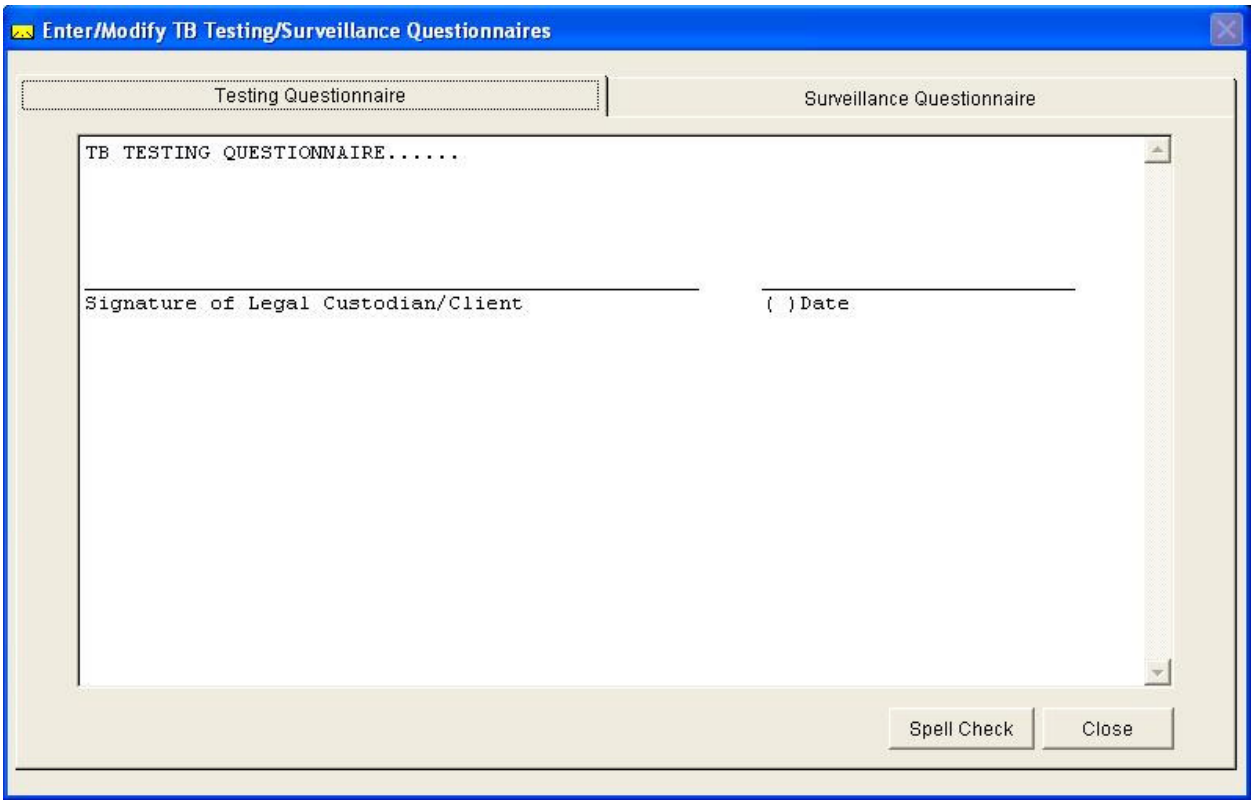
Field/Button	Description
Do Not Display Test	Check to suppress display of Re-test line
Do Not Display Admit Date, Pending, Pending Date, Ruled Out, Ruled Out Date	Suppresses displaying of the following fields
Print Card on letterhead	Prints TB test card on health department letterhead
Print Card with title on top	Prints Health Department demographics at the top of the letterhead / card.
Office Visit CPT Code	Enter the CPT code for an office visit
Office Visit Charge	Enter the charge for an office visit
TB Test CPT Code	Enter the CPT code for a TB test
TB Test Charge	Enter the charge for a TB test
TB Test ICD9 Code	Enter the ICD9 Code for the TB test
Medicaid PIN #	Enter the health department's Medicaid PIN #

Printer Setup



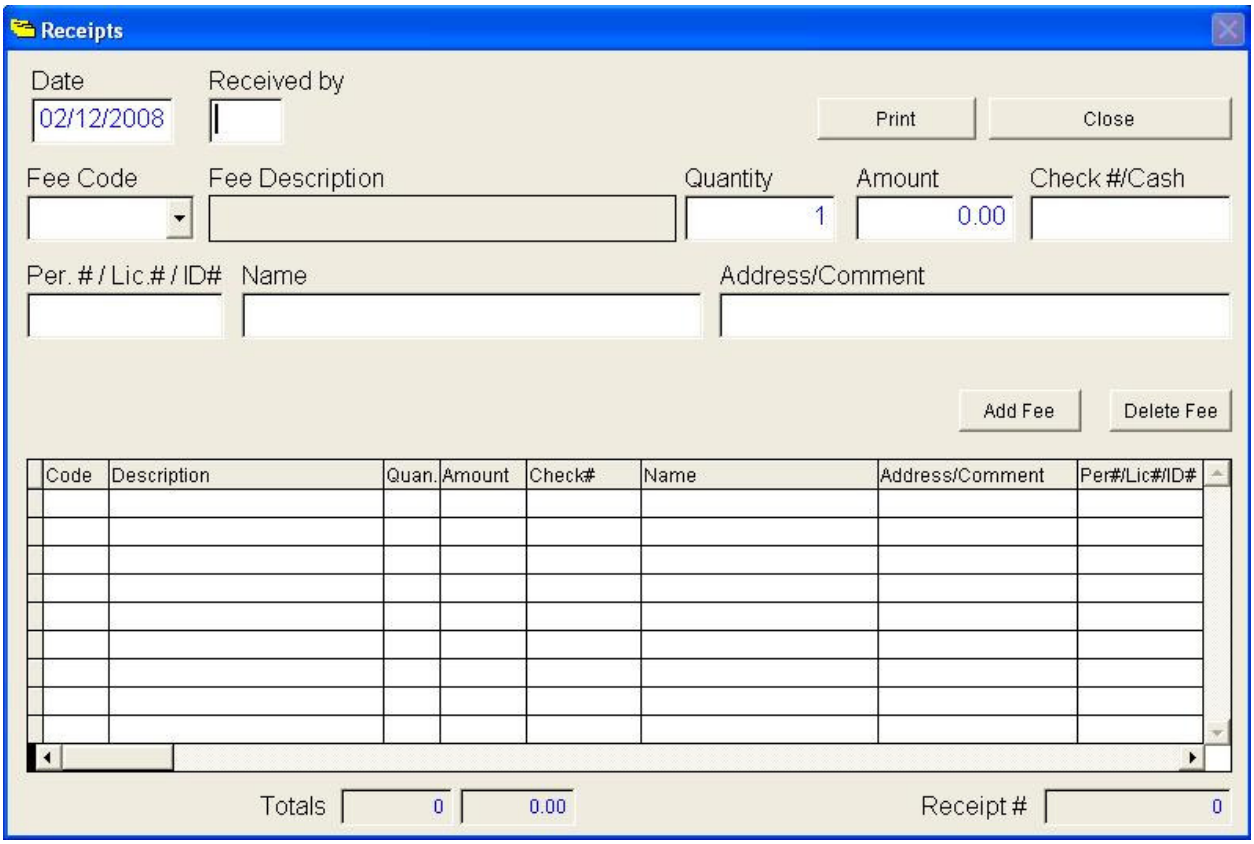
The print setup allows you to choose from what printer you would like to print. Select the printer in the name dropdown and click "**OK**".

Questionnaire



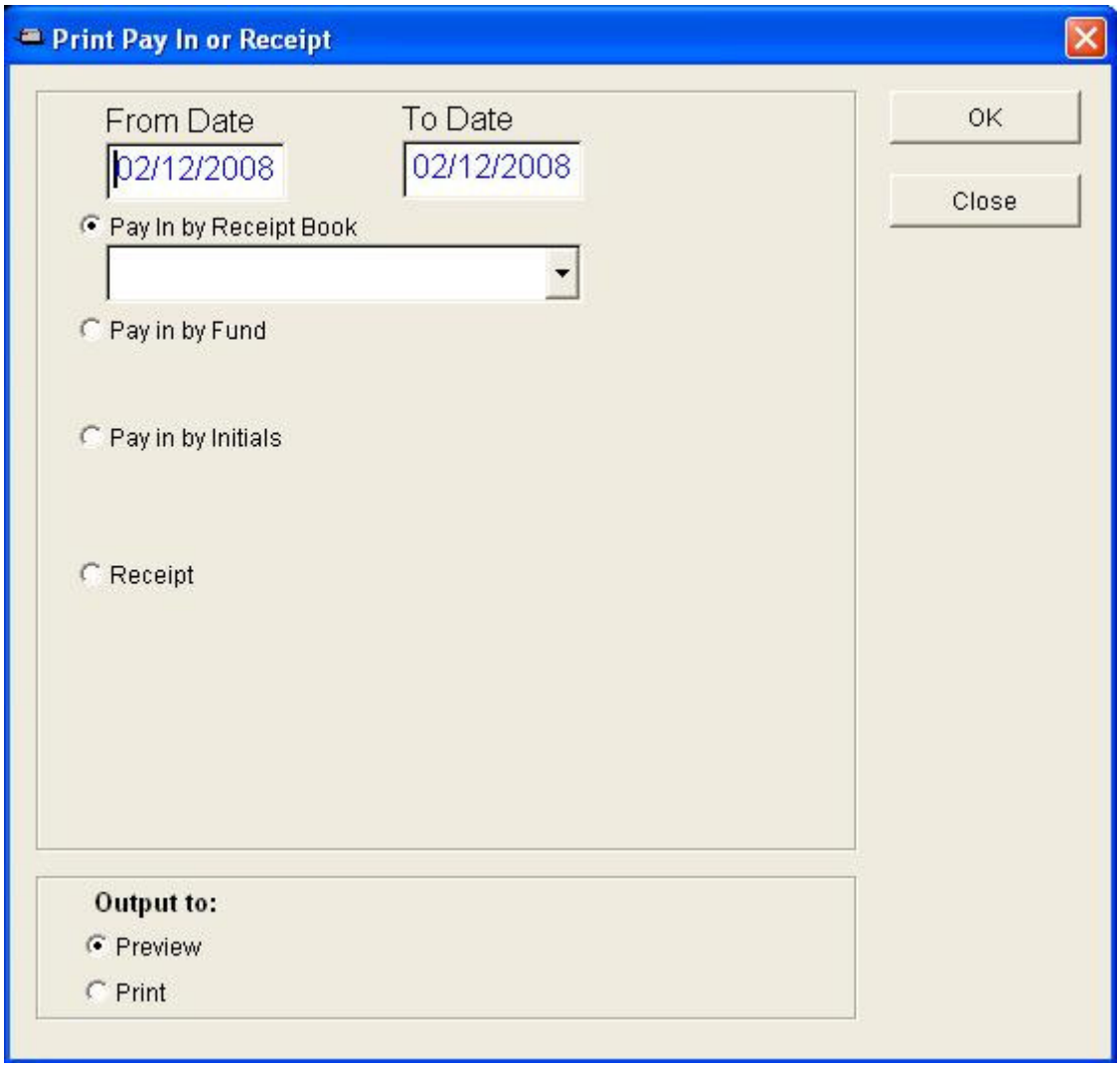
The TB module allows you to develop your own testing and surveillance questionnaires to the program. These questionnaires can be printed from the "**Print**" button.

Receipts



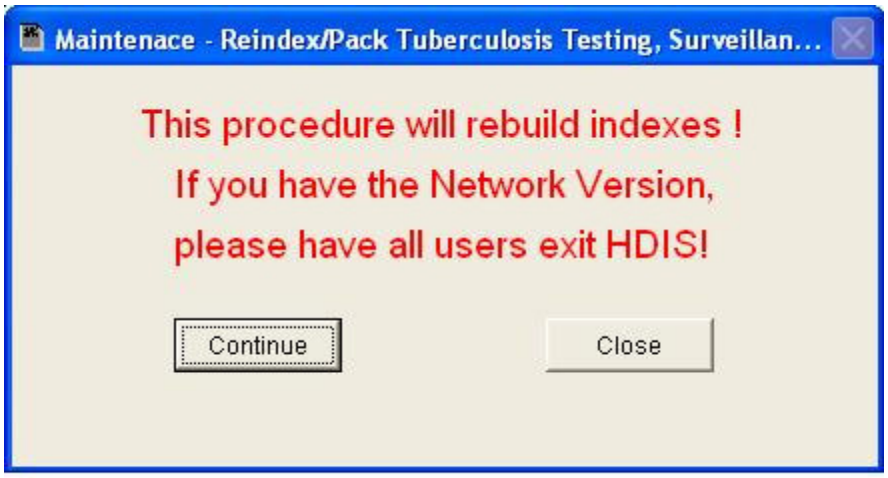
If your health department has the "**Receipts**" module, you have the ability to print any receipt through the "**Maintenance**" tab. You may also print a receipt from the Immunization data entry windows by pressing ALT-R keys.

Receipts Pay In Reports



If your health department has the "**Receipts**" module, you have the ability to print your pay in reports through the "Maintenance" tab.

Reindex/Pack Clinical Services Data Files



This function is only needed should your data be corrupt due to a power failure. Please contact CHC Software if you have any questions or concerns.

CHC **Software, Inc.**
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