



NDRSi

T **RAINING GUIDE #10** **Manage MER Cases Using 'Enter/Edit Medical Event Report(s) by SSN' Page**

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Manage MER Cases Using the 'Enter/Edit Medical Event Report(s) by SSN' Page (Training Guide #10)

Step 1: Login to NDRSi

Step 2: From the Main Page, click the [Enter/Edit Medical Event Report\(s\) by SSN](#) link.

Step 3: With the Search on Sponsor's SSN radio button selected, type the SSN in the SSN text box and click Submit.

a. If the SSN is a registered Sponsor, the 'Enter/Edit Medical Event Report(s) by SSN' page will display the following:

i. The Sponsor and associated FMPs will be listed in the 'FMP code associated with the Sponsor's account' drop-down list.

ii. The table listing 'Previously Filed Medical Events Reports for this Patient' will display existing MER Cases for this patient, if any exist.

iii. The button will become active.

FMP	Sponsor SSN	Name	ICD9CODE	Date of Onset	Case Status	MER Status	Original Reporting UIC	POC	Edit
20 - Sponsor	111223333	Paul Henderson	Heat Dehydration - 992.8	2/10/2007	Confirmed	Final	00260(Echelon 5)	Email: 222	
20 - Sponsor	111223333	Paul Henderson	Influenza - 487	10/30/2009	Confirmed	Preliminary	00018(Echelon 4)	Email: 222	

b. If the SSN is for an FMP, the following message will be displayed:

The SSN entered is a registered FMP in the NDRSi database. To retrieve the MER information related to this Dependent, select 'Search on Dependent's SSN' above and click 'Submit' again.

To display the FMPs information, select the Search on Dependent's SSN radio button and click .

The 'Enter/Edit Medical Event Report(s) by SSN' page will display the following:

i. The Sponsor and any associated FMPs will be listed in the 'FMP code associated with the Sponsor's account' drop-down list.

ii. The table listing 'Previously Filed Medical Events Reports for this Patient' will display existing MER Cases for this patient, if any exist.

iii. The button will become active.

FMP	Sponsor SSN	Name	ICD9CODE	Date of Onset	Case Status	MER Status	Original Reporting UIC	POC	Edit
30 - Spouse of Sponsor	777889999	Maggie Henderson	Influenza - 487	11/11/2009	Confirmed	Final	00260(Echelon 5)	Email: 222	
30 - Spouse of Sponsor	777889999	Maggie Henderson	Influenza - 487	11/10/2009	Confirmed	Preliminary	00018(Echelon 4)	Email: 222	

c. If the SSN is not a registered Sponsor or FMP, the following message will be displayed:

The SSN was not found in the NDRSi database. Select 'Register New Sponsor' to create an account for this Sponsor in the NDRSi database. A Sponsor profile must be created before submitting a MER for the Sponsor or a Dependent.

See Training Guide #1 to register a Sponsor and Training Guide #2 to register an FMP.

Step 4: Once a registered Sponsor or FMP has been identified, the table at the bottom of the page will list the patient's previously submitted MER Cases, if any exist.

Step 5: The MER Case listed in the table can be sorted on the following columns:

FMP	Sponsor SSN	Name	ICD9CODE	Date of Onset	Case Status	MER Status	Original Reporting UIC	POC	Edit
20 - Sponsor	111223333	Paul Henderson	Heat Dehydration - 992.8	2/10/2007	Confirmed	Final	00260(Echelon 5)	Email: 222	
20 - Sponsor	111223333	Paul Henderson	Influenza - 487	10/30/2009	Confirmed	Preliminary	00018(Echelon 4)	Email: 222	

- » ICD9CODE
- » Date of Onset
- » Case Status
- » MER Status
- » Original Reporting UIC

Click on any of these column headers to sort the table contents for the listed columns.

When a table is sorted on a column:

a. The column header will be displayed in blue .

b. The and displayed next to the column header, indicates that the column is sorted in ascending order, from first to last. The indicates that the column is sorted in descending order, from last to first. Click the table header to switch between the two options.

Step 6: The MER Cases listed in the table can be filtered on the columns that display a in the following column headers:

- » ICD9CODE
- » Case Status
- » MER Status
- » Original Reporting UIC

FMP	Sponsor SSN	Name	ICD9CODE	Date of Onset	Case Status	MER Status	Original Reporting UIC	POC	Edit
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When the button is clicked:

a. A window containing a drop-down list will be displayed, listing the items in the column.

Select an item in the drop-down list to filter the MER Cases to only those records with the selected.

b. A column that is filtered will display the funnel icon outlined in red .

c. To clear the filter criteria and display all of the MER Cases, click the and select **** View All**.

Step 7: Once a MER Case has been located, click the button to view/edit the MER Case.

YOU HAVE SUCCESSFULLY MANAGED MER CASE USING THE 'ENTER/EDIT MEDICAL EVENT REPORT(S) BY SSN' PAGE.

Well Done!