



NDRSi

T RAINING GUIDE #11 Managing MER Cases Using 'Enter/Edit Medical Event Report(s) by Reporting UIC/RUC' page

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Managing MER Cases Using the 'Enter/Edit Medical Event Report(s) by Reporting UIC/RUC' Page (Training Guide #11)

Step 1: Login to NDRSi

Step 2: From the Main Page, click the [Enter/Edit Medical Event Reports by Reporting UIC/RUC](#) link.

Step 3: Select a UIC from the 'Reporting UIC/RUC' drop-down list and click [Get Medical Event\(s\)](#).

a. If the UIC has existing MER Cases, a table listing the MER Cases will be displayed.

| FMP | SSN | Name | ICD9CODE | Date of Onset | Case Status | Original Reporting UIC | POC | Edit |
|------------------------|-----------|------------------|--------------------------|---------------|-------------|------------------------|------------|------|
| 20 - Sponsor | 111223333 | Paul Henderson | Heat Dehydration - 992.8 | 2/10/2007 | Confirmed | 00260 (Echelon 5) | Email: 222 | |
| 30 - Spouse of Sponsor | 777889999 | Maggie Henderson | Influenza - 487 | 11/1/2009 | Confirmed | 00260 (Echelon 5) | Email: 222 | |

b. If the UIC doesn't have any MER Cases associated with it, the table will display the message:

| FMP | SSN | Name | ICD9CODE | Date of Onset | Case Status | Original Reporting UIC | POC | Edit |
|--|-----|------|----------|---------------|-------------|------------------------|-----|------|
| No cases have been entered for this UIC. Click on 'Enter New MER' button to report a new case. | | | | | | | | |

Step 4: The MER Case listed in the table can be sorted on the following columns:

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

| 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 | |

For example, this table is sorted by the Date of Onset column.

Click on any of these column headers to sort the table based on the contents of one of these columns.

When a table is sorted on a column:

- a. The column header will be displayed in blue
- b. The 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 5: 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

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

Step 6: Once a MER Case has been located, click to view/edit the MER Case.

YOU HAVE SUCCESSFULLY MANAGED MER CASES USING THE 'ENTER/EDIT MEDICAL EVENT REPORT(S) BY REPORTING UIC/RUC' PAGE. Well Done!