



# NDRSi

## **T** RAINING GUIDE #6 Reporting a New MER Case Using 'Enter/Edit Medical Event Report(s) by SSN' Page

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## Reporting a New MER Case Using the 'Enter/Edit Medical Event Report(s) by SSN' Page (Training Guide #6)

**Step 1:** Login to NDRSi

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

**Step 3:** Enter the patient's 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 any associated FMPs will be listed in the 'Select the FMP code associated with the Sponsor's account' drop-down list

ii. The 'List of Previously Filed Medical Event Reports' table will display existing MER Cases for this patient, if any exist.

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	

iii. The  button will become active.

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.

Follow the directions, selecting 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 'Select the FMP code associated with the Sponsor's account' drop-down list

ii. The "List of Previously Filed Medical Event Reports" table will display existing MER Cases for this patient if any exist.

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	
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iii. The  button will become active.

c. If the SSN is not a registered Sponsor or FMP, you must register them before proceeding (see Training Guides #1 and 2 for details for registering).

**Step 4:** Select the patient for whom a new MER Case is to be created from the 'Select the FMP code associated with the Sponsor's account' drop-down list

**Step 5:** Click .

*\*\*Please Note: All demographic information with two blue asterisks (\*\*) must be completed on the Sponsor or FMP Profile Page before you can enter a new MER Case. If these fields are not complete, you will be directed back to the Sponsor or FMP Profile Page.\*\**

**Step 6:** The 'Medical Event Record' page will open. The selected Patient's demographic information will be displayed in the Demographic Section.

Update or complete the Patient's demographic information by performing the following steps.

a. **Sponsors:** Click on the drop-down lists to edit demographic information. Once the edit has been made, the following message will be displayed:

The shaded controls will update the Sponsor's profile when the form is saved.

The drop-down list that has been updated will now have a different background color . When the MER Case is saved, the changes to the demographic information will be saved and the color will return to normal.

b. **FMPs:** Demographic information can be updated by clicking on the  button.

The 'Sponsor Profile' page will open; click the  button to go to the 'FMP Profile Page' and update the FMP's profile. Once edits have been made, click  and then the close button .

*\*\* Please Note: The Sponsor's demographic information can also be updated/edited by clicking on the  button, which will open the 'Sponsor Profile Page.'\*\**

**Step 7:** From the Medical Event section of the 'Medical Event Record' page, select a diagnosis from the Diagnosis (ICD-9 code) drop-down list. Selecting a diagnosis will populate the Laboratory Tests section and Event Related Questions section that apply to the selected diagnosis.

**Step 8:** Complete the MER Case as completely as possible.

*\*\* Please Note: The fields in the Medical Event section are required. The fields in the Laboratory Tests section, Event Related Questions and Comments section are optional, but should be completed.\*\**

**Step 9:** Click the  button to save the MER Case.

If saved successfully, a pop-up window will be displayed:



If the MER Case did not save, complete the **\*Required** fields and click  again.

**Step 10:** Click  to close the 'Medical Event Report' page.

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

**Well Done!**