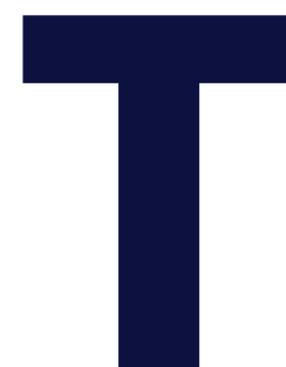




# NDRSi



## RAINING GUIDE #7

**Reporting a New MER Case Using  
'Enter/Edit Medical Event Report(s)  
by Reporting UIC/RUC' Page**

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## Report a New MER Case Using 'Enter/Edit Medical Event Report(s) by Reporting UIC/RUC' Page (Training Guide #7)

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: Click [Enter New MER](#).

The 'Specify Sponsor for New Medical Event' page will open.

Step 4: Enter the SSN of the patient in the SSN text box  and click [Get Sponsor Information](#).

- a. If the SSN is a registered Sponsor, the 'Specify Sponsor for New Medical Event' page will display the Sponsor and any associated FMPs in the 'FMP code associated with this Sponsor's account' drop-down list and the [Begin New Case](#) button will become active.

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

The Sponsor and associated FMP's will be listed in the 'FMP code associated with this Sponsor's account' drop-down list and the [Begin New Case](#) button will become active.

- c. If the SSN is not registered, the following message will be displayed:

The SSN was not found in the NDRSi database. [Click here to create an account for this Sponsor.](#)

- i. To register this Patient click the [Click here to create an account for this Sponsor.](#) link and refer to Registering Sponsors and FMPs using the 'Enter/Edit Medical Event Reports by SSN' Page Training Guides #3 and #4.
- ii. To register an FMP, click [Cancel](#) to close the 'Specify Sponsor for New Medical Event' page; click [X](#) to close the 'Enter/Edit Medical Event Reports by Reporting UIC/RUC' page; and register the FMP by clicking the [Manage Sponsor/FMP Profiles](#) link from the Main Page. See 'Registering Sponsors From the Manage Sponsor/FMP Profiles' Page Training Guide #1.

**\*\*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 5: Once a patient has been selected from the  drop-down list, click [Begin New Case](#).

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 is complete, the following message will be displayed:

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

Please Note: The drop-down list that was updated will now have a different background color .

Any changes to demographic information will be saved once the MER Case is saved (Step 9 below), and the color will return to normal at that time.

- b. **FMPs:** Demographic information can be updated by clicking [FMP](#). The 'Sponsor Profile' page will open; click [Manage FMP\(s\)](#) to go to the 'FMP Profile Page' and update the FMP's profile. Once the edits are complete, click [Submit](#) and then click [X](#) to close.

**\*\* Please Note:** The Sponsor's demographic information can also be updated/edited by clicking [FMP](#), 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 thoroughly 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 [Submit](#) 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 [Submit](#) again.

Step 10: Click [X](#) to close the 'Medical Event Report' page.

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