



# NDRSi

## **T** RAINING GUIDE

**Update a MER Case Using  
'Enter/Edit Medical Event  
Report(s) by SSN' Page**

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# Update a MER Case Using the 'Enter/Edit Medical Event Report(s) by SSN' Page (Training Guide #8)

**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 SSN in the SSN text box SSN: 123456789  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	FMP SSN	Name	ICD9CODE	Date of Onset	Case Status	MER Status	Original Reporting UIC	POC	Edit
30 - Spouse of Sponsor	777889999	Maggie Henderson	Influenza - 487	11/1/2009	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:

**\*\*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.\*\***

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.

**Step 4:** To update a MER Case identified in the table for a Sponsor or FMP, click

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

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	

**Step 5:** The 'Medical Event Report' page will open. The patient's demographic information will be displayed in the Demographic section. To update the patients demographic information:

a. **Sponsors:** Click on the drop-down lists to edit demographic information. Once an edit is complete, 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 going to the FMP Profile Page by clicking on

The 'Sponsor Profile' page will open; click  to go to the 'FMP Profile Page' and update the FMP's profile. Once the edits are complete, click  and then click close . See 'Registering FMPs Using the Manage Sponsor/FMP Profile' page Training Guides.

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

**Step 6:** Edit 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 sections are optional, but should be completed.\*\***

**Step 7:** Click the  button to save the medical event.

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



If the Medical Event Record did not save, complete the **\*Required** fields and click  again.

Please Note: The Diagnosis code can be changed in an existing MER case. However, information saved in the Laboratory Tests and Event Related Questions sections will be **lost** when the Diagnosis code is changed for an existing MER Case, but the information in the Comments section will be preserved. When the Diagnosis code is changed in the "Diagnosis (ICD-9 code)" drop-down list , a pop-up dialog will be displayed. Enter the reason why the Diagnosis code is being changed. The reason will then be displayed in the Comment section of the updated MER Case.

**Step 9:** Click to close the Medical Event Report.

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

**Well Done!**