



NDRSi

T RAINING GUIDE #9 Update a MER Case Using 'Enter/Edit Medical Event Report(s) by Reporting UIC/RUC' Page

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Update a MER Case Using the 'Enter/Edit Medical Event Report(s) by Reporting UIC/RUC' Page (Training Guide #9)

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.

****Please Note:**
MER Cases listed in the table can be sorted by the following columns:

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

For example, this table is sorted by the Date of Onset column. Once sorted, the header will change from black to blue text to indicate on which column the sort is based.

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

Step 4: Find the MER Case to be updated and click [Edit](#).

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	Edit
30 - Spouse of Sponsor	777889999	Maggie Henderson	Influenza - 487	11/1/2009	Confirmed	00260 (Echelon 5)	Email: 222	Edit

****To easily locate a MER Case in the table, see Training Guide #11 (Managing MER Cases Using 'Enter/Edit Medical Event Report(s) by Reporting UIC/RUC' Page).****

Step 5: The 'Medical Event Report' 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 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 [Rank/Grade E4](#). 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 [FMP Profile](#). 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 close [X](#). 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 [FMP Profile](#), 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 [Submit](#) 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 [Submit](#) 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 Comments section of the updated MER Case.

Step 8: Click [X](#) to close the MER Case.

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