# Entering COVID-19 Lab Results

October 2022

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# Agenda

- New Person, New Event, New Lab?

- Searching

- What type of lab?

- Adding a lab result

  o Adding an Ag lab result

  o Adding a PCR lab result

- Administrative package

- Key Points

# New Person, New Event, New Lab?

# New Person, New Event, New Lab?

**How do you decide where to enter your lab?**

- New Person – you add a new person when you have searched and determined that no person matching your search criteria exists

- New Event – you add a new event when you search and determine that a person matching your criteria exists AND
  - They have a closed event

    OR

  - They have an open event where the first positive lab's specimen collection date is > 90 days (before or after the lab you have)

- New Lab – add a new lab onto an existing event on an existing person when you confirm that the person matched your search criteria AND
  - They have an open event where the first positive lab's specimen collection date is ≤ 90 days (before or after the lab you have)

# Searching

# Searching

- Always search before entering any information to ensure the person and/or lab is not already in NC COVID

  - Person Search

    - Displays all PERSONS, regardless of the county groups(s) you see/are assigned to

    - This is the recommended search method

  - Event Search

    - Only displays persons with disease EVENTS within the county group(s) the user has permission to see

- Search multiple ways before ruling out that the person does not exist

# What type of lab?

# What type of lab?

- PCR /NAA /RNA tests are classified as CONFIRMED events.

- Ag (Antigen) tests are classified as PROBABLE events.

- At Home tests (PCR or Ag) are classified as SUSPECT events.

- Antibody (AB or IgG) tests are currently not accepted as confirmation of **current** COVID infection and do not need to be entered, nor will they count towards a case if you see them on an imported lab result.

# Adding a Lab Result

# Adding a Lab Result

Once you have found an existing event or created a new event, you need to enter the lab result.



- Click the Add Lab Result button on the Lab Results tab within the event

# Adding an Ag Lab Result

# Adding an Ag Lab Result – Sample lab

## Statesville Urgent Care

700 Sullivan Rd, Suite A
Statesville,NC 28677
(704) 924-9111

**Patient:** Person, Fake
225 N McDowell St
MOORESVILLE, NC 28117

**Age/Sex/DOB:** 49 yrs  M  01-Feb-1971
**EMRN:**  0101233
**OMRN:**
**Home:**  (919)546-6000
**Work:**

## Results

**Lab Accession #**  22-98798789
**Ordering Provider:**  Who, The Doctor
**Performing Location:**  Statesville Urgent Care

**Collected:**  6/26/2020  11:15:00AM
**Resulted:**  6/26/2020  12:22:00PM
**Verified By:**  Dr. Who
**Auto Verify:**  N

**SVLUC Covid Ag Rapid**        **Stage:**    Final

| Test | Result | Units | Flag | Reference Range |
|------|--------|-------|------|-----------------|
| SVLUC Covid Ag | Positive | | A | Negative |

This test has not been FDA cleared or approved. This test has been authorized by FDA under an Emergency Use Authorization

# Adding an Ag Lab Result – Specimen Info section



- **Required**
  - Specimen Date – date the specimen was collected
- **If available on your lab, also enter:**
  - Specimen Number – identifying number assigned to specimen by the lab
  - Specimen Type – Nasopharyngeal swab or Oropharyngeal swab
  - Specimen Received Date – date the specimen was received by the lab

# Adding an Ag Lab Result – Tests section

| Lab Accession # | 22-98798789 | Collected: | 6/26/2020 11:15:00AM |
|---|---|---|---|
| Ordering Provider: | Who, The Doctor | Resulted: | 6/26/2020 12:22:00PM |
| Performing Location: | Statesville Urgent Care | Verified By: | Dr. Who |

| Test | Result | Units | Flag | Reference Range |
|---|---|---|---|---|
| SVLUC Covid Ag | Positive | | A | Negative |

This test has not been FDA cleared or approved. This test has been authorized by FDA under an Emergency Use Authorization

**Tests**

Test*
SARS-CoV+SARS-CoV-2 Antigen (Ag) Resp Ql I ∨

Result
Positive ∨

Result Value

Result Units

Ref Range

Test Local Desc
SVULC Covid Ag

Test Local Code

Result Status

Result Local Desc

Result Local Code

Comments

Nucleotide Sequence

Result Date
06/26/2020

Add

- **Required**
  - Test – select appropriate test type (see next slide)
  - Result – select the appropriate result

# Adding an Ag Lab Result – Tests section

Test Type selections for Antigen tests

SARS-CoV+SARS-CoV-2 Antigen (Ag) Resp QI IA.rapid || SARS-CoV+SARS-CoV-2 Ag: IA.rapid
SARS-CoV-2 Ag Upper resp QI IA || SARS coronavirus 2 Ag: IA
SARS-CoV-2 Ag Upper resp QI IA.rapid || SARS coronavirus 2 Ag: IA.rapid
SARS-CoV-2 Antigen (Ag) Resp QI IA.rapid || SARS-CoV-2 Ag: IA.rapid

- Select the appropriate test type from the drop down
  - Key Antigen Identifiers: Ag/Antigen
  - Select "SARS–CoV–2 Antigen (Ag) Resp QI IA.rapid || SARS–CoV–2: IA.rapid" for Antigen test exact test type unknown

**Quidel Sofia 2 (COVID-19)**

SARS-CoV+SARS-CoV-2 Antigen (Ag) Resp QI IA.rapid || SARS-CoV+SARS-CoV-2 Ag: IA.rapid

**BD Veritor System for Rapid Detection of SARS-CoV-2**

SARS-CoV-2 Antigen (Ag) Resp QI IA.rapid || SARS-CoV-2 Ag: IA.rapid

**Abbott BiNAXNow COVID Ag Card**

SARS-CoV-2 Antigen (Ag) Resp QI IA.rapid || SARS-CoV-2 Ag: IA.rapid

# Adding an Ag Lab Result – Tests section

**Lab Accession #** 22-98798789
**Ordering Provider:** Who, The Doctor
**Performing Location:** Statesville Urgent Care

**Collected:** 6/26/2020 11:15:00AM
**Resulted:** 6/26/2020 12:22:00PM
**Verified By:** Dr. Who

| **Test** | **Result** | **Units** | **Flag** | **Reference Range** |
|---|---|---|---|---|
| SVLUC Covid Ag | Positive | | A | Negative |

This test has not been FDA cleared or approved. This test has been authorized by FDA under an Emergency Use Authorization

**Tests**

Test*
SARS-CoV+SARS-CoV-2 Antigen (Ag) Resp QI I ⌄

Result
Positive ⌄

Result Value

Result Units

Ref Range

Test Local Desc
SVULC Covid Ag

Test Local Code

Result Status

Result Local Desc

Result Local Code

Comments

Nucleotide Sequence

Result Date
06/26/2020

**Add**

- ## If available on your lab, also enter:

  - o Result Date – date the test result was produced from the lab

  - o Test Local Desc – include any test type specifics

    *If there is more than one test on your report, click the Add button to add the next test

# Adding an Ag Lab Result – Susceptibilities section



- Skip this section, this is not used with COVID-19 disease

# Adding an Ag Lab Result – Lab Facility section

**Statesville Urgent Care**

700 Sullivan Rd, Suite A
Statesville,NC 28677
(704) 924-9111

| Lab Facility | |
|---|---|
| Lab Facility | zz_Other ⌄ |
| Lab Facility (Other) | Statesville Urgent Care |
| CLIA | |

- **Required**
  - ○ Lab Facility – select from the options provided OR select 'zz_Other' if the Lab Facility is not listed
    - For At Home Test select 'No Lab Facility – At HOME test'
  - ○ Lab Facility (Other) – type in the name of the Lab Facility if it was not listed in the Lab Facility options
- **If available on your lab, also enter:**
  - ○ CLIA – enter if available

# Adding an Ag Lab Result – Ordering Facility section

| Lab Accession # | 22-98798789 | | Collected: | 6/26/2020 | 11:15:00AM |
|---|---|---|---|---|---|
| Ordering Provider: | Who, The Doctor | | Resulted: | 6/26/2020 | 12:22:00PM |
| Performing Location: | Statesville Urgent Care | | Verified By: | Dr. Who | |

| Ordering Facility | | |
|---|---|---|
| Ordering Facility | Other Hospital/Health Facility|| ⌄ | |
| Ordering Facility (Other) | Statesville Urgent Care | |
| CLIA | | |

- **Required**
  - Ordering Facility – select from the options provided OR select 'Other Hospital/Health Facility||' if the Ordering Facility is not listed
    - For At Home Test select 'No Ordering Facility – At HOME test'
  - Ordering Facility (Other) – type in the name of the Ordering Facility if it was not listed in the Ordering Facility options
    - You may also enter the facility address if it is different from the provider
- **If available on your lab, also enter:**
  - CLIA – enter if available

# Adding an Ag Lab Result – Ordering Provider section

**Statesville Urgent Care**

700 Sullivan Rd, Suite A
Statesville, NC 28677
(704) 924-9111

| | | | |
|---|---|---|---|
| **Lab Accession #** | 22-98798789 | **Collected:** | 6/26/2020 11:15:00AM |
| **Ordering Provider:** | Who, The Doctor | **Resulted:** | 6/26/2020 12:22:00PM |
| **Performing Location:** | Statesville Urgent Care | **Verified By:** | Dr. Who |

**Ordering Provider**

| Name | Dr Who |
|---|---|
| Address | 700 Sullivan Rd Ste A |
| City | Statesville |
| State | NC |
| Zip | 28677 |
| Phone / Order Callback Number | 704-924-9111 |
| Submitter Specimen ID | |
| NPI | |

- Enter all information available in the appropriate fields

# Adding an Ag Lab Result – Misc Info section



- Medical Record Number – enter if provided

*Medical Record Number may be listed different ways, i.e. MRN, Patient ID, Record ID, etc.

# Adding an Ag Lab Result – Ask at order entry section



**Ask at order entry**

| Question | Answer | Answer Value | Date Question Answered |
|---|---|---|---|
| ˅ | ˅ | Symptom onset date = 1/1/2021 | MM/DD/YYYY |

**Delete**

- This section is automatically populated when the lab comes in via ELR if the lab completes the AOE questions
- However, if there are AOE questions completed on your lab form, please add in the Answer Value field and click the Add button.

*Note: AOE questions can be used to update some fields in the question packages.

# Adding an Ag Lab Result

- Once you have completed all the data entry from your lab, review all entered information to ensure completeness.

- Click the Save button
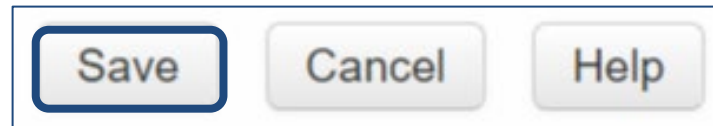
# Adding an Ag Lab Result

- The lab now displays in the Labs table, and all entered information is visible in the Details section below

| | Event Data | Lab Results | Concerns | Persons | Tasks | Event Properties | Event History | |
|---|---|---|---|---|---|---|---|---|

**Labs**

| Lab No. | Specimen Date | Specimen Number | Specimen Type | Result | Result Status | Result Value | Test | Last Update |
|---|---|---|---|---|---|---|---|---|
| ›1 | 06/26/2020 | 22-98798789 | | Positive | | | SARS-CoV+SARS-CoV-2 Antigen... | 09/28/2022 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

[ Add Lab Result ]   [ Update Lab Result ]   [ Delete Lab Result ]

**Details**

| | |
|---|---|
| Last Update: | 09/28/2022 |
| Updated By: | Elizabeth Holsomback |
| Specimen Info | |
|   Specimen Date: | 06/26/2020 |
|   Specimen Number: | 22-98798789 |
| Tests | |
|   Test: | SARS-CoV+SARS-CoV-2 Antigen (Ag) Resp QI IA.rapid || SARS-CoV+SARS-CoV-2 Ag: IA.rapid |
|   Result: | Positive |
|   Result Date: | 06/26/2020 |
| Lab Facility | |
|   Lab Facility: | zz_Other |
|   Lab Facility (Other): | Statesville Urgent Care |
| Ordering Facility | |

# Adding a PCR Lab Result

# Adding a PCR Lab Result – Sample Lab

Adm1n1strator    DIATHER!Xffi-3                    (3/31 04/08/2020 11:36:53 AM -0500

**Diatherix** | Eurofins **Clinical Diagnostics**    **LABORATORY REPORT**    Dlatherix Laboratories,LLC
601 Genome Way, Suite 2100/HunlSVllle,AL S5806
Phone: 866.979.4242 / Fax: 256.327.0984 / CUA ID: 01D1085737

| PATIENT: | ORDERING PHYSICIAN: |
|---|---|
| Test Person    ID: 677890<br>Gender: M   Age: 60   DOB: 1/1/60 | Name: Dr Who<br>Phone: 919-555-6000 |

| SPECIMEN: | CLIENT: |
|---|---|
| Source:  Nasopharyngeal   Collected:  4/1/2020<br>Specimen ID:   Received: 4/2/2020<br>Accession ID: 3847784739   Reported: 4/2/2020 | Name: WakeMed Cary<br><br>Address: 1900 KILDAIRE FARM RD.<br>CARY, NC, 27511 |

DETECTED   NOT DETECTED

**SARS-CoV-2**                                    X

    SARS-CoV-2 LDT has been validated by our laboratory.
    FDA independent review of this validation is pending.

# Adding a PCR Lab Result – Specimen Info section



- **Required**
  - Specimen Date – date the specimen was collected
- **If available on your lab, also enter:**
  - Specimen Number – identifying number assigned to specimen by the lab
  - Specimen Type – Nasopharyngeal swab or Oropharyngeal swab
  - Specimen Received Date – date the specimen was received by the lab

# Adding a PCR Lab Result – Tests section

Accession ID: 3847784739     Reported: 4/2/2020     Address: 1900 KILDAIRE FARM RD. CARY, NC, 27511

| | DETECTED | NOT DETECTED | |
|---|---|---|---|
| **SARS-CoV-2** | X | | |

SARS-CoV-2 LDT has been validated by our laboratory. FDA independent review of this validation is pending.

**Tests**

Test*
SARS-CoV RNA XXX QI NAA+probe || SARS co ⌄

Result
Detected ⌄

Result Value

Result Units

Ref Range

Test Local Desc
SARS-COV-2 LDT

Test Local Code

Result Status

Result Local Desc

Result Local Code

Comments

Nucleotide Sequence

Result Date
04/02/2020

Add

- **Required**
  - Test – select appropriate test type (see next slide)
  - Result – select the appropriate result

# Adding a PCR Lab Result – Tests section

Test Type selections for PCR/NAA/RNA tests

SARS-CoV RNA XXX QI NAA+probe || SARS coronavirus RNA: Probe.amp.tar
SARS-CoV-2 E gene XXX QI NAA+probe || SARS-CoV-2 E gene: Probe.amp.tar
SARS-CoV-2 E gene XXX Qn NAA+probe || SARS-CoV-2 E gene: Probe.amp.tar
SARS-CoV-2 N gene Nose QI NAA+non-probe || SARS coronavirus 2 N gene: Non-probe.amp.tar
SARS-CoV-2 N gene Nose QI NAA+probe || SARS coronavirus 2 N gene: Probe.amp.tar
SARS-CoV-2 N gene Nph QI NAA+probe || SARS coronavirus 2 N gene: Probe.amp.tar
SARS-CoV-2 N gene Resp QI NAA N1 || SARS coronavirus 2 N gene: Probe.amp.tar.CDC primer-probe set N1
SARS-CoV-2 N gene Resp QI NAA+probe || SARS coronavirus 2 N gene: Probe.amp.tar
SARS-CoV-2 N gene Sal QI NAA+probe || SARS coronavirus 2 N gene:Probe.amp.tar
SARS-CoV-2 N gene XXX QI NAA N2 || SARS coronavirus 2 N gene: Probe.amp.tar.CDC primer-probe set N2
SARS-CoV-2 N gene XXX QI NAA+probe || SARS-CoV-2 N gene: Probe.amp.tar
SARS-CoV-2 ORF1ab Resp QI NAA+probe || SARS coronavirus 2 ORF1ab region: Probe.amp.tar
SARS-CoV-2 ORF1ab XXX QI NAA+probe || SARS-CoV-2 ORF1ab: Probe.amp.tar
SARS-CoV-2 ORF1ab region XXX Qn NAA+probe || SARS-CoV-2 ORF1ab region: Probe.amp.tar
SARS-CoV-2 RNA Nose QI NAA+probe || SARS coronavirus 2 RNA: Probe.amp.tar
SARS-CoV-2 RNA Nph QI NAA+non-probe || SARS-CoV-2 RNA: Non-probe.amp.tar
SARS-CoV-2 RNA Nph QI NAA+probe || SARS-CoV-2 RNA: Probe.amp.tar
SARS-CoV-2 RNA Resp QI NAA+probe || SARS-CoV-2 RNA: Probe.amp.tar

- Select the appropriate test type from the drop down
  - Key PCR identifiers: RT-PCR, RNA, NAA
  - Select SARS-COV-2 RNA XXX QI NAA+probe || SARS coronavirus RNA: probe.amp.tar for PCR/NAA/RNA test exact test type unknown

# Adding a PCR Lab Result – Tests section

| Accession ID: 3847784739 | Reported: 4/2/2020 | Address: 1900 KILDAIRE FARM RD. CARY, NC, 27511 | |
|---|---|---|---|

| | | DETECTED NOT DETECTED | |
|---|---|---|---|
| **SARS-CoV-2** | | X | |
| SARS-CoV-2 LDT has been validated by our laboratory. FDA independent review of this validation is pending. | | | |

**Tests**

Test*
SARS-CoV RNA XXX QI NAA+probe || SARS co ▾

Result
Detected ▾

Result Value

Result Units

Ref Range

Test Local Desc
SARS-COV-2 LDT

Test Local Code

Result Status

Result Local Desc

Result Local Code

Comments

Nucleotide Sequence

Result Date
04/02/2020

**Add**

• **If available on your lab, also enter:**

  ○ Result Date – date the test result was produced from the lab

  ○ Test Local Desc – include any test type specifics

*If there is more than one test on your report, click the Add button to add the next test

31

# Adding a PCR Lab Result – Susceptibilities section



• Skip this section, this is not used with COVID-19 disease

# Adding a PCR Lab Result – Lab Facility section



- **Required**
  - Lab Facility – select from the options provided OR select 'zz_Other' if the Lab Facility is not listed

    - For At Home Test select 'No Lab Facility – At HOME test'

  - Lab Facility (Other) – type in the name of the Lab Facility if it was not listed in the Lab Facility options

- **If available on your lab, also enter:**
  - CLIA – enter if available

# Adding a PCR Lab Result – Ordering Facility section



- **Required**
- Ordering Facility – select from the options provided OR select 'Other Hospital/Health Facility||' if the Ordering Facility is not listed
  - For At Home Test select 'No Ordering Facility – At HOME test'
- Ordering Facility (Other) – type in the name of the Ordering Facility if it was not listed in the Ordering Facility options
  - You may also enter the facility address if it is different from the provider
- **If available on your lab, also enter:**
- CLIA – enter if available

# Adding a PCR Lab Result – Ordering Provider section

PATIENT:

| | | |
|---|---|---|
| Test Person | ID: 677890 | |
| Gender: M | Age: 60 | DOB: 1/1/60 |

ORDERING PHYSICIAN:

Name: Dr Who
Phone: 919-555-6000

**Ordering Provider**

| | |
|---|---|
| Name | Dr Who |
| Address | 1900 Kildaire Farm Rd |
| City | Cary |
| State | NC |
| Zip | 27511 |
| Phone / Order Callback Number | 919-555-6000 |
| Submitter Specimen ID | |
| NPI | |

- Enter all information available in the appropriate fields

# Adding a PCR Lab Result – Misc Info section



- Medical Record Number – enter if provided

*Medical Record Number may be listed different ways, i.e. MRN, Patient ID, Record ID, etc.

# Adding a PCR Lab Result – Ask at order entry section

**Ask at order entry**

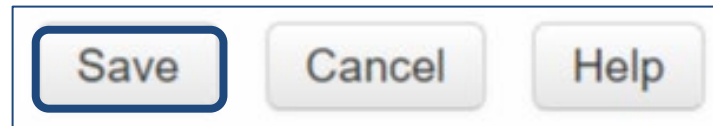| Question | Answer | Answer Value | Date Question Answered |
|---|---|---|---|
| ⌄ | ⌄ | Symptom onset date = 1/1/2021 | MM/DD/YYYY 📅 |

**Delete**

- This section is automatically populated when the lab comes in via ELR if the lab completes the AOE questions
- However, if there are AOE questions completed on your lab form, please add in the Answer Value field and click the Add button.

*Note: AOE questions can be used to update some fields in the question packages.

# Adding a PCR Lab Result

- Once you have completed all the data entry from your lab, review all entered information to ensure completeness.

- Click the Save button

# Adding a PCR Lab Result

- The lab now displays in the Labs table, and all entered information is visible in the Details section below

| Labs | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lab No. | Specimen Date | Specimen Number | Specimen Type | Result | Result Status | Result Value | Test | Last Update |
| >1 | 04/01/2020 | 3847784739 | Nasopharyngeal swab | Detected | | | SARS-CoV RNA XXX QI NAA+pro... | 09/28/2022 |
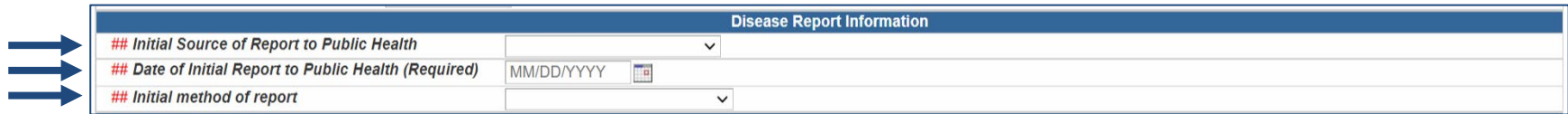
[Add Lab Result] [Update Lab Result] [Delete Lab Result]

| Details | |
| --- | --- |
| Last Update: | 09/28/2022 |
| Updated By: | Elizabeth Holsomback |
| Specimen Info | |
| Specimen Date: | 04/01/2020 |
| Specimen Number: | 3847784739 |
| Specimen Type: | Nasopharyngeal swab |
| Specimen Received Date: | 04/02/2020 |
| Tests | |
| Test: | SARS-CoV RNA XXX QI NAA+probe \|\| SARS coronavirus RNA: Probe.amp.tar |
| Result: | Detected |
| Test Local Desc: | SARS-COV-2 LDT |
| Result Date: | 04/02/2020 |
| Lab Facility | |
| Lab Facility: | Diatherix Eurofins - 601 Genome Way Suite 2100 Huntsville AL 35806 (256) 327-9424 |
| Ordering Facility | |

Tabs: Event Data | Lab Results | Concerns | Persons | Tasks | Event Properties | Event History

# Administrative Package

# Administrative Package – Disease Report Info section

The Disease Report Information section documents the 'how' and 'when' an event was created based on the information received – ALWAYS complete this section when creating a new event.

| Disease Report Information | |
|---|---|
| ## *Initial Source of Report to Public Health* | [dropdown] |
| ## *Date of Initial Report to Public Health (Required)* | MM/DD/YYYY [calendar] |
| ## *Initial method of report* | [dropdown] |

- Initial Source of Report to Public Health – source of the information
  - Where did this lab come from?
- Date of Initial Report to Public Health (Required) – date the lab was called, faxed or received by mail:
  - What date was this lab received?
- Initial method of report - how this information was received:
  - How was the information provided to you?
  - DO NOT select 'Electronic lab report (ELR)' or 'Electronic Case Report (eCR)' as these are for documents that are electronically reported into the database

*Note: If you are adding a lab to an existing event, you do not complete this section

# Administrative Package – Disease Report Info section

This is an example of a completed Disease Report Information section based off the previous PCR lab

| | Disease Report Information |
|---|---|
| ## *Initial Source of Report to Public Health* | Laboratory ⌄ |
| Laboratory name | Diatherix Eurofins - 601 Genome Way Suite 210( ⌄ |
| ## *Date of Initial Report to Public Health (Required)* | 04/08/2020 📅 |
| ## *Initial method of report* | Paper lab report ⌄ |

- Initial Source of Report to Public Health – Laboratory
  - o  Laboratory name – Diatherix Eurofins
- Date of Initial Report to Public Health (Required) – 4/8/2020

| Adm1n1strator   DIATHER!Xffi-3 | (3/31 04/08/2020 11:36:53 AM -0500 |
|---|---|

- Initial method of report – Paper lab report

*Note: If you are adding a lab to an existing event, you do not complete this section

The Reporter Information this section provides the 'who' and 'where' for the provider/facility reporting this case



| Reporter Information | |
|---|---|
| Reporting Physician/Practice | |
| Contact Person/Title ℹ️ | |
| Phone number | |
| Fax (area code): | |
| Health Care Provider for this disease (if not reporting physician) | |
| Provider Type | ▼ |
| Name of provider's practice or facility | |
| Telephone number for health care provider (area code): | |
| Fax number(area code): | |
| Name of person to contact if health care provider is unavailable | |
| Telephone number for alternate contact for health care provider | |
| Date report entered into system | 09/15/2022 |
| Date identified as contact | MM/DD/YYYY 📅 |

- If an LHD is the source of reporting, then you enter the LHD provider information here
- If you learned about the event from another provider/location fill in their information here
  - o For At Home Tests – Document who reported the test. If the reporting source is a relative, you can add the source as an alternate contact in the Alternate Contact Information section of the Demographic Question Package

This is an example of a completed Reporter Information section based off the previous PCR lab

| Reporter Information | |
|---|---|
| **Reporting Physician/Practice** | WakeMed Cary |
| **Contact Person/Title** ℹ | Dr Who |
| **Phone number** | (919) 555-6000 |
| **Fax (area code):** | |
| **Health Care Provider for this disease (if not reporting physician)** | |
| Provider Type | ⌄ |
| **Name of provider's practice or facility** | |
| **Telephone number for health care provider (area code):** | |
| **Fax number(area code):** | |
| Name of person to contact if health care provider is unavailable | |
| Telephone number for alternate contact for health care provider | |
| Date report entered into system | 09/21/2022 |
| Date identified as contact | MM/DD/YYYY |

- The important part of this section is who you would call if the patient data needs provider follow up

# Administrative Package – NC County of Residence for Event

The NC County of Residence for the Event section required to be completed. This field determines the county to which the event is assigned.

| NC County of Residence for the Event |
| --- |
| If a different county is investigating this event, the county of residence must share this event. <br> If patient is not a NC resident, enter the NC investigating county here. |
| ## *NC County of Residence for the Event*    Mecklenburg County ∨ |

- If the address is entered or imported correctly, the county will be automatically assigned at event creation
- Always check against the patient's address to confirm

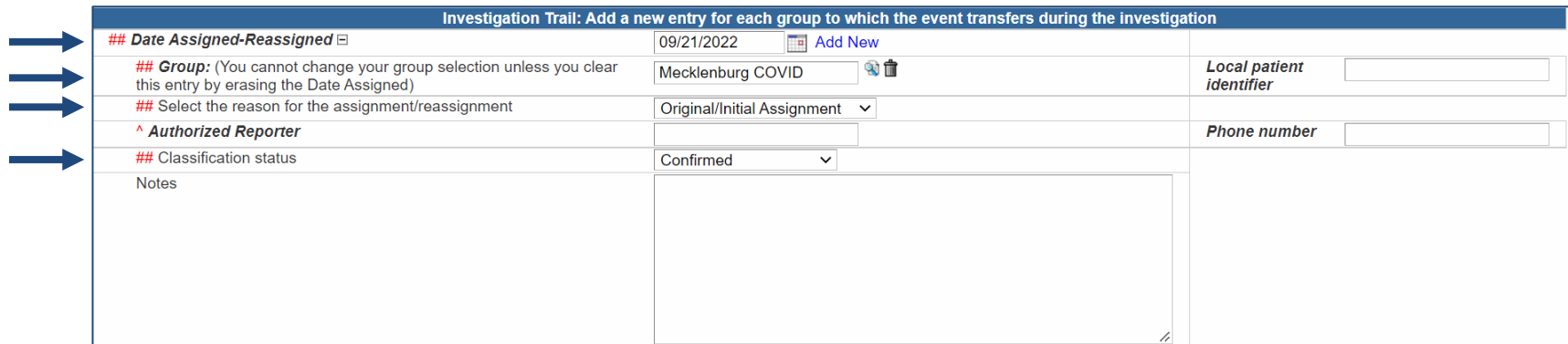# Administrative Package – Investigation Trail section

The Investigation Trail section must be completed in order to document the case status. Completing this section ensures the event will populate the appropriate workflows.

| Investigation Trail: Add a new entry for each group to which the event transfers during the investigation | | | |
|---|---|---|---|
| ## *Date Assigned-Reassigned* ⊟ | 09/21/2022　　🔲 Add New | | |
| ## **Group:** (You cannot change your group selection unless you clear this entry by erasing the Date Assigned) | 　　　　　　　🔍🗑 | *Local patient identifier* | |
| ## Select the reason for the assignment/reassignment | Original/Initial Assignment ⌄ | | |
| ^ *Authorized Reporter* | | *Phone number* | |
| ## Classification status | Unspecified　　⌄ | | |
| Notes | | | |

- 1st Block

  - If you created a new event, you need to complete this block

- If you are adding a lab to an already existing event, you need to make sure the most recent block has the correct classification status

# Administrative Package – Investigation Trail section

This is an example of the 1st block completed in the Investigation Trail section based off the previous PCR lab

| Investigation Trail: Add a new entry for each group to which the event transfers during the investigation | | | |
|---|---|---|---|
| ## **Date Assigned-Reassigned** ⊟ | 09/21/2022  📅 Add New | | |
| ## **Group:** (You cannot change your group selection unless you clear this entry by erasing the Date Assigned) | Mecklenburg COVID  🔍🗑 | **Local patient identifier** | |
| ## Select the reason for the assignment/reassignment | Original/Initial Assignment ⌄ | | |
| ^ **Authorized Reporter** | | **Phone number** | |
| ## Classification status | Confirmed ⌄ | | |
| Notes | | | |

- Date Assigned/Reassigned – date event was created

- Group – county group where event was created

- Select the reason for assignment/reassignment – Original/Initial Assignment

- Classification status – based off labs

  *If you are adding a lab to an already existing event, you need to make sure the most recent block has the correct classification status

# Administrative Package

Classification Status

- Lab Tests can be considered hierarchical:
  - Positive tests override Negative tests
  - Confirmed (Positive PCR/RNA/NAA) overrides Probable (Positive Antigen) and Suspect (Positive At Home Test)
  - Probable (Positive Antigen) overrides Suspect (Positive At Home Test)

- Does Not Meet Criteria if:
  - Person lives out of state (regardless of positive test and type)
  - There are only negative labs
  - The only positive tests are IgG or Ab Tests

# Key Points

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- Always search prior to entering anything into the NC COVID database

- Identify what type of lab you have
  - Lab resulted Ag
  - Lab resulted PCR
  - At Home Test

- Make sure you have a collection date for the specimen as well as a positive/detected result

- Don't forget to verify the classification status in the Investigation Trail

Thank you for joining today!

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Helpdesk: NCEDSSHelpDesk@dhhs.nc.gov