Creating and Modifying Notifications

Training session objectives

1. Define notifications
2. Define the process for creating Notifications
3. Define the process for updating existing Notifications

What is a Notification?

A Notification alerts the local health department to a possible case of a Reportable Disease that needs to be reviewed.

Creating a Notification is the electronic version of sending an EPID 200 to the local health department. You will enter the information in the Web form about a Reportable Disease case instead of faxing/mailing a written form. Please continue, however, to fax a copy of the laboratory report. This is in addition to entering the pertinent laboratory information in the Notification, as you would have done on the EPID 200.

The secure fax number is 502-696-3803.

We recommend entering the Notification when information is first received and not at the end of the business day. Of course, if this is a case that requires immediate action locally, you would proceed as in the past, notifying by phone and fax emergently.

If you need further information on the timeframe for reporting the disease, a description of clinical and laboratory information needed to confirm the disease, or State contact person, click on the disease name on the DSM home page to pull up the pertinent page from the Reportable Disease Desk Reference.

Note that you will need to have Adobe Reader installed on your computer to view the case definition documents. Otherwise, you can simply use the Reportable Disease Desk Reference in hard copy.

When do I create a Notification?

You create notification when the physician asks for the case to be escalated or when certain symptoms meet the disease definitions provided by the Kentucky Department for Public Health. If you need further information on the timeframe for reporting the disease, clinical description, or State contact person, click on the disease name on the DSM home page to pull up the case definition.

Note that you'll need to have Adobe Reader installed on your computer to view the case definition documents.

How do I create a Notification?

Before you create a notification, you should first search to see if the patient is already in the system.

Searching for a patient in the DSM.

1. Enter this address into your Web browser:
   https://kyephrs.chfs.ky.gov/

2. Log on to Website with your correct user name and password. If you are not sure how to log on, please see training document **DSM-Hosp-001**.

3. Click on DSM in the upper left-hand navigation.

4. Click the on DSM Notification in the upper left-hand navigation.

5. Search to see if the case already exists in the system. You can search by Last Name, First Name, Reported Disease, Facility, etc.

6. Hit New if no search results are found.

Entering a new Notification.

1. Enter as much of the patient's information as possible. Please note that red asterisks indicate required fields.

2. Click the Insert to add the notification to the system. **Once you add a notification to the system, you cannot delete it.** After you hit Insert , the Notification automatically enters the work queue for the Health Department to review. The Health Department will decide if it should be moved to Investigation status.

3. Look for the Green Success message after the case has been successfully added to the system.

How do I modify a Notification already in EPHRS?

You can only edit a Notification that has **not** been moved to Investigation. When the notification is moved to Investigation status, it becomes locked.

If you need to provide additional information about a Notification that has been locked, you'll need to send an Alert. For information on creating Alerts, please see training document DSM-Hosp-003-Alerts.

Who is my "Assigned Consultant"?

The contact person is the same individual that would normally receive the fax. "Assigned Consultant" is not a required field, so you can leave it blank if you do not know the contact person.