NBS Quick Guide FAQ's

1. Can I search with wildcards or stars?

No, wildcards or stars are not used in NBS. For example, if you were looking for a patient named "mouse", searching for "mou*" would return no results while "mou" or "ouse" would return the desired patient as a result. If the name is unknown, you may search with patient IDs or search by event.

2. What is Submit?

The submit button functions as the save feature in NBS. The Submit button should be clicked after completing data entry in NBS to save as the system will time out after 15 minutes of inactivity.

3. What are Quick Codes and how do I use them?

Quick Codes can be entered in fields such as "Case Assignment," "Reporting Organization," "Reporting Provider," "Physician," etc. These codes are short combinations of characters that serve as a "shortcut" to typing in a full name and searching. For example, instead of searching for the Indiana State Department of Health Laboratory in the list of labs you could type in the quick code 654 into the "Code Lookup" field. Entering 654 into the "Code Lookup" field auto-populates the name and address of the lab. (**Note:** This is for example purposes only). Please contact the helpdesk for a list of quick codes for your jurisdiction.

2. How do I know which fields are mandatory?

Required fields are usually indicated either by red text, a red asterisk *, or both. These fields must be filled in or you will receive an error message when you attempt to submit. There are some exceptions. For example: the field "Signs and Symptoms" on the Core Info tab indicates that "source, sign/symptom, and anatomical site" are mandatory. These fields are only mandatory IF you are inputting data into that the Signs and Symptoms subsection. If you have no signs and symptoms to report, you may leave this whole section blank without an error.

3. What is a Notification

A notification in NBS can be two different things:

- Individuals working on case investigations at local health departments (LHDs) should create a notification after completing a case investigation. That will prompt a message to the Subject Matter Expert (SME) at the Indiana State Department of Health (ISDH) for review. These notifications allow the SME to know that the LHD and other partners have completed their portion of the work on the case investigation. Please include a description in the comment box when creating the notification.
- Once a case investigation is completed, the SMEs at the ISDH will review case notifications to submit the information to the Centers for Disease Control and

Prevention (CDC). A Nationally Notifiable Disease Message is sent to the CDC from the state.

4. Why won't the system let me create a notification?

Before creating a notification, make sure that the "case status" field has been completed using the drop-down menu. This field is located on the Case Info tab under the "Epidemiologic" subsection. You will not be able to create a notification until this has been completed.

5. Why am I receiving errors when adding treatments/test results/notes/comments, etc.?

When adding or editing information in sections supporting multiple values, you must click the "Add" or "Update" button to complete your data entry. If you attempt to save your information by clicking the Submit button and you have not added or updated a value in a section supporting multiple values, NBS displays an error indicating that you have entered or edited information and have not clicked Add or Update in the multiple entry table.

6. I need to transfer a case investigation to another jurisdiction. What do I do?

This can be done by utilizing the "Transfer Ownership" button from the existing Lab, Morbidity Report or Case Investigation. Please refer to the IN NBS Core Quick Guide on the steps to take when transferring a case investigation to another jurisdiction. In addition to the steps listed in the IN NBS Core Quick Guide, to expedite the transition, you should email or call the jurisdiction that you are transferring the information to and let them know about the case and why it is being transferred.

7. I clicked Submit on a lab, but no investigation was opened.

Clicking submit on an entered lab report will only save the lab report. To save the lab and create an investigation, you need to click on the "Submit and Create Investigation" button.

8. What happens if I need to enter a lab for a patient who resides in another jurisdiction/county?

If you receive a Laboratory report or Morbidity Report in error, meaning that individual does not reside in your jurisdiction, you can still enter that laboratory report into NBS. You would enter the lab or Morbidity Report as described in the IN NBS Core Quick Guide, except in the county of residence you put the correct county instead of your own. DO NOT click submit until data entry is complete. Due to jurisdiction permission, you will not be able to see or access the report after submission.