

# ELECTRONIC COMMUNICABLE DISEASE REPORTING SYSTEM

## ~ ECDR TIPS & TOOLS ~



**PLEASE REMEMBER TO TYPE ALL FIELDS IN CAPITAL LETTERS**



<https://prismdata.health.wyo.gov/>

PIN #: 3957



Fields with a **red asterisk\*** next to them are **required in order to submit the information**.



You will need to enter **EITHER a date of birth OR an age** in the DOB box. This will be clarified by you in the box next to it (DOB or age?).



If the patient is pregnant, please include an **estimated due date**.



After you choose a PROVIDER or LAB, the additional locating information will auto-populate. Please **put YOUR name in the PROVIDER "Reporting Person" box**.



If you are unsure of the provider or lab information, call or email Brianne Dunivent-Cronk ([brianne.dunivent-cronk@wyo.gov](mailto:brianne.dunivent-cronk@wyo.gov) or 307-777-8005) for clarification.



**Double check the information** and make sure it is accurate and complete for that provider/lab.



If the patient was NOT TESTED but was treated based on a known exposure, please select **"NO"** in the SPECIMEN section next to "collected." **This will negate the requirement to enter the lab information**.



In the DISEASES section next to REFERRAL BASIS, choose **KNOWN EXPOSURE**. Make sure to indicate what disease(s) the patient was exposed to by putting a check mark in the corresponding "Known Exposure" boxes.



The ECDR can log **multiple positive disease results**. By putting a checkmark in multiple "Known Exposure" or "Infection" boxes the system will submit multiple positive disease results.



If the patient WAS TESTED, please indicate in the specimen source box **the type of specimen** (ie: urine, endocervical swab, etc.) as well as the collection and result dates.



The ECDR can log multiple symptoms. Choose the indicated symptom in the **"Symptom" drop down box** (along with date onset). Press the "Add" button located to the right of the symptom entry. When the symptom information appears in a pink box below the symptom entry area, the system has captured the data.



If the patient indicates a symptom that is not listed, enter the information in the "Symptoms Other" text box.



**CONTINUED ON SIDE 2 →**

-  In the PATIENT TREATMENT section, select the **corresponding disease** in the “Select Standard Treatment For” box in order to access the list of appropriate treatments. The ECDR can log multiple treatments for multiple diseases. When you enter your disease treatment information (Disease, treatment, exam date, date treated) press the “Add” key to the right of the “Date Treated” box. When the treatment information appears in a pink box below the treatment entry area, the system has captured the data.
  -  If the treatment given is not found in the drop-down box, leave the box unselected and **type details** into the “other treatment details” box along with the **date treatment was administered** (if unknown, the date treatment was prescribed to the patient).
-  If partner information was gathered (**REGARDLESS OF WHETHER THE PARTNER WAS TREATED AT THAT TIME**) please provide that information in the PARTNER TREATMENT section.
-  If the patient was given an EPT packet or treatment to give to her partner, please **check the “PARTNER TREATMENT – EPT GIVEN to original patient”** box toward the bottom of the page.
-  In the PARTNER TREATMENT textbox, please **add partner notification information** (IE: notified by patient, notified by clinic, notified by state, etc.)
-  Once you have all the information completed, you may chose to **add risk factors** or a **Hepatitis Panel** questionnaire on the following pages by check marking the boxes provided above the submit button.
  -  If you have no risk or hepatitis info, press the submit button.

If you miss a required field and click on the SUBMIT button, you will receive a **red error message** at the top of the page that will indicate what additional information is needed.

Once you click the SUBMIT button, you will be given the option to **view/print the entire report for your files**. You are also given the opportunity to **edit the report** if needed before you submit the final report & are returned to the home page.



**YOU CANNOT ACCESS THE REPORT ONCE IT HAS BEEN SUBMITTED!** It is highly recommended that you print a copy of the report to be kept in the patient file. If clarification is needed you will be able to verify the original information submitted.



**If you navigate away from the reporting pages** before you submit THE FINAL REPORT, the data you have entered **will not be submitted** and will be removed from the page. **PLEASE BE SURE TO PRESS THE SUBMIT FINAL REPORT BUTTON OR YOUR INFORMATION WILL BE LOST** and the data will have to be re-entered for submission.

If you have questions or trouble accessing or navigating the site, please contact Brianne Dunivent-Cronk at [brianne.dunivent-cronk@wyo.gov](mailto:brianne.dunivent-cronk@wyo.gov) or 307-777-8005

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