INSTRUCTIONAL GUIDE
RME Process: From MHS GENESIS to DRSi

Purpose	To provide DoD healthcare providers and public health personnel with step-by-step guidelines to submit RMEs into the Disease Reporting System internet (DRSi).
Policy	These guidelines apply to DoD medical personnel in accordance with DoD Directive 6490.02E and applicable state, territory, and host nation laws. Military Health System (MHS) GENESIS is required to submit information in a timely manner for RMEs.
Responsibilities	The military treatment facility's (MTF) Preventive Medicine (PM) department or equivalent (i.e., Public Health Flights) will ensure that RME posters are displayed in any locations in which RMEs are identified (i.e., emergency departments, laboratories, ordering provider workstations, etc.). To request RME posters, send an email to dha.apg.pub-health-a.mbx.disease-epidemiologyprogram13@health.mil.
	Clinicians will be trained on identifying RMEs and know how to contact the local MTF PM department or equivalent with an emphasis on outbreaks and diseases of public health significance.
	RME reporters will be clearly identified at each installation and will maintain regular communication with local hospitals and public health agencies to ensure appropriate tracking and reporting of RMEs per state guidelines.
DHA Strategic Plan	Priority #2: Building a modernized, integrated, and resilient healthcare delivery system. This mechanism of surveillance ensures readiness and force health protection through continuous monitoring, early detection, prevention, and control of outbreaks.
DRSi Help Desk Contact Information	**COMM**: (410) 417-2377 **DSN**: 867-2377 **Email**: dha.apg.Pub-Health-A.mbx.disease-epidemiologyprogram13@health.mil
Helpful Resources	**Armed Forces Medical Events Guidelines and Case Definitions:** Armed Forces Reportable Medical Events (health.mil)
	DRSi User Guide: Disease Reporting System internet (DRSi) User Guide (health.mil)
	DRSi Resources webpage: DRSi Resources - Defense Centers for Public Health - Aberdeen
	Communicable Disease Toolkit: Communicable Disease Toolkit - Defense Centers for Public Health - Aberdeen

What is an RME?
An RME is defined as "an inherent, significant threat to public health and military operations" (Armed Forces Health Surveillance Division [AFHSD], 2022). All RME case definitions and guidelines can be found in the *Armed Forces Medical Events Guidelines and Case Definitions* document (AFHSD, 2022).

What is DRSi?
DRSi is the DoD's official repository for RMEs and is the primary system used by the Defense Health Agency- Public Health to conduct disease and outbreak detection. Furthermore, it is a vital tool in initiating a prompt public health investigation and outbreak response.

What is the Discern Reporting Portal (DRP):
The application “P0630 Discern Reporting Portal” is embedded within MHS GENESIS and allows users to tailor and create reports with information from MHS GENESIS. Utilizing the DRP, users can create lists of labs supporting or confirming RMEs and use the information to report the RMEs in DRSi.

What is MHS GENESIS?
MHS GENESIS is the modern electronic health record for the MHS, providing a single health record for Service Members, veterans, and family members.

What is PowerChart?
The application “P0630 PowerChart” is embedded within MHS GENESIS and is part of the patient’s electronic health record. This can be used to verify patient lab results, immunization records, and to determine if a patient was hospitalized.

What is the Electronic Surveillance System for the Early Notification of Community-Based Epidemics (ESSENCE)?
ESSENCE “monitors and provides alerts for unusual increases in the occurrence of health events around the globe” (DHA, 2023). It supports early detection and monitoring of health events through the collection of real-time biosurveillance data from MHS GENESIS, including outpatient health records, pharmacy prescriptions, laboratory results, and radiology reports (DHA, 2023). ESSENCE can be used as an optional cross-check tool and mechanism to assess for outbreaks.

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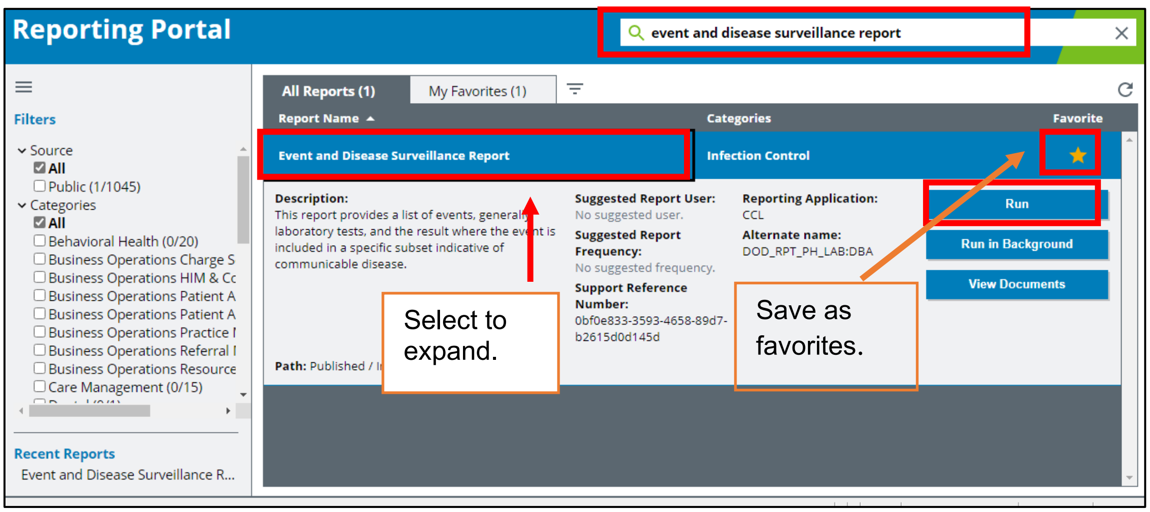
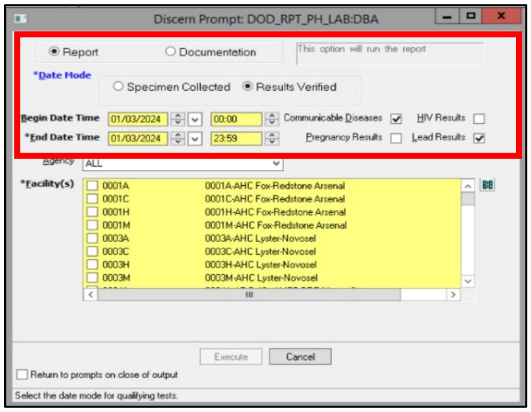
STEP 1 DRP:
Physicians/ordering providers will input lab orders into MHS GENESIS patient charts. Labs will result in MHS GENESIS; the DRP will then pull those results. The DRP should be checked daily for your reporting unit(s).

1. Open the MHS GENESIS desktop application.
2. Open the “P0630 Discern Reporting Portal” application.

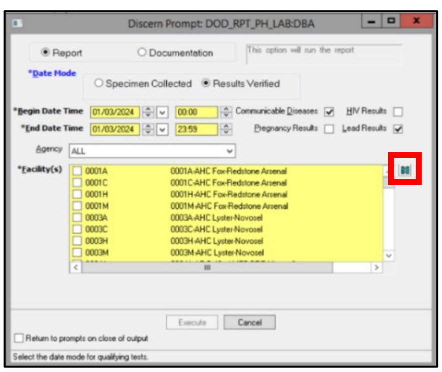
3. Type “Event and Disease Surveillance Report” into the search box at the top, right-hand corner of the screen. Expand the report by selecting on its name, then proceed to select “Run.” You can save the report to your favorites by selecting the star icon on the right-hand side of the report listing.

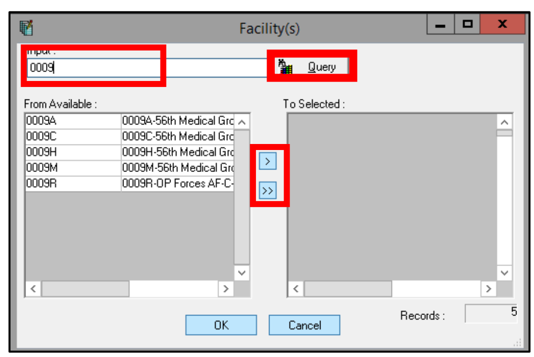


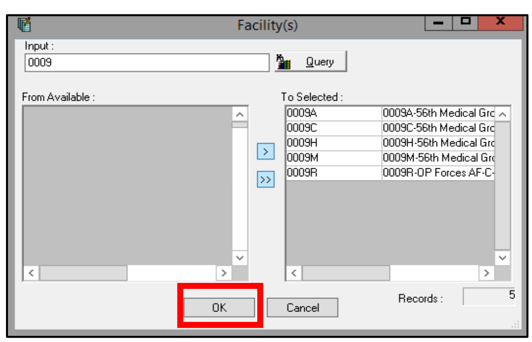
4. A DRP prompt window will appear. Do the following:
   a. Select “Report” at the top of the window.
   b. For Date Mode, select “Results Verified.”
   c. Input Begin Date Time and End Date Time. NOTE: This will bring up all labs resulted in that specific timeframe. The Begin Date Time should be the day prior to running the report at “00:00,” End Date Time should be the day prior to running the report at “23:59.”
   d. Uncheck the boxes for “Pregnancy Results” and “HIV Results” as they are not RMEs.



   e. Select on the filter icon located to the right of the Facility(s) category.
   f. This action will trigger a prompt window. Enter your facility DMIS ID in the Input box and select “Query.” All relevant facilities will be displayed. Select the “>>” icon to transfer all associated facilities to the To Selected field or select the “>” icon to transfer specific facilities to the To Selected field. Then, select “OK” to close the prompt window.







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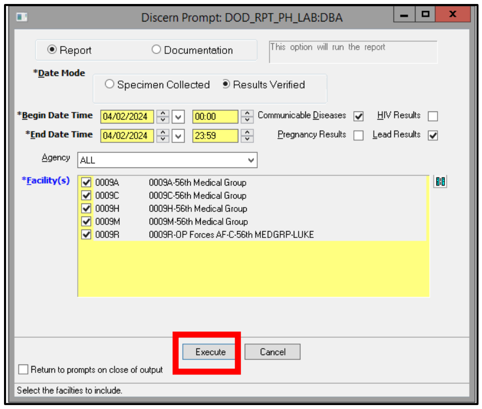
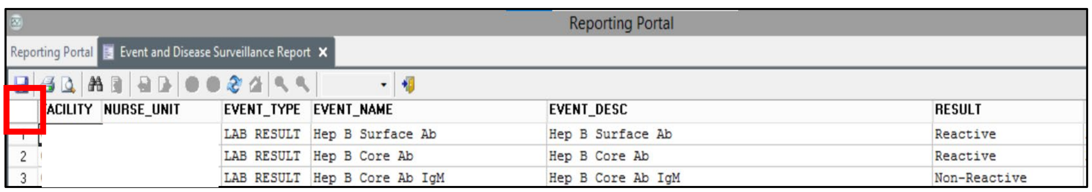
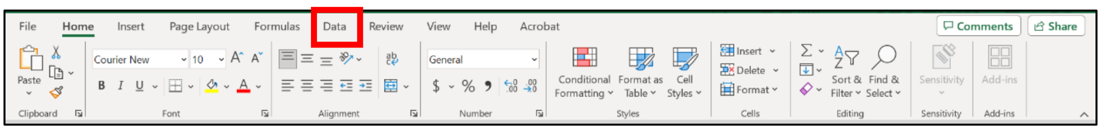
5. Ensure you can see your selected facility(s) in the Facility(s) field of the original prompt window. Select “Execute” in the DRP prompt window.

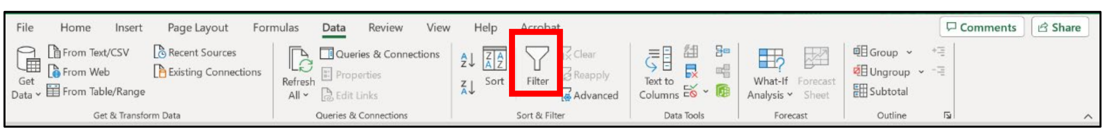


6. When the report populates select the box in the top left-hand corner of the table, which will select all cells. To copy the selected cells right-click and hover over “Edit” then select “Copy.” Then open a new Excel document and paste the cells in the new document.

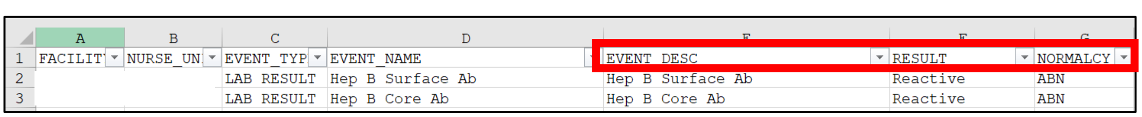


7. Select all of the cells in the new excel document. Go to the “Data” tab and select “Filter.” This will create filters for the columns.



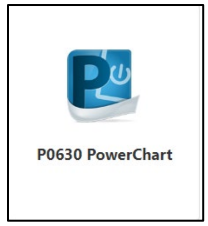


8. Select the down arrow for the NORMALCY column and only select “ABN,” “CRIT,” and “(Blanks).” This will show the possible RMEs based upon the laboratory results or diagnosis.
9. Select the down arrow for the RESULTS column and de-select “NEGATIVE,” “NEG,” “NON-REACTIVE,” “TNP,” “NOT DETECTED,” “INVALID,” and “NONE SEEN.” This will ensure that only positive results will show.
10. Select the down arrow for the EVENT_DESC column and de-select any non-RMEs. NOTE: Consult the current [Armed Forces Reportable Medical Events Guidelines and Case Definitions]() document for required RME information.



STEP 2 PowerChart:

1. Open the MHS GENESIS desktop application.
2. Open the application “P0630 PowerChart.”

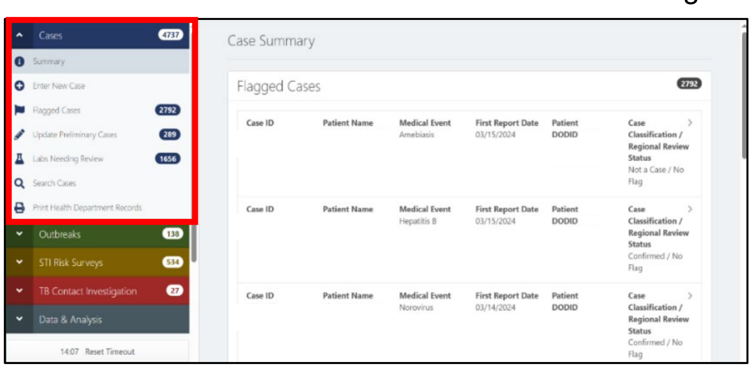


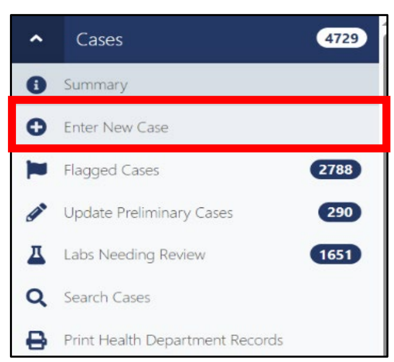
3. Select “Patient” at the top of the screen and then select “Search.”
4. Search for the patient using their DODID. NOTE: The DODID can be pulled from the DRP report under the “EDIPI” column.
5. A list of patient encounters will be populated, select the encounter you are looking to verify based upon the “Event_DT_TM” column in the DRP report.
6. Each MTF may record and verify RMEs differently. Some of the options you may use to verify RMEs are listed below.
    a. Go to the “Summary” tab at the top of the patient chart and review the clinical notes to verify if the patient was hospitalized. These notes may also include signs and symptoms of disease. NOTE: There may not be any clinical notes listed under this tab.
    b. On the left-hand menu select “Documentation.” Scroll to the corresponding date for the encounter you are trying to verify and identify any documentation to confirm hospitalization and/or signs and symptoms. NOTE: Some examples of documents that may be used for this verification include those labeled as “Discharge,” “Intake,” or “Clinical Note.” This is not a comprehensive list.
    c. On the left-hand menu select the “Immunization” tab to verify the patient’s immunizations.
    d. On the left-hand menu select “Results Review” and then select the “Labs-Recent” tab to verify the lab results if necessary.

STEP 3 DRSi:

NOTE: For first time DRSi users, refer to page 8 of the DRSi User Guide for registration instructions.

1. Login to DRSi.
2. **Report new case**
    a. Go to the “Cases” module on the left side navigation bar and select “Enter New Case.”





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i. Enter the DODID associated with the patient or sponsor of the new case and select the "Find Patient by DODID" icon.
   1. If the patient already has a registered profile: The patient's information and their linked family members will be displayed. Scroll through the list and find the correct patient you are looking for and select "Select Patient." Once complete, skip to "Confirm patient demographics"
   2. If the patient does NOT have a DRSi profile: A message will say "No patient was found for this search. Do you want to register a new Sponsor or a new Family Member?" with the options "Register Sponsor" or "Register Family Member."
      a. To register a new sponsor:
         i. Select "Register Sponsor."
         ii. Enter all of the sponsor information "DODID, sponsor name, date of birth (DOB), race, gender, rank, duty status, service branch, duty station, and any contact information." **The DODID cannot be changed after this step.**
            1. Some of this information can be pulled from the DRP including DODID, race, DOB, duty status, and service branch. NOTE: DODID will be under the "EDIPI" column in the DRP report.
         iii. Once all information is entered correctly select "Submit and Continue." A prompt window will appear, select "Accept."
      b. To register a new family member (dependents only):
         i. Select "Register Family Member."
         ii. Select "Find Sponsor" and enter the sponsor's DODID. Verify that the sponsor is correct and select "Add Family Member." If sponsor is not registered skip to "To register a new family member AND new sponsor"
         iii. Enter the sponsors and dependent's DODID, full name, gender, DOB, address, phone number, and email. Also include the sponsor's rank, duty status, and service branch. **The DODID cannot be changed after this step.**
         iv. Once all information is entered correctly, select "Submit and Continue." A prompt window will appear select "Accept."
      c. To register a new family member AND new sponsor:
         i. Select "Register Family Member."
         ii. Enter DODID of the sponsor, if sponsor is not found select "Register Family Member with New Sponsor."
         iii. Enter the sponsor's and dependent's DODID, full name, gender, DOB, address, phone number, and email. Also include the sponsor's rank, duty status, and service branch. **The DODID cannot be changed after this step.**
         iv. Once all information is entered correctly select "Submit and Continue." A Prompt window will appear, select "Accept."

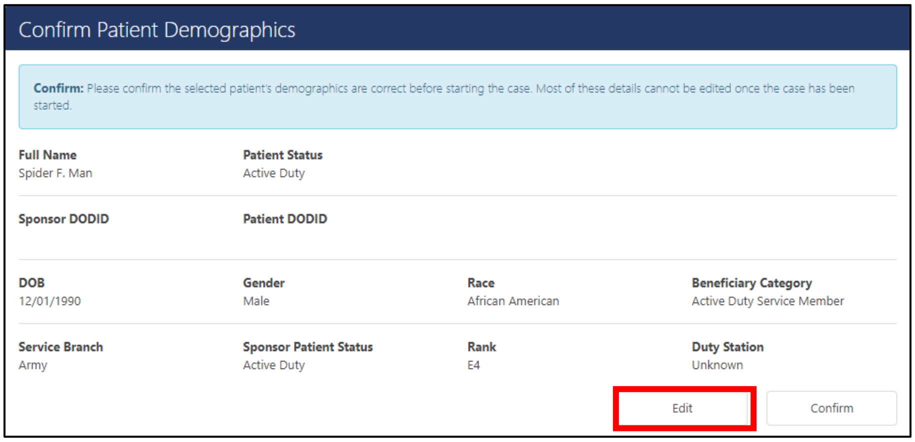
b. Confirm patient demographics.
   NOTE: Skip to "If demographic information does not need to be updated" if new patient profile was just created.

   i. Review patient demographics to ensure that all patient information is correct. NOTE: All demographic edits must be made before a new case report is made.

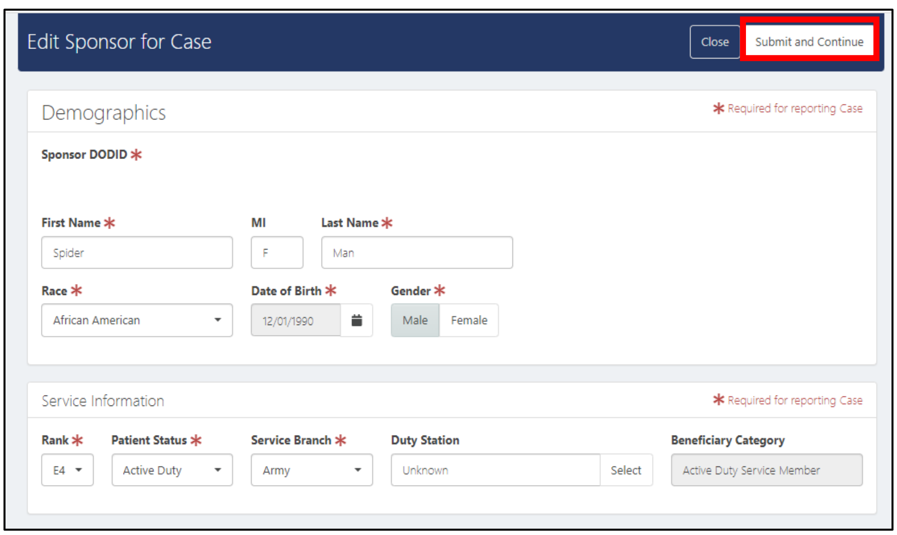
1. The following patient demographic information can be edited for existing patient profiles: name, DOB, gender, race, beneficiary category, service branch, duty status, rank, duty station.
2. The DODID cannot be edited for existing patient profiles. If these need to be updated refer to the “DRSi User Guide.

ii. <u>If demographic information needs to be updated</u>:

1. Select “Edit.”



2. Once all edits have been made select, “Submit and Continue” at the top-right of the screen.



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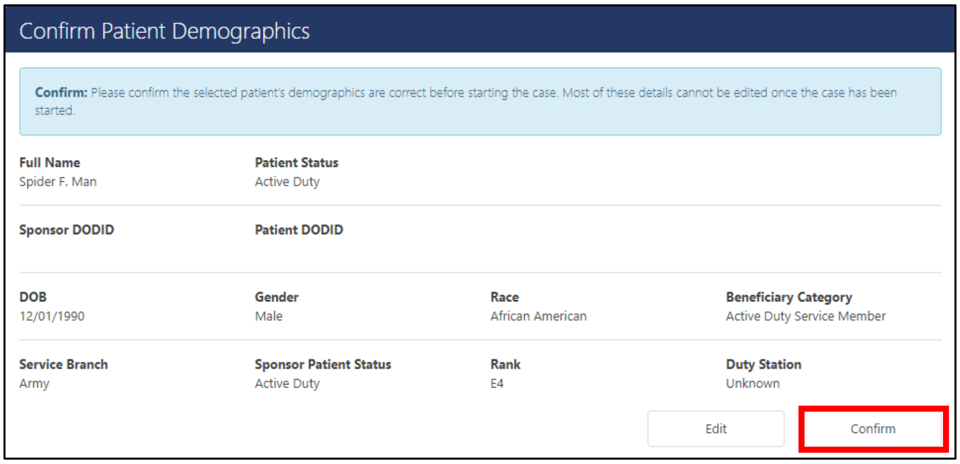
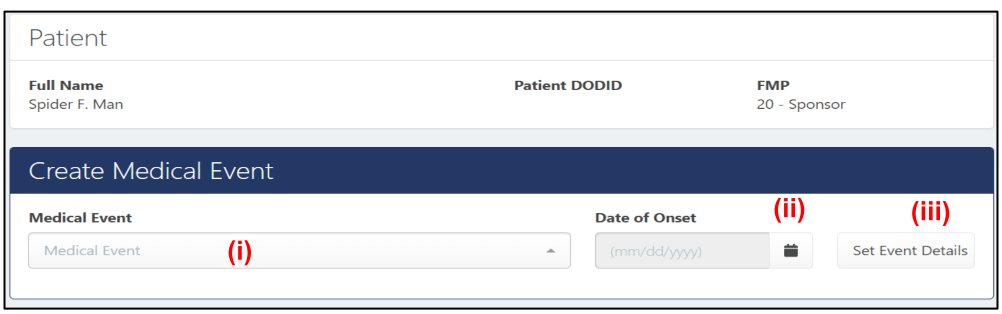
iii. If demographic information does not need to be updated:
    1. Select "Confirm



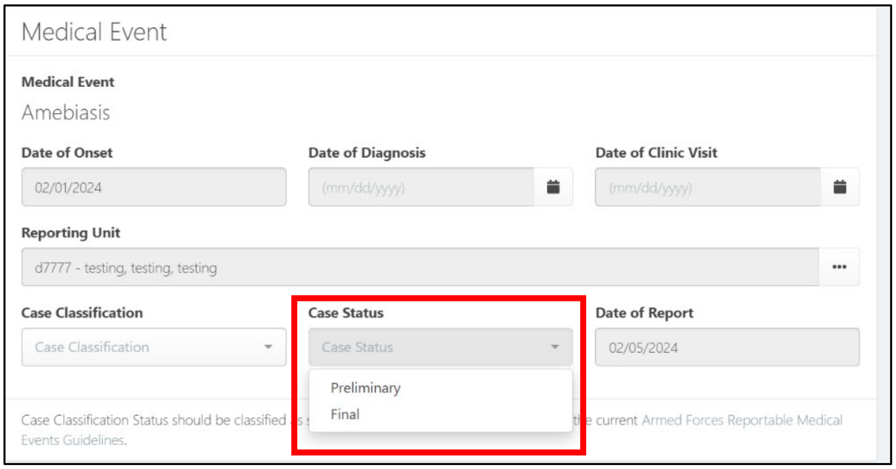
    2. A list of recently reported cases will be displayed for the patient. Confirm that the case you want to report has not already been reported. NOTE: If the patient has already been reported for the RME, contact the DRSi Help Desk.

c. Create the MER
   i. Select from the "Medical Event" drop-down list and select the RME you are reporting.
   ii. Select the "Date of Onset" from the calendar icon. NOTE: The date of onset is when the patient first began having symptoms. If this is not applicable or it is unknown, then enter the date of the positive laboratory test or the date of diagnosis for the patient. The date cannot be changed after report is submitted.
   iii. Select "Set Event Details."



    1. The system will review existing cases to check for any duplicate reports. If a duplicate report is identified, review, and if needed contact the DRSi Help Desk.
    2. NOTE: To determine if RMEs should be reported more than once within 30 days of initial report review the Armed Forces Reportable Medical Events Guidelines and Case Definitions for guidance. If you are still unsure, contact your DRSi Help Desk.
   iv. Enter all information available in the MER. Complete as much as possible under the Medical Event, Laboratory Tests, Event Related Questions, and Comments section.

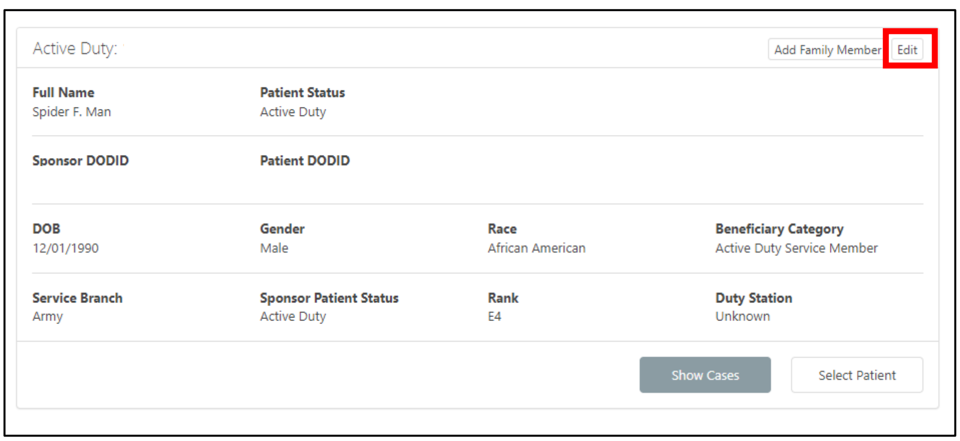
1. If you are still gathering information about a case, set the Case Status to "Preliminary." This will ensure that the case is available to update later. If report is finished, set the Case Status to "Final."



2. After reviewing all information for accuracy, select "Submit."

3. Edit Patient Demographics

a. Go to the "Cases" module and select "Enter New Case."
b. Search for patient using their DODID.
c. Once you find the correct patient, select "Edit" in the top right-hand corner.



d. Update any demographic information. Once that is completed select "Submit and Continue."
e. The system will bring you to the "Create Medical Event" page, if no case needs to be reported for that patient, then select the "Summary" tab in the "Cases" module to end the process. If case does need to be reported refer back to "Create the MER."

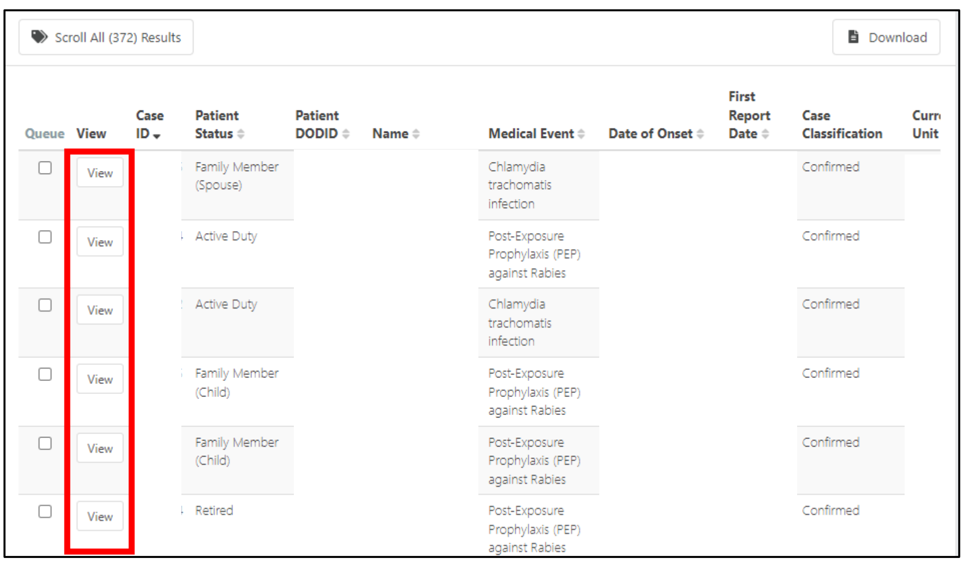
4. Update Preliminary Cases

Cases should only be marked as “Preliminary” if additional information is still being gathered about the case. Most cases are expected to be updated to “Final” within 1 week of the first report date; some cases may take longer to investigate.

a. In the “Case Module” on the left-hand navigation bar select “Update Preliminary Cases.”

b. If the case does not appear on the main screen, apply search criteria for the desired preliminary case and select “Search.” If you want to apply new search criteria, select the “X” to the right of the “Search” icon before entering the new criteria. You can sort the cases by selecting the column titles in the table. If no criteria is applied, then the default sorting will be by most recent MER Case ID.

c. Open the preliminary case by selecting the “View” icon. NOTE: If no cases are shown that means there are no active preliminary cases in the unit that the reporter has access to.



d. Update and edit the case as needed.

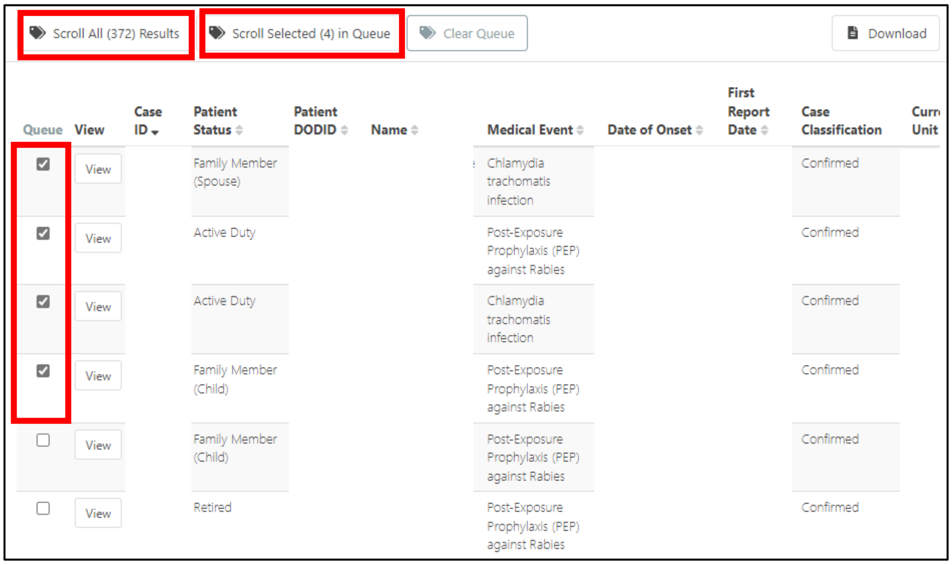
   i. If all case information has been gathered and entered, change the “Case Status” to “Final.” When finished select “Submit.” NOTE: Once a case has been changed to “Final” it will be moved from the “Preliminary Cases” module.

5. Queuing, Opening, and Editing Multiple Cases

a. <u>Queueing and Opening Cases:</u>

i. If you need to review multiple cases at one time, select the check box under the “Queue” for each desired case.

ii. Once all cases are selected, select the “Scroll Selected (#) in Queue” at the top of the table to view all the MERs. If you want to select and review all MERs, select “Scroll All Results” at the top of the table.



b. <u>Editing Cases in a Queue:</u>

i. Apply changes to the specific cases as needed.

ii. Update the case status to “Final” if all necessary information has been collected and entered.

iii. Select “Submit” once case is updated.

iv. Use the queue navigation at the bottom of the screen to move through the selected cases. Either use the “Next” icon to move to the next listed case or select the drop-down menu and select the specific case you would like to review next.

v. Select “Close Queue” when you are finished editing the cases.

6. Flagged Cases

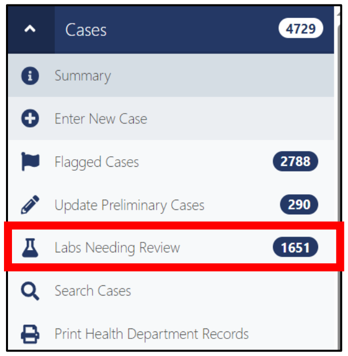
If a regional reviewer flags a case submitted by your reporting unit, it will now appear in the "Flagged Cases" module with notes regarding what edits need to be made. As a reporter you should be checking the "Flagged Cases" module periodically. If no cases are shown, then that means that all case questions/comments have been addressed.

a. In the "Case Module" on the left-hand navigation bar select "Flagged Cases."

b. If the case does not appear on the main screen, apply search criteria for the desired preliminary case and select "Search." If you want to apply new search criteria, select the "X" to the right of the "Search" icon before entering the new criteria. You can sort the cases by selecting the column titles in the table. If no criteria is applied, then the default sorting will be by most recent MER case ID.
c. Open the flagged case by selecting the "View" icon.
d. Review the comments/questions from regional reviewer and apply any edits. NOTE: The contact information for the reviewer will be included if any further clarification is needed before edits can be made. Questions can be answered directly in the "Comments" box.
e. Select "Submit" and the case will be sent back to reviewer. Reviewer will either close the case or flag it again if there are any more comments/questions. Refer back to "Step "[Queuing, Opening, and Editing Multiple Cases]" for information on how to Queue, Open, and Edit multiple flagged cases.

7. **Labs Needing Review (LNR)**
   As a reporter you should review the "Labs Needing Review" list every day to either report the case if applicable or remove the case if it does not meet the case definition, it was incorrectly uploaded into the LNR, or was already reported.

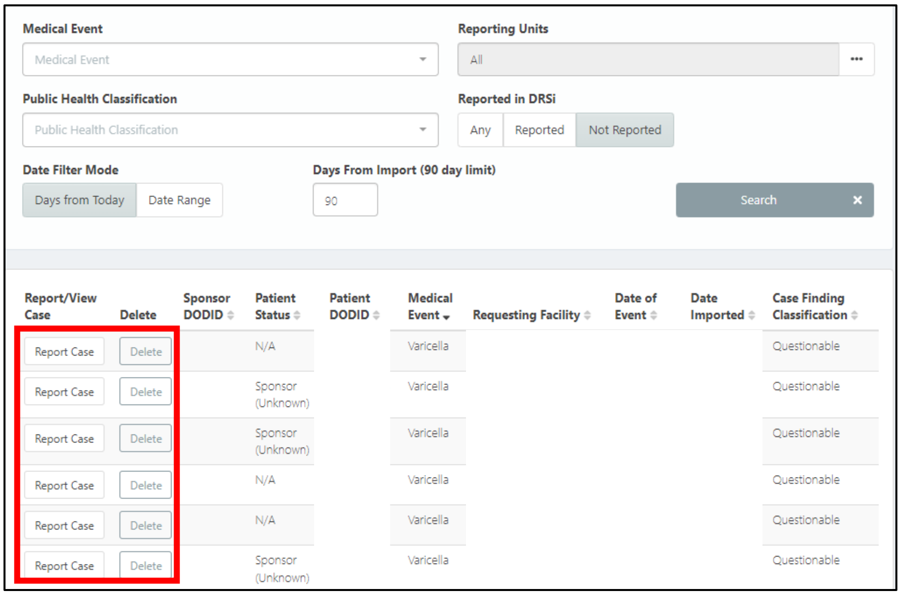
   a. In the "Case Module" on the left-hand navigation bar select "Labs Needing Review."



   b. If the case does not appear on the main screen, apply search criteria for the wanted labs and select "Search." If you want to apply new search criteria, select the "X" to the right of the "Search" icon before entering the new criteria. If no search criteria, just select "Search." You can sort the cases by selecting the column titles in the table. NOTE: If a match is found between the RME and DODID the lab will be uploaded into the "Reported" portion of the LNR. If a match is not found, then the lab is not reported and will appear in the "Not Reported" list in the LNR.
      i. Under the "Case Finding Classification" a case will be identified as either "Questionable" or "Highly Likely." "Questionable" cases are cases where the lab may or may not be reportable. "Highly Likely" cases are cases where a lab is very likely to be reportable. NOTE: You must review <u>every</u> lab before reporting as the results may suggest a case but do not guarantee a case. Even if a case is a "Highly Likely" it could still be for an incorrect patient or repeat results. Review all lab results before reporting a case.

   c. If a lab result is reportable select the "Report Case" icon under the "Report/View Case" column.
      i. <u>If the patient is not registered in DRSi:</u> The system will walk you through how to register a new patient. The RME and onset date must be entered at the top of the page. NOTE: The onset date will default to the lab certification date however, this can be edited if necessary.

ii. If the patient has already been registered in DRSi: Edit the onset date, if necessary.



d. Fill out the case report with all available information. Once all information is entered, select "Submit."

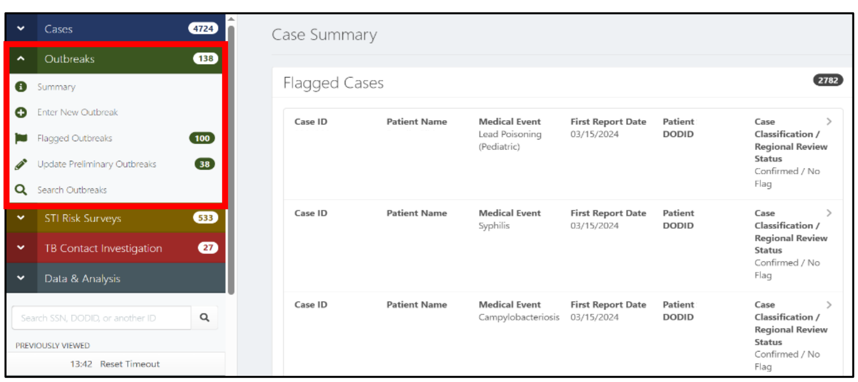
e. To get back to the LNR, select the "Close" icon at the top of the case report page.

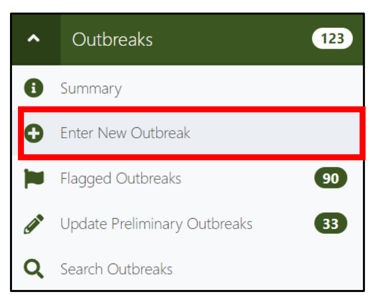
i. The case that was just reported will no longer show up in the "Not Reported" list, instead it will appear for 90 days in the "Reported" list.

ii. NOTE: Some cases may need to be deleted from the LNR list. Reasonable grounds to remove a case include: the case was already reported to DRSi, the case had a positive lab but does not meet the case definition for that RME per the Armed Forces Reportable Medical Events Guidelines and Case Definitions, or the lab record was incorrectly uploaded into the LNR list. You may be asked to provide an explanation as to why a case was deleted.

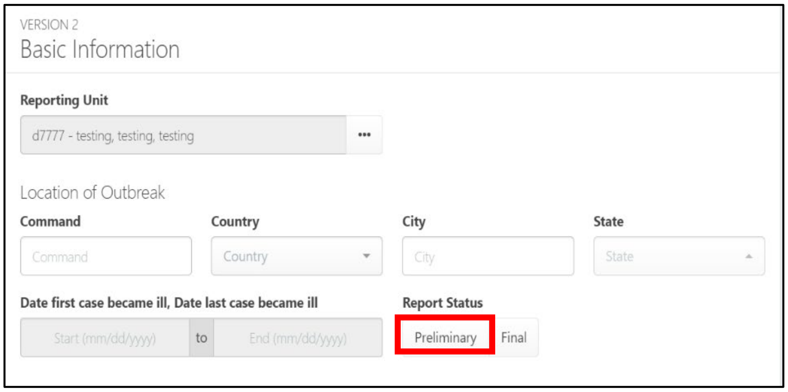
8. Entering a New Outbreak

a. In the "Outbreak Module" on the left-hand navigation bar select "Enter New Outbreak."





b. Complete as much of the report as possible under the “Basic Information,” “Clinical and Epidemiological Information,” “Exposure and Transmission,” “Investigation and Control Methods,” and “Additional Information.”
   i. Under “Report Status” select “Preliminary.”

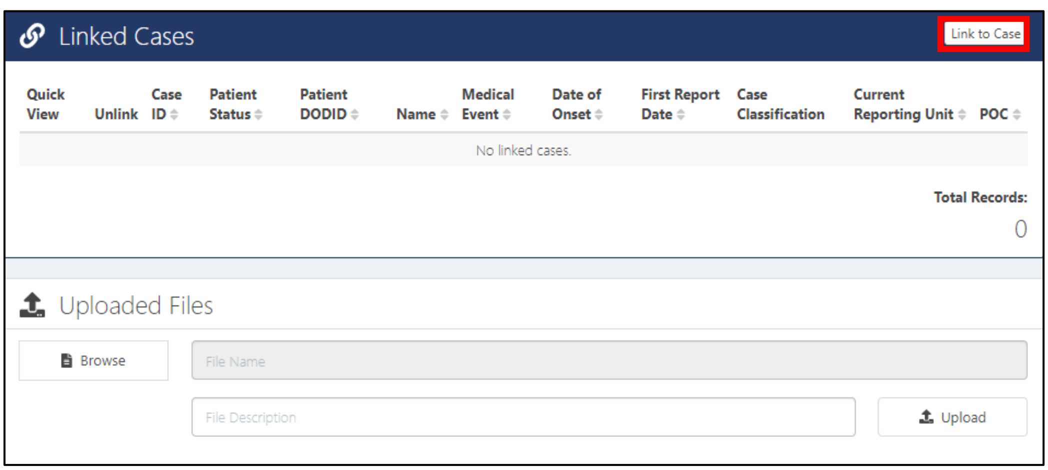


NOTE: Keep outbreak status as “Preliminary” until all relevant details have been completed and the investigation is finished. Once the status is update to “Final” it will be sent for review by the regional reviewers.

c. Select “Submit.” After submitting the outbreak, users will have the ability to upload documents and link cases associated with the outbreak.

9. Linking Cases and Uploading Files to Existing Outbreak Reports

a. After submitting a new outbreak, scroll to the bottom of the outbreak report to find the “Linked Cases” and “Upload Files” sections.
b. <u>Linking Cases:</u>
   i. Select the “Link to Case” icon on the right.

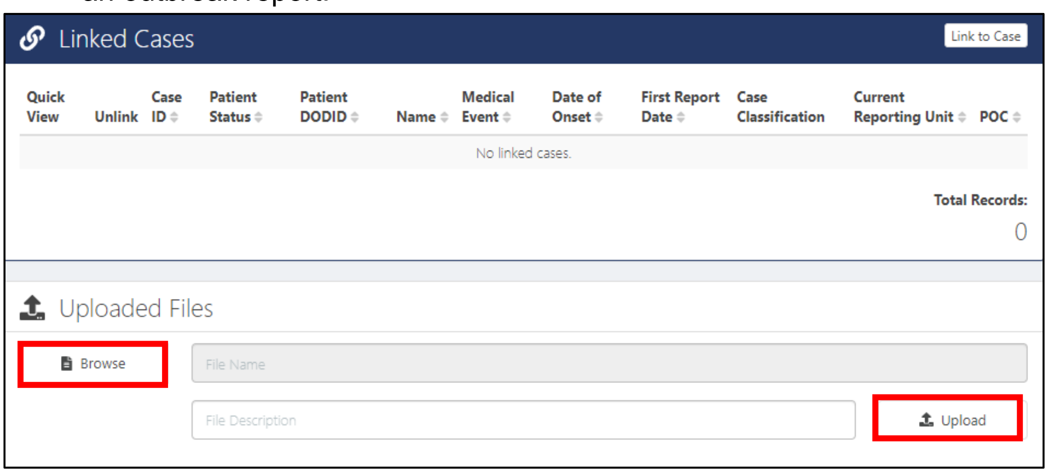


   ii. To search for specific individuals, enter the DODID or enter a list of Case IDs (enter a list by separating Case IDs by a comma and space). You can also search based on the Medical Event by specifying date ranges to find multiple case. Select “Search” once parameters are entered. If you want to apply new search parameters, select the “X” to the right of the “Search” icon before entering the new parameters.
   iii. A line list will be displayed. Select “Quick View” to see a preview of the MER.

iv. Select “Link Case” to link relevant cases to the outbreak. NOTE: After linking a case, it will no longer appear in the list. The linked case will appear in the outbreak report and in the associated MER. Cases can be unlinked anytime by selecting “Unlink” in the outbreak report or in the MER.

c. <u>Uploading Files:</u>

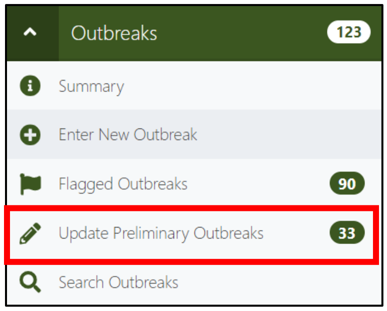
i. Select “Browse” and a file explorer will open.
ii. Find the file you want to attach to the case and select “Open.”
iii. The file will populate in the “Uploaded Files” section.
iv. Add a File Description then select “Upload” on the right. NOTE: Uploaded files can be downloaded or deleted at any time. It is not required to upload any files for an outbreak report.



10. Updating Preliminary Outbreaks

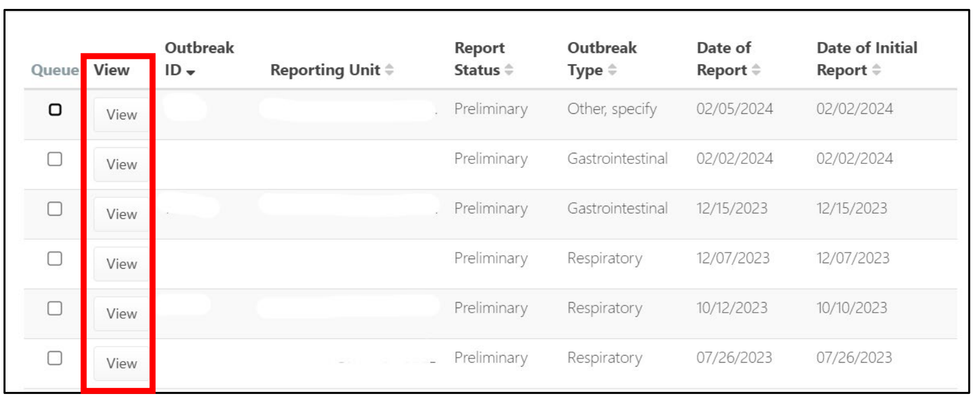
NOTE: Outbreaks marked as “Preliminary” inform reviewers that the outbreak investigation is ongoing. The “Preliminary” status allows reporting units to continue to make updates. Outbreaks are expected to spend a significant amount of time under “Preliminary” status.

a. In the “Outbreaks” module on the left-hand navigation bar select “Update Preliminary Outbreaks.”



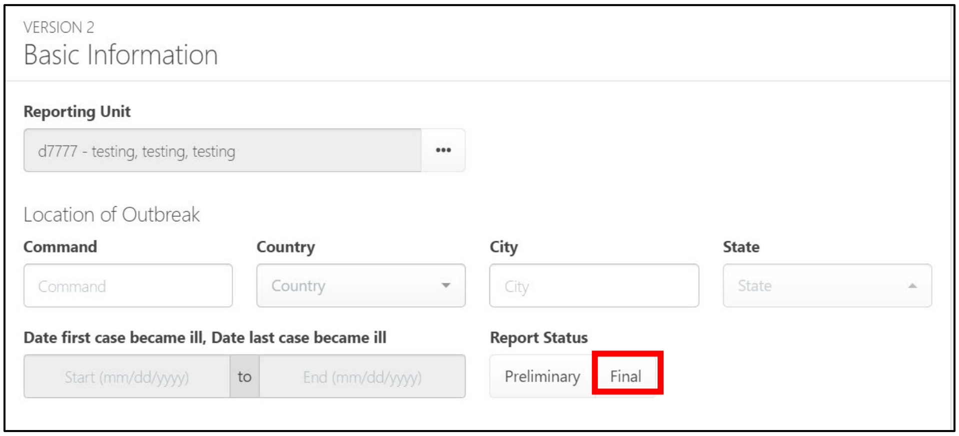
b. If the outbreak does not appear on the main screen, apply search criteria for the wanted outbreak and select “Search.” If you want to apply new search criteria, select the “X” to the right of the “Search” icon before entering the new criteria. You can sort the cases by selecting the column titles in the table. If no criteria is applied, then the default sorting will be by most recent Outbreak ID.

c. Open the outbreak report by selecting the “View” icon. NOTE: If no reports are shown, then that means there are no active preliminary outbreaks in the unit that the reporter has access to.



Queue	View	Outbreak ID	Reporting Unit	Report Status	Outbreak Type	Date of Report	Date of Initial Report
☐	View			Preliminary	Other, specify	02/05/2024	02/02/2024
☐	View			Preliminary	Gastrointestinal	02/02/2024	02/02/2024
☐	View			Preliminary	Gastrointestinal	12/15/2023	12/15/2023
☐	View			Preliminary	Respiratory	12/07/2023	12/07/2023
☐	View			Preliminary	Respiratory	10/12/2023	10/10/2023
☐	View			Preliminary	Respiratory	07/26/2023	07/26/2023

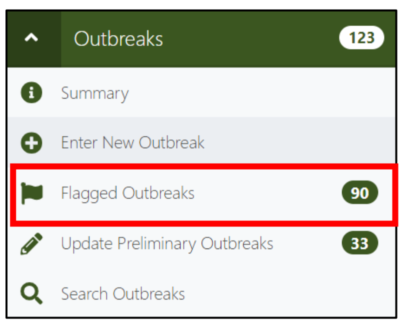
d. Update and edit the outbreak as needed.
   i. If all the information for the outbreak has been gathered and entered, change the "Report Status" to "Final." When the outbreak has been updated with all new relevant information select "Submit." NOTE: Once a report has been changed to "Final" it will be moved from the "Preliminary Outbreaks" module.



11. Flagged Outbreaks

NOTE: If a regional reviewer flags an outbreak submitted by your reporting unit, it will appear in the "Flagged Outbreaks" tab with notes regarding what edits need to be made.

a. In the "Outbreaks" module on the left-hand navigation bar select "Flagged Outbreaks."



b. If the flagged outbreak does not appear on the main screen, apply search criteria for the wanted flagged outbreak and select "Search." If you want to apply new search criteria, select the "X" to the right of the "Search" icon before entering the new criteria. You can sort the report by selecting the column titles in the table. If no criteria are applied, then the default sorting will be by most recent Outbreak ID.
c. Open the flagged case by selecting the "View" icon.
d. Review the comments/questions from the regional reviewer and apply any edits. NOTE: The contact information for the reviewer will be included if any further clarification is needed before edits can be made. Questions can be answered directly in the "Comments" box.
e. Select "Submit" and the case will be sent back to the reviewer. NOTE: The reviewer will either mark the report as "Approved" or flag it again if there are any more comments/questions.

STEP 4 ESSENCE:

1. The “MyEssence” tab at the top toolbar of the home screen will take you to the dashboard. For new users, this will be blank. You can add pre-existing queries by selecting “Library” and choosing the queries that are publicly shared or you can create your own. To start your dashboard, the recommended queries to select from the “Library” tab are: My COVID, RSV, Default RME, Default Syndromes by ICD.
   a. ESSENCE training materials and registration instructions can be found on the milSuite page at this link: https://www.milsuite.mil/book/groups/essence/pages/training.
2. Use ESSENCE as a tool to check for disease trends within your installation to track how disease counts have increased, decreased, or stayed constant over a period of time (ex: Epidemic Curve: a histogram that displays the number of new cases of disease that are occurring over time. An Epidemic Curve can show the timeline and course of an outbreak).

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