

# eSP™ CCHD TRAINING MANUAL



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# SECTION 1

## GETTING STARTED

### Learning Objective

To gain an understanding of what is needed to begin using eSP™, and demonstrate the ability to log on to the system.

### TOPICS COVERED

1. Logging in to eSP™.....Page 3
2. Locate help text and support contacts.....Page 3
3. Quick Link functions.....Page 3

### WHAT YOU WILL NEED FOR THIS SECTION

1. Username and Password

## LOGGING IN

Logging into eSP™ is easy and fast, all you need is a working internet connection and a username and password (assigned to you by your Program Manager). Once you have these things, you're ready to log in.

<b>My eSP™ site address:</b>	<a href="https://www.mdehdi.com">https://www.mdehdi.com</a>
<b>User Name</b>	
<b>Password</b>	Please record your password in a safe place where other users will not have access to it.

If you are having trouble accessing your eSP™ site, please check to see if you are connected to the internet before contacting the help desk. If other websites are working, and eSP™ is unavailable, please contact support (See page 5).

## LOCATING HELP AND SUPPORT FOR eSP™

When you need help with eSP™, there are several options:

1. Once you're logged in, click on the **Help** button on the bottom left of the screen. This will take you to the help text. From there you can find help with menu items and screener and program manager tasks.
2. You can also contact the help desk by phone and email

<b>SUPPORT INFORMATION:</b>	
Support Hours:	Monday-Friday 8:30 a.m. to 5:00 p.m. EST
E-mail:	<a href="mailto:ozhelp@oz-systems.com">ozhelp@oz-systems.com</a>
Contact Phone Number:	888-727-3366 ext 2

## QUICK LINKS

The **Quick Link** drop down menu is located in the top right section of the screen. This menu allows you to navigate between different pages quickly without having to use the Tabs on the left side of the screen.



# SECTION 2

## MANAGING CCHD DATA

### Learning Objective

To gain knowledge in locating patient records and updating CCHD Outcome in eSP™.

### TOPICS COVERED

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2. Updating Patient Records .....Page 10

## SEARCHING

After logging into the application, you will need to locate the patient's record for which you have completed CCHD Screening.

### GENERAL SEARCHES

The search feature allows users to find patients using specific demographic details.

**Step 1:** At the **Main Menu**, click the **Patients** tab.

**Step 2:** Click the **New Search** option.



**Step 3:** Set Search Criteria to narrow the search for a specific patient or group of patients (i.e. Name or Date of Birth).

**Step 4:** Click the **Submit Search Criteria** button towards the bottom of the screen.

A screenshot of the "Patient Search Criteria" form. The form is divided into several sections. The top section, "Patient Search Criteria:", includes fields for "Name:" (with a note "(Last name, First name)" and "wildcard searches are permitted using the percent symbol (e.g. Smi%)"), "Blood Spot Card No.:", "Medical Record No.:", "Date of Birth:" (with "born between:" and date pickers), "Confidential ID:", and "Birth Hospital:". The "Facility Transfer:" section has a "Transferred" checkbox, "Transfer Date Range:" (with date pickers), "Facility Transferred From:", and "Facility Transferred To:". The "Patient Location:" section has radio buttons for "inpatient", "outpatient", and "either". The "Birth Admission:" section has radio buttons for "in process", "complete", and "either". The "Nursery:" section has a "check all" button and checkboxes for "Well Baby", "NICU", and "Other". The "Additional Search Criteria:" section has a note "Use the buttons below to apply more advanced search criteria to your patient search." and two buttons: "General Child Information:" (with "Professional Contacts" and "Demographics" sub-buttons) and "Hearing:". At the bottom right is a "Submit Search Criteria" button.

## PATIENT SEARCH FIELDS DEFINED

<b>Name (Last, First)</b>	Enter in the first letter(s) or entire first or last name to search for in the appropriate text box
<b>Medical Record No.</b>	Enter Medical Record No. to search for in the text box
<b>Blood Spot Card No.</b>	Enter the Blood Spot Card No. to search for in the text box
<b>Date of Birth</b>	Click the calendar or type in the date (mm/dd/yyyy) for "born between" "and" text boxes
<b>Confidential ID</b>	Enter Confidential ID, which appears in the name field of the record
<div> <div> Patient: CCHD, Baby (Female) Confidential ID: 1000420000000288568  Blood Spot Card No. CCHD001 Medical Record No. CCHD001 </div> <div> <p><b>Confidential ID</b></p> <p>A unique patient identifier that can be used to communicate information about a patient without disclosing patient data</p> </div> </div>	
<b>Birth Hospital</b>	Enter the facility listed as Place of Birth on the patient record
<b>Transferred</b>	Checkbox activates the search panel and filters on transferred babies
<b>Transfer Date Range</b> filters on most recent transfer accepted date	
<b>Facility Transferred From</b> filters on most recent completed facility transferring out	
<b>Facility Transferred To</b> filters on most recent completed facility transferred to	
<b>Patient Location</b>	Click the radio button next to inpatient, outpatient or either to indicate the patient location to search for and display in the search results
<b>Birth Admission</b>	Refers to the patient's hearing screening status
<b>Nursery</b>	Place a checkmark in the box(es) next to the Nursery level to search for. More than one may be selected. The Check All button may be clicked to check all nursery levels. The check all button will read Uncheck All when all levels are checked

**Additional Search Criteria**

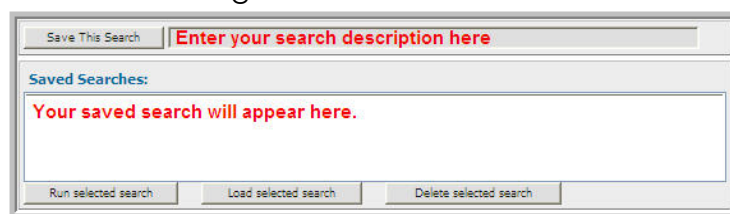
<b>Professional Contact</b>	<b>This search button will allow the user to set the search criteria to produce a list of patients specific to a certain professional contact or service provider</b>
<b>Demographics</b>	This section allows the search limits to be set to meet specific demographic information such as contact information, gender, weight, and/or race

**SAVING SEARCH CRITERIA**

The search feature allows users to save search criteria that will be used frequently to eliminate the need to reset search criteria each time the search is utilized.

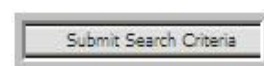
**Step 1:** Follow steps 1-3 in the previous instructions for general searches.

**Step 2:** Before clicking the **Submit** button, enter a description for the current search criteria in the field next to the **Save This Search** button.



**Step 3:** Click the **Save This Search** button. Your search will appear in the Saved Searches section and will be available for you to load for future searches.

**Step 4:** Click the **Submit Search Criteria** button.



**NOTE: THE STATE WILL BEGIN COLLECTING ADDITIONAL DATA ELEMENTS FOR BABIES WITH ABNORMAL SCREENING RESULTS LATER THIS YEAR.**



## UPDATING PATIENT RECORDS WITH CCHD OUTCOMES

Once the search criteria has been submitted, you will be presented with a list of matching records. This list could be a single patient or multiple patients depending on the criteria entered. For example, a date range would most likely result in a list, whereas Confidential ID would result in a single patient.

**Step 1:** Identify the patient for which you wish to add the CCHD Screening Outcome. **Name, Patient Status, Medical Record Number and Nursery** are the fields available to confirm a patient match.

**Step 2:** Click on **View** next to the patient record you wish to update.

Notes: Using the sort options at the top of the search results will re-sort your entire result set and return you to page one of your search results.

Name	Patient Status	Medical Record No.	BirthDate	Nursery
<a href="#">View</a> CCHD, Baby	In Process	CCHD001	05/31/2012	Well Baby

total patients found: 1

[TO-DO](#) [MODIFY SEARCH](#) [NEW SEARCH](#) [4 PAGES](#) 1 [NEXT](#)

**NOTE:** IF THE PATIENT'S RECORD DOES NOT APPEAR IN THE RESULTS LIST CLICK **MODIFY SEARCH** TO CHANGE THE SEARCH PARAMETERS.

**Step 5:** Once on the patient's record, click on the **CCHD** tab to add the patient's screening outcome.

Demographics Hearing **CCHD** quick links: select a page

Patient: CCHD, Baby (Female) Confidential ID: 100042000000288568  
Blood Spot Card No. CCHD001 Medical Record No. CCHD001 [Edit Patient](#)

<b>Demographics:</b> Date of Birth: 05/31/2012 Place of Birth: Holy Cross Hospital GA: 38 Birth Weight: 3600 (g) Hearing Case Status: Open	<b>Location:</b> <input checked="" type="radio"/> Inpatient <input type="radio"/> Outpatient <input type="text"/> <a href="#">Set</a>	<b>Core Risks</b> Cranio-facial anomalies U Exchange transfusion for elevated bilirubin U Family history of childhood hearing loss U NICU > 5 days U <a href="#">Other Risks (0)</a>
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**Primary Contact Details:** [View/Add Contacts \(0\)](#)

**Mrs. Mom CCHD (Mother)**  
 123 Mulberry St  
 MetroCity, MD 21401  
 Phone: 410-555-1001  
 Language: English  
 Mother's DOB: 07/03/1983  
 Education: College Graduate or above

**Step 6:** On the **CCHD** tab, select the patient's **CCHD Outcome**. **Outcome** values include: **Screened-Pass, Screened- Not Pass, Physician Override, Technically Inadequate, Parental Refusal**

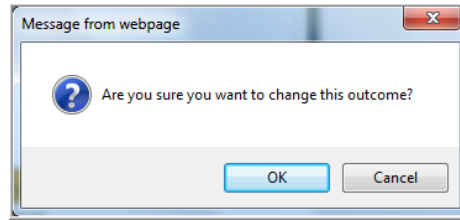
Demographics Hearing **CCHD** quick links: select a page

Patient: CCHD, Baby (Female) Confidential ID: 100042000000288568  
Blood Spot Card No. CCHD001 Medical Record No. CCHD001 [Edit Patient](#)

**CCHD Outcome:** [www.heart.org](#)

- Not Yet Screened
- Not Yet Screened**
- Screened - Pass
- Screened - Did Not Pass
- Physician Override
- Technically Inadequate
- Parental Refusal

**Step 6:** Once the **Outcome** has been selected, the user will click **OK** to confirm the selection or **Cancel** to return to the selection list.



**NOTE:** If the wrong value is selected, the user can select **Reset** from the dropdown. This will take the user back to the original selection list

