

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 eSPT™, and demonstrate the ability to log on to the system.

TOPICS COVERED

1. Logging in to eSPT™..... 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.

My eSP™ site address:	https://www.mdehdi.com
User Name	
Password	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

SUPPORT INFORMATION:	
Support Hours:	Monday-Friday 8:30 a.m. to 5:00 p.m. EST
E-mail:	ozhelp@oz-systems.com
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

1. SearchingPage 7
2. Updating Patient RecordsPage 10

SEARCHING

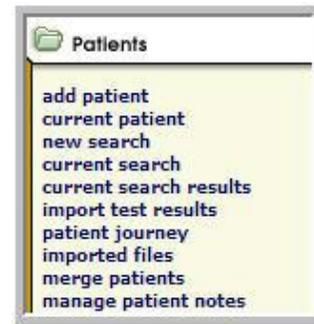
After logging into the application, you will need to locate the patient's record for which you have completed CCHD Screening.

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.

Patient Search Criteria:

Name: , (Last name, First name)
wildcard searches are permitted using the percent symbol (e.g. Smi%)

Blood Spot Card No.: **Medical Record No.:**

Date of Birth: born between: 03/02/2012 and

Confidential ID:

Birth Hospital: Any

Facility Transfer:

Transferred

Transfer Date Range: between: 03/02/2012 and

Facility Transferred From: Any

Facility Transferred To: Any

Patient Location:

inpatient
 outpatient
 either

Birth Admission:

in process
 complete
 either

Nursery: check all
 Well Baby
 NICU
 Other

Additional Search Criteria:
 Use the buttons below to apply more advanced search criteria to your patient search.

General Child Information:

Hearing:

PATIENT SEARCH FIELDS DEFINED

Name (Last, First)	Enter in the first letter(s) or entire first or last name to search for in the appropriate text box
Medical Record No.	Enter Medical Record No. to search for in the text box
Blood Spot Card No.	Enter the Blood Spot Card No. to search for in the text box
Date of Birth	Click the calendar or type in the date (mm/dd/yyyy) for "born between" "and" text boxes
Confidential ID	Enter Confidential ID, which appears in the name field of the record
<div data-bbox="207 793 889 865" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> Patient: CCHD, Baby (Female) Confidential ID: 100042000000288568 Blood Spot Card No. CCHD001 Medical Record No. CCHD001 </div> <div data-bbox="961 661 1425 949" style="background-color: #f4a460; padding: 10px; border: 1px solid gray; border-radius: 5px;"> <p style="text-align: center;">Confidential ID</p> <p style="text-align: center;">A unique patient identifier that can be used to communicate information about a patient without disclosing patient data</p> </div>	
Birth Hospital	Enter the facility listed as Place of Birth on the patient record
Transferred	Checkbox activates the search panel and filters on transferred babies
Transfer Date Range filters on most recent transfer accepted date	
Facility Transferred From filters on most recent completed facility transferring out	
Facility Transferred To filters on most recent completed facility transferred to	
Patient Location	Click the radio button next to inpatient, outpatient or either to indicate the patient location to search for and display in the search results
Birth Admission	Refers to the patient's hearing screening status
Nursery	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

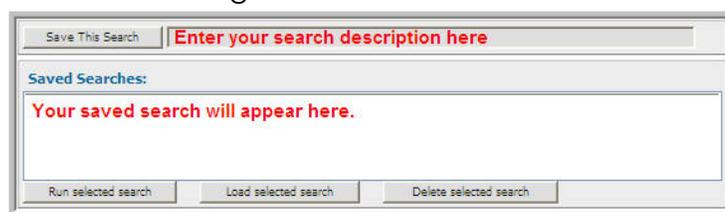
Professional Contact	This search button will allow the user to set the search criteria to produce a list of patients specific to a certain professional contact or service provider
Demographics	This section allows the search limits to be set to meet specific demographic information such as contact information, 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.

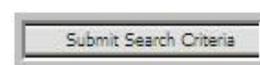
Step 1: Follow steps 1-3 in the previous instructions for general searches.

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.

Note: 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
view CCHD, Baby	In Process	CCHD001	05/31/2012	Well Baby

total patients found: 1

TO-DO MODIFY SEARCH NEW SEARCH < PREV 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](#)

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

Primary Contact Details: [View/Add Contacts \(0\)](#)

Mrs. Mom CCHD (Mother)
123 Mulberry St Phone: 410-555-1001
MetroCity, MD 21401 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**

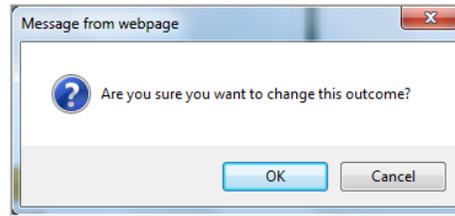
Demographics Hearing CCHD quick links: select a page

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

