



# Outbreak Screening Form User Guide

Version 1.0.2  
March 25, 2020

# Table of Contents

Overview.....	1
Form Features .....	2
Onset .....	2
Symptoms .....	3
History .....	4
Printed Reports.....	6
Ad-Hoc Reporting.....	6
Enforcing the Outbreak Screening Form.....	6
Enabling the Outbreak Screening Form .....	7
Support.....	7

## Overview

When an outbreak of an infectious disease occurs, Emergency Medical Services (EMS) play a vital role in screening patients for potential disease exposure. To aid customers in timely data collection, ESO has developed an Outbreak Screening form in the ESO Electronic Health Record (EHR) software application. When an outbreak is declared, customers can self-configure a list of symptoms under surveillance and rapidly deploy the Outbreak Screening form for providers to use in the field. Optional validation rules can be enabled to enforce usage of the form. Data collected with the Outbreak Screening form appears on printed patient care and billing reports and can be reported in the Ad-Hoc reporting module. This guide provides an overview of the form's features and steps necessary to enable it for use.

# Form Features

## Onset

The screenshot shows a web form titled "Outbreak Screening". On the left is a vertical sidebar with three tabs: "ONSET" (highlighted in green), "SYMPTOMS", and "HISTORY". The main content area has a header "Outbreak Screening" with a "UTO" button (a circle with a white dot) and an "OK" button (green). Below the header is a text prompt "Select the outbreak for which you are screening" followed by a dropdown menu with a hamburger icon. A section titled "Onset of Signs and Symptoms" contains two input fields: "Onset Time" with the format "hh:mm:ss" and "Date" with the format "mm/dd/yyyy". A calendar icon is next to the date field.

**UTO button** – This button allows users to document that they were unable to complete the form. Users are prompted to document the reason for an incomplete form: Patient Refused, Not Indicated, or Other Reason.

**Outbreak Name** – Users are prompted to select the name of the outbreak for which they are screening. This field allows agencies to screen during times of multiple outbreaks. However, this form may be utilized as ESO regularly monitors world-health outbreaks and CDC guidance for screening and will update the available list of outbreak names as guidance dictates. Agency administrators may control which outbreak names are displayed to end users. ESO has initially populated this list with “COVID-19.”

**Onset of Signs and Symptoms** - Users should document the reported time and date of the onset of the symptoms the patient is experiencing.

## Symptoms

The screenshot displays the 'Symptoms' section of the 'Outbreak Screening' form. On the left, a vertical navigation menu includes 'ONSET', 'SYMPTOMS' (highlighted in green), and 'HISTORY'. The main content area is titled 'Symptoms' and features a search bar with a magnifying glass icon and the text 'Search'. Below the search bar is a list of symptoms, each with an unchecked checkbox and a horizontal line for input: 'None', 'Fever', 'Cough', 'Sore throat', 'Shortness of breath', and 'Myalgia/Muscle ache'. A green 'OK' button is located in the top right corner of the form.

Users may document multiple symptoms the patient is experiencing.

Agency administrators may add, edit, and enable/disable symptoms, allowing agencies to respond to changing screening guidelines. ESO has populated and enabled a list of symptoms used for screening patients for COVID-19.

# History

Outbreak Screening  UTO

**History**

Has the patient traveled outside of the community in the last 30 days?

Yes  No

Has the patient traveled outside of the United States in the last 30 days?

Yes  No

Has the patient had household or other close contact with someone with the above travel history and symptoms?

Yes  No

Has the patient had household or other close contact with someone with a confirmed diagnosis of the illness for which we are screening?

Yes  No

Comments

---



If infection is suspected, follow agency infectious disease protocols regarding personal protective equipment (PPE) and notifications.

Users may document a patient’s travel and close contact history.

Has the patient traveled outside of the community in the last 30 days?

Yes  No

Travel Start Date Travel End Date

mm/dd/yyyy  mm/dd/yyyy 

Travel Locations



---


When the user indicates the patient has traveled outside the community in the last 30 days, fields for documenting the travel start-and-end dates, and a text field for documenting locations is revealed. The text field allows for agencies to document specific locations such as cities, states, or counties should an outbreak cross regional borders.

Has the patient traveled outside of the United States in the last 30 days?

Yes  No

Travel Start Date Travel End Date

mm/dd/yyyy  mm/dd/yyyy 

Countries 

---

When the user indicates that the patient has traveled outside the country in the last 30 days, fields will be revealed for documenting the travel start-and-end dates and the countries to which the patient has traveled.

## Printed Reports

Data entered in the Outbreak Screening form will appear in printed Patient Care Reports and Billing Reports.

Specialty Patient - Outbreak Screening			
Outbreak Screened	COVID-19		
Onset of Signs/Symptoms	21:00 03/10/2020		
Symptoms Reported	Cough, Shortness of breath, Fever		
Has the patient traveled outside the community in the past 30 days?			
Yes			
Travel Start Date	03/01/2020	Travel End Date	03/05/2020
Travel Locations			
Dallas, Texas			
Has the patient traveled outside the United States in the past 30 days?			
Yes			
Travel Start Date	02/23/2020	Travel End Date	02/29/2020
Travel Locations			
CHINA			
Has the patient had household or close contact w/ someone with above symptoms and travel history?			No
Has the patient had household or close contact w/ someone with confirmed diagnosis of illness being screened?			Yes
Comments			

## Ad-Hoc Reporting

Data collected with the Outbreak Screening form may be reported through the Ad-Hoc reporting module using the data sources named Specialty Patient Universal Outbreak and Specialty Patient Universal Outbreak Symptoms.

## Enforcing the Outbreak Screening Form

There are two optional validation rules that can be enabled to enforce form usage and data collection:

**Outbreak Screening Required** – This validation rule requires users to complete all sections of the Outbreak Screening form during any patient contact. If the symptom “None” is selected, an onset date and time are not required to be completed. A user may also use the UTO function to pass validation.

**COVID-19 Screening Required** – This validation rule requires users to complete all sections of the Outbreak Screening form during any patient contact where the Primary or Secondary Impression is one of the COVID-19 impressions. The completed form must indicate that COVID-19 is the outbreak being screened. If the symptom “None” is selected, an onset date and time are not required to be completed. A user may also use the UTO function to pass validation.



## Enabling the Outbreak Screening Form

NOTE: This form requires ESO EHR Mobile version 5.18.1773.0 or later which may be deployed by Auto Update (Admin > Security > EHR Mobile Sync > Auto Update Policy) or by download (Admin > EHR > Mobile Version > Download EHR Installer).

Agency administrators should follow these steps to enable the Outbreak Screening form in EHR:

1. Before enabling the form, enable the Outbreak Name. Navigate to Admin > EHR > Forms Tab > Configurable Lists > Outbreak Name and turn on the names of the outbreaks for which you wish to screen. ESO regularly monitors world health outbreaks and CDC guidance for screening and will update the available list of outbreak names as guidance dictates.
2. Next, enable the list of symptoms to appear on the form. Navigate to Admin > EHR > Forms Tab > Configurable Lists > Outbreak Symptoms. ESO has populated and enabled a list of symptoms used for screening patients for COVID-19. Administrators may add, edit, and enable/disable symptoms. NOTE: Administrators should NOT disable or edit the “None” value. This value is in place to allow form utilization when validation rules are enabled.
3. Enable the form by navigating to Admin > EHR > Forms Tab > Forms and turn on “Outbreak Screening.”
4. Enable any optional validation rules to force usage of the form by navigating to Admin > EHR > Forms Tab > Configurable Validation. Currently there are two rules available (described in the Enforcing the Outbreak Screening Form section above).

## Support

For additional assistance, please contact the support team at 866-766-9471 or by email at [support@eso.com](mailto:support@eso.com).

---

THE ESO MISSION

# Make a Difference

Improve Community Health and Safety  
Through the Power of Data

---