SENDSS

**S**tate **E**lectronic **N**otifiable **D**isease **S**urveillance **S**ystem

Reporting HCV Ab and RNA positive test results

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Go to <http://sendss.state.ga.us/sendss/login.screen>

Register for a user account. Online tutorial also available.

Need help? Contact: Angela S. Alexander   404-657-6450  [Angela.Alexander@dph.ga.gov](mailto:Angela.Alexander@dph.ga.gov)

When you register, in the drop-down **Type of Organization**, click on "Other Organizations" to find your agency’s name. NOTE: unless you log on at least once a month, you will lose access.

Once you have a login & password you can search and enter HCV+ clients.

Click on **Case Reporting** tab

* Type patient's last name, first name, and date of birth.
* Click Search to see if they have already been entered in the system.

If patient's name is already listed, click on the name

If patient has been reported hepatitis C antibody positive (HCV Ab+) or RNA positive. . .

Click: "Edit” to update the record - update any demographic info you collected.

Under **Lab Information**, even if there are previous rapid HCV antibody or RNA test results, enter the most recent results.

* Lab Name – your agency may not be on the drop-down list.
* Enter the name of your agency in the field to the right (Enter lab name if not in list)
* Date (of test)
* Test – drop down menu
* Result – positive/reactive

Click: **Add**

Scroll down and fill out

* **Reason for Testing**
* **Clinical Data**
* **Person First Reporting**
  + Institution – your agency may not be listed in the drop-down menu
  + Enter institution name if not on list - enter the name of your agency
* **Additional Patient Information**
  + If patient is incarcerated, use the facility address as the patient's address.
  + If the patient is incarcerated, select the name of the facility.
  + If the facility is not listed, document which jail or prison in the “Comments”

At the bottom of the page be sure to click Save

After you search, if patient is not listed. . .

Under Patient Search Results

* Click on Create New Patient

Under Patient Information

* Enter name, DOB,
* All collected demographic info

Under Disease Information – should already be populated. . .

* Disease/Diagnosis - Select "Hepatitis C" from the drop down menu.
* Date of Onset – enter date of test

Scroll down and fill out

* Lab Information
  + Lab Name – your agency may not be on the drop-down list.
  + Enter the name of your agency in the field to the right (Enter lab name if not in list)
  + Date (of test)
  + Test – drop down menu
  + Result – positive/reactive

Click on Add

* Reason for Testing
* Clinical Data
* Person First Reporting
  + Name – your name, phone number
  + Institution – your agency may not be listed in the drop-down menu
  + Enter institution name if not on list - enter the name of your agency
* Additional Patient Information
  + If the patient is incarcerated, use the address of that facility as the patient's address.
  + If the patient is incarcerated, select the name of the prison.
  + If the prison is not listed, document which prison in the “Comments” section.
* Any Comments

At the bottom of the page, be sure to click: SAVE