



TEXAS

Health and Human Services



Texas Department of State
Health Services

Entering a New Organization in NEDSS

**Public Health Informatics and
Data Exchange (PHID) Team**

Organizations



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Organizations in NEDSS are facilities such as hospitals, medical centers, laboratories, etc. that will be documented in the investigation and/or lab report. Organizations are maintained by NEDSS users.

Add New Organization



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Home | **Data Entry** | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Patient | Organization | Provider | Place | Lab Report | Morbidity Report | Summary Data

Data Entry

User: Pamela Stuart




- Choose Data Entry
- Choose Organization

Search Organizations



Search for the organization by entering the first word or 2 and Submit. You can change the Operators depending on the name.

Home | Data Entry | Merge Patients | Open Investigations | Reports | System Management | Help | Logout

Find Organization User: Pamela Stuart 

Search Criteria

Operators	Search Criteria
Name: Starts With <input type="button" value="v"/>	<input type="text"/>
Street Address: Contains <input type="button" value="v"/>	<input type="text"/>
City: Contains <input type="button" value="v"/>	<input type="text"/>
State: <input type="text"/>	<input type="button" value="v"/>
Zip: <input type="text"/>	<input type="text"/>
Telephone: <input type="text"/>	<input type="text"/>
ID Type: <input type="text"/>	<input type="button" value="v"/>
ID Value: <input type="text"/>	<input type="text"/>


Search Results



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Search Results User: Pamela Stuart 

[New Search](#) | [Refine Search](#)

Your Search Criteria: Name Starts With 'Infectious Diseases Medical' resulted in 0 possible matches.
Would you like to [refine your search?](#)

Name	Address	Telephone	ID
There is no information to display			

Choose *Add* to add a new organization.

Add Organization



- Choose a *Role* for the organization
- The words entered in the search will populate in the *Name* section. Make sure it is correct.

The screenshot shows a web application interface for adding an organization. At the top, the title "Add Organization" is displayed on the left, and the user information "User: Pamela Stuart" is on the right. Below the title bar, there are "Submit" and "Cancel" buttons. A navigation menu includes links for "Administrative Information", "Name", "Identification Information", "Address Information", and "Telephone Information". The "Administrative Information" section is currently active and contains the following fields: "Quick Code" (text input), "Standard Industry Class" (dropdown menu), "Role" (multi-select dropdown menu with options: "Allergy clinic", "Amputee clinic", "Bone marrow transplant clinic", "Bone marrow transplant unit"), and "General Comments" (text area). A "Back to Top" link is located at the end of this section. The "Name" section is partially visible below, showing the "Organization Name" field with the text "Infectious Diseases Medical" entered. Another "Back to Top" link is at the end of this section.

Multi-Entry Tables



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- Multi-entry tables allow users to enter as many pieces of information as they have.
- Multi-entry tables are used throughout the application in patient records, lab reports, providers, etc.
- Users do not have to utilize the multi-entry tables if they do not have the information.

Multi-Entry Tables



Address Information [Back to Top](#)

Use	Address	City	State	Zip
<small>(Required for Add/Update Address)</small> Use:	<input type="text"/>			
<small>(Required for Add/Update Address)</small> Type:	<input type="text"/>			
Street Address 1:	<input type="text"/>			
Street Address 2:	<input type="text"/>			
City:	<input type="text"/>	State:	Texas	
Zip:	<input type="text"/>	County:	<input type="text"/>	
Country:	United States			
Address Comments:	<input type="text"/>			
<input type="button" value="Add Address"/>				

Telephone Information [Back to Top](#)

Use	Type	Telephone
<small>(Required for Add/Update Telephone)</small> Use:	<input type="text"/>	
<small>(Required for Add/Update Telephone)</small> Type:	<input type="text"/>	
Country Code:	<input type="text"/>	Telephone: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
Email:	<input type="text"/>	
URL:	<input type="text"/>	
Telephone Comments:	<input type="text"/>	
<input type="button" value="Add Telephone"/>		

- Choose a *Use* and *Type* as they are **REQUIRED** for an *Add* or *Update*
- Enter the information in the appropriate field.
- Once all information has been entered, you must choose the *Add* button in the multi-entry table before submitting.



Multi-Entry Tables



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Address Information [Back to Top](#)

Use	Address	City	State	Zip
Edit Delete Primary Work Place	1234 Health Department Drive	Healthy Town	Texas	12345

(Required for Add/Update Address)
Use:

(Required for Add/Update Address)
Type:

Street Address 1:

Street Address 2:

City: State:

Zip: County:

Country:

Address Comments:

When you choose the *Add* button, all the information entered will disappear from the fields and will be in the grayed-out banner at the top.

- If you have other pieces of information to enter in the multi-entry table, you may continue entering.
- If not, you can choose *Submit* to save the record.