Support Desk

If you experience problems with I-NEDSS or have questions & comments, please contact the Support Desk via e-mail or phone: I-NEDSS@isdh.in.gov or call **317.233.7379**

You may also submit a support request by clicking the **Support** button located on every page within I-NEDSS. The Support Desk is available Monday through Friday, 7:00am to 4:00pm, during normal business days. There is voice mail for after hours. Please include the following information: Your name, your I-NEDSS user name, location/county, phone number, E-mail address, I-NEDSS ID of case, patient ID if a patient record is involved, and description of problem, question or comment. If additional information is required, the Support Team will follow-up with an e-mail or phone call. It is *not* recommended that I-Mail be used for initial support requests; however, the Support Team may request that you I-Mail sensitive information should that be needed to assist in resolving your issue.

I-NEDSS Sign In

1. Log onto the Internet and go to: https://gateway.isdh.in.gov/Gateway/SignIn.aspx
2. Enter User Name and Password*
3. Click **Sign in**
4. Click the I-NEDSS tab (upper left of page below Gateway banner.
5. The Home page is displayed and sign in is completed

*If you forget your password, click the Forgot Password? link located under the Secure Account Sign In section on the ISDH State Health Gateway website sign-in page. You will be asked to enter your Gateway User Name and a temporary password will be emailed to you.

Animal Bite Reporting

1. Do report all mammal bites.

2. Do not report the following bites:
   - Amphibians
   - Arthropods (insects)
   - Birds
   - Fish
   - Reptiles

3. 410 IAC 1-2.3-52 Specific Control measures identifies that animal bites shall be reported within twenty-four (24) hours to the local health officer having jurisdiction.

Animal Bite Reporters
Animal Quarantine Facility, Hospital User, Physician, Humane Society

1. Log-in I-NEDSS
2. Search for patient (victim) name
3. Create patient file if name is not found in I-NEDSS database
4. Open patient file
5. Add CDR (Disease = Animal Bite)
6. Animal Bites case investigation form appears for data entry
7. Complete & submit form which is automatically sent to proper LHD
8. After report is reviewed by LHD, reporter can File the CDR

Local Health Department

1. In I-NEDSS, receive Notification from reporter (identified above)
2. Start case investigation
3. Review report data and verify the following is submitted:
   - Incident Location Address
   - County
   - Exposure Date
   - Victim First and Last name
   - Species
4. Submit case investigation
5. File case investigation (remove from My Reports on homepage)
6. If LHD must initiate an Animal Bite report, LHD should initiate a case investigation (not a CDR) to record and submit animal bite information.

Indiana State
Department of Health

CDR Entry of Animal Bites	Submit Paper Animal Bites Form

Add & Submit CDR (Case Investigation Form)

1. Locate/create and open patient file, click **Add CDR**
2. Verify correct patient data at top of CDR entry page
3. Select Animal Bites as reportable **Disease** from drop-down menu
4. The Animal Bites Case Investigation form is displayed
5. Enter available data and be sure to include:
   a. Incident location address
   b. County
   c. Exposure Date
   d. Victim's first and last name (already in demographics)
   e. Species
6. Click the **Save & Submit** button if form is complete
7. Click the **Save W/O Submit** button if form is not complete and/or user is not ready to submit
8. Click **Cancel** to return to Patient File with no updating

If I-NEDSS is not available

Animal bite reports should be submitted via the paper form that can be located and printed from:

http://www.in.gov/isdh/14072.pdf

Official Indiana Animal Bites Report
Indiana State Department of Health
State Form 14072 (R3/4-04)

Submit the animal bite report to the proper Local Health Department jurisdiction.

Edit CDR anytime before Review by LHD

1. On the Home page, locate **My Reports** section
2. Under **Communicable Disease Reports**, locate the patient/CDR
3. Click **View** on the line of the CDR to be displayed/edited
4. Scroll to bottom of page and click **Edit** to open and update CDR, make entries and/or changes
5. Click the **Save & Submit** button if CDR is complete
6. Click the **Save W/O Submit** button if CDR is not complete and/or user is not ready to submit
7. Click **Cancel** to return to the patient file with no update
8. CDR editing can also be initiated from the patient's file, view patient file and click file folder to left of CDR

Notes

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Edit CDR created by another user

1. On the Home page, locate the **My Reports** section
2. Click the link **Your Organization has 'X' active CDRs**
3. To select a CDR for processing, click **View** on the line of the CDR notification to be accessed and updated
4. CDR is displayed, view and/or update and scroll to bottom
5. Select action button to be performed:
   a. **Edit** to change or update CDR data
   b. **Cancel** view mode, return to Home page
   c. **View PDF** to view/print paper copy of CDR
6. After updating the CDR, click the **Save & Submit** or **Save W/O Submit** to complete the edit process
7. The **CDR History** section displayed at the bottom of the CDR identifies user activity by username, date and time

Indiana State
Department of Health

I·N·E·D·S·S
Indiana National Electronic Disease Surveillance System