

Guide for Viewing Specimens Received for Influenza Surveillance

The NPHL encourages all public health jurisdictions to use the NEDSS program for reviewing positive or reportable results of public health significance. In response to requests to provide access to information about what tests have been ordered from a particular jurisdiction and are in-progress at the NPHL, we have provided the following instructions. Please note the ELIRT system contains only test orders and results related to public health activities. It does not contain orders or results for routine clinical purposes.

The ELIRT system provides for two specific capabilities:

1. To view status of specimens undergoing culture for influenza at the NPHL through “VCRRP-Viral Respiratory Panel”.
2. To view influenza specimens results for specific jurisdictions served by the NPHL. The results from these specimens will be immediately relayed into the NEDSS program.

These two capabilities will allow you to determine how many specimens were received from hospitals in your jurisdiction and were processed for culture.

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1. Go to www.nphl.org
 2. If you already have a user account for ELIRT, click on the “ELIRT Sign-On” in the red menu bar on the left. Enter your User ID and Password and click Login.
OR
If you do not have access to ELIRT, you will need to fill out and submit a new user form by clicking ELIRT on the blue menu bar.
 3. Once in “Guardian” click on ELIRT under the NE Public Health Information System header.
 4. Click on the **Epidemiology Program** tab at the top then click on **View Original Orders**.
 5. Select reports to be reviewed by “Review Type”.
 - a. “**All**” (all reports) refers to reviewed and un-reviewed. This is the default and is recommended for your use.
 - b. “Reviewed” refers to those reports previously reviewed.
 - c. “Unreviewed” refers to those reports not previously reviewed.
 6. Set “**Collection Date Range**”. This allows the user to determine the time period over which the search will be performed. Limiting the date range accelerates the speed of the search.
 7. Next go to the “**Lab Tests**” drop down menu and choose “**VCRRP-Viral Respiratory Panel**” and click Submit.
 8. Only VCRRP tests within the specified time-range are displayed in reverse chronological order based on collect date. VCRRP is used routinely only for **influenza surveillance specimens**.
 9. DO NOT click on the “**Reviewed by**” button as this will delete entries from appearing again on this screen.
 10. If you want to generate your own desktop file of these results proceed with the instructions on page 2.

Instructions for downloading results of searches from ELIRT

1. Click on **“Download Results”**- NOTE: ALL tests will be downloaded in an excel spreadsheet- save to an appropriate place on your computer.
2. Open the downloaded excel spreadsheet and sort the spreadsheet in the following manner such that to sort the VCRRP results.
 - a. Click on top left corner cell to select entire worksheet.
 - b. Select Format, Column, Auto-fit.
 - c. Sort data by selecting **“data”** and **“sort”** on the toolbar. We recommend these parameters to be set in the following way:
 - i. Set Ordered Test in ascending order
 - ii. Set Specimen Received Date in descending Order
 - iii. Set Clinic Account in ascending order
3. You can customize the data that is displayed to fit your particular needs. For example, you can set your Clinic Account and Specimen Received Date to be the only information viewed by performing a hide column function. You can perform a **“Hide Column”** function by selecting the column you would like to hide and then click on Format on the toolbar and then Hide under Column (or by right clicking on the column you want to hide and selecting **“Hide”** on a PC).