

Last Updated: 12/7/2020

**Important!**  
This information can also be found in our  
consolidate User Guide [here](#).

# Identifying and Exporting New Cases in EpiTrax

EpiTrax Quick Reference Guide



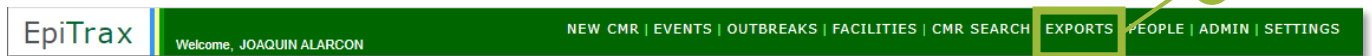
# Filtering & Exporting – Public Report Templates

To help jurisdictions identify new cases of COVID-19 in EpiTrax, DHSS has developed two exports that can be found in the “Public Exports” folder.

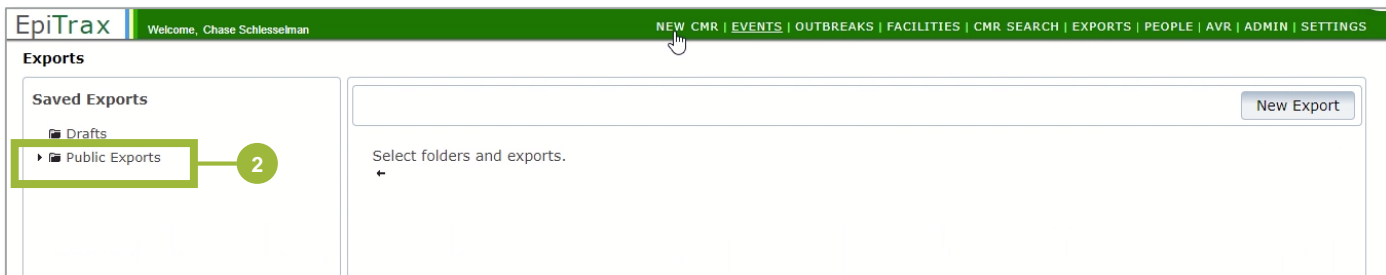
- The **New Labs Download** will show the number of people already within your jurisdiction who have a positive, indeterminate, pending, or inconclusive lab result entered into EpiTrax.
- The **Routed to LHD Download** will show you labs with positive, indeterminate, pending, and inconclusive results that were entered into EpiTrax and newly routed to your jurisdiction.

To download the reports:

1. Navigate to the **Exports** link in the upper right-hand corner of the green banner.

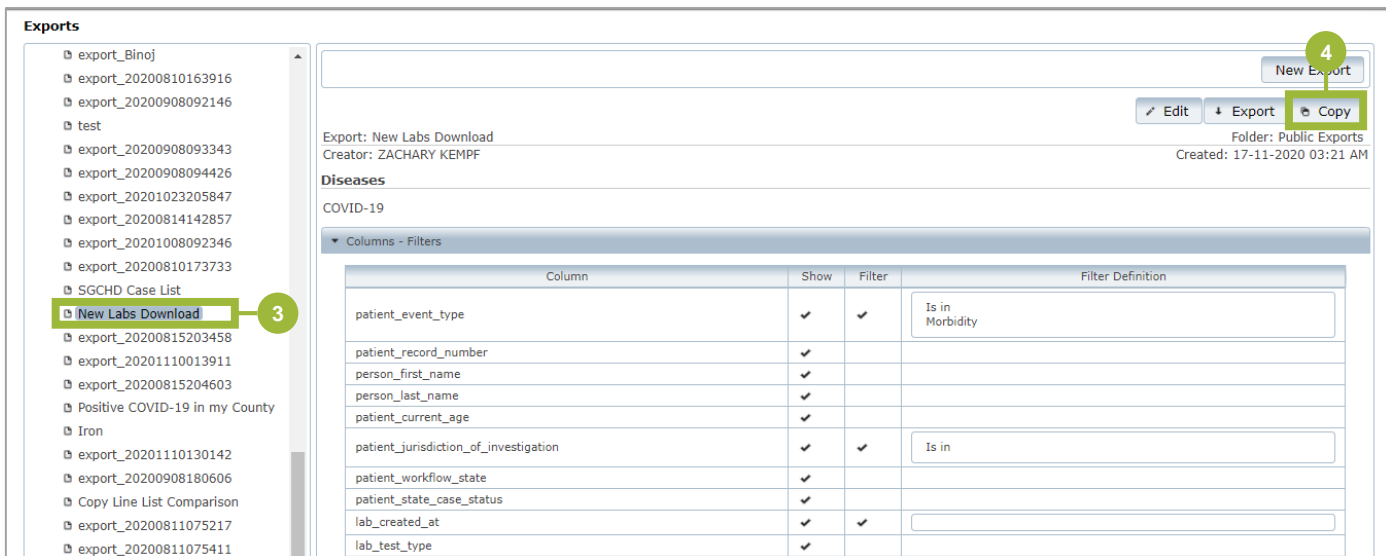


2. Choose **Public Exports**.



3. Scroll down and click **New Labs Download** (or **Routed to LHD Download**).

4. Click the **Copy** button.



# Filtering & Exporting – Public Report Templates

5. Click the **Is in** button and select your jurisdiction.
6. Enter the desired date range.

The screenshot shows the 'Edit Export' interface with a table of columns and their filters. The columns are:

Column Name	Index	Visible	Selected	Filter
patient_event_type	1	✓	✓	Is in (Morbidity)
patient_record_number	2	✓	☐	
person_first_name	3	✓	☐	
person_last_name	4	✓	☐	
patient_current_age	5	✓	☐	
patient_jurisdiction_of_investigation	6	✓	✓	Is in (Morbidity)
patient_workflow_state	7	✓	☐	
patient_state_case_status	8	✓	☐	
lab_created_at	9	✓	✓	After/Before

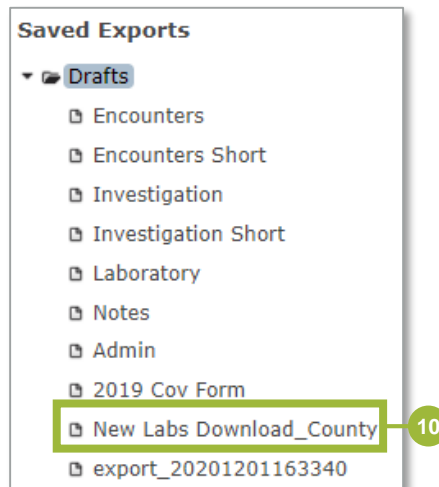
Green boxes highlight the filter for 'patient\_jurisdiction\_of\_investigation' (labeled 5) and the filter for 'lab\_created\_at' (labeled 6).

7. Change the name of the export.
8. Click **Save**.
9. Click **Export**.


The screenshot shows the 'Edit Export' interface with the export name changed to 'New Labs Download County'. The 'Save' and 'Export' buttons are highlighted with green boxes and numbered 8 and 9 respectively. The 'Diseases' section shows 'COVID-19' selected.

# Filtering & Exporting – Public Report Templates

10. The saved export template will now appear under the **Drafts** folder.




For future exports of this data, you can click the **Drafts** folder (screenshot above) and readjust the filters. When viewing the export data in Microsoft Excel, please ensure the **lab\_created\_at** values are in a readable format.

 **Note:** These templates are intended to identify new labs/cases but may not be comprehensive. If you notice positive cases that are not captured using these exports, please email [epitrax@health.mo.gov](mailto:epitrax@health.mo.gov).

Together, the two reports will communicate:


- The number of people within a jurisdiction who have had a positive lab entered into EpiTrax.
- The number of people with a positive lab that have been routed to a jurisdiction.

 **Note:** Cases will likely overlap and appear on both reports, especially if someone tests positive and is routed to your LHD on the same day. You will need to compare the cases between your lists to make sure you are not duplicating your efforts in case investigation.

You will need to adjust the **last\_routed\_to\_lhd\_date** variable to match the dates you used in the **New Labs Download** export to make sure you are comparing the same dates between both exports. You will also need to reformat your date fields when you export this list to excel.

The reason why you need to compare these two lists separately is because if you try to filter both date variables on the same export, you will only end up with cases that tested positive AND routed to you on the same day.

Running and comparing both reports should ensure you are not missing any cases in your jurisdiction.

 **Note:** Exports will contain confidential patient data. Please follow all appropriate data privacy guidelines.

# Looking for help?

Contact the EpiTrax Helpdesk with questions:  
Telephone: (573) 526-9533  
Email: [EpiTrax@health.mo.gov](mailto:EpiTrax@health.mo.gov)  
Hours: 8:00 am – 8:00 pm, Monday – Friday

