SCIONx

South Carolina's Infectious Disease and Outbreak Network

External User Manual

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SCIONx

External User Guide

This guide is intended to provide step-by-step support that will allow the user to explore functions and features related to completion of the Disease Reporting Form. The process will also allow the user to understand general concepts associated with the application.

South Carolina Infectious disease and Outbreak Network for Externals (SCIONx) is a web-based portal to report diseases and conditions listed on the current SC List of Reportable Conditions to Department of Public Health (DPH). SCIONx downloads reports into South Carolina's Infectious disease and Outbreak Network (SCION), an integrated system for disease surveillance and outbreak management. It replaces Carolina's Health Electronic Surveillance System (CHESS).

The guide covers the following specific tasks:

- Getting Help
- Creating an ESA Account
- Adding a New User/Provider
- Submitting a Disease Report
- Password Resets

Internet Browser Recommendations

1. For optimal use and benefit of SCIAPPS, user should utilize one of the following internet browsers, which have been listed in order of preference:

- Microsoft Edge: Version 88 or greater
- Google Chrome: Version 17 or greater
- Mozilla Firefox: Version 8 or greater

2. JavaScript must be enabled.

3. To ensure optimal printing of SCIAPPS documents, user should have the following printing settings:

- Zoom: 100% or less
- Print Scale: 100% or shrink-to-fit
- Text Size: Normal/Medium

If you need assistance with SCIONx, you can:

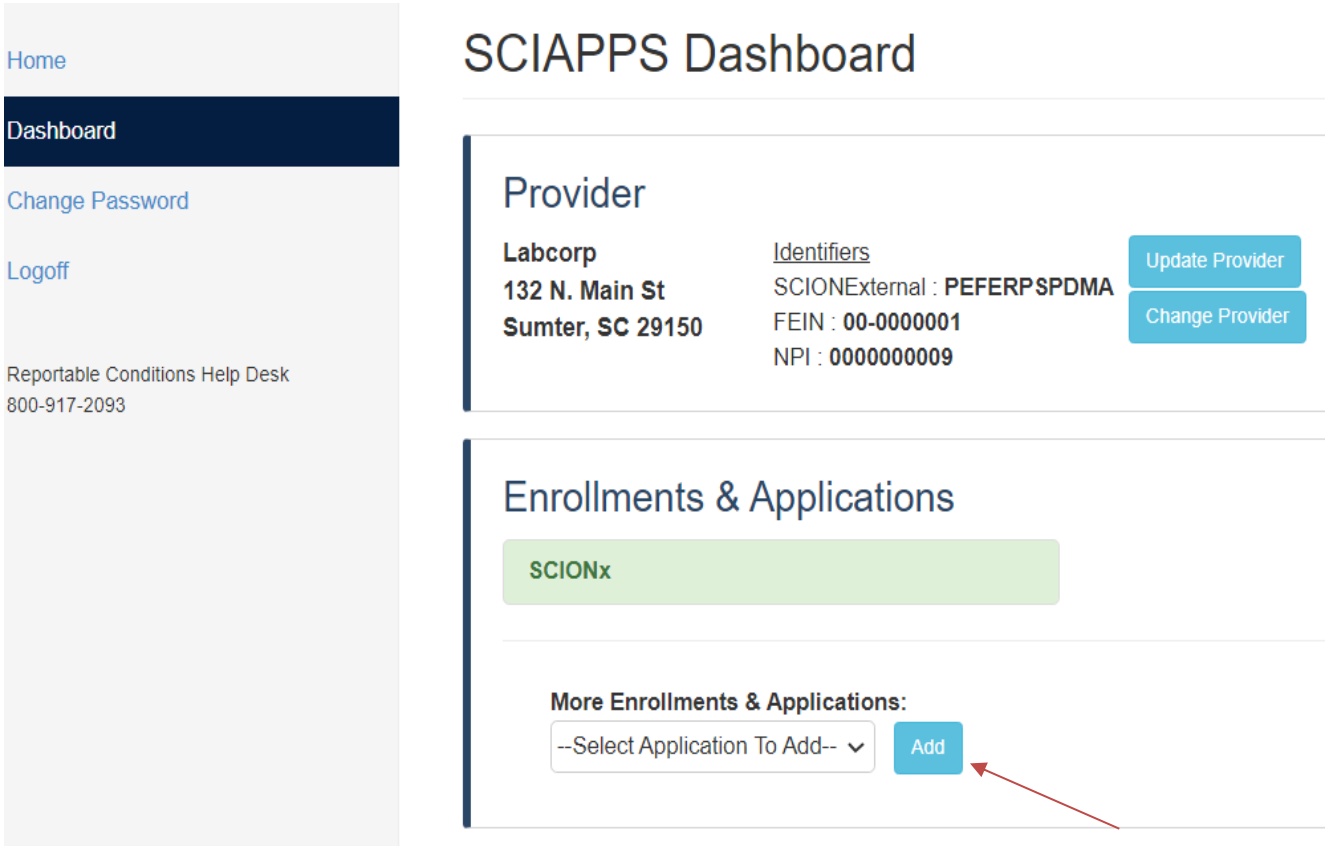
Visit the website at https://www.dhec.sc.gov/Apps/Health/SCIAPPS/Account/Login
OR
Call or email the helpdesk at
1-800-917-2093
Scionhelp@dph.sc.gov

NOTE: Every SCIONx user must create an individual account – Accounts may not be shared.

Existing SCIAPPS account:

Go to https://www.dhec.sc.gov/Apps/Health/SCIAPPS/Account/Login and log in.

Once logged in the Dashboard will appear, under More Enrollments & Applications highlight SCIONx in the drop down and click "Add".



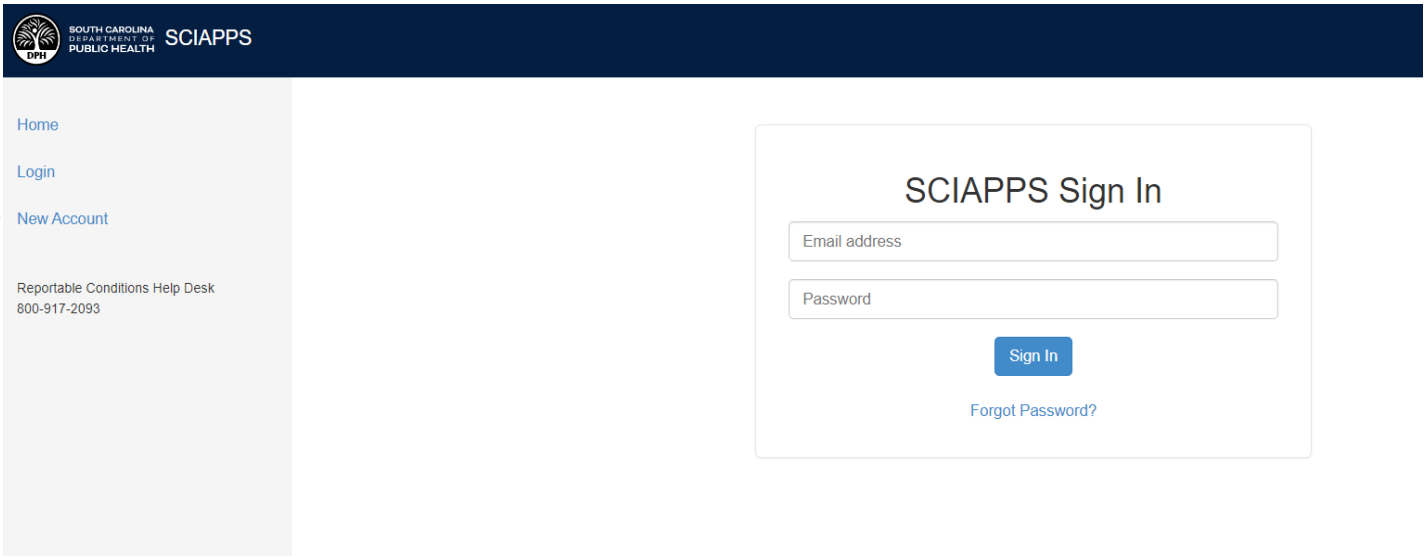
Click "ADD"

Note: The ESA must establish a facility account prior to individual user access being granted to SCIONx.

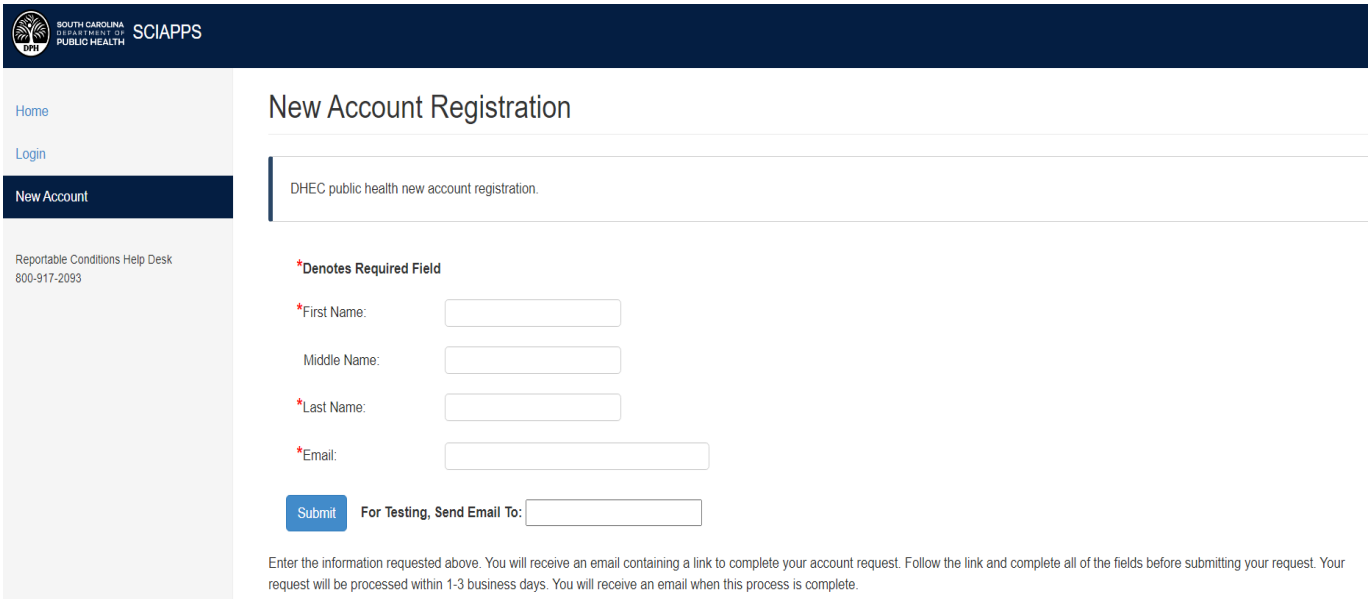
New ESA Account:

Go to the SCIAPPS website at: https://www.dhec.sc.gov/Apps/Health/SCIAPPS/Account/Login

You will see a homepage. Click the link on the left to request a New Account.



The Electronic Signature Authority (ESA), sometimes referred to as the SCIONx Senior Facility Authority (SFA), must complete this information. The Electronic Signature Authority should be one of the following; Doctor of Medicine, Doctor of Osteopathy, Advanced Practice Registered Nurse, Physician Assistant, Registered Nurse, Doctor of Pharmacy, Registered Pharmacists, Clinical Supervisor, Lab/Department Supervisor, or Center Manager.



Enter the information requested above. You will receive an email containing a link to complete your account request. Click the link or copy and paste it into your browser and complete all the fields before submitting your request. Your request will be processed within 1-3 business days. **NOTE: You will need to do this within 24 hours of receiving the email or the link will expire.**

New Account Verification form:

Account Verification

*Denotes Required Field

Facility Information

* Facility Name:

Practice Name:
(or Doing Business As)

Federal Employee
Identification Number:
*(FEI)

*Organization's NPI:

*Facility Phone Number:

Ext:

Facility Address:
*(no P.O. Box)

*City:

*State: --Select State--

*Zip:

*County: --Select County--

User/ESA Information
An **Electronic Signature Authority (ESA)** is someone that is authorized to sign enrollment forms for the practice.

Email Address:
*(User Name) DOlson@labcorp.net

*First Name: Darla

Middle Name:

*Last Name: Olson

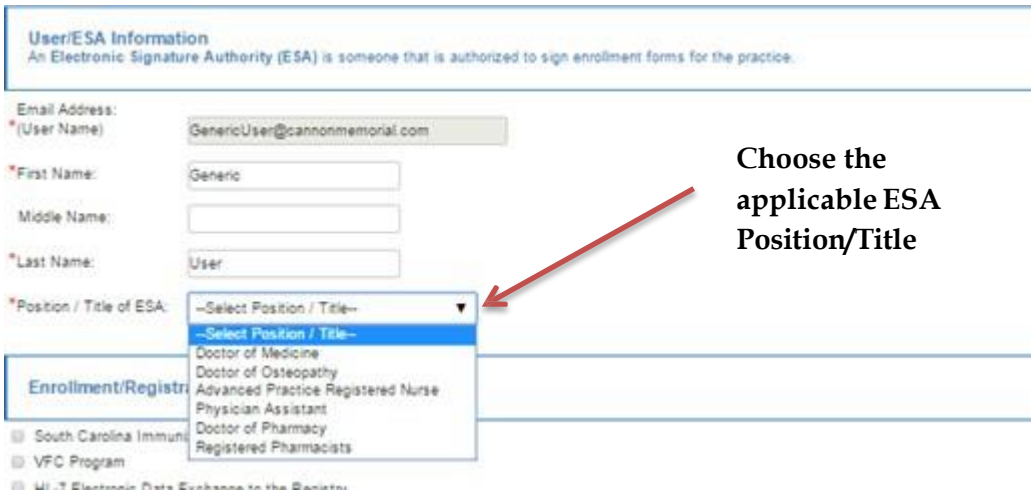
*Position / Title of ESA: --Select Position / Title--

Enrollment/Registration Types

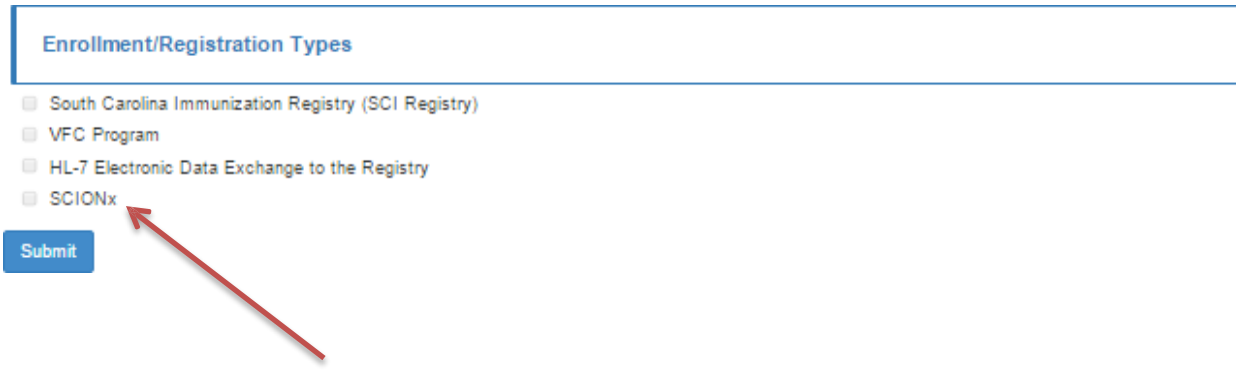
- South Carolina Immunization Registry (SCI Registry)
- VFC Program
- HL-7 Electronic Data Exchange to the Registry
- SCIONx

Submit

User/ESA Information:

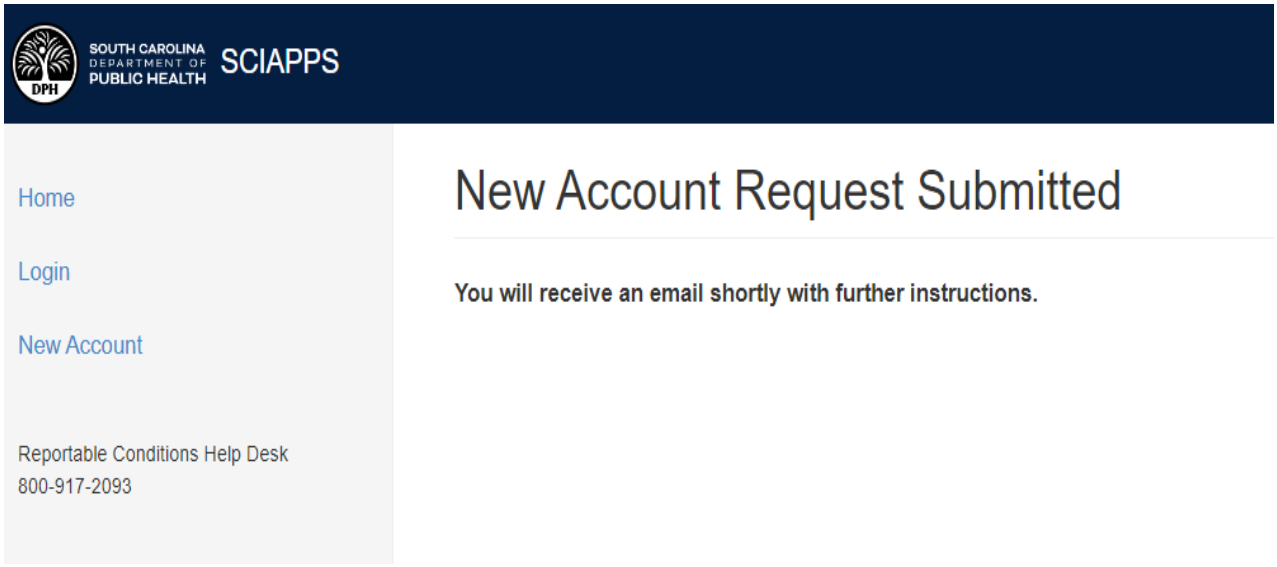


<u>Note: The Electronic Signature Authority should be one of the following; Doctor of Medicine, Doctor of Osteopathy, Advanced Practice Registered Nurse, Physician Assistant, Registered Nurse, Registered Pharmacists, Clinical Supervisor, Lab/Department Supervisor, or Center Manager</u>.

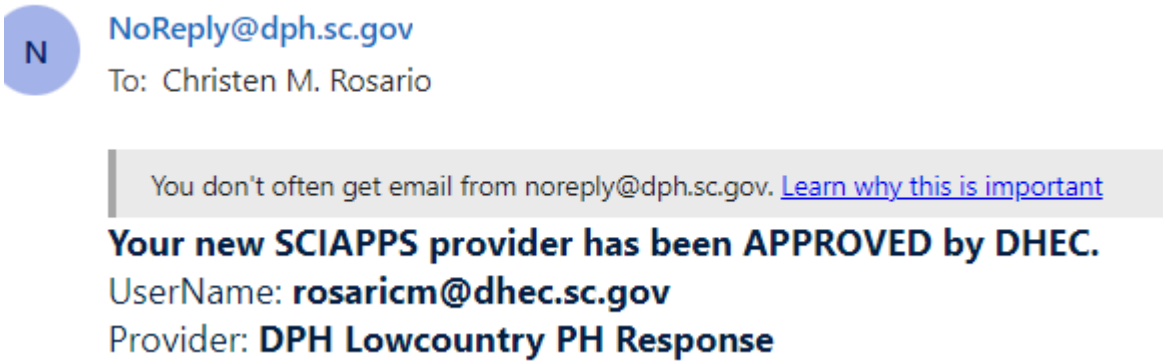


Please check "SCIONx" under Enrollment/Registration Types. By completing and submitting this form, the user is requesting access to the SCIONx system.

Account Verification Confirmation:

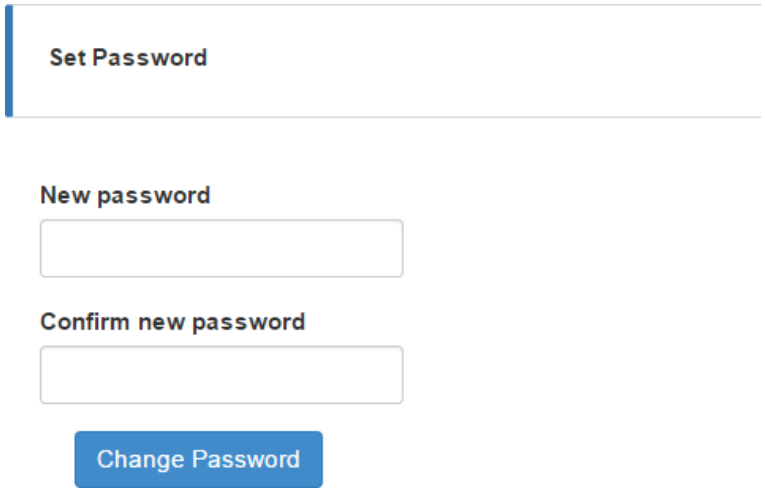


Once the account has been approved, the ESA will receive an additional email with a link to create a password.



Note: Passwords must meet DPH security requirements.

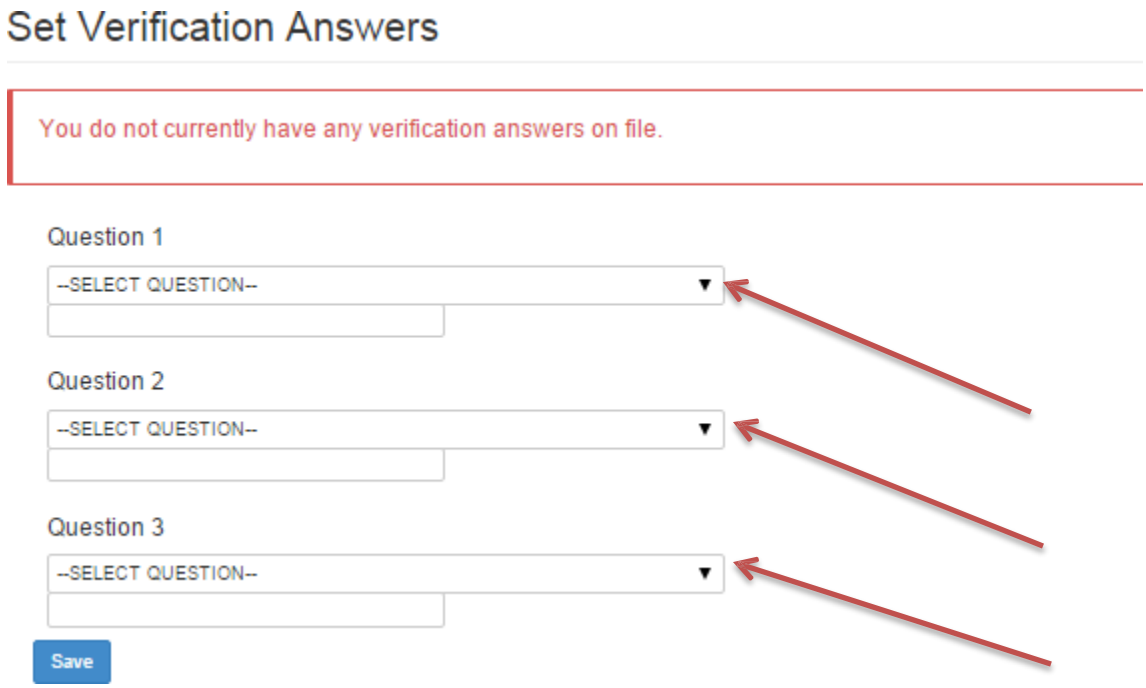
Enter and re-enter a password of your choice. The password must be at least 8 characters long including at least 1 number, 1 letter and 1 special character (~!@#$%^&*()_+-=).



Passwords must be changed every 90 days. Accounts will be disabled due to inactivity of greater than 30 days or deleted due to inactivity of greater than 90 days.

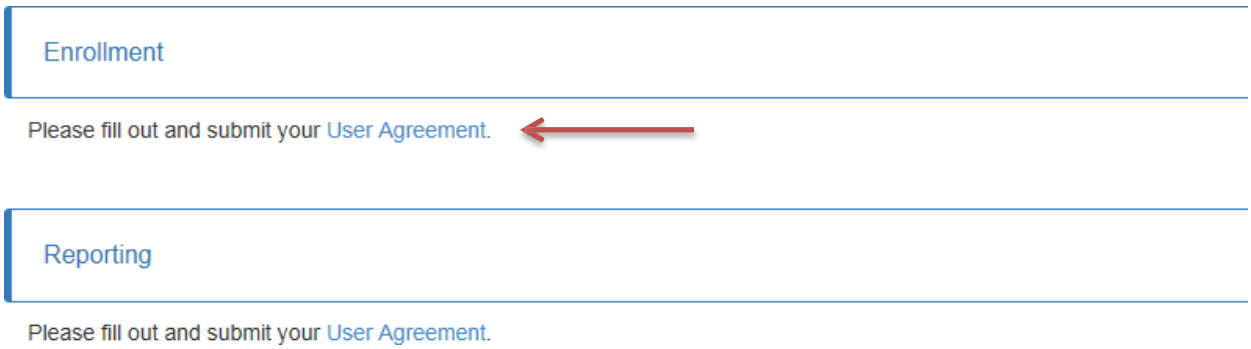
Each facility must maintain at least two active users. If you are leaving a facility and access is no longer required please contact the SCIONx helpdesk at Scionhelp@dph.sc.gov.

Once the password has been confirmed and changed, the user will be required to set up verification questions for the system. These verification questions will be used to verify your identity where needed for security purposes.



Enrollment:

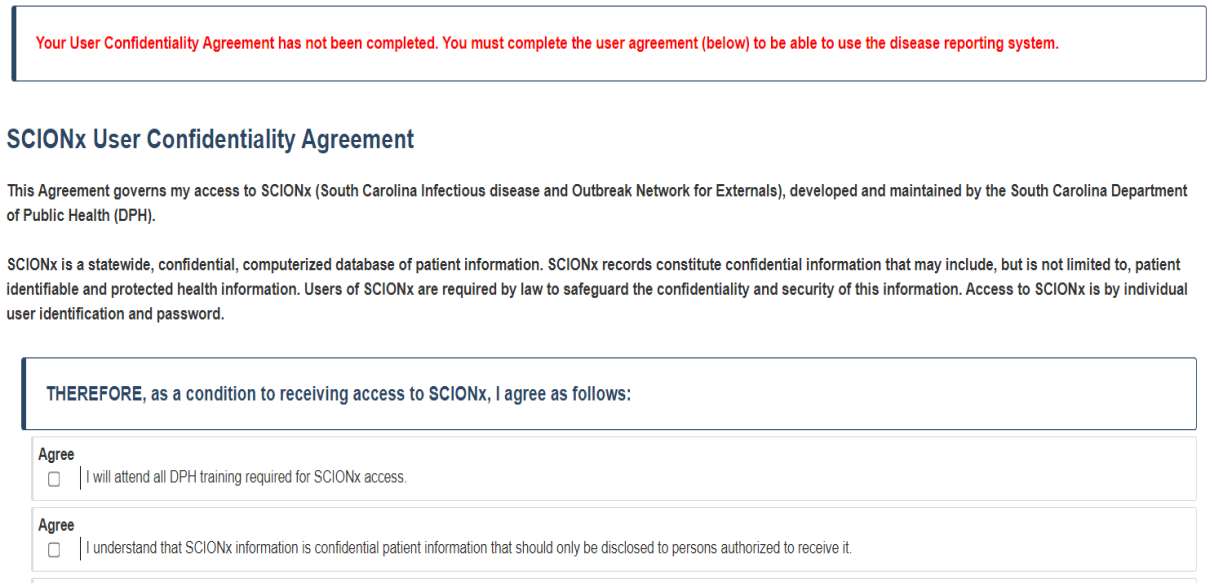
After you set up your security questions, you will be taken to the enrollment home page. Click the link to complete the User Agreement. The User Agreement will only need to be submitted once.



Note: All SCIONx training referred to on the agreement will be available online – you will not be required to attend a live training offsite.

User Confidentiality Account:

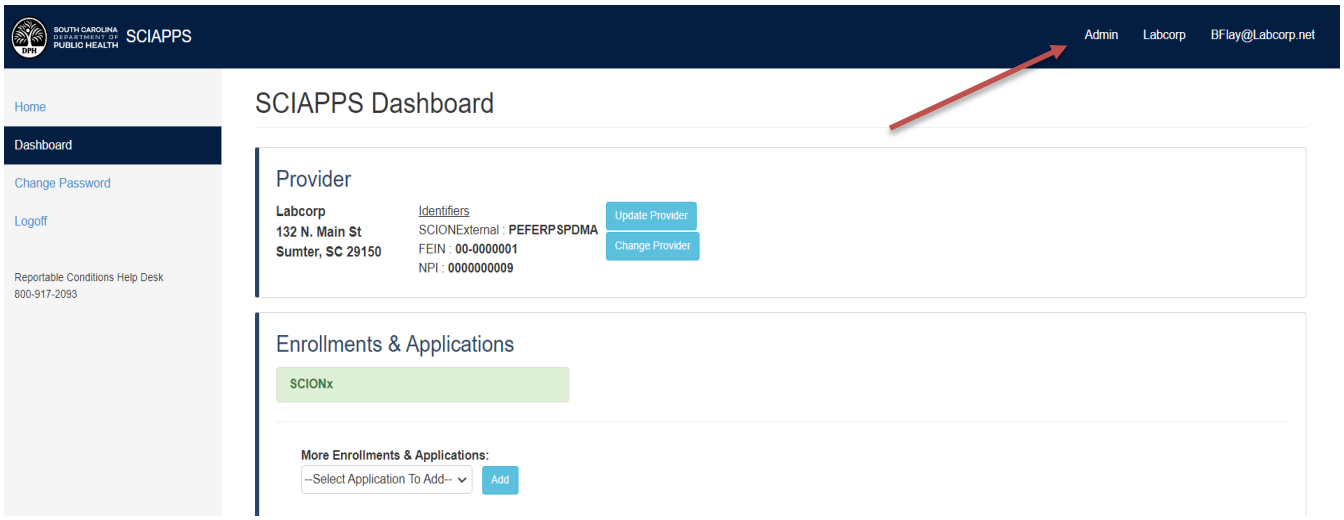
The User Confidentiality Agreement governs access to SCIONx and must be completed before access is granted.



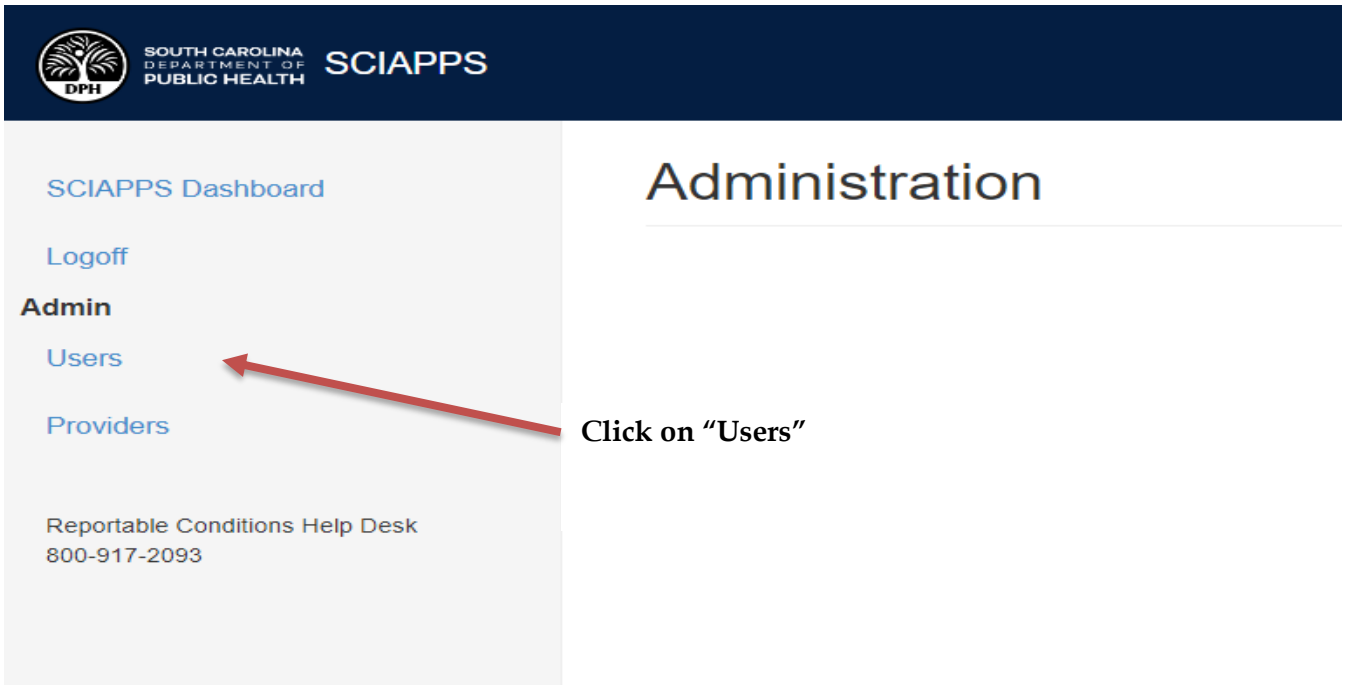
As you read each statement, click "Agree". At the end of the agreement click "Save" to electronically sign the form. Once the User Agreement has been completed, you are ready to use SCIONx.

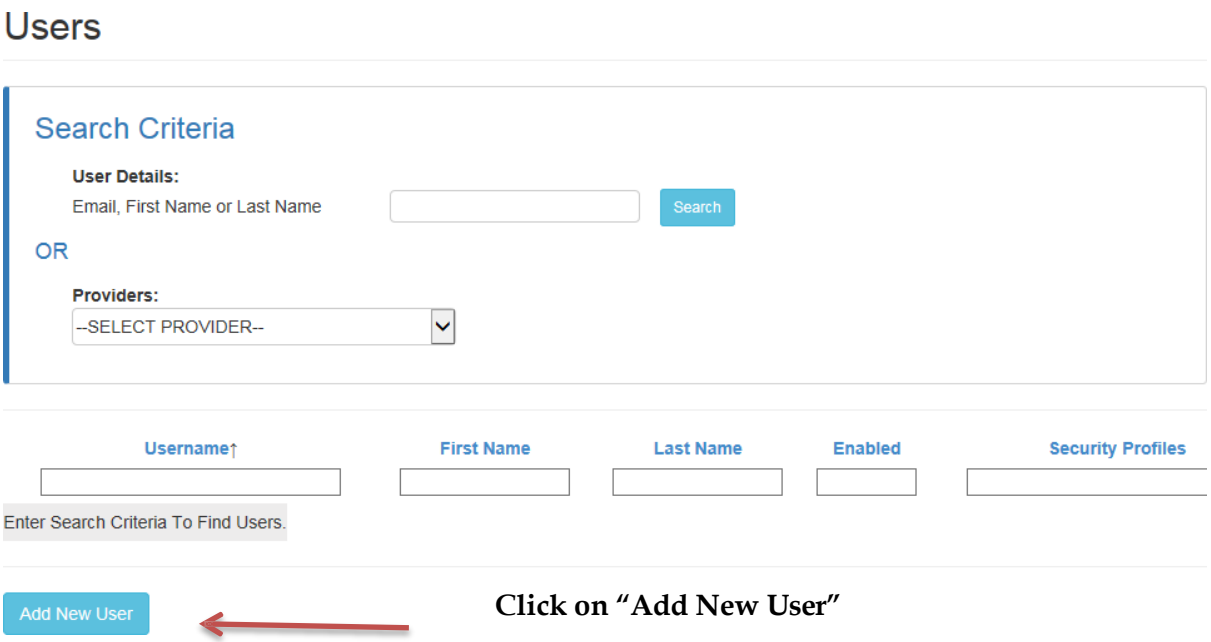
NOTE: Once the ESA's account has been approved, additional users can then be added to the system.

To Add New Users:

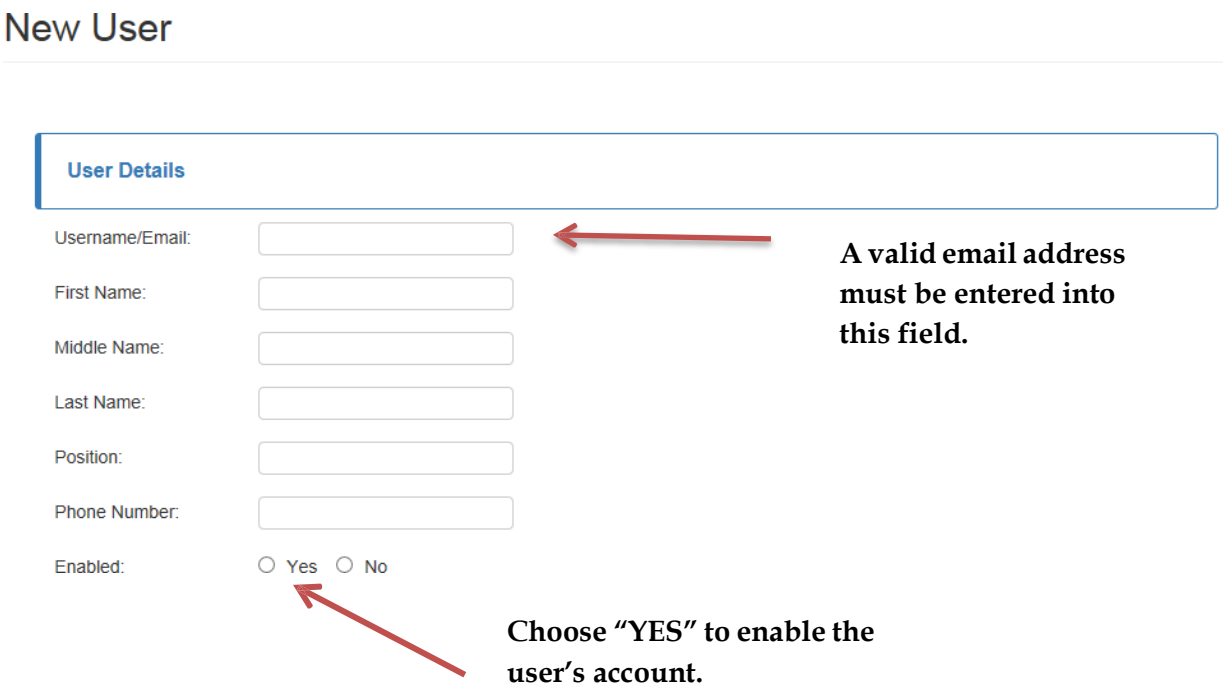


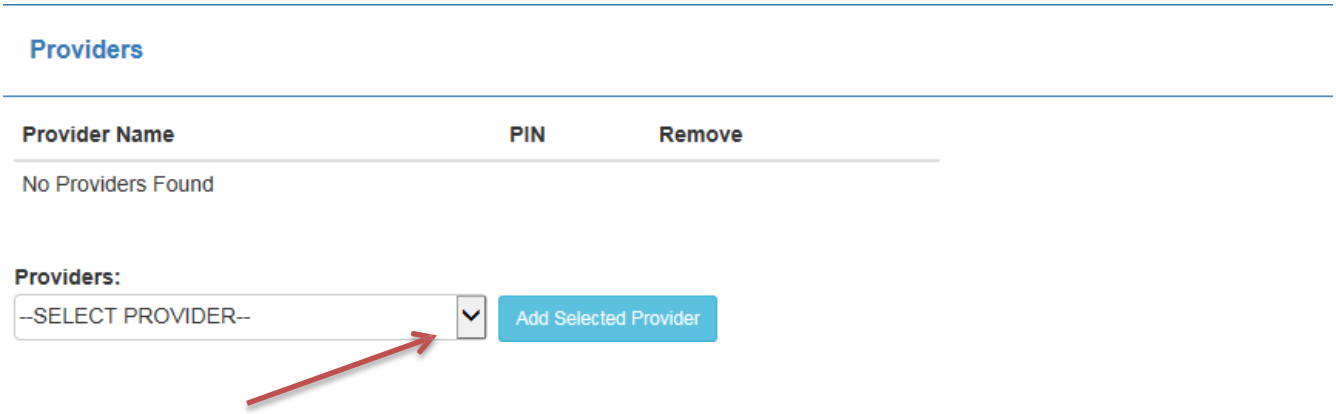
On the SCIAPPS Dashboard click on "Admin" which is located in the top right corner of your screen.



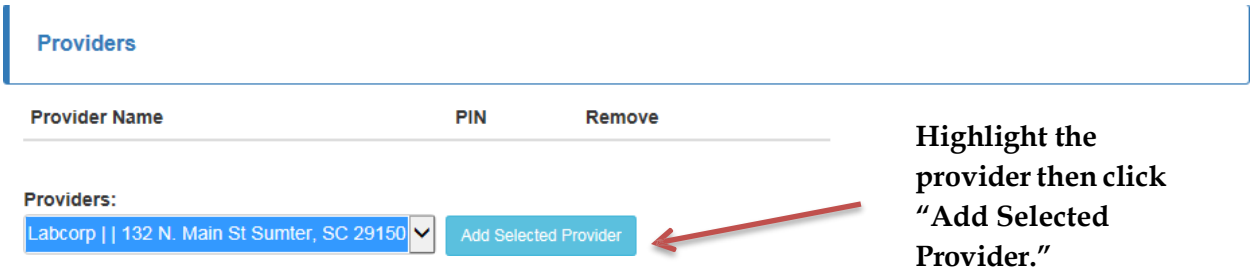


Enter the new user information into the applicable fields.



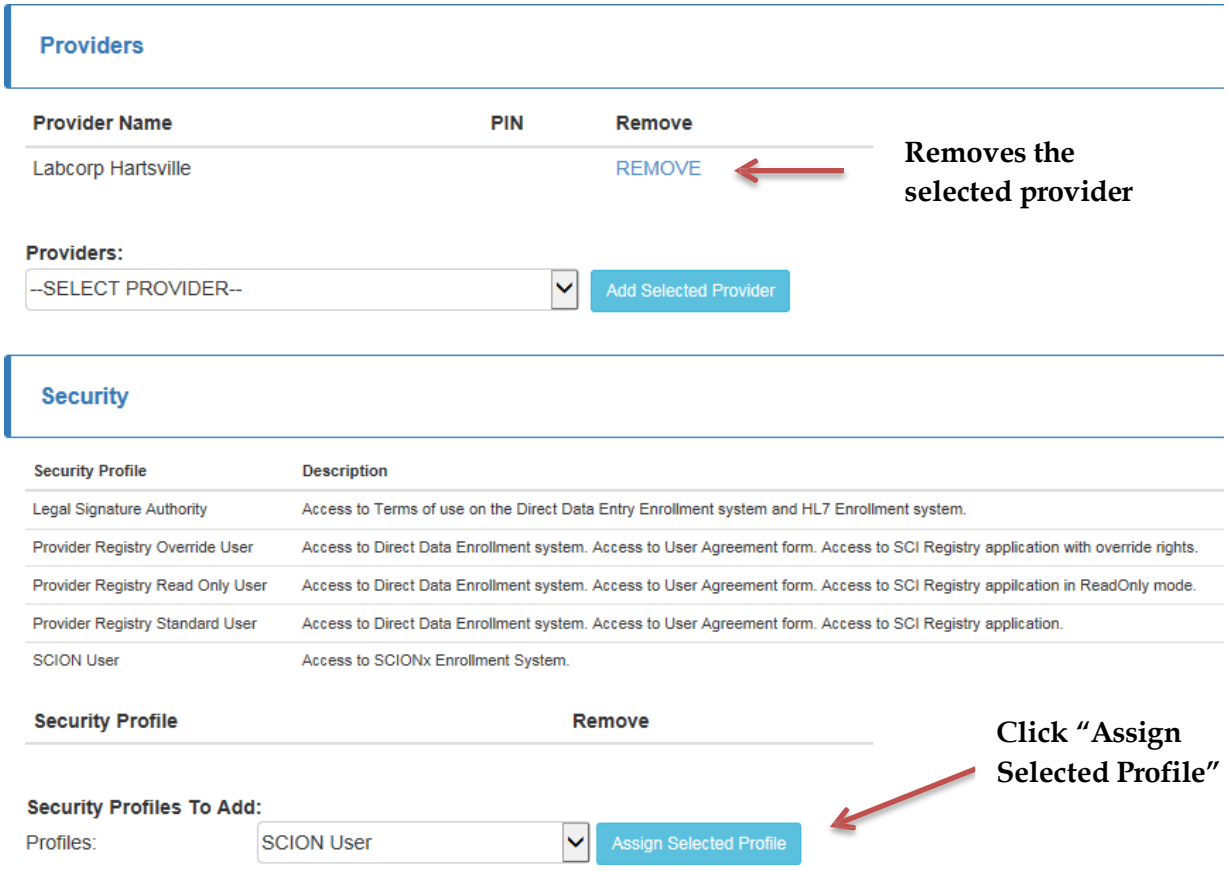


Click on the drop down to view the current list of Providers/Locations.

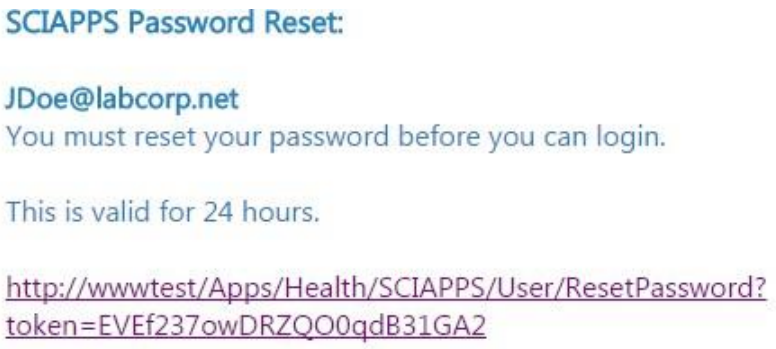


Highlight the provider then click "Add Selected Provider."

Highlight "Scion User" in the drop down and then click "Assign Selected Profile" to add SCION User onto the users' security profile.

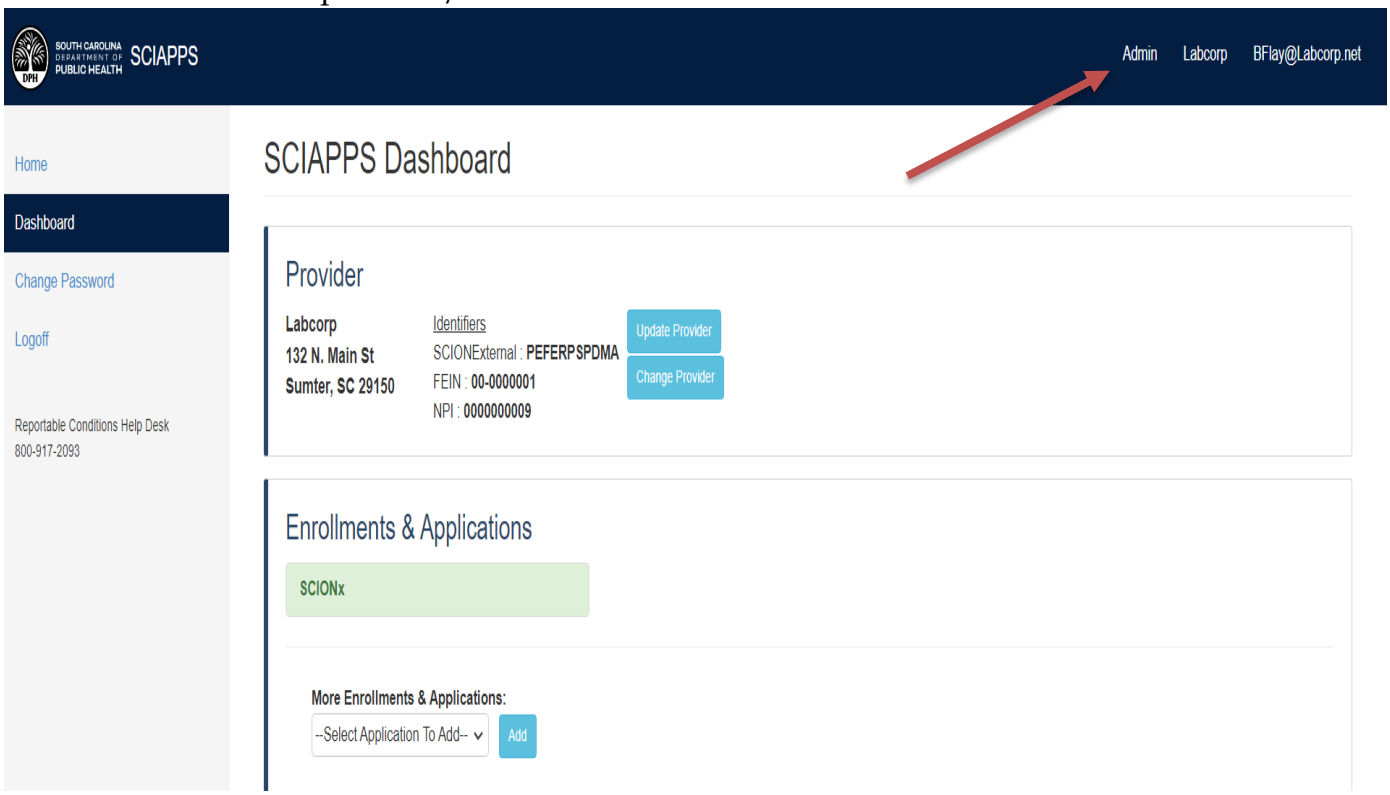


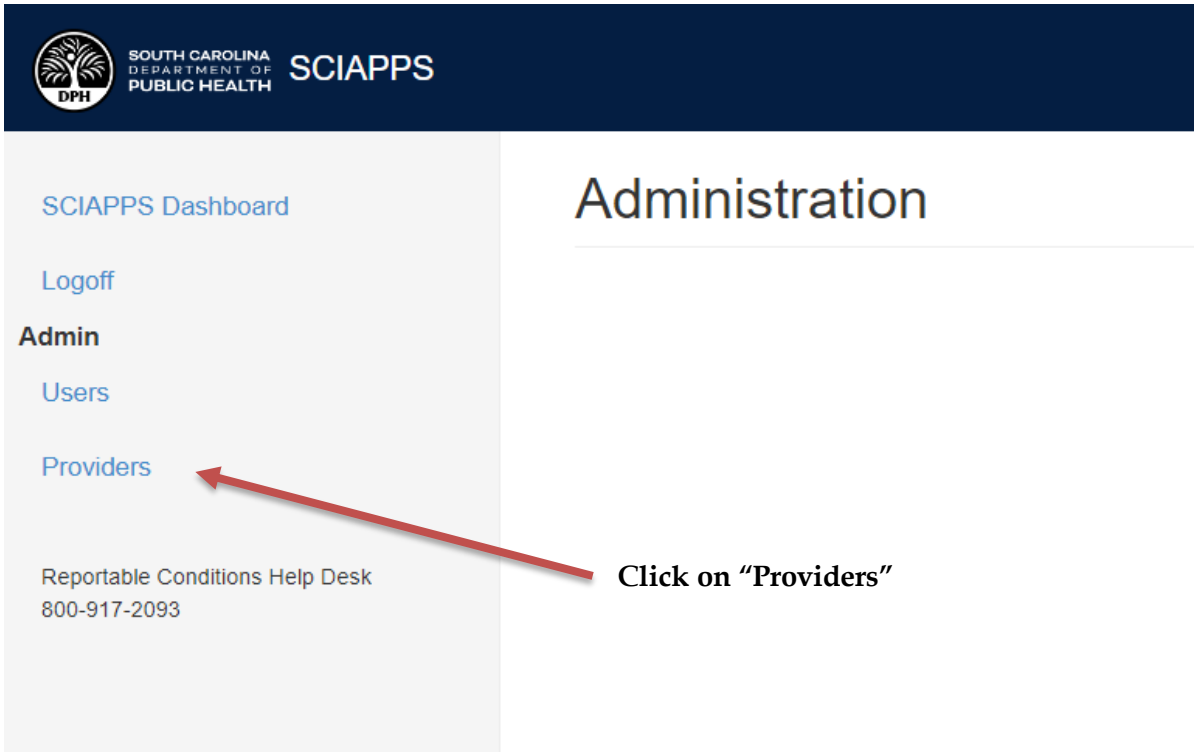
Once the user account has been added, an email with a link to create a password will be sent.



NEW PROVIDERS:

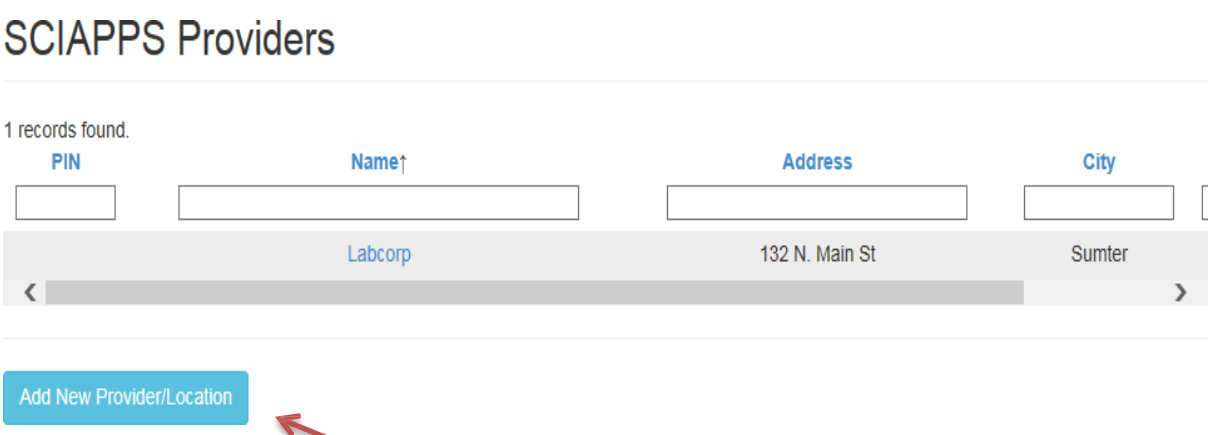
To add an additional provider/location click on "Admin"



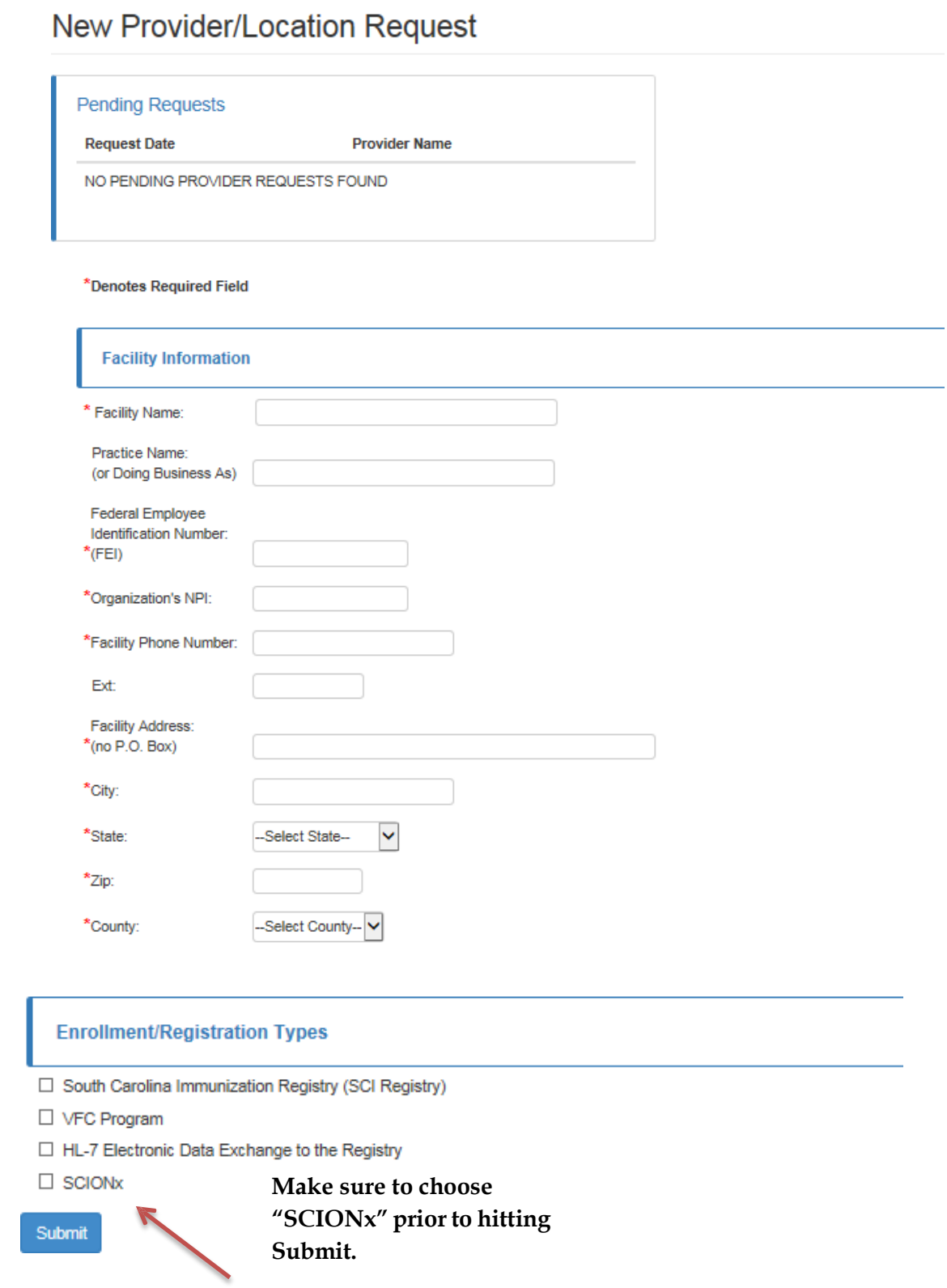


Click on "Providers"

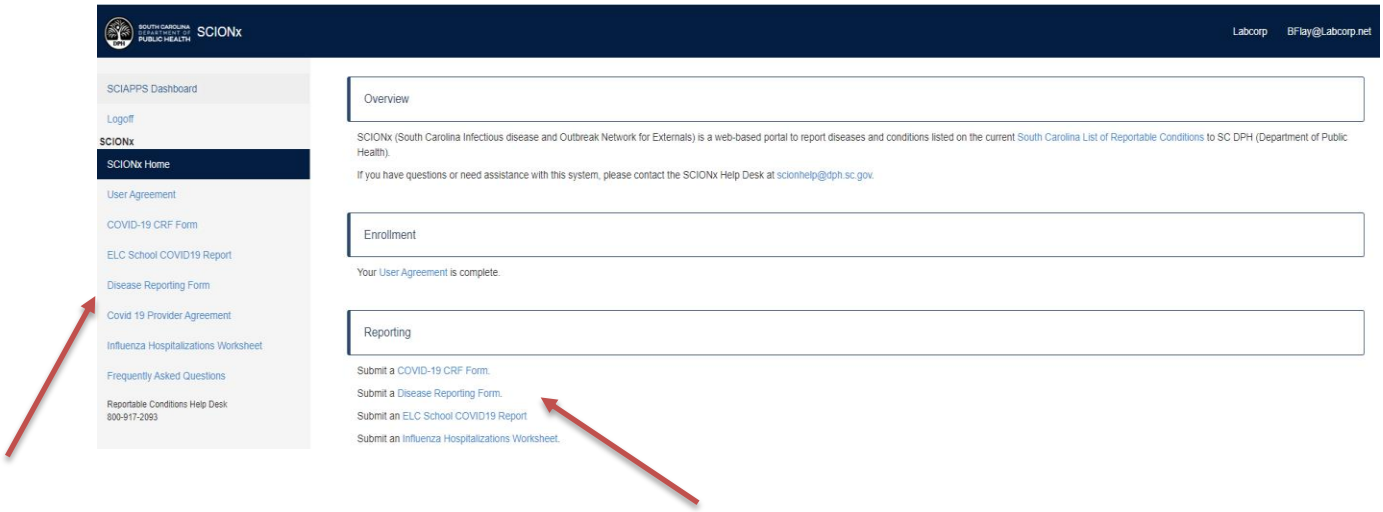
On the SCIAPPS Dashboard click on "Admin" which is located in the top right corner of your screen.



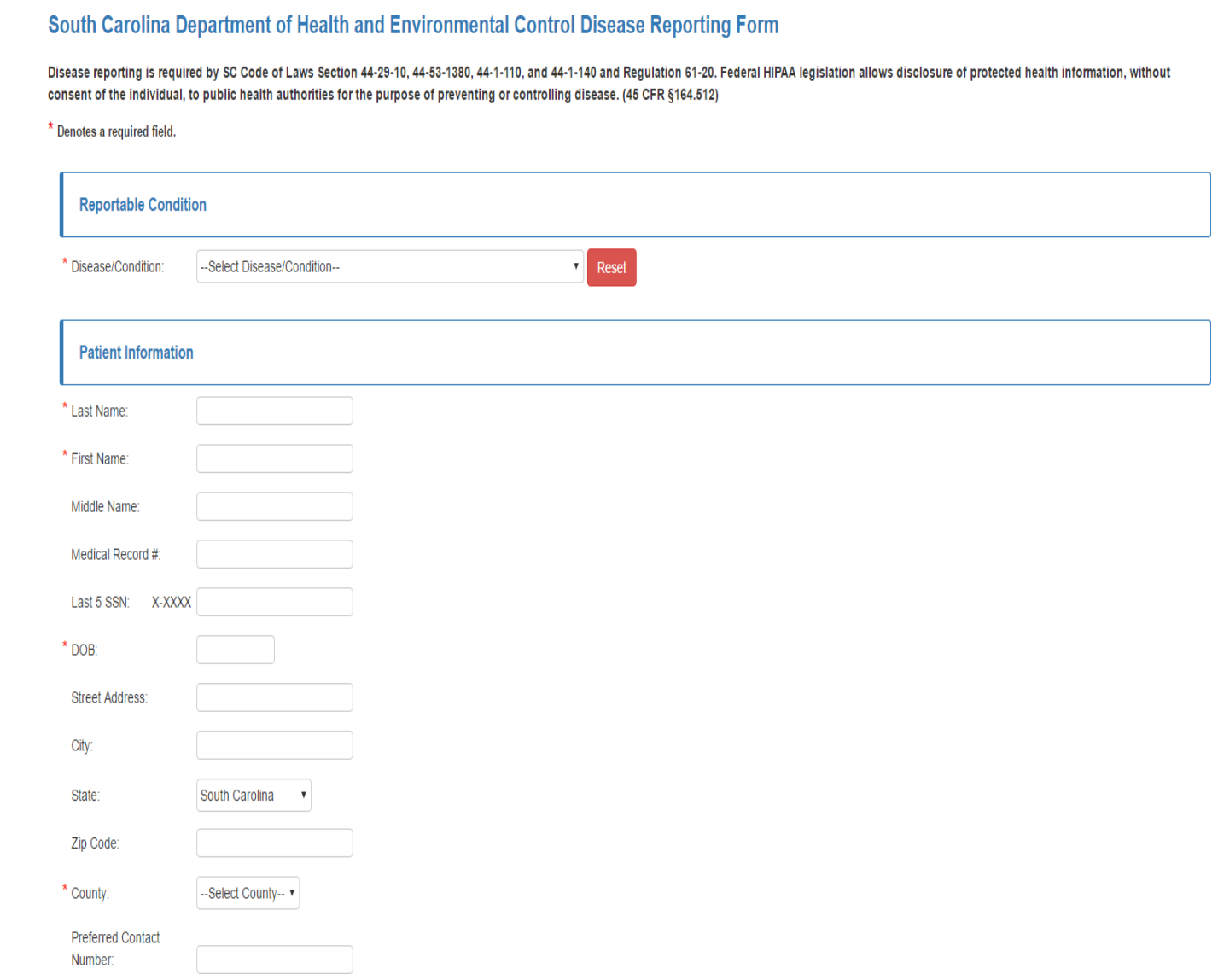
Add "New Provider/Location"


New Provider/Location Request
Pending Requests
Request Date
Provider Name
NO PENDING PROVIDER REQUESTS FOUND
*Denotes Required Field
Facility Information
* Facility Name:
Practice Name:
(or Doing Business As)
Federal Employee
Identification Number:
*(FEI)
*Organization's NPI:
*Facility Phone Number:
Ext:
Facility Address:
*(no P.O. Box)
*City:
*State:
--Select State--
*Zip:
*County:
--Select County--
Enrollment/Registration Types
South Carolina Immunization Registry (SCI Registry)
VFC Program
HL-7 Electronic Data Exchange to the Registry
SCIONx
Submit
Make sure to choose "SCIONx" prior to hitting Submit.

Submitting a Disease Report:



Click the link on the left or bottom of the Enrollment page to open the Disease Reporting Form.



South Carolina Department of Health and Environmental Control Disease Reporting Form

Disease reporting is required by SC Code of Laws Section 44-29-10, 44-53-1380, 44-1-110, and 44-1-140 and Regulation 61-20. Federal HIPAA legislation allows disclosure of protected health information, without consent of the individual, to public health authorities for the purpose of preventing or controlling disease. (45 CFR §164.512)

* Denotes a required field.

Reportable Condition

* Disease/Condition: --Select Disease/Condition-- Reset

Patient Information

* Last Name:

* First Name:

Middle Name:

Medical Record #:

Last 5 SSN: X-XXXX

* DOB:

Street Address:

City:

State: South Carolina

Zip Code:

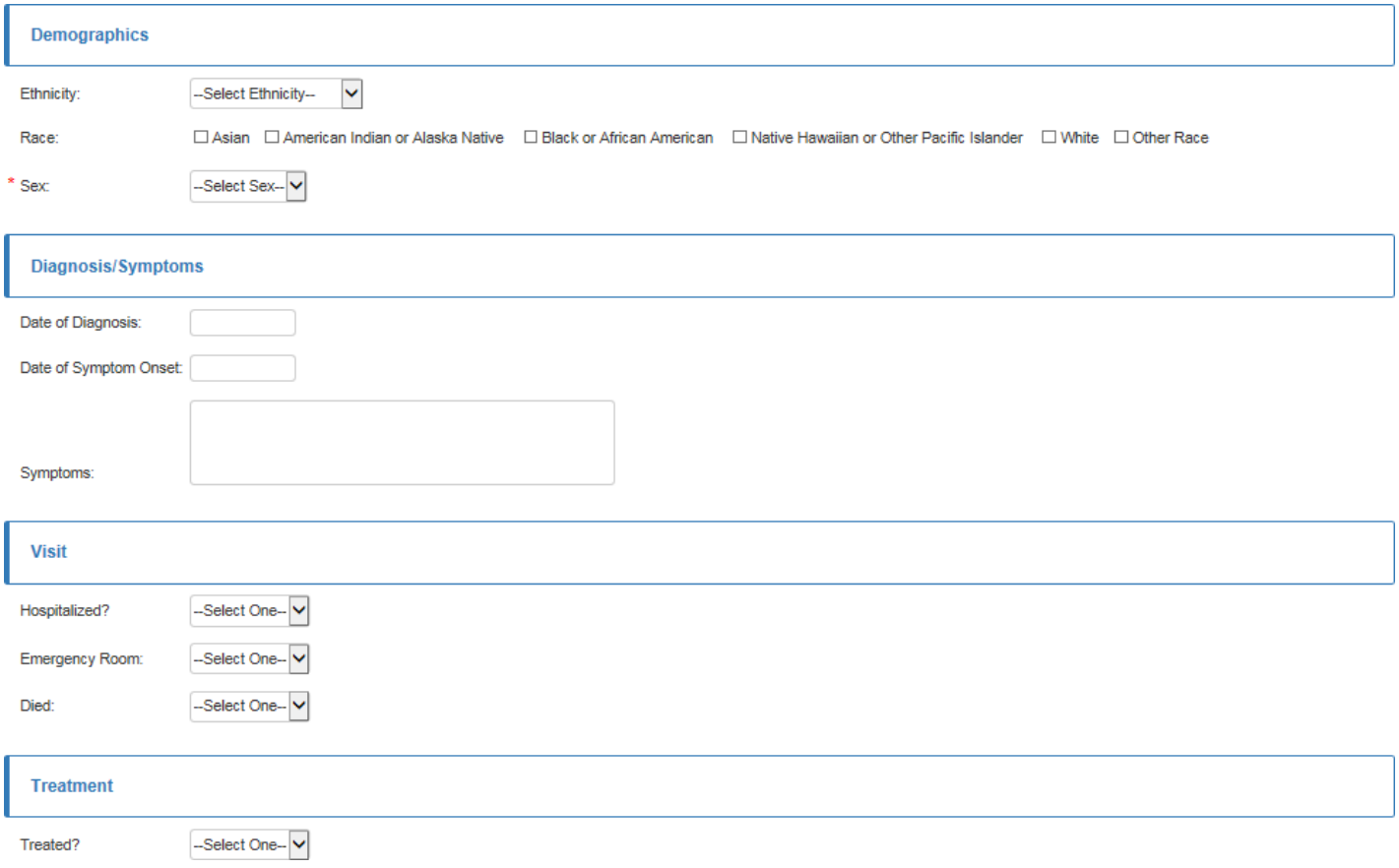
* County: --Select County--

Preferred Contact Number:

Select the disease that you wish to report and enter all of the patient information that you have. If you find that you have selected the wrong disease, you may reset the form by clicking the "Reset" button next to the disease. This will clear the entire form and you can then select the correct disease.

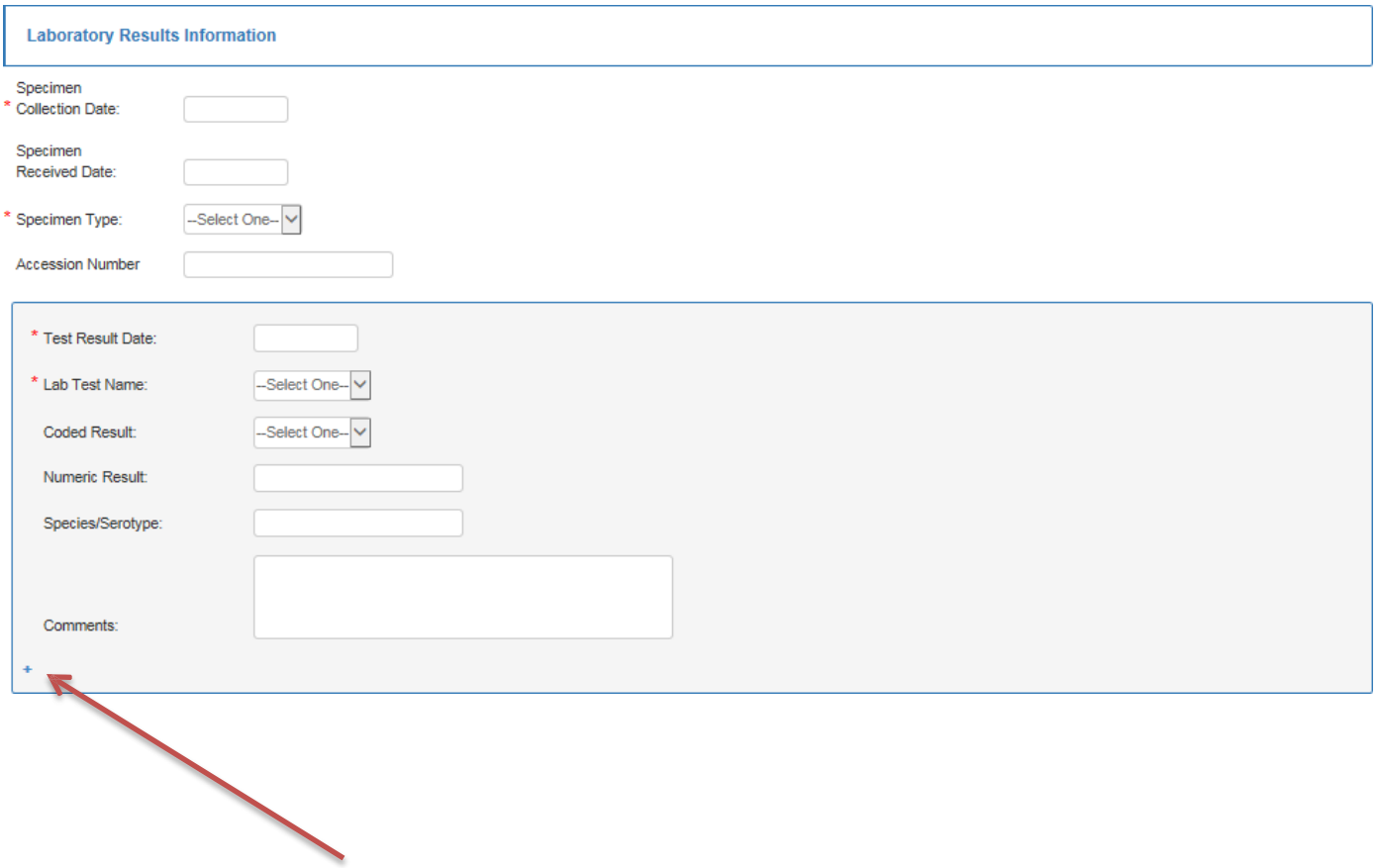
DISEASE REPORTING FORM

Enter the patient demographics, diagnosis and symptoms, visit details and treatment information.



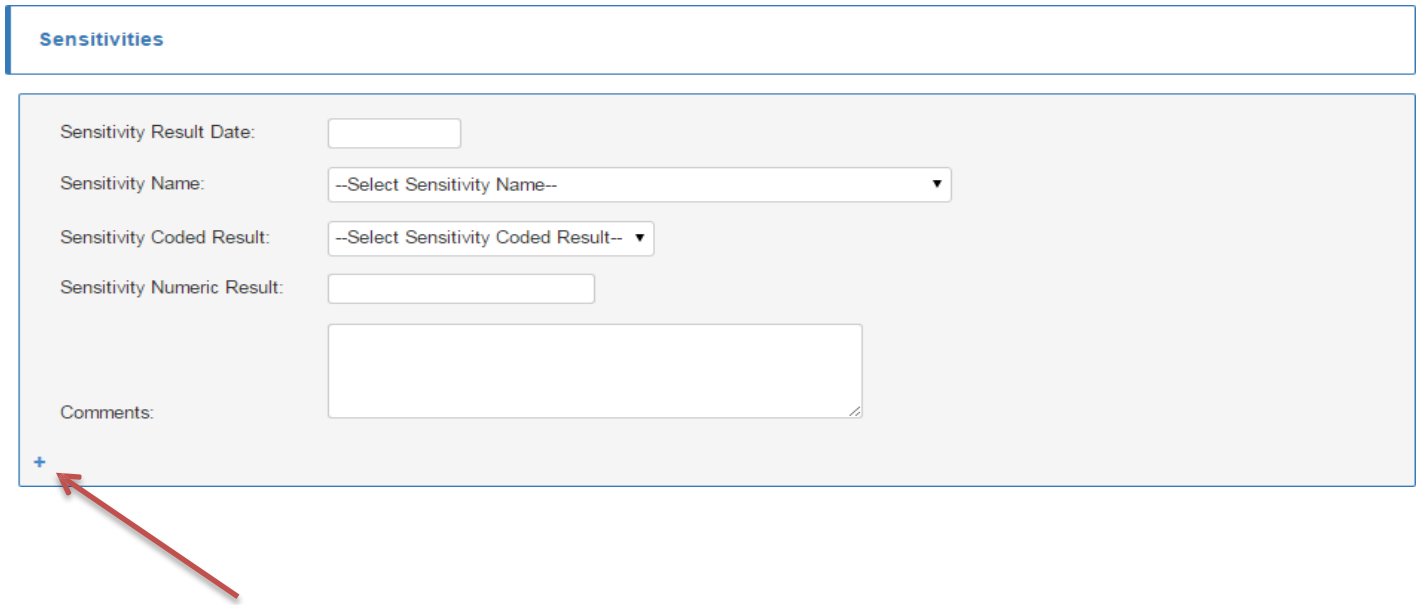
Enter the lab information.

Note: The lab tests that are available to be selected are determined by the disease that you have selected at the top of the form.

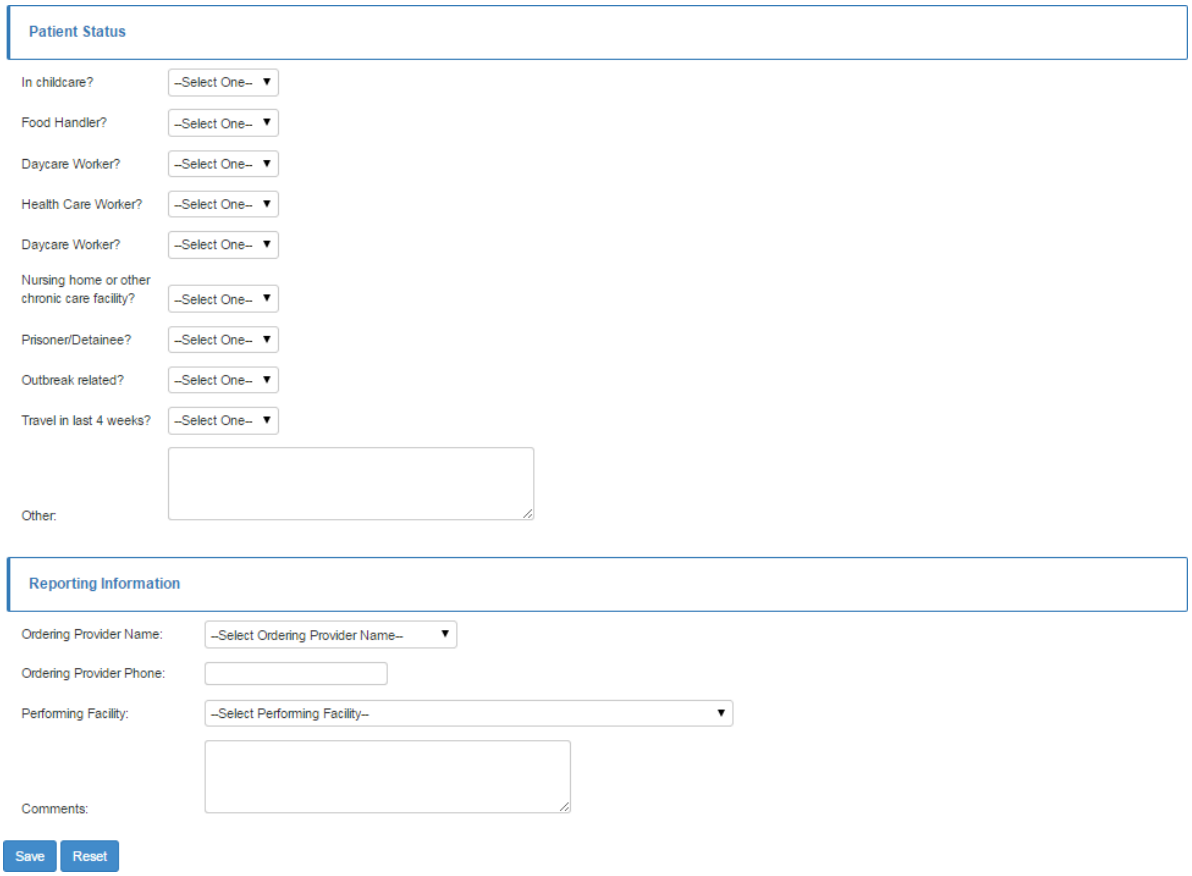


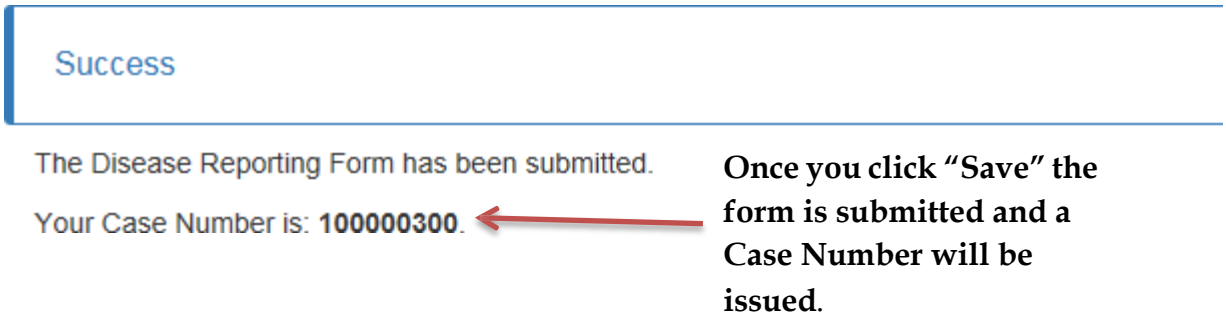
If you have more than one lab result for this disease, click the + symbol in the bottom left of the lab area to add the additional results. If you have additional results for a different disease, fill out a separate disease form after you have submitted this one.

Enter the susceptibilities, if present.



If there are additional sensitivities to report, click the + symbol in the bottom left of the lab area to add the additional results. Complete the status and reporting information. If you do not have the information at the time of reporting, tab through the field and leave it blank.



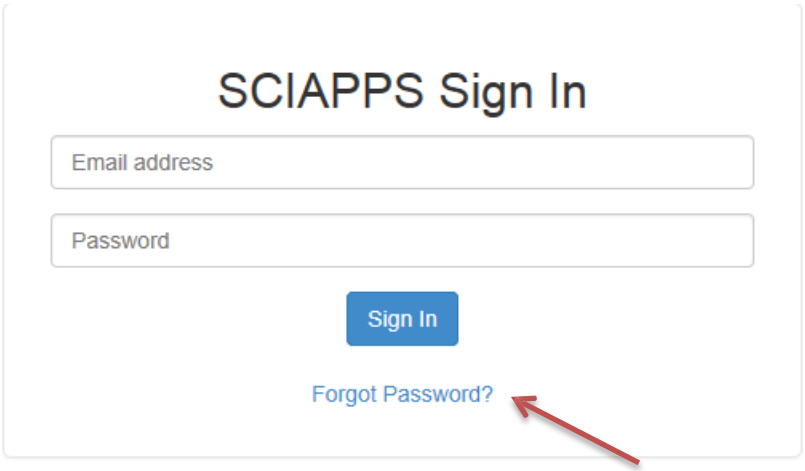


Once you click "Save" the form is submitted and a Case Number will be issued.

<u>NOTE: Do not attempt to resubmit by using the back arrow. If the information was submitted incorrectly, please click on Disease Reporting, resubmit the information then contact the SCIONx Helpdesk immediately at 1-800-917-2093.</u>

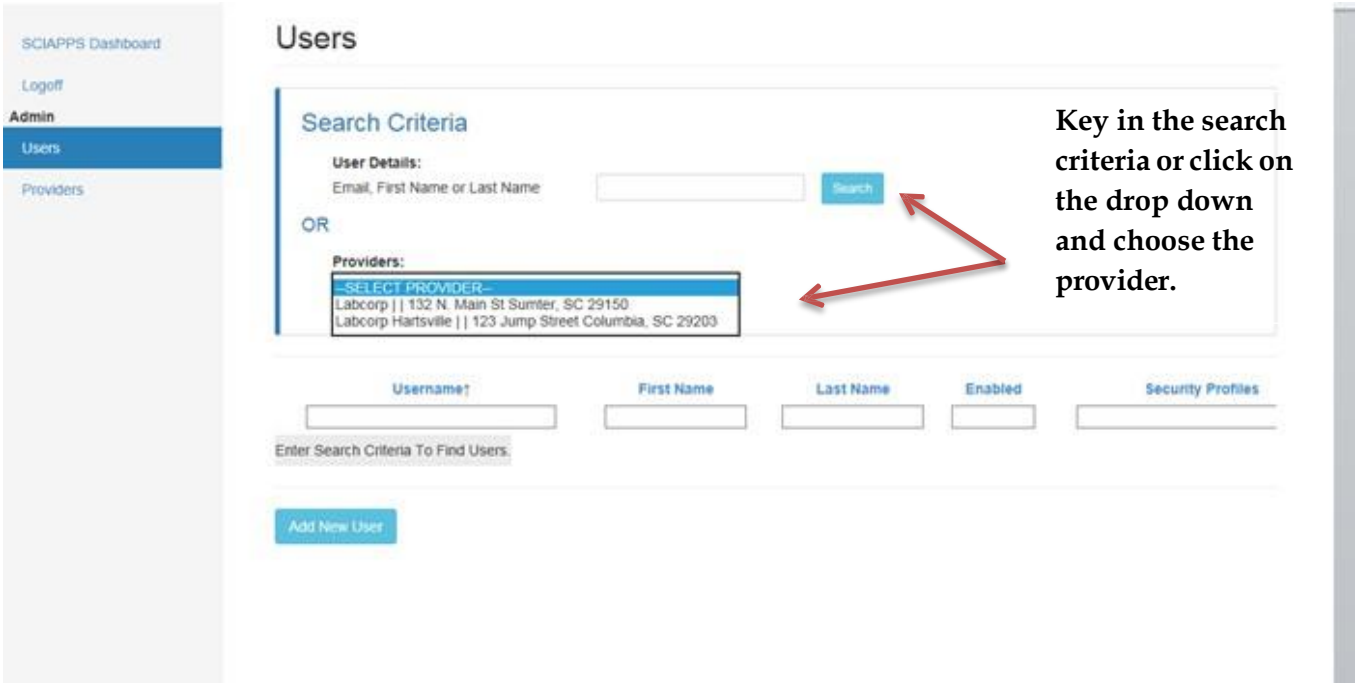
SCIAPPS:

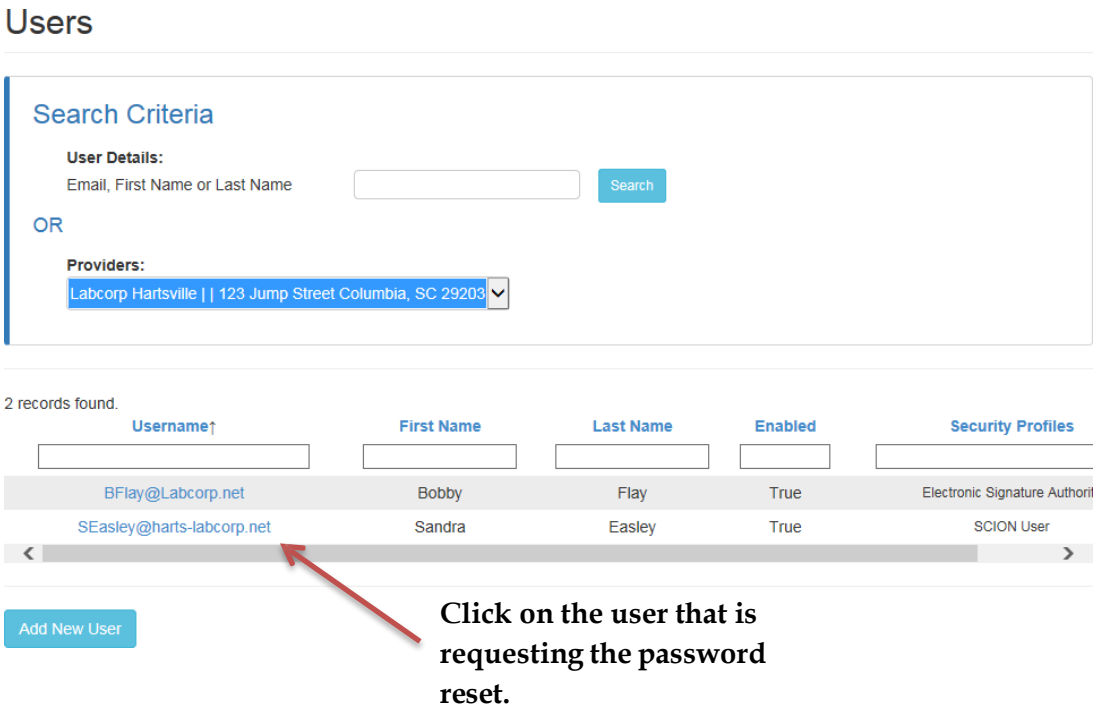
If you have forgotten your password for SCIAPPS or it no longer works, you can reset it by clicking "Forgot Password?" on the SCIAPPS homepage.



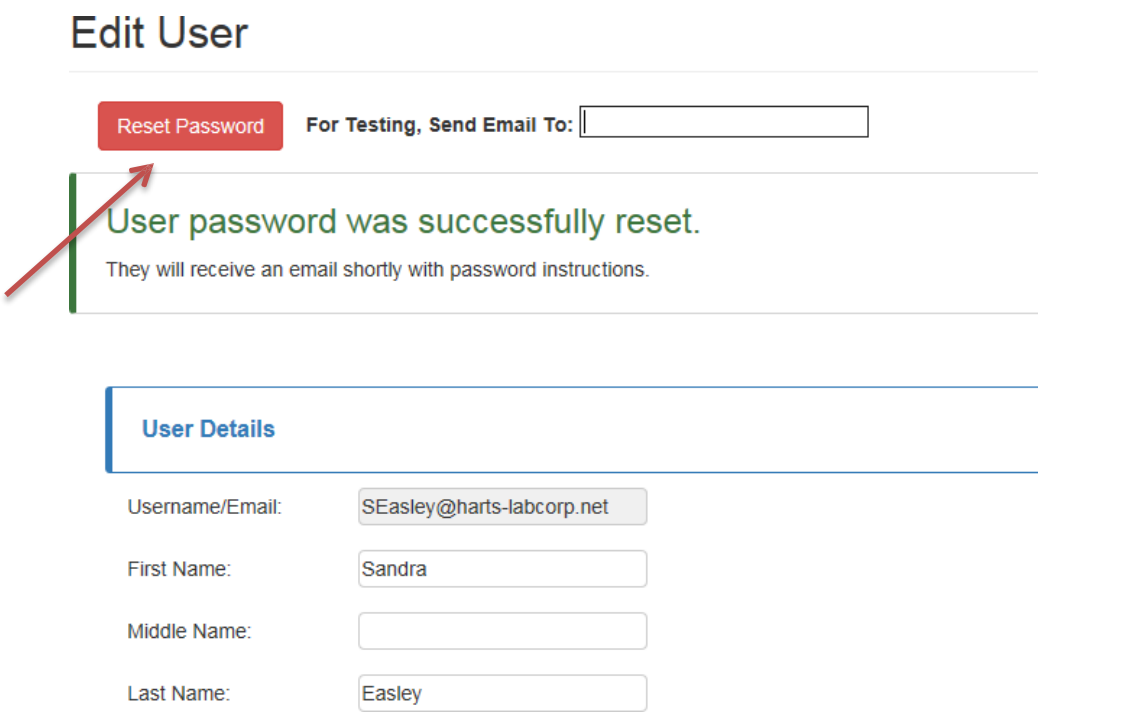
ESA resetting a current SCIONx user:

Log into SCIAPPS and click on "Admin". Next, click on "Users".





Click on the user that is requesting the password reset.



Once "Reset Password" is clicked, an email with a link to reset the password will be sent to the user.

Appendix A: Acronym Guide

- (CHESS) - Carolina's Health Electronic Surveillance System
- (ESA) - Electronic Signature Authority
- (SCIAPPS) – South Carolina Information Applications
- (SCION) – South Carolina's Infectious disease and Outbreak Network
- (SCIONx) - South Carolina Infectious disease and Outbreak Network for Externals
- (SFA) – Senior Facility Authority