

Women's & Men's Health  
Nebraska Colon Cancer Screening Program  
Lab Data Entry for Med-It



## OVERVIEW:

Nebraska Colon Cancer Screening Program (NCP) is a colon cancer screening program that offers enrollment, screening and education to Nebraska men and women who are 45-74 years of age. Tests and services may include fecal occult blood test (FOBT) kit for at home testing, colonoscopy and information about healthy living. All screening tests are based upon personal and family history.

**Steps for Enrolling:** Men and Women (who are 45-74 years of age and fall within program guidelines including age, income, residency, family and personal history) who are interested in enrolling in the NCP will:

1. Receive a Healthy Lifestyle Questionnaire (HLQ) from Every Woman Matters (EWM)/NCP
2. Complete the form and return it to EWM/NCP.
  - Based on information received, NCP staff will review the form and determine the appropriate screening test (Fecal Occult Blood Test Kit (FOBT) or Colonoscopy) or nothing at all.
  - Since NCP is a screening program, some clients, based on personal and/or family history may not be eligible to participate in the program.
3. Client will receive notification in the form of a screening card and/or an FOBT kit from NCP. They will also receive their HLQ form back in order to take to the doctor to talk about health history and risk factors.

NCP also utilizes Community Health Hubs (CHH) in order to increase capacity across Nebraska to increase the number of women and men 45-74 who are appropriately screened for colon cancer in all populations. CHH also send out FOBT kits to community clients who are eligible.

### Requirements for CHH:



- Implement community based FOBT screening during the year.
- Must have an approved FOBT Distribution Plan.
- Must use an approved FOBT enrollment form.
- Must use the FOBT statewide registry, Med-It, for tracking non-returned and **positive tests** and provide aggregate data. Enrollments must be entered into the registry within **five days** of kit distribution and data entry must follow NCP' data entry procedures.
- FOBT kits should only be distributed to women and men 45-74 who are Nebraska residents only, have no insurance and meet income guidelines.
- NCP can provide FOBT kits and lab processing.

## HOW TO LOGIN TO MED-IT:

You will need to complete a new Med-It User Profile Form and/or update your profile every fiscal year.

This form can be found on the Provider Information & Forms website at: <http://dhhs.ne.gov/ewmforms>

To access Med-It go to: [www.med-itweb.com](http://www.med-itweb.com)

STEP 1:	STEP 2:
<p>To log in: Enter User Name CDC Program code: Select NE or CC Click on: Sign In</p>	<p>Enter your Password Select Login</p>
	

The next two screens you see are online service agreement and terms of use information. Please review and proceed through each time you enter into Med-It.

Click 'Proceed' to continue.  
You'll have to click 'Proceed' two times

You are now logged into the Med-It Database Management System.



## HOW TO SEARCH FOR CLIENTS:

If there is a **white label** on the FOBT kit they are an NCP client.

Search by: Date of Birth  
Client Name

\*There is not an FOBT# for these clients.

The screenshot shows the search interface for the Nebraska Breast & Cervical Cancer Program. The search criteria are set to 'Search By Name/DOB/Zip Code'. The search results table is as follows:

Client ID	Last Name	First Name	MI	DOB	Last 4 DOB	Zip Code	Region	Status	Program
9954	AAAA	aaa		00/0/1900	aa-aa-0000	9999		Active 2017	B-C-08

If there is a **blue label** on the FOBT kit they are a CHH client.

Search by: FOBT #  
Date of Birth  
Client Name

The screenshot shows the search interface for the Nebraska Breast & Cervical Cancer Program. The search criteria are set to 'Search By SSN/DOB/Zip Code'. The search results table is as follows:

Client ID	Last Name	First Name	MI	DOB	Last 4 DOB	Zip Code	Region	Status	Program
9954	AAAA	aaa		00/0/1900	aa-aa-0000	9999		Active 2017	B-C-08

- If client is not in the system:
  - Notify Natalie Kingston by faxing the FOBT sheet.
  - Wait one (1) week and search again.
  - If client is still not in system after waiting a week, contact Natalie Kingston again by faxing the FOBT sheet.
- CHH will be notified that the client is not in the system or there is not a cycle started for the current year.

## Entering Initial Test Results:

- Make sure current cycle is highlighted
- Click on the CRC Data tab
- Click on Initial Test Result/Follow Up in the drop down menu

The screenshot shows the 'Nebraska Breast & Cervical Cancer Program' software interface. The 'CRC Data' dropdown menu is open, showing options: Health Evaluation, Initial Test Result/Follow-up, Scr & Diag Procedure, Final Diag & Tmnt - CRC, Cancer Registry - CRC, Cycle Notes - CRC, and CCDE Notes. The 'Initial Test Result/Follow-up' option is highlighted. The main interface shows client information for 'AAAA, aaa' and a table for '1 CRC Cycle' with one record dated 07/01/20... 57.

- Click in the space under Date FOBT Sent

The screenshot shows the 'Initial Test Result/Follow-up' section of the software interface. A table lists records for 'All records of Initial Test Result/Follow-up from cycle # 1'. The table has columns for 'Date FOBT sent', 'Provider', and 'Delete'. One record is shown with 'Date FOBT sent' highlighted by a red arrow. The 'Provider' is 'Cis-ACC 132nd Center' and the 'Delete' button is labeled 'Delete'. Below the table is an 'Add New Lab & Recall Record' button. The right side of the interface shows '1 CRC Cycle' and alert counts: '22 Alerts! (MDE 6.0)', '0 Alerts! (CCDE 1.01)', and '226 Alerts! (WW MDE 9.2)'.

Click either:

- Record Negative Results
- Record Positive Results

The screenshot shows the 'Initial Test Result/Follow-up' form in the Nebraska Breast & Cervical Cancer Program. The form is annotated with yellow circles and numbers 1 through 9, indicating the fields that need to be filled out. An arrow points to the 'Record Negative Results' radio button, which is labeled with a yellow circle and the number 9.

**1** FOBT returned:  Yes  No

**2** Positive slides:

**3** Lab received:

**4** Lab processed:

**5** Provider notified on:

**6** Provider notified by:

**7** Client notified on:

**8** Client notified by:

**9**  Record Negative Results  Record Positive Results

Update Only

Buttons: Update, History, Send Another FOBT

You will need to enter the following information:

- 1 FOBT returned
- 2 Positive Slides
- 3 Lab Received
- 4 Lab Processed
- 5 Provider notified on
- 6 Provider notified by
- 7 Client notified on
- 8 Client notified by
- 9 Record negative or positive results

Once all of the information above is entered, click **Update**.

WHITE LABELS (NCP Client)	BLUE LABELS (CHH Client)																																																				
<p><b>LABELING:</b></p> <ul style="list-style-type: none"> <li>• <b>NCP</b> required to label kits prior to distribution.</li> <li>• <b>NCP</b> mails FOBT kits to clients.</li> </ul>	<p><b>LABELING:</b></p> <ul style="list-style-type: none"> <li>• <b>CHH</b> required to label and number FOBT kits prior to distribution.</li> <li>• Kits numbered with each <b>CHH</b> two letter code followed by 20 (for 2020 distribution) and then a number with the option to add a unique code for distribution site. (EXAMPLE: NC20-1, NC20-2, etc.) Kit numbers should be entered exactly as they are written on the form (with or without spaces between the code and numbers).</li> </ul> <table border="1" data-bbox="1251 378 1822 631"> <thead> <tr> <th>Region</th> <th>Code</th> <th>Region</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>Omaha</td> <td>OMA</td> <td>Three Rivers</td> <td>3RV</td> </tr> <tr> <td>Lancaster</td> <td>LAN</td> <td>Scottsbluff</td> <td>SB</td> </tr> <tr> <td>Panhandle</td> <td>PN</td> <td>South Heartland</td> <td>SH</td> </tr> <tr> <td>Public Health Solutions</td> <td>PH</td> <td>North Central</td> <td>NC</td> </tr> <tr> <td>Four Corners</td> <td>FC</td> <td>East Central</td> <td>EC</td> </tr> <tr> <td>Elkhorn Logan Valley</td> <td>EL</td> <td>Loup Basin</td> <td>LB</td> </tr> <tr> <td>Sandhills</td> <td>SA</td> <td>Central District</td> <td>CD</td> </tr> <tr> <td>Health Disparities</td> <td>HDHE</td> <td>Charles Drew</td> <td>CDHC</td> </tr> <tr> <td>Southwest</td> <td>SW</td> <td>Southeast</td> <td>SE</td> </tr> <tr> <td>Dakota</td> <td>DC</td> <td>West Central</td> <td>WC</td> </tr> <tr> <td>Northeast</td> <td>NE</td> <td>Sarpy/Cass</td> <td>SC</td> </tr> <tr> <td>Two Rivers</td> <td>2R</td> <td></td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• <b>CHH</b> are to adhere to label instructions and are to make sure the FOBT kit and applications have the same corresponding numbers.</li> </ul>	Region	Code	Region	Code	Omaha	OMA	Three Rivers	3RV	Lancaster	LAN	Scottsbluff	SB	Panhandle	PN	South Heartland	SH	Public Health Solutions	PH	North Central	NC	Four Corners	FC	East Central	EC	Elkhorn Logan Valley	EL	Loup Basin	LB	Sandhills	SA	Central District	CD	Health Disparities	HDHE	Charles Drew	CDHC	Southwest	SW	Southeast	SE	Dakota	DC	West Central	WC	Northeast	NE	Sarpy/Cass	SC	Two Rivers	2R		
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**Questions:** Natalie Kingston, Health Educator || Phone: 402-471-0568 || Fax: 402-471-0913 || [Natalie.Kingston@nebraska.gov](mailto:Natalie.Kingston@nebraska.gov)