Missouri Disease Reporting Online Portal (MODROP) User Guide

Quick Reference Guide
Contents

1. What is the Missouri Disease Reporting Online Portal (MODROP)?

2. MODROP Enrollment

3. Creating a New Report

4. Reviewing Submitted Reports

5. Troubleshooting
Overview
What is MODROP?

In early 2020, the Missouri Department of Health and Senior Services (MODHSS) developed an online reporting portal for healthcare providers to report suspect and confirmed cases of COVID-19.

The online dropbox, the Missouri Disease Reporting Online Portal (MODROP), allows providers to securely and confidentially submit patient information and laboratory testing online without the need of manually faxing or digitally uploading the Missouri Communicable Disease Case Report (CD-1) form. In addition, MODROP allows providers to keep records of disease reports for tracking purposes. Using the online portal allows for automated integration into the MODHSS disease surveillance system, EpiTrax, so that public health officials can respond faster to implement control measures. Submitting reports through the MODROP fulfills COVID-19 reporting requirements under 19 CSR 20.20-020.

Reports can be submitted to the online portal individually. Bulk upload functionality, which allows each facility to upload a CSV (comma delimited) file for submission, is coming soon.

MODHSS will continue implementing future upgrades to improve the functionality of the online reporting portal. To access the portal and enroll visit https://modrop.health.mo.gov/
MODROP Enrollment

Users

Any reporter can enroll in just a few minutes by completing the enrollment process. Enrolling users is simple and can be completed in just a few minutes. Users can enroll for an account online by selecting ‘Register New User’ at the main MODROP hub https://modrop.health.mo.gov/

To Enroll

1. From the main MODROP hub, select ‘Register New User’.

2. Enter all requested details in the pop-up box. Use the dropdown box to select your facility. If your facility is not already in MODROP, then type in your facility name.

   DO NOT use abbreviations for your facility—use the complete, full name. For example, you would not enter ‘MCMO’ instead enter ‘Medical Clinic of Missouri’.

   Select facility from dropdown or enter facility name if not listed.

   Use your work email address and not your personal email.
Creating a New Report

Securely submit patient information and laboratory testing results
Creating a New Report

Sign in to the MODROP

Enrolled users will be able to sign in to the system with the user name and password used during the enrollment process.

1. Enter login credentials to access the portal after selecting SIGN IN.
   (Username will be in lowercase.)

Enter Information and Results

1. From the main Dashboard, select NEW REPORT.

Do not submit multiple reports for the same patient, unless there is a new test/lab result. If you submit a report in error or need to correct a submitted report, please email epitrax@health.mo.gov.

Missouri Department of Health and Senior Services
Creating a New Report

2. Complete the REPORTER INFORMATION section.

Set to facility used at account registration.

3. Complete the PATIENT INFORMATION section.

4. Complete the ORDERING INFORMATION section.

Check this box to input your facility information.
Creating a New Report

5. Complete the ILLNESS, SYMPTOMS AND TREATMENT section.

6. Complete the LABORATORY REPORTING section.

7. Select SUBMIT to submit report through this drobox to MODHSS. If successful, a black box will momentarily appear at the top of the screen noting that the case has been submitted.

Lab test results are required for complete submission of this record.

Select RESET to cancel/start over.
Creating a New Report

After successful submission of the report, a printable page with the report information is auto-generated.
Reviewing Submitted Reports

Verify accuracy via the MODROP Dashboard
Reviewing Submitted Reports

Users will be able to review all reports that have been submitted to the online portal. To access submitted reports, navigate to the MODROP dashboard. Select the relevant search criteria from the dashboard to view the reports that meet your desired criteria.

Enter search criteria to view applicable submitted records.

Select patient name to see details of submitted report or print the report.
Troubleshooting

Assistance is available
Troubleshooting

If you are unable to sign in (e.g. password reset, website error, etc.) contact the EpiTrax Help Desk for troubleshooting assistance by emailing epitrax@health.mo.gov.
Looking for help?

Contact the EpiTrax Helpdesk with questions:
Telephone: (573) 526-9533
Email: EpiTrax@health.mo.gov