

Missouri Healthcare-Associated Infection Reporting System (MHIRS)

Data Entry Guide for Surgical Site Infections

1. Access the Internet

2. Enter the following address: <https://healthapps.dhss.mo.gov/mhirs/> and select “MHIRS Login” on the left side of the screen.

3. Login Information Screen

- a. **Disclaimer:** Read
- b. **Username:** Enter your username.
- c. **Password:** Enter your password.
- d. **Change Password:** You **must** change your password the first time you enter the system. You may also change your password at anytime in the future. To change your password, check the “Change Password” box.
 - i. **Password:** Enter your current password.
 - ii. **New Password:** Enter your new password.
 - iii. **New Password Confirm:** Enter your new password again.
 - iv. **Login:** Click the “Login” button to enter the system, or
 - v. If you decide not to change your password, click on the box in front of “Change Password” to remove the check. You will then be taken back to the “Enter Login Information” screen where you may enter your current password and proceed.
- e. **Login:** Click the “Login” button to enter the system.
 - i. If you have access to more than one facility, a drop down box will appear.
 1. **Agency:** Using the drop down arrow (▼) to the right, select the facility for which you will enter data.
 2. **Continue:** Click here to continue.
- f. **Cancel:** If, for some reason, you choose not to proceed with the reporting process, you may click the “Cancel” button. Your password will be cleared and you will be brought back to the “Login Information” screen.

4. Forgot MHIRS Login Information or Unable to login?

- a. **Contact** the State of Missouri’s, Office of Administration’s, Information Technology Services Division (ITSD) 573/751-6388 or 1-800-347-0887.
- b. **Send an email to the help desk at E-mail:** SUPPORT@HEALTH.MO.GOV

5. WELCOME TO MHIRS Screen

- a. **Facility:** Will be filled in automatically, along with your user name.
- b. **Sign Out:** If you click here, you will be taken back to the “Login Information” screen.
- c. **DHSS Home:** Click here to go to the DHSS home page.
- d. **State Home:** Click here to go to the state home page.
- e. **MHIRS Home:** Click here to go to the MHIRS home page.
- f. **Ask Us:** Click here if you want to pose a general question to the DHSS. This question will be received by the DHSS Office of Public Information and directed to the appropriate party.

- i. If you have specific questions about the MHIRS computer application, please see the information at the end of this document.
- ii. For other questions related to reporting healthcare-associated infections, you may e-mail mhirs@health.mo.gov.
- g. **Contacts/Exemptions:** Click here to view contact and exemption information for your facility. If you would like to print the information on this page, click “Print Report” at the lower left-hand corner of the screen.
- h. **SSI Reporting:** Click here to report SSI data.

6. SSI Reporting

Select the operative procedure for which you will be reporting. (If your facility is reporting only one operative procedure, you will not be given the opportunity to select an operative procedure – the procedure for which you are reporting will automatically appear.) For your convenience, a link to the “SSI Manual” will appear once you have selected an operative procedure.

7. Data Entry/DataGrid Screen

The SSI reporting screen is divided into two sections. The top section is for data entry. (A red asterisk indicates a required field.) The bottom section displays previously entered data in a DataGrid.

Data Entry

- a. **Month:** Using the drop down arrow (▼) to the right, select the appropriate month. *If no surgeries were performed in a particular month, select the month and then place a check mark in the appropriate box to indicate, “no surgeries were performed this month”.*
- b. **Year:** Using the drop down arrow (▼) to the right, select the appropriate year.
Note: The application will automatically display the last month/year that data was entered. If this is not the month/year you desire, use the drop down menus to choose the appropriate month/year, as noted above. If you wish to make changes to previously submitted data, see “7. Changing Previously Submitted Data.”
- c. **Medical Record Number:** Enter the patient’s medical record number.
- d. **Procedure Date:** Enter the procedure date (MM/DD/YYYY).
- e. **ASA Score:** Using the drop down arrow (▼) to the right, select the patient’s ASA Score.
- f. **Wound Class:** Using the drop down arrow (▼) to the right, select the patient’s wound class.
- g. **Duration:** Using the drop down arrow (▼) to the right, select the duration of the procedure.
- h. **Surgical Site Infection:** Select either “No” or “Yes”.
- i. **Surgery Type (breast or hernia only):** Using the drop down arrow (▼) to the right, select the surgery type performed.
- j. **Save:** You **must** click “Save” to submit the data to the DHSS. **If this is not done, the data will not be submitted and will need to be re-entered.** When the data is saved, you will see the following message: “***Report Saved*** Would you like to enter another report [OK] or exit the application [Cancel]?” Click on the appropriate box. Once you click “Save”, the data will disappear from the data entry section at

the top and appear in the DataGrid. **Note:** If required data fields have been left blank or if an erroneous date is entered, a red error message will appear.

k. *Print Report:* Click “Print Report” to print data in the data entry section and the number of records selected in the DataGrid (see **r. *Show ___ at a time***).

l. *Reset Report:* If you have entered data in the data entry section and determined that it is erroneous, or if you chose to clear all of the data in the data entry section, for any reason, you may click “Reset Report” and the data in all of the fields will be erased.

Note: This is only true when done prior to clicking “Save”. If you click “Reset Report” **after** clicking “Save”, the data will be cleared from the screen, but will **not** be cleared from the DHSS MHIRS system. When “Reset Report” is clicked, a message will appear to alert you that items cleared will not be recoverable. You will be asked if you wish to continue – click “OK” if you wish to clear the data; click “Cancel” if you chose not to clear the data.

DataGrid: The columns in the DataGrid represent the data that was entered and saved in the data entry section at the top of the screen, and two additional columns, “Delete” and “Update”. Each of the data columns can be sorted in ascending or descending order by clicking on the title of the column you wish to sort. (This is a toggle switch – if the column is currently in ascending order, it will switch to descending order when you click on the column title, and vice versa.) When you exit the application, the sort will revert to “Procedure Date” in ascending order.

m. *Delete:* Click “Delete” to delete the record in that row.

n. *Update:* Click “Update” to update the record in that row. When you click “Update”, the information for that record will automatically appear in the data entry section on the top part of the screen. Make the necessary changes and click “**Save**”. You **must** click “**Save**” to submit the revised data to the DHSS.

o. *Search Medical Record Number:* Enter the medical record number of the report you wish to retrieve and click the “Search” button. The record will appear in the top row of the DataGrid. You may then choose to “Update” or “Delete” the record, as the case may be. Please note that all other records in the DataGrid disappear – just click on “Reset DataGrid” and the records will refresh as described in “**p. *Reset DataGrid.***”

p. *Reset DataGrid:* In the event the data in the DataGrid is cleared, click “Reset DataGrid” and it will refresh data for the month and year selected in the data entry section at the top of the screen, with as many records as selected in “**r. *Show ___ at a time***” by date in ascending order.

q. *Search Results:* This is where the data appears when you use the “Search Medical Record Number” feature and where previously entered data is displayed. By default, when the screen is first loaded, it displays all the records previously entered for the selected year displayed at the top of the screen depending on the number in “**s. *Show ___ at a time***”, in ascending order.

r. *Show ___ at a time:* Using the drop down arrow (▼) to the right select the number (5, 10, 15, 20, 25) of records that you would like displayed at a time in the DataGrid.

s. If you have access to more than one facility, you must “Sign Out” of one facility before you can enter data for another one.

8. Changing Previously Submitted Data

You will have the opportunity to change your submitted data at any time.

- a. Go to the *SSI Reporting* section and select the procedure type of the record you wish to change.
- b. Go to “Month”, and using the drop down arrow (▼) to the right, select the month for which you wish to change the data.
- c. Go to “Year”, and using the drop down arrow (▼) to the right, select the year for which you wish to change the data.
- d. Go to the DataGrid at the bottom section of the screen. If you know the medical record number, type it in and click the “Search” button. The data for the record will appear in the top row of the DataGrid. Click “Update” that appears at the front of the row for that record, and the data for that record will appear in the data entry section at the top of the screen. Or, you may search for a record by using the record display in the DataGrid and sorting the columns in any way that might assist you. When you’ve located the desired record, click “Update” that appears at the front of the row for that record.
- e. Make the needed change(s), click “**Save**”, and the changes will be made in MHIRS. You **must** click “**Save**” to submit the revised data to the DHSS. **If this is not done, the record will not be updated.**

9. Exiting MHIRS

When you have completed entry of your SSI data, click “Sign Out” in the upper right-hand corner of the screen, above your facility name. To exit MHIRS and the Internet, click “File” in the upper left hand corner of the screen and then click “Close”, or click the “X” in the upper right hand corner of the screen.

If you experience any problems or have questions while using the MHIRS system, please notify the DHSS ITSD Help Desk using one of the following methods:

Phone: 573-751-6388 or 1-800-347-0887

E-mail: SUPPORT@HEALTH.MO.GOV

If you have questions about infection reporting, please contact Tanner Turley.

Phone: 573/522-1483

Email: Tanner.Turley@health.mo.gov.