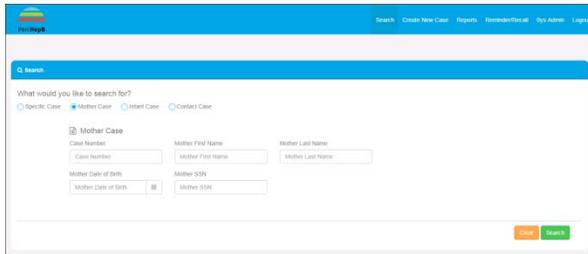


Search or Create a Case

These instructions explain how to search for a case and how to create a new case in the application. A search should be conducted prior to creating a new case to verify whether or not the case number or mother already exists in the database.

Search for a Case

1. Log in to the Perinatal Hepatitis B application and click the **Search > Case Search** menu link.
2. Select the case type you want to search for and use the parameters to narrow the search, then click the **Search** button.



3. The search results appear in the Search Results section at the bottom of the Search page. To view the case details, click the **View Case** icon (👁️).



Case Number	Date Created	Case Name	Case Type	Date of Birth	View Case
1001	10/10/2010	John Doe	Mother	10/10/2010	👁️
1002	10/10/2010	Jane Doe	Infant	10/10/2010	👁️
1003	10/10/2010	John Doe, 111 Main Street, LLC	Mother	10/10/2010	👁️
1004	10/10/2010	John Doe and Mother	Mother	10/10/2010	👁️

Create a New Case

There are two ways to create a new case on the Case Search page. The first is to select *New Mother Case*, *New Infant Case*, or *New Contact Case* from the Create New Case menu located at the top of the page:

1. Log in to the Perinatal Hepatitis B application and click the **Create New Case** menu link.
2. Select the case type you want to create a case for from the Create New Case menu.



3. Enter information in all the required fields (marked with asterisks) and click the **Save Page** icon (💾).
4. To cancel without saving any changes, click the **Cancel** icon (❌).

The second way to create a new case is to first search for a case using any of the search options on the Search page, then select the case type option in the Search Results section:

1. Log in to the Perinatal Hepatitis B application and click the **Search > Case Search** menu link.
2. Select the case type option and enter the parameters, then click the **Search** button.
3. Select the case type option in the Search Results section to add a new mother, infant, or contact case if the case does not appear in the search results.
4. Click the green button that appears in the upper right-hand corner of the Search Results section to add a new mother, infant, or contact case.



5. Enter information for all the required fields (marked with asterisks) and click the **Save Page** icon (💾).
6. To cancel without saving any changes, click the **Cancel** icon (❌).