

<b>Case Investigation Work Flow – IOM WS</b>	<b>Name of Activity:</b> Case investigation (New) – Suggested Work Flow		
	<b>Role performing Activity:</b>		
<b>Panorama – IOM WORK STANDARD</b>	<b>Location:</b>		<b>Department:</b>
	<b>Document Owner:</b>		
	<b>Date Prepared:</b> April 26, 2018	<b>Last Revision:</b> Feb 2022	<b>Date Approved:</b>

Receive notification of a new reportable infection.

<b>Essential Tasks:</b>	
<b>1.</b>	Receive lab results for a reportable infection
<b>2.</b>	Search client in Panorama and set in context <ul style="list-style-type: none"> <li>➤ If not found – See Client Search and Registration – IOM WS</li> </ul>
<b>3.</b>	Create a case Investigation DCW sections; <ol style="list-style-type: none"> <li>1. Client Information (demographics)</li> <li>2. Investigation Information (classification, reporting notification, disposition) <ul style="list-style-type: none"> <li>➤ See Case Investigation – create- IOM WS</li> </ul> </li> </ol>
<b>4.</b>	Enter the Lab report <ul style="list-style-type: none"> <li>➤ See Lab Quick Entry – IOM WS</li> </ul>
<b>5.</b>	If the case belongs to another responsible JOrg - <ul style="list-style-type: none"> <li>➤ See Case investigation-assign- Transfer to a different jurisdiction– IOM WS</li> <li>➤ See <i>Fax notification of CD investigation</i> sheet</li> </ul> <p>If Case to be shared with another JOrg</p> <ul style="list-style-type: none"> <li>➤ See Shared Investigations between Jorgs - IOM WS</li> </ul> <p>If Case belongs outside of SK</p> <ul style="list-style-type: none"> <li>➤ see Referred out of Province – IOM WS</li> </ul>
<b>6.</b>	Begin Public Health Investigation <ul style="list-style-type: none"> <li>➤ Complete DCW (data collection worksheet)</li> <li>➤ Contacts</li> <li>➤ UDF (user defined form)</li> </ul>

<p><b>7.</b></p>	<p>Enter/Update information in Panorama investigation until follow-up is completed</p> <p>Follow order of sections on DCW for entry into Panorama</p> <p>(Note: sections are disease specific so will not appear on all DCWs)</p> <ol style="list-style-type: none"> <li>1. Signs and Symptoms</li> <li>2. Incubation and Communicability</li> <li>3. Risk Factors</li> <li>4. User Defined Forms (UDF) (enteric food histories)</li> <li>5. Complications (rarely used – i.e. fulminant hepatitis)</li> <li>6. Immunization History Interpretation Summary (vaccine preventable diseases)</li> <li>7. Interventions (including investigator notes)</li> <li>8. Medications</li> <li>9. Outcomes (optional except for severe influenza)</li> <li>10. Exposures (A/E – if pertinent travel only and T/E with total # contacts)</li> <li>11. Contacts (worksheet or line list) uploaded</li> <li>12. Create contact investigation (HIV, Syphilis, Hep B)</li> </ol> <ul style="list-style-type: none"> <li>➤ see Case Investigation Update- IOM WS</li> <li>➤ see Contact investigation – create – IOM WS</li> <li>➤ see Document Management – IOM WS (uploading contact list/worksheet)</li> </ul>
<p><b>8.</b></p>	<p>Close Investigation</p> <ul style="list-style-type: none"> <li>➤ See Case Investigation - Closing - IOM WS</li> </ul>