

Create – AIDS Defining Case – IOM WS	Name of Activity: AIDS Defining Case		
	Role performing Activity: CDC Nurse		
Panorama – IOM WORK STANDARD	Location:		Department:
	Document Owner:		
	Date Prepared: March 26, 2017	Last Revision: Feb 2022	Date Approved:

All AIDS Defining Cases will be entered as a separate investigation in Panorama.

Assumptions: Client in context.

Essential Tasks:	
1.	Receive AIDS Defining Data Collection Worksheet or PHAC Case Report form.
2.	Create AIDS Investigation - (if not already created) <ul style="list-style-type: none"> ➤ See Case Investigation – Create – IOM WS (with clarification on sections below) <ul style="list-style-type: none"> • Classification <ul style="list-style-type: none"> ○ Case – Confirmed • Reporting Source <ul style="list-style-type: none"> ○ Other – write in how you were notified of AIDS Case (ie. PHAC CRF). • Report Date (Received) <ul style="list-style-type: none"> ○ Date you received the reporting source. ➤
3.	LHN > INVESTIGATION DETAILS > INVESTIGATION INFORMATION <ul style="list-style-type: none"> ➤ Priority – DO NOT USE ➤ Select Disposition from drop down list – “Follow-up Complete” ➤ Enter Disposition date – Date of disposition ➤ IMPORTANT: Select Client Address at time of Infection <ul style="list-style-type: none"> • Definition: Will reflect where they were living when they most likely acquired the infection • Reference: “Client Address at time of Infection” IOM Policy ➤ Sensitive Environment/Occupation and Details – DO NOT USE.

<p>4.</p>	<p>Go to Diagnosis</p> <ul style="list-style-type: none"> ➤ Add Diagnosis date of AIDS Defining Illness <ul style="list-style-type: none"> ○ NOTE: (if just month and year reported, use 01 as day) ➤ Select “Indicative Disease” under Primary Method of Diagnosis ➤ Select the Indicative Disease from drop down list as reported on the AIDS DCW or PHAC CRF ➤ Enter Year of Diagnosis <ul style="list-style-type: none"> ○ NOTE: this is year of HIV diagnosis. If this date is unknown, use the year of the AIDS defining diagnosis ➤ Select Diagnosis Type from drop down list as reported “Definitive or Presumptive”
	<ul style="list-style-type: none"> ➤ Select “Add Indicative Disease” button <ul style="list-style-type: none"> ○ NOTE: If there are more than one indicative diseases to report, go back to the Diagnosis date and enter the new disease. Select Add Indicative Diseases as needed ➤ Select Method of Detection from drop down list ➤ Comments – can be added from PHAC CRF or AIDS DCW - Type Comments <ul style="list-style-type: none"> ○ Click on “Add” Button ➤ Select on “SAVE” Button
<p>5.</p>	<ul style="list-style-type: none"> ➤ Click on “Close investigation” Button <ul style="list-style-type: none"> ○ Note: Date Field will be auto-populated with current date ➤ Click on “Close Investigation” Button again ➤ A pop up box will appear on screen “Do you want to close?” ➤ Click on “Ok” Button <p>NOTE: A banner will appear stating that investigation status now Closed</p> <p>NOTE: Case can be re-opened if needed for further follow-up, but not necessary to upload documents or enter more information</p>
	<p>Fields to consider updating:</p> <ul style="list-style-type: none"> • Subject level RF for Immunization forecaster See <i>Policy Investigator Responsibility – vaccine forecaster</i> • <i>If this case was a go – live 2018 back entry from iPHIS – create an intervention – investigator note stating ‘back entered from iPHIS’</i>