

<b>Investigations - Referred out of Province – WS</b>	<b>Name of Activity:</b> Referring Investigation Out of Province		
	<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> May 15, 2018	<b>Last Revision:</b> Feb 2022	<b>Date Approved:</b>

**Assumptions:** Client and Investigation in Context. The client or a reliable source has stated the client has moved out of province.

**Definition:** Case is resident of another province/territory/state/country, temporarily living less than six months in Saskatchewan. Out of province cases are not included in provincial communicable disease statistical reports.

<b>Essential Tasks:</b>	
<b>1.</b>	<p><b>LHN &gt; SUBJECT &gt; CLIENT DETAILS &gt; Client Demographics</b></p> <ul style="list-style-type: none"> <li>➤ Scroll down to Address field - Add new address</li> <li>➤ Select radio button beside the previous address</li> <li>➤ Click on "Update" Button and enter end date (if applicable)</li> <li>➤ Click "Apply" Button</li> <li>➤ Click on "Add" Button <ul style="list-style-type: none"> <li>○ Enter in new address information</li> </ul> </li> <li>➤ Click "Apply" Button</li> <li>➤ Click on radio button beside new address <ul style="list-style-type: none"> <li>○ Click on "Set Preferred" Button (if not prepopulated with check mark)</li> </ul> </li> <li>➤ Scroll up to Personal Information field</li> <li>➤ Click on "Inactivate" Button</li> <li>➤ Select "Inactivate Reason" from drop down list – "Moved out of Province"</li> <li>➤ Click on "Save" Button at the top of the page</li> </ul> <p><b>LHN &gt; INVESTIGATION &gt; SUBJECT SUMMARY</b> (If your investigation is not already in context)</p> <ul style="list-style-type: none"> <li>➤ Click on hyper link of the investigation ID number you wish to refer.</li> </ul>
<b>2.</b>	<p><b>LHN &gt; INVESTIGATION &gt; INVESTIGATION DETAILS &gt; DISEASE SUMMARY</b></p> <ul style="list-style-type: none"> <li>➤ Disease Summary page will appear</li> <li>➤ Click on the "Add" Button to the right of "Row Actions" (if more than one disease in</li> </ul>

	<p>the investigation, each classification will need to be updated separately.)</p> <ul style="list-style-type: none"> <li>➤ Scroll down to Investigation Classification area</li> <li>➤ Click on Radio Button beside current primary Classification</li> <li>➤ Click on “Update” Button</li> <li>➤ Select new “- Case – Out of Province” and click “Apply Update” Button</li> <li>➤ Select new classification date – date new classification is being applied</li> <li>➤ Click on “SAVE” Button <ul style="list-style-type: none"> <li>○ <b>NOTE:</b> When page refreshes the new classification should appear in the box</li> </ul> </li> </ul>
<p><b>3.</b></p>	<p><b>LHN &gt; INVESTIGATION &gt; INVESTIGATION DETAILS &gt; INVESTIGATION INFORMATION</b></p> <ul style="list-style-type: none"> <li>➤ Select disposition from drop down list - “Referred Out of Province”</li> <li>➤ Select Disposition Date – <b>NOTE:</b> this is the date referred out of province</li> <li>➤ Select ‘<b>Client address at time of the infection</b>’ from drop down list – geographic reporting of the infection. <ul style="list-style-type: none"> <li>○ <b>NOTE:</b> use <b>rules of residency at time of infection.</b> <i>This is not the client's current or new address.</i></li> </ul> </li> <li>➤ Click on “Save” Button <ul style="list-style-type: none"> <li>○ <b>NOTE: DO NOT</b> use the “Close Investigation” Button on this page</li> </ul> </li> </ul>
<p><b>4.</b></p>	<p><b>Close Investigation</b> – See WS for Case or Contact investigation – Closing – IOM - WS</p> <p><b>Refer to new Province as per usual process = fax referral to the Ministry of Health who will then forward out of Province.</b></p>