

## **Population and Public Health Emergency Response**

### **Documentation Guidelines:** *(last updated February 26, 2020)*

1. **PPH Emergency Response Health Services Record:** For each client seen, use this form to gather demographic and baseline information for each client.
  - **Ensure you record the client's contact information. Include their treaty and band #, DOB, primary residence, temporary residence, PHIN and MHSC number.**
  - If the reception centre officials are assigning registration numbers to clients, ensure this is recorded in the designated space on the lower left part of the form.
  - [See associated user guide.](#)
2. **Integrated Progress notes:** For additional narrative documentation use this form. [See associated user guide.](#)
3. **Single Issue Form:** This form is initiated when care is provided to an individual regarding a single health issue and they will not be requiring ongoing services. [See associated user guide.](#) You must ensure at least **two client identifiers** are used. [WRHA Client Identification Policy.](#)
4. **Community Health Services Communication Form (WCC-001100):** this form has a carbon copy and can be used to refer clients to other services. The white copy is provided to the client and the yellow copy is retained with the client record.
5. **WRHA PPH Emergency Response Client List:** Use this form to assist in locating clients for follow-up. [See associated user guide.](#)
6. **Files must be filed in alphabetical order in the file box and stored securely at the evacuation centre until the end of the response**, in accordance with WRHA policy on security, storage of PHI <https://home.wrha.mb.ca/corp/policy/files/10.40.120.pdf>, in consultation with the Team Manager (TM) responsible. **If it not be possible to store securely on site per policy, the TM will advise.** It may be necessary to transport documentation to and from a WRHA site at the beginning and end of every shift to ensure secure storage. Unless another site is deemed more practical, the default site for secure storage of documentation will be the Weekend Admin area @ 490 Hargrave St. and the TM will ensure that PHNs have swipe cards to enter the building.
7. For ongoing care, it is sometimes necessary to fax from the evacuation / reception centre, e.g., faxing a community area office or a community pharmacy. This must be done in accordance with Regional Policy regarding transmission of PHI via fax: <https://home.wrha.mb.ca/corp/policy/files/10.40.130.pdf>
8. At the end of the response, return files to the designated TM who is responsible to return this documentation to central PPH Office at 490 Hargrave c/o lead admin for Public Health Initiatives Leader for storage in accordance with records retention policies.