Covid Process (iPHiS & PHIMS)

Admin

Run Lab Workload Report (QRC 7.2b) and Investigation Search Report (QRC 7.19) to identify new referrals

Change disposition to “Follow-up By Region” in PHIMS

Notify responsible PHN by phone

Create in iPHiS following “Creating a COVID Case” admin document

Send referral to PHN and CDC in iPHiS

Notify PHN and CDC of new referral by email

Create CDC folder with printed lab

Complete Tracking Tool

PHN

Receive new case in iPHiS

Phone call to new case to conduct investigation following “PHN Covid-19 Guidance” document

Complete case investigation and contact tracing on MHSAL form within 24 hours of lab receipt and provide to CDC

Document case in iPHiS following “iPHiS Data Entry Protocol” document

Email high level case summary to CDC and MOH

Notify contacts within 48 hours of lab receipt

Document contact in iPHiS following “iPHiS Data Entry Protocol” document

Contact within region?

Yes

No

Add contact information to case investigation form providing out of region/province address and indicating in Intervention section what region/province to assign the contact to

Is ADM complete for case/contacts?

Yes

No

Update MHSAL Case Form for status change and/or case closure and provide to CDC

Phone call to case/ contacts for ADM and document in iPHiS

CD Coordinator

Review MHSAL Case/ Contact Forms

Record date and time on MHSAL Case/Contact Form

Provide copy of MHSAL Case/Contact Form to data entry clerk

To PHIMS Process