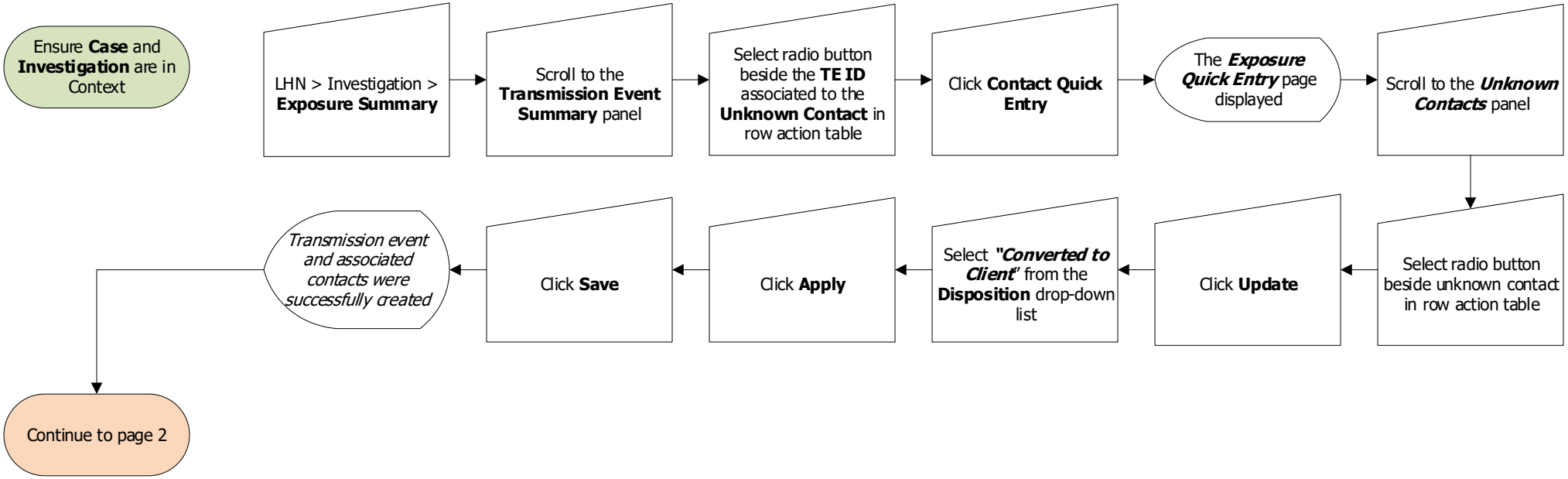
Investigations:
COVID 19 Convert Unknown Contact to Known Contact

QRC 7.19s

PRE WORK

1. Unknown Contact TE Id number, as Known Contact Health Card Number, Client ID number



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Scroll to the **Known Contact** panel

In the **Client Typeahead** field, enter Contact ID, Contact last name, or Contact Health Card number

The Client's name will display, review client's demographics, select appropriate client by clicking on the client's shaded identification

Client's information appears in Client field

Click **Add**

If you select an **Existing Investigation** and **'New' for the Acquisition Event** drop list: *(notify existing investigator)*

1) the **Client's existing Case** or **Contact Investigation will be used.** No new Contact Investigation will be created

2) for **Acquisition Event (AE)**, if an existing AE displays, select **New**; a **new AE will be created** for existing Contact Investigation and linked to the source case TE

If **'New' is greyed out = no existing Investigation or AE for this contact**, a new investigation and a new acquisition event will be created when saved

If at any time '**New**' is displayed in the drop-down box, the **Contact Investigation Details is a required field**

Scroll to the ***Contact Investigation Details*** section

Select **Classification** from the drop-down list (Classification defaults to Contact – Person under investigation)

Select radio button beside '**Other**' *First Reporting Source* and Enter ***'Named as Contact'*** in the free-text field

Select applicable **Responsible Organization** from drop-down list

Select applicable **Responsible Organization Workgroup**

Select applicable **Investigator Organization**

Select applicable **Investigator Workgroup**

Select **Disposition** from the drop-down list

Update the **Report Date (Received)** to the date the form was completed or reviewed by the regional health authority

Click **Save**

If you have created an investigation for the Unknown Contact (*converted to Known Contact*) you can select the existing investigation when adding the known contact to the TE. If the Contact has an assigned Responsible Organization that investigation will display in the investigation search report for that Responsible Organization

Release Notes / Updates

Date	Owner	Reason for change	Change Description
2021-06-01	Clinical Informatics Specialist	Software Update	New QRC, convert unknown contact to known contact using the Exposure Quick Entry page