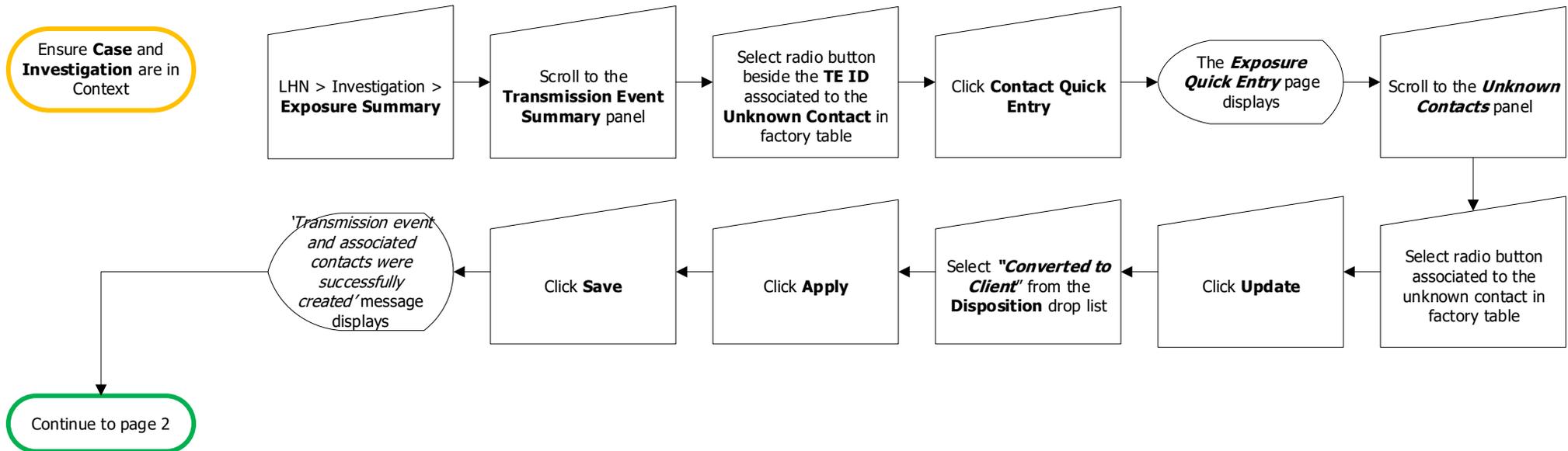




## PRE WORK

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



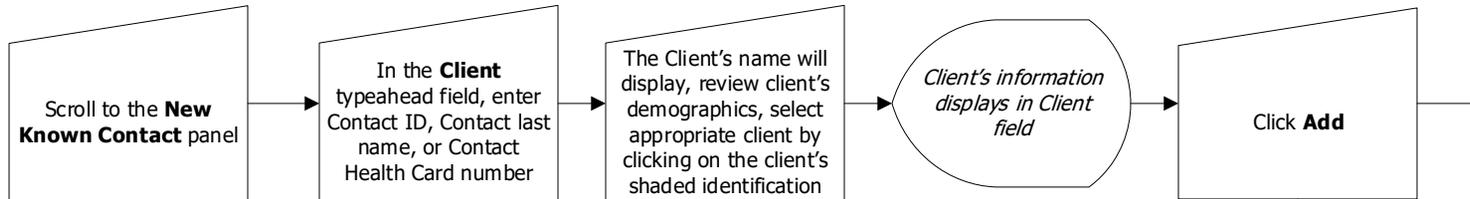


# Investigations: Convert Unknown to Known Contact

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QRC

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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.

This is NOT recommended practice.

If '**New**' is greyed out in the **Investigation** drop box = **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 Investigation drop box, the **Contact Investigation Details** is a required field

