# Investigations:
## Manually Add Multiple Contacts to a TE (EQE)

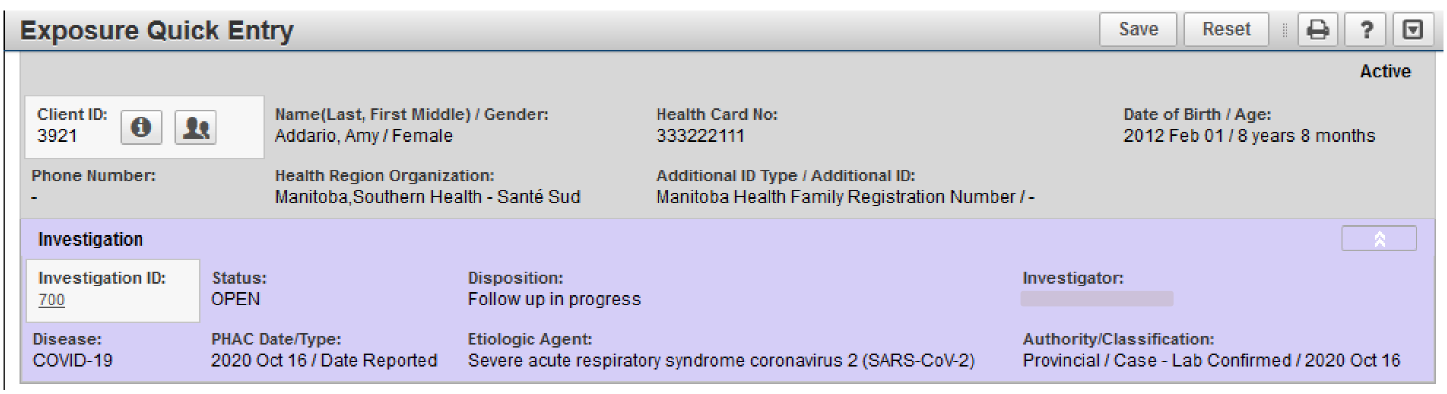
**PRE-WORK**

1) Identify Case in PHIMS: Client ID, Case Investigation ID, TE ID
2) Identify list of contacts, write down PHIMS PHIN # or Client ID's or last name & birth date

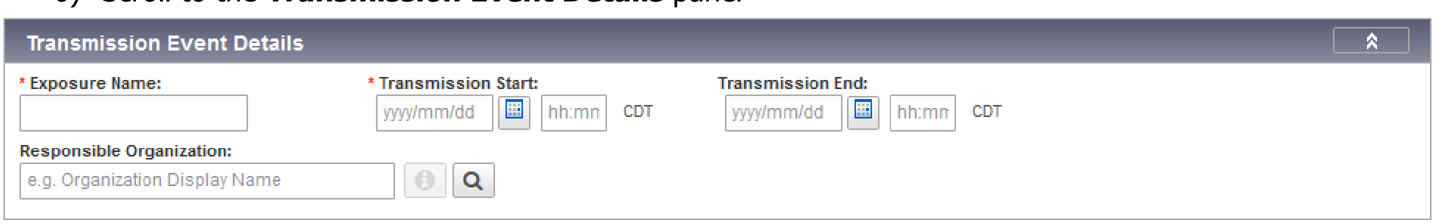
For this Scenario we will use the following:

| Case or Contact | First Name | Last Name | PHIMS Client ID |
|---|---|---|---|
| Case | Amy | Addario | 3921 |
| Contact | Alyssa | Agosti | 3922 |
| Contact | Norma | Nash | 3923 |
| Contact | Nola | Novak | 3927 |
| Contact | Ryder | Varley | 3926 |
| Contact | Pino | Reeve | 3924 |
| Contact | Donald | Underwood | 3925 |

1) With the Case and the Case Investigation in context
2) LHN > Investigation > Exposure Summary
3) Scroll to the Transmission Event Summary panel
4) Click [**Exposure Quick Entry**]
5) Exposure Quick Entry page displayed




6) Scroll to the ***Transmission Event Details*** panel



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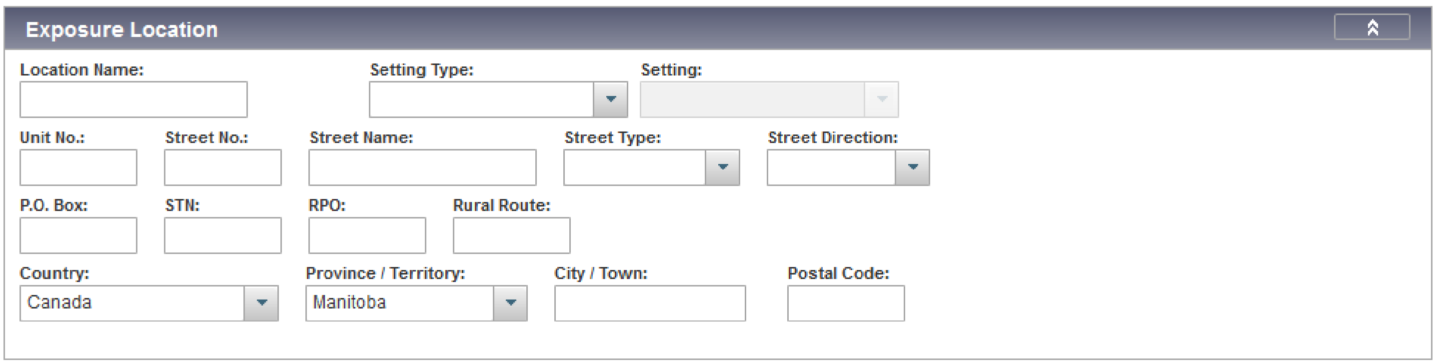
7) Enter Exposure Name
8) Select *Transmission Start date*
9) Select *Transmission End date* (if applicable)
10) Enter *Responsible Organization*

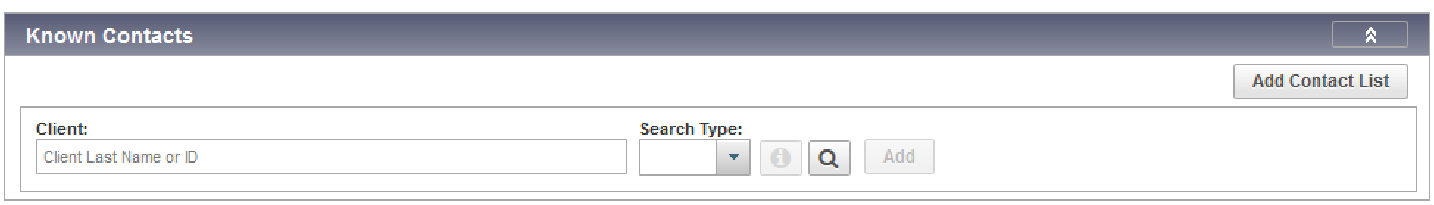
Scroll to the ***Exposure Location*** panel



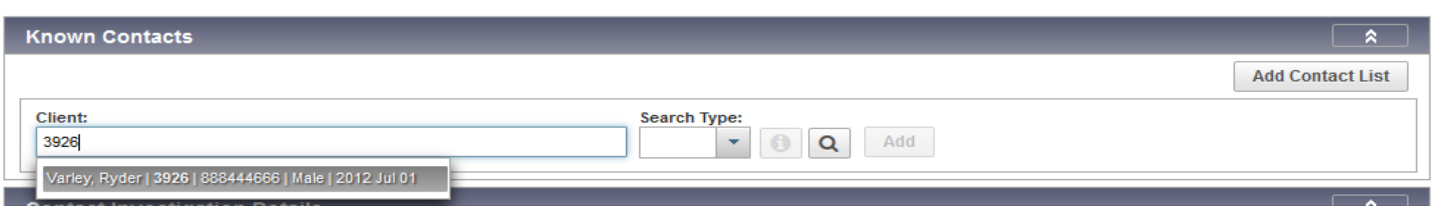

1) Enter Location Name
2) Select Setting Type
3) Select Setting (if applicable)
4) Enter Exposure Location address

Scroll to the ***New Known Contacts*** panel

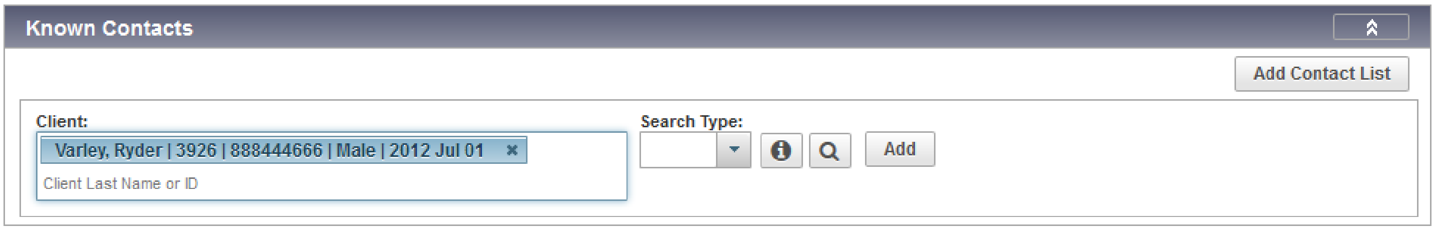
1) Enter Contact's Client ID number or Contact's name or Contact's PHIN number (if you select the contact's PHIN number, you will need to Select 'Health Card Number' in the Search Type field before entering the PHIN number, for each contact).



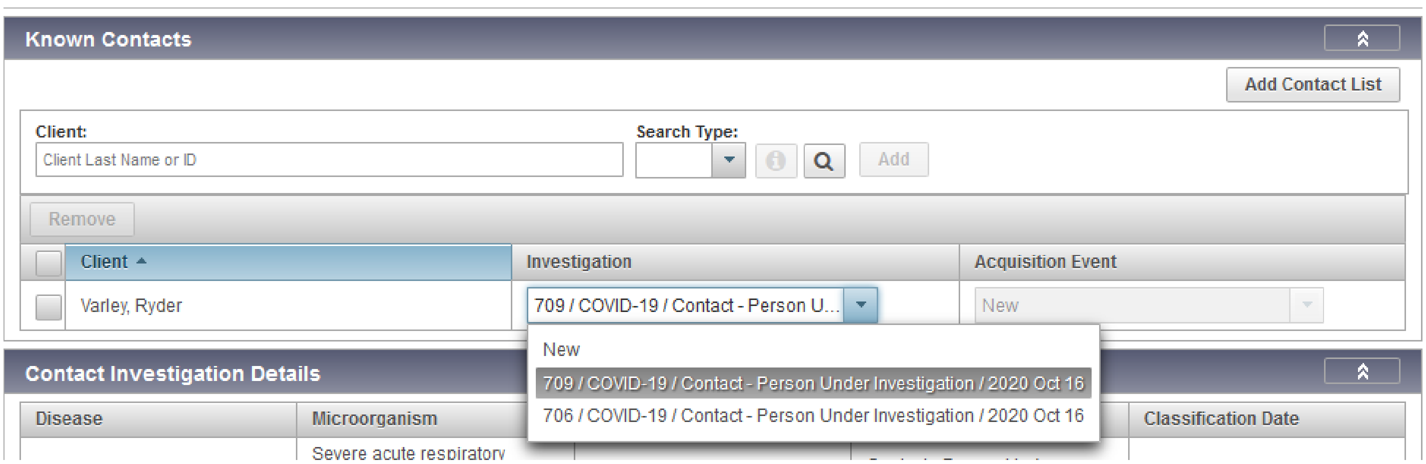

2) Start entering the contact's Client Id number into the Client box. The contact's name, client id, PHIN, Gender and DOB will display, click on the greyed-out contact's information



3) The Contact's information will display in the client field.
4) Click [**Add**]
5) ***Repeat*** process for all Contacts




The Contact's name will display in the client factory table



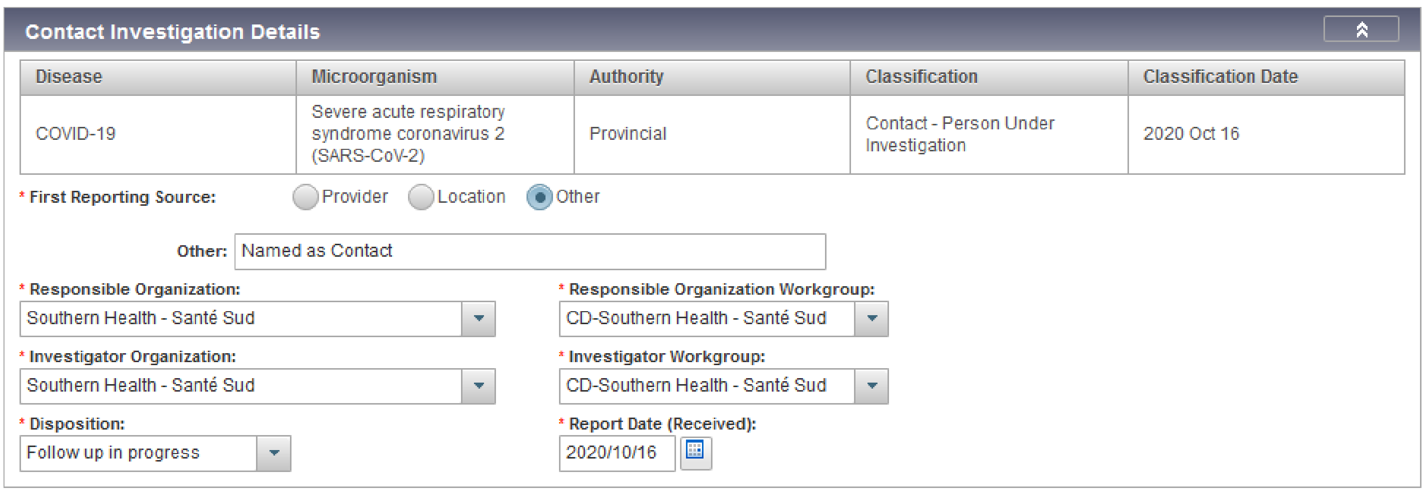

**Investigations**
If **New** is greyed out = no existing Investigation or AE for this contact,  a new investigation and a new acquisition event will be created when saved.
If at any time **New** is displayed in the drop box, the **Contact Investigation Details** is a required field

If you select an **Existing Investigation** and **New** for the *Acquisition Event* drop list:
1) the Client's existing Contact Investigation will be used.  No new Contact Investigation will be created
2) a new AE will be created for the existing Contact Investigation and linked to the source case TE

If you select an **Existing Investigation** and an **Existing Acquisition Event** in the drop list:
1) the Client's existing Contact Investigation will be used.  No new Contact Investigation will be created
2) the existing AE will be linked to the source case TE.  No new AE will be created

Scroll to the ***Contact Investigation Details*** panel

1) First Reporting Source, select '**Other**' and enter "**Named as Contact**"
2) Select *Responsible Organization Workgroup* from the drop list
3) Select the *Investigator Workgroup* from the drop list
4) Select *Dispostion* from the drop list
5) Click [**Save**]




Click **Save**

LHN > Investigation > **Exposure Summary**

1. Click the **TE ID** *numbered* hyperlink


The **Maintain Transmission Event Details** page displays

Scroll to the **Transmission Event Details** panel

1. Select **Transmitter Role** from the drop list if applicable

Scroll to the **Source Details** panel (expand panel)

2. Select **Mode of Transmission** from the drop list if applicable
3. Select **Nature of Transmission** and move to the Selected box
4. Click **Save**

**If any contacts from the Contact List live in another RHA, you will need to go into the client's contact investigation and update Responsible Organization.**