



# Investigations:

## Provider Form Investigation Entry

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#### Points to Remember

- A Provider Form Investigation may be created by MHSU or by the region (based on regional workflow).
- The purpose of the Provider Form Investigation is to document a person's medication and treatment information received from Providers and support information sharing with eChart; workflows are designed to support this
- The IQE page allows for a more seamless and integrated workflow for entering investigation information.
- Information added before proceeding to the IQE page will display in grey and will not be accessible.
- Document **Client Details**, **Disease Details**, and **Medications and Clinical Notes** before clicking save.
- Once saved, the information documented within the panels ( *Client Details, Disease Details, Signs and Symptoms, Outcomes, Medications*) will display in grey and could only be updated/added from the **LHN** or by selecting the **For full information and features**: Hyperlink found at the right side of the IQE page.
- When determining address, use the address on the form as the most current address for the investigation; change the address in PHIMS to reflect the address on the form, then assign to the appropriate responsible org.
- For MHSU: If treatments on the Provider Form cannot be entered, select Investigation Disposition 'Unable to complete'. Use this disposition even if there are contacts listed on the form; Regional Public Health will review and enter medication and other treatment information as required.

STI treatments that cannot be entered by MHSU include:

- Non-standard treatments entered in the 'Other Treatments' section
- Illegible treatment information or STI treatment with missing route (Ceftriaxone may be administered IV or IM), dose, date or other necessary field.

Exception is Chlamydia or Gonorrhea treatment with missing treatment date only. MHSU will enter the treatment and select a proxy date: Specimen Collection Date if available; if not available use the Report Date or Form Completion Date.

If treatment date is missing for Syphilis treatment, do not enter treatment. Use 'Unable to complete' disposition.

- When scanning and saving the Provider Form in **Context Documents**, ensure you are using a corporately managed device and that the document is no more than 5 MB in size; for further details, see the Context Document QRC: <https://phimsmb.ca/files/investigation-context-documents.pdf>.
- **\*Clinical Notes**: Based on workflow, can be done before or after Provider Form is Uploaded. Clinical Note should include where form received from (i.e., provider) and date received, investigation creation and documentation upload (including by whom) and date. If an updated/additional form, include in note that additional form was received and uploaded.

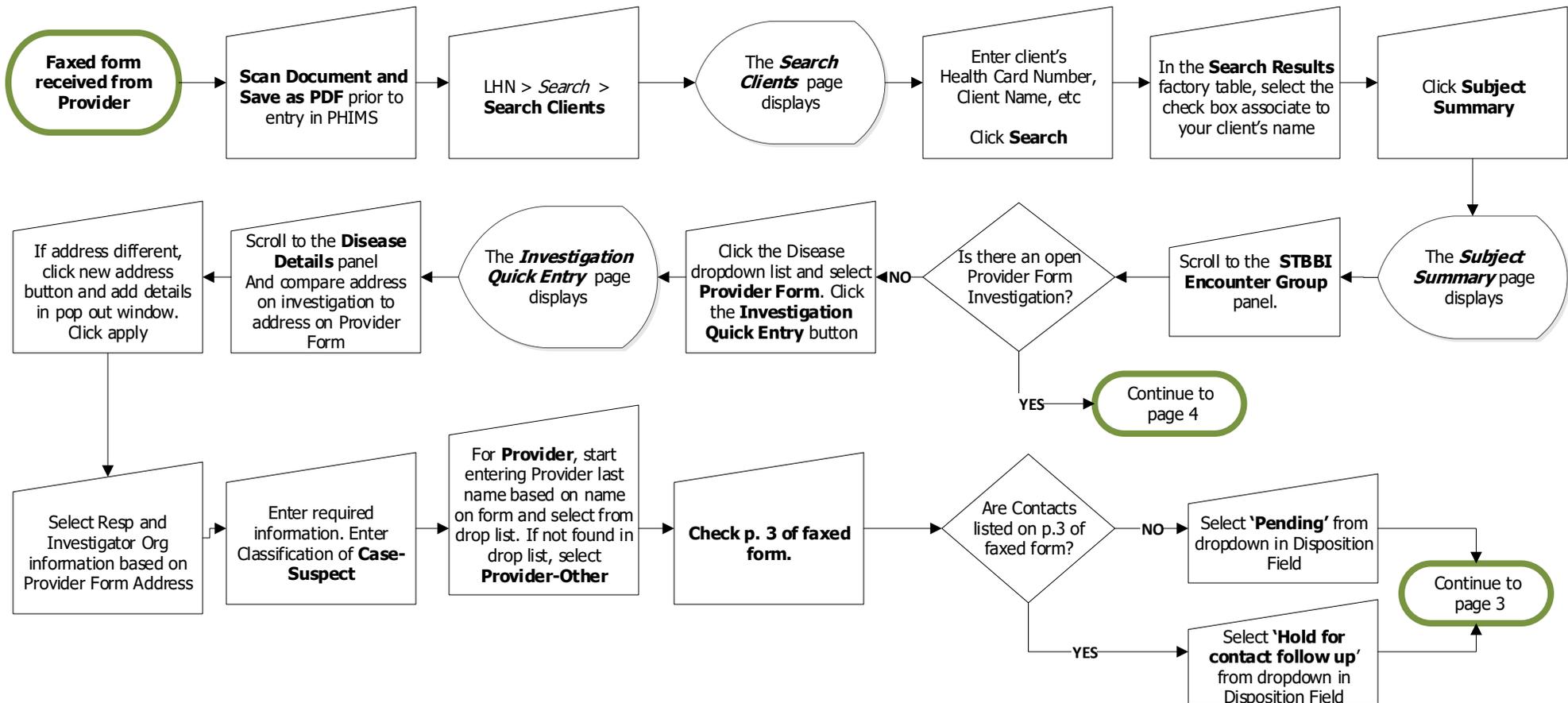


# Investigations: Provider Form Investigation Entry

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**TIPS:** Document all information in the *Client Details, Disease Details, Medications* and *Clinical Notes* panels **before** saving. Once saved it will 'deactivate' the *Client Details, Disease Details, Medications* and *Clinical Notes* panels.



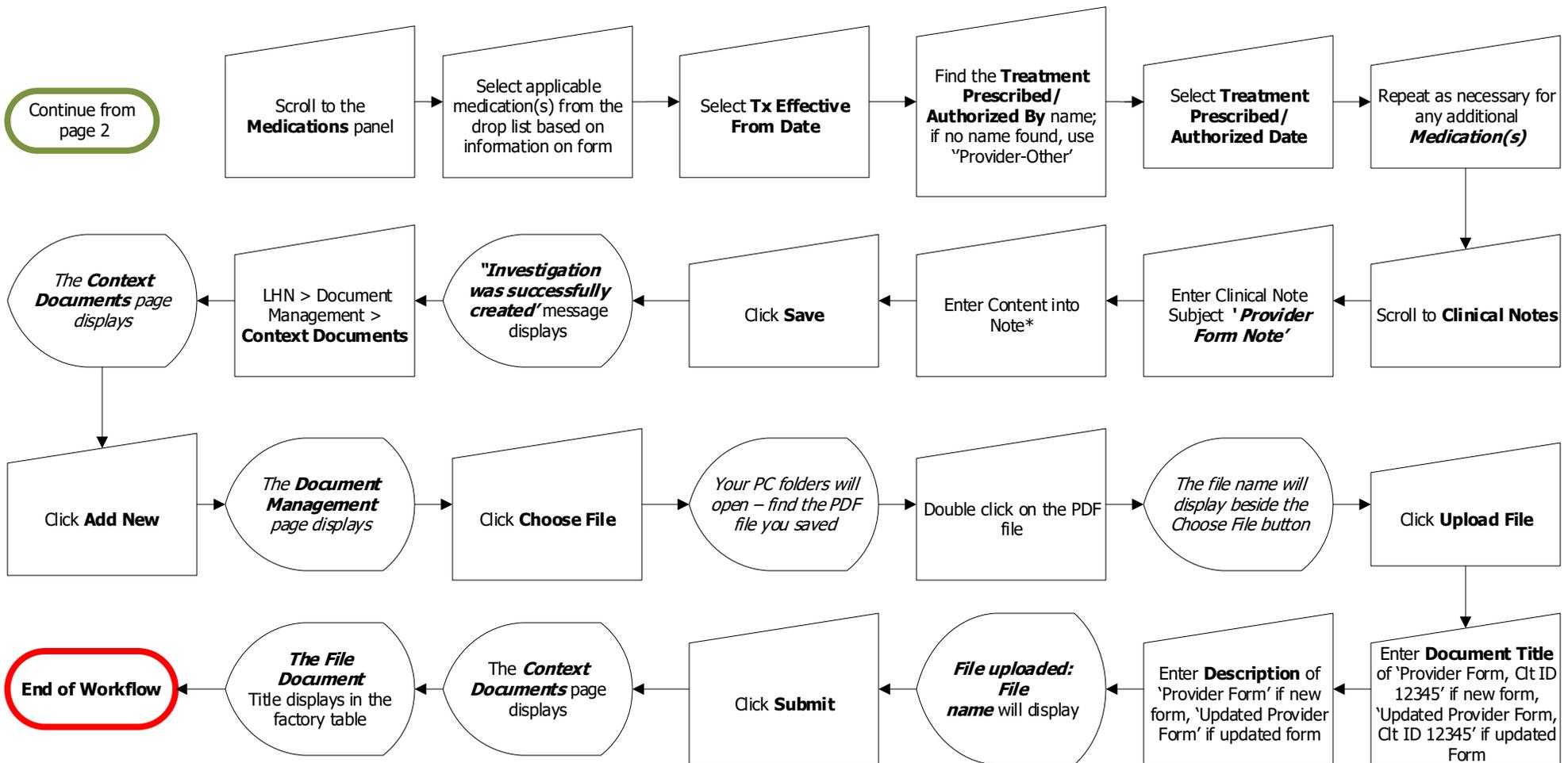
**NOTE:** If MHSU unable to enter treatment on a Provider Form, select 'Unable to complete' Investigation Disposition. This disposition applies even if there are contacts on the form.



# STBBI Provider Form Investigation: Provider Form Investigation Entry (cont'd)

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**NOTE: If MHSU unable to enter treatment on a Provider Form, select 'Unable to complete' Investigation Disposition. This disposition applies even if there are contacts on the form.**

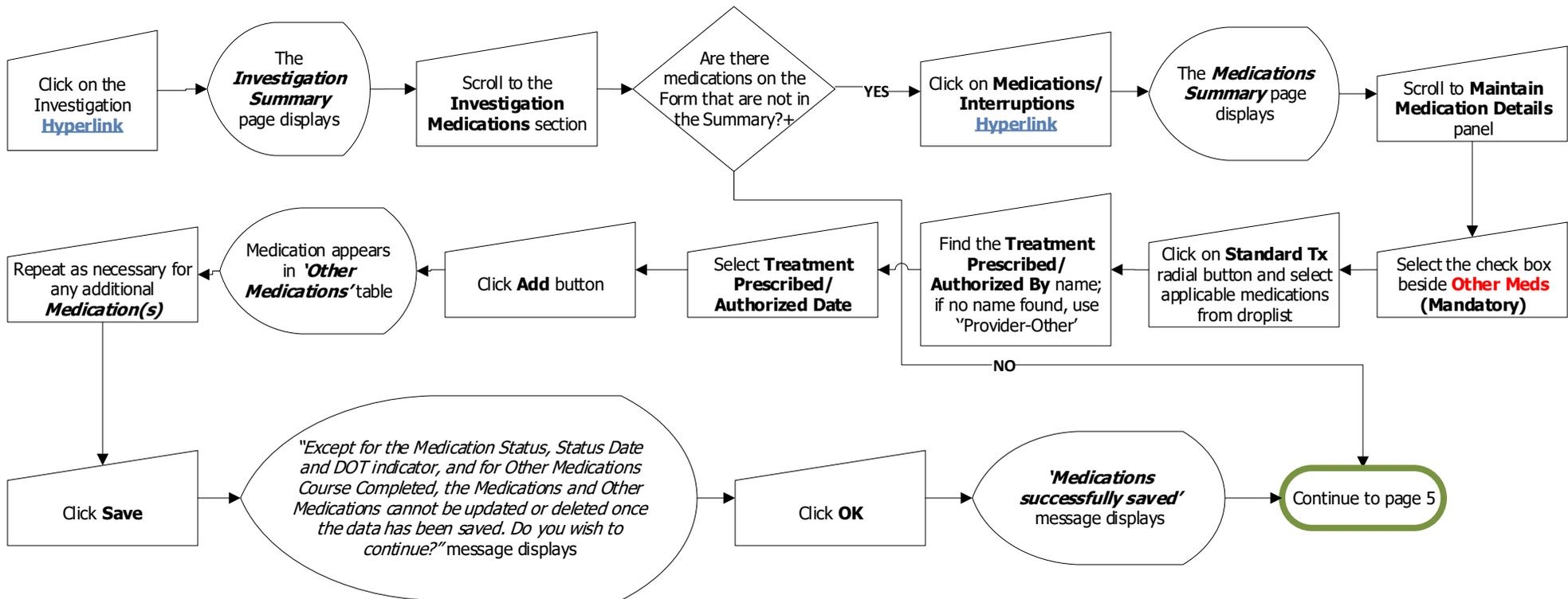


# STBBI Provider Form Investigation: Updating Medications in Open Provider Form Investigation

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**+NOTE: If the medications listed in the Provider Form are the same as the Medication Summary, do not add them. Only add medications that are on the Provider Form but not in the Summary.**

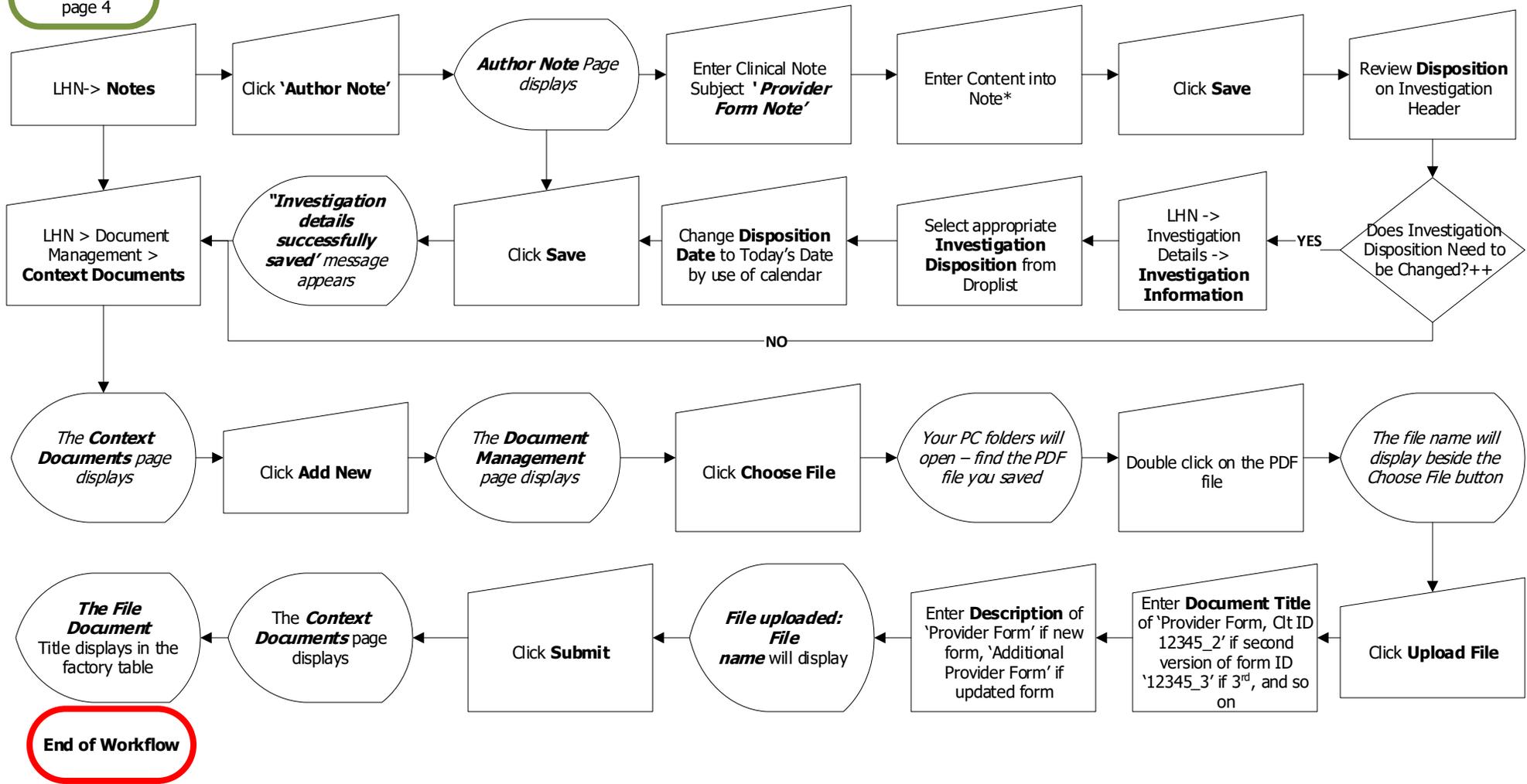


# STBBI Provider Form Investigation: Updating Open Provider Form Investigation

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++NOTE: Update disposition using same rules as creating a new Provider Form. However, If 'Unable to complete' Investigation Disposition is in Header, do not change.