LHN > Reporting & Analysis > **Reports** Or PHIMS landing page **Reporting** tile → The **Reports** page displays → Expand the **Case** panel → Click **MB23000 Unknown Contacts** hyperlink → The *Report Filters* page displays → Select the **Source Case Reported Date Start:** as 1900-01-01 and **Source Case Reported Date End:** as the current date → Select *Open* as the **Investigation Status** for new contacts; select '**All**'

Select all applicable **Encounter Groups** and click the arrow to move selection to *Selected* box ← Select specific **Disease(s)** or **select all** and move selection(s) to *Selected* box ← Select applicable **TE Workgroup** and move selection to *Selected* box ← To identify **New Referrals** to the region, leave **TE User** 'selected' blank / To identify **Investigator assigned** referrals, select **TE User (your name)**

Click **Generate Report Now** ← Select applicable **Unknown Contact Disposition** (dispositions to review) or **leave blank** ← Enter the **TE Assigned Date From** and the **TE Assigned Date To** for the time period you wish to search
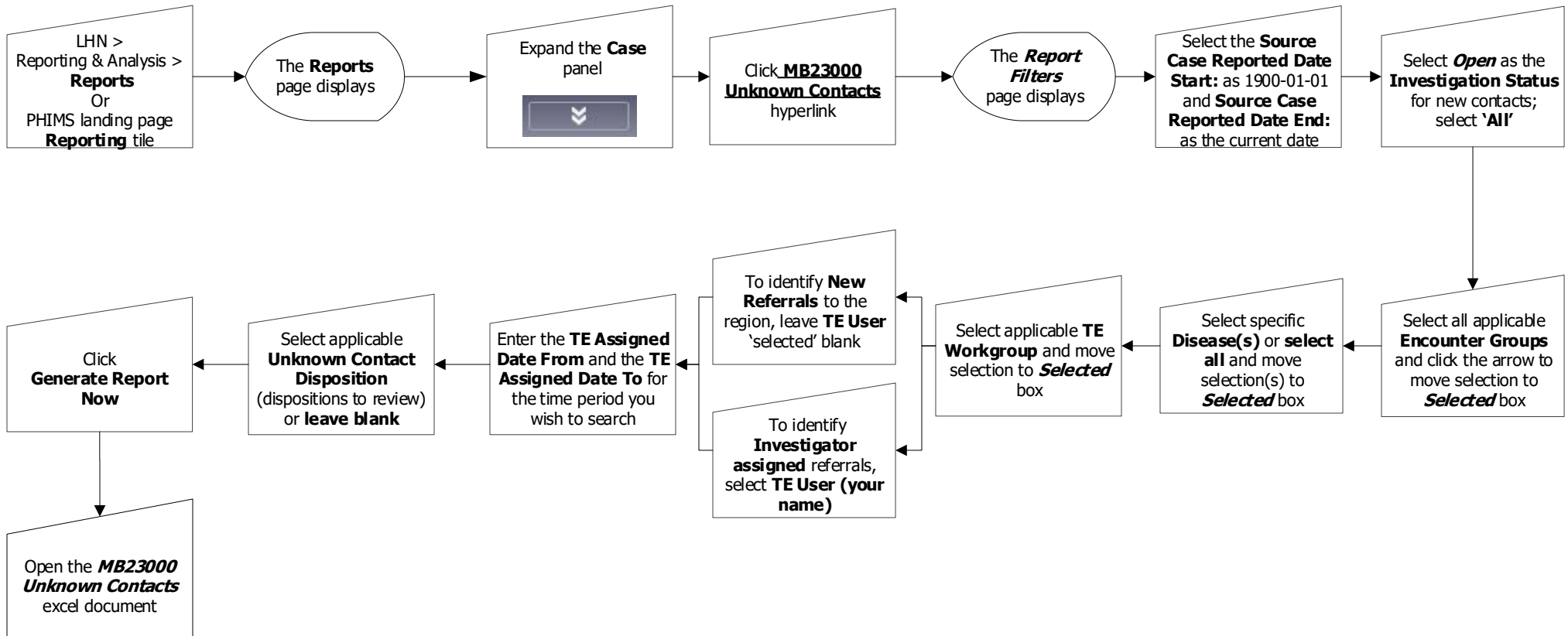
Open the *MB23000 Unknown Contacts* excel document

Points to Remember:

- Generate this report with the above filters to identify Unknown Contacts, **newly referred to the region** and **newly assigned investigators** as well as **all contacts and investigators.** Note that selecting '*Open*' in the **Investigation status** will generate all unknown contacts including for cases that are closed but may require ongoing follow up for the unknown contact. (Example: case and contact are in different regions.)
- It is recommended to search for Unknown Contacts daily. Enter current date in 'TE assigned from' and 'TE assigned to' to search for current day referrals.
- A quality check could include a larger date range in the assigned date range field.
- The Unknown Contact report identifies the Source Case investigation ID and the Transmission Event ID. Use the Transmission Event ID (*Search Exposures)* in the report to search PHIMS.