



DISCLOSURE DOCUMENTATION AND ADD PATIENT TO THE IPAC WORKLIST

HOSPITAL INFORMATION SYSTEM (HIS)

DISCLOSURE Documentation and ADD Patient to Worklist

The purpose of the disclosure report documentation is to capture the clinical documentation that is made by the Infection Preventionist (IP) regarding the required reporting to State, County and local health authorities on Reported Organisms/Conditions.

Add a Patient to the IPAC Worklist Manually

In the patients chart,

1. Select **Interactive View and I&O** on the left menu
2. Click the **IPAC Worklist**
3. In the **Add to IPAC Worklist** section double click the empty box to type the reason the patient is being added to the worklist

TESTCOVID, THREE - 11053248 Opened by NHS Test01, Infection Control Practitioner

Task Edit View Patient Chart Links Options Documentation Orders Help

IPAC Worklist Patient List Patient Access List MyExperience Message Center NHSN Location Mapping Early Warning and Sepsis Worklist eCoach

Tear Off Suspend Exit Calculator Message Sender AdHoc PM Conversation Communicate Medical Record Request Add Discern

TESTCOVID, THREE

TESTCOVID, THREE MRN:11053248 Allergies: Allergies Not Recorded
Admin Sex:Male DOB:09/Aug/1999 Age:25 years
*Code Status:<No Data Available> Isolation:<No Data Available> Alerts:No Alerts Documented

Menu

- IPAC Summary
- Lines/Tubes/Drains Summary
- IC Summary
- Interactive View and I&O**
- Orders + Add
- Medication List + Add
- Notes + Add
- Diagnoses and Problems
- Histories

Interactive View and I&O

Infection Control

- Disclosure Report
- IPAC Worklist**
- Case Investigation

Find Item Critical High Low Abnormal

Result	Comments	Flag	Date
			27/Oct/2024
			18:05

IPAC Worklist

Add to IPAC Worklist

4. Select the **green check mark** to Sign your Document, this will add the patient to the IPAC Worklist

Interactive View and I&O

Infection Control Sign

- Disclosure Report
- IPAC Worklist**
- Case Investigation

Find Item Critical High Low Abnormal Unauth Fla

Result	Comments	Flag	Date	Perfo
			27/Oct/2024	
			18:04	

IPAC Worklist

Add to IPAC Worklist added du...

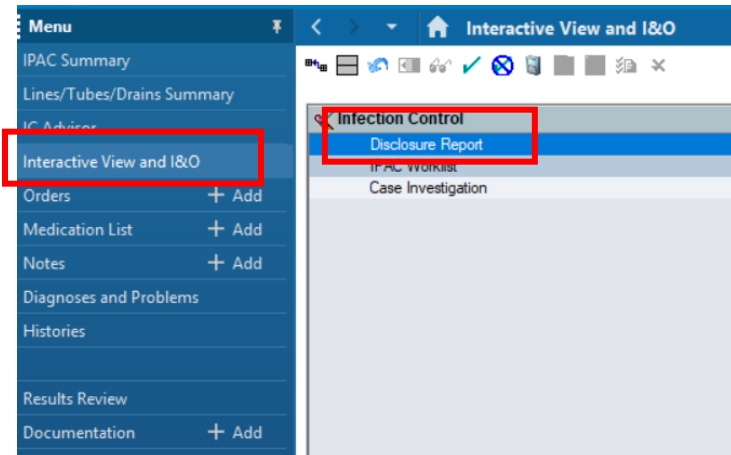


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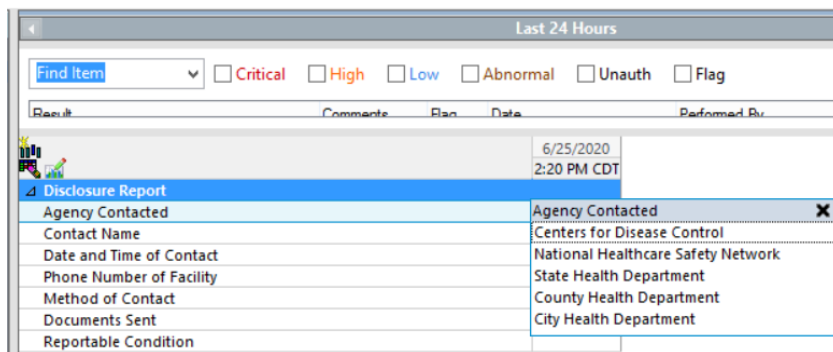
HOSPITAL INFORMATION SYSTEM (HIS)

To Document a Disclosure Report

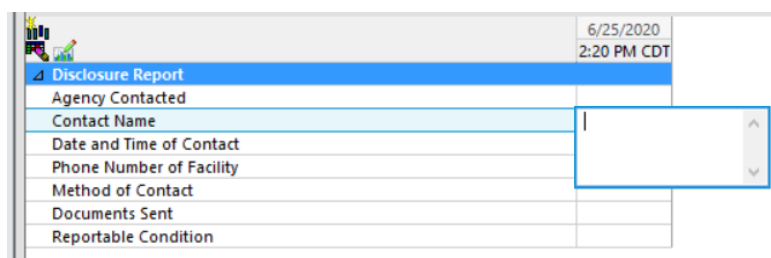
1. In the patients chart in the **Interactive View and I&O**, select **Disclosure Report**



2. Next double click the box next to **Agency Contacted** and select which you would like to document



3. Select **Contact Name** and free text person's name that you spoke to





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- Type "T" and date and time will automatically fill in the current date and time **Date and Time of Contact**

The screenshot shows the 'Last 24 Hours' view of the IPAC Worklist. A table lists items with columns for 'Result', 'Comments', 'Flag', 'Date', and 'Performed By'. The first item is a 'Disclosure Report' dated '6/25/2020 2:20 PM CDT'. Below the table, a form is open for editing this item. The 'Date and Time of Contact' field is highlighted and contains the text '6/25/2020 2:20 PM CDT'. Other fields include 'Agency Contacted', 'Contact Name', 'Phone Number of Facility', 'Method of Contact', 'Documents Sent', and 'Reportable Condition'.

- Free text **Phone Number of Facility**

This screenshot is similar to the previous one, but the 'Phone Number of Facility' field is highlighted. A text input box is open over this field, indicating that the user is entering a free-text phone number.

- Select **Method of Contact**

This screenshot shows the 'Method of Contact' field highlighted. A dropdown menu is open, displaying the following options: 'Facsimile transmission', 'Letter', 'Secure electronic transmission', 'Telephone call', and 'Other'. Each option has a checkbox next to it.



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7. Next select **Documents Sent** and select which documents were sent

The screenshot shows a window titled 'Last 24 Hours' with a search bar and filter buttons (Critical, High, Low, Abnormal, Unauth, Flag). Below is a table with columns: Result, Comments, Flag, Date, Performed By. A row is highlighted for 6/25/2020 at 2:20 PM CDT. A dropdown menu is open over the 'Documents Sent' field, listing various report types with checkboxes:

- Consultation report(s)
- Data spreadsheet(s)
- Diagnostic result(s)
- Discharge summary
- History and physical
- Lab result(s)
- Operative report(s)
- Patient demographic summary
- Specialized reporting form(s)
- Treatment summary
- Other

8. Select the **Reportable Condition** and then sign the documentation with the **green check mark**

The screenshot shows the same 'Last 24 Hours' window. A red box highlights a green checkmark icon in the top toolbar. A red arrow points from this icon to a text box that says: "Select green check mark to electronically sign documentation". Another red arrow points from the bottom of the 'Reportable Condition' dropdown menu to a text box that says: "There are more choices not shown here". The 'Reportable Condition' dropdown menu is open, showing a list of conditions with checkboxes:

- Acquired immune deficiency syndrome (AIDS)
- Amebiasis
- Anthrax
- Arbovirus infection
- Botulism, foodborne
- Botulism, infant
- Botulism, wound
- Botulism, other
- Brucellosis
- Campylobacteriosis
- Cancer
- Chancroid
- Chickenpox (varicella)
- Chlamydia trachomatis infection
- Contaminated sharps injury
- Controlled substances overdose
- COVID-19
- Creutzfeldt-Jakob disease (CJD)
- Cryptosporidiosis
- Cyclosporiasis
- Cysticercosis
- Dengue
- Diphtheria
- Drowning death
- Drowning, near
- Ehrlichiosis