

# Panorama Tips & Tricks # 40

## IOM Documenting Out of Province Contacts-COVID -19

Business Situation: When you receive information regarding contact of a case and they reside outside of the Province of Nova Scotia.

- If contact remains in NS and home address is OOP/OOC but PH is doing contact 14 day follow –create a client in Panorama and then contact Investigation
- Contact with no PH follow up- list in Anonymous contact. Each contact will get a separate entry

Communicate OOP/OOC contacts to DWH via [Surveillancedhw@novascotia.ca](mailto:Surveillancedhw@novascotia.ca) DWH Epi’s will facilitate notification of the appropriate jurisdiction for follow up. Include: Case Client ID/Investigation ID/transmission event ID

The screenshot shows the 'Transmission Event Details' form. The 'Unknown/Anonymous Contacts' section is expanded, showing fields for Name / Description, Contact Info, Contact Details, Disposition, and Disposition Details. A red arrow points to the 'Add' button at the bottom right of this section.

Navigate to the Transmission event of the Case. Then to the Unknown Anonymous contacts section. You may need to click on the arrow to say Show Anonymous contacts. This will open the section up.

The screenshot shows the 'Unknown/Anonymous Contacts' form with the following data entered:

- Name / Description: Mary Smith
- Contact Info: 506-555-1212
- Contact Details: houseguest
- Disposition: Out of province referral
- Disposition Details: client resides in Fredericton New Brunswick

The 'Add' button is highlighted with a red arrow.

Enter

- Name or description
- Contact info
- Details
- And assign a disposition of **Out of referral**

You can then add any comments and press Add

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**Unknown/Anonymous Contacts** Hide Unknown/Anonymous Contacts

\* Required field (for Add/Update only)

\* Name / Description:

Contact Info:

Contact Details:

\* Disposition:

Disposition Details:

(2000 characters remaining)

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Row Actions:

	Name / Description	Contact Info	Contact Details	Disposition	Disposition Details
<input type="radio"/>	Mary Smith	506-555-1212	houseguest	Out of province referral	client resides in Fredericton New Brunsw...

Anonymous Contacts:

The Contact(s) are then listed below.

**Unknown/Anonymous Contacts** Hide Unknown/Anonymous Contacts

\* Required field (for Add/Update only)

\* Name / Description:

Contact Info:

Contact Details:

\* Disposition:

Disposition Details:

(2000 characters remaining)

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Row Actions:

	Name / Description	Contact Info	Contact Details	Disposition	Disposition Details
<input type="radio"/>	Bill Smith	bssmileguy@gmail.com	-	Out of province referral	-

Anonymous Contacts:

Anonymous Contact Details:

(1000 characters remaining)

Total All Contacts: 51

This is used for individuals contacts you have limited information on. Or Ones PH will not be following up ex OOP/OOC

Only use this Anonymous Contacts as an aggregate count box for those people you have no information for Ex group an add a description under the Anonymous contact details