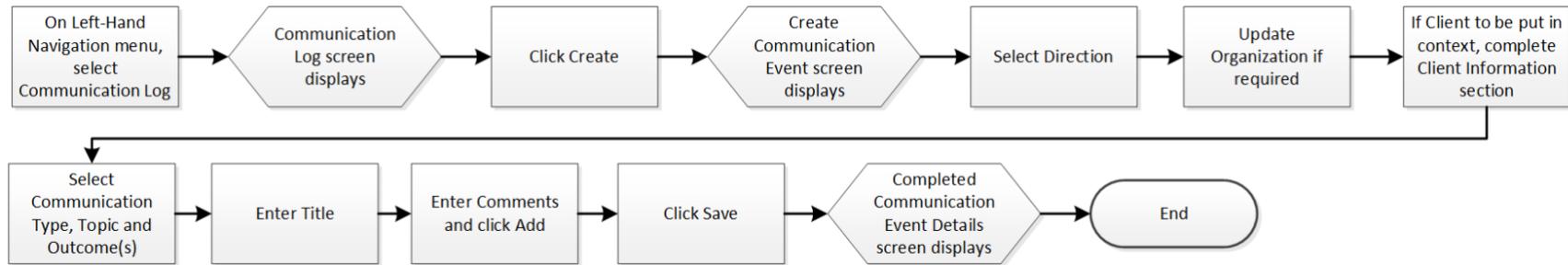


Create Communication Event – QRC IOM 105-1.2



Points to Remember

- Communication events can be entered with either a client or outbreak in context. **Do not** put an investigation in context.
- Ensure communications **do not contain** any personal information.
- The **Date** and **Time** fields default to the current date/time.
- The Organization defaults to the user’s organization. If the Organization must be updated, use the EFC (click **Find**).
- When adding Client Information, First Name is the only mandatory field. The user could indicate a dummy value, or “Anonymous” or add “Physician – GO”, “Pharmacist – NP”.
- Unsaved changes can be cancelled, and the user returned to the previous screen by clicking the **Cancel** button.
- Use “Remove Client from Context” hyperlink to ensure communications are not attached to the incorrect client/investigation