

The following naming conventions have been determined for Investigation & Outbreak free-text fields.

Free-text field	Recommendation
Acquisition Event>Intensities>Level of Contact	Likely numerical – use professional judgement
Clinical Notes>Subject	A few words that consistently describe the intent of the note
Communications Log>Title	With client/investigation in context: provide a brief description of the action i.e. call attempted
Communications Log>Title	With no client in context: Start with call type and add additional details Types: Agency, daycare, HCW, Lab, MD, Pharmacist, Public, Clinic, Emerg, School, LTCF, other PHS
Diagnostic Imaging Quick Entry>Filing Reference	Use professional judgement
Exposures>Exposure Location	Name of institution and any pertinent details – i.e. MacDonald’s – Scotia Square
Exposures>Exposure Name	A description of what the exposure is – i.e. needle sharing, inhalation
Exposures>Unknown/ Anonymous Contacts>Name/Description	Use professional judgement based on information provided by the client
Investigation Reporting Source section>Other	Use professional judgement
Lab>Accession Number	Add multiple accession numbers to the same field, separated by a space. Most recent accession number should be at the front of the list.
Lab>Other Provider	For out of province labs, enter contact information and phone number if available

Free-text field	Recommendation
Mass TB Event>Cohort Name	Zone-Venue-yyyyymmdd Zone = 2 characters i.e. CZ, NZ, EZ, WZ
Mass TB Event>Event Name	Zone-Venue-PPD-yyyyymmdd (PPD = agent distributed)
Medications>Drug Description	Enter information provided by client
Non-Human Subject>Alternate ID	Dictated by the ID
Outbreak Name	Zone: YYYY-XX-#### - Facility Name XX= zone (2 characters) i.e. CZ, NZ, EZ, WZ Provincial: Use 00 in place of the zone i.e. YYYY-00-####