



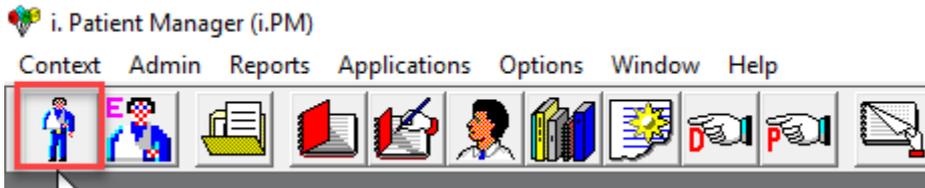
## Inpatient Contact Tracing

Contact tracing is a way of slowing the spread of infections by identifying people who have been in contact with an infectious person. The following Quick Reference Guide (QRG) outlines how to use **iPM** to assist in the **Contact Tracing Process** for Inpatient Admissions, Transfers (Ward and Beds) and Discharges from a Hospital Facility.

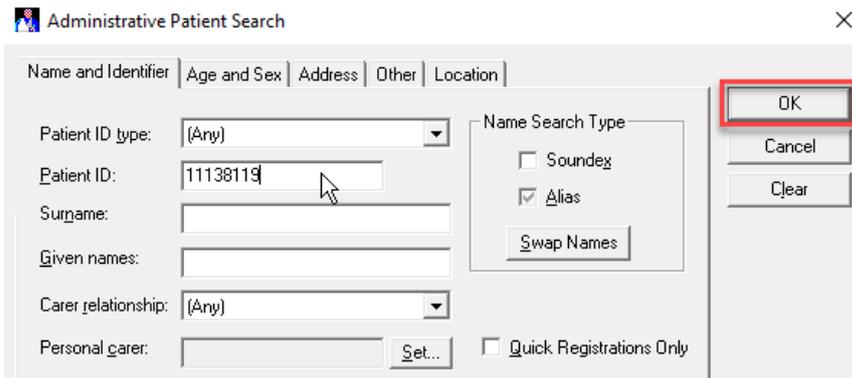
This procedure should be conducted under the guidance from the Infection Control Service at your facility.

### Procedure:

1. **Search for the Patient – Click on Patient Search Icon (In Red Box) on the menu bar**



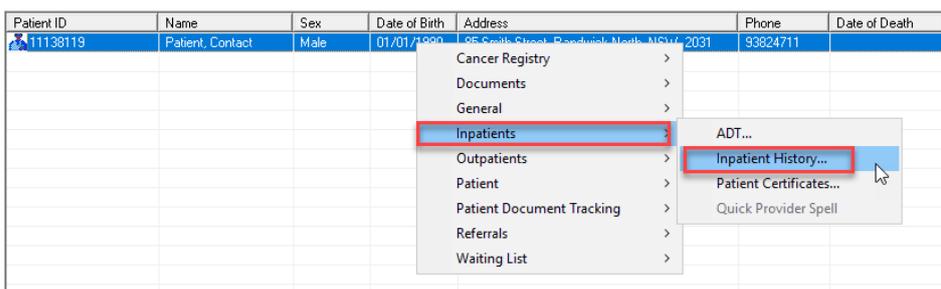
2. **Enter the Patients Medical Record Number (MRN) or Patients Name, DOB & Sex – Then click ‘Okay’**



3. **Patient is returned from the search**

11138119 PATIENT, Contact (Mr)							
GP Buchanan Janelle (Dr)							
Address 85 Smith Street, Randwick North, NSW, Australia, 2031							Phone 93824711
Patient ID	Name	Sex	Date of Birth	Address	Phone	Date of Death	Alternate ID's
11138119	Patient, Contact	Male	01/01/1990	85 Smith Street, Randwick North, NSW, 2031	93824711		

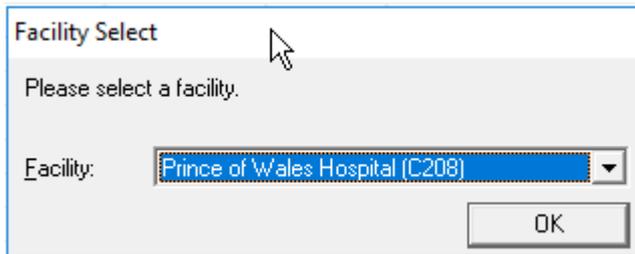
4. **Right click on the highlighted patient to open a drop-down menu. Move cursor down to ‘Inpatients’ to open a submenu. Select ‘Inpatient History’ by clicking on it.**





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5. A Facility Select screen will appear, select the relevant facility and click okay



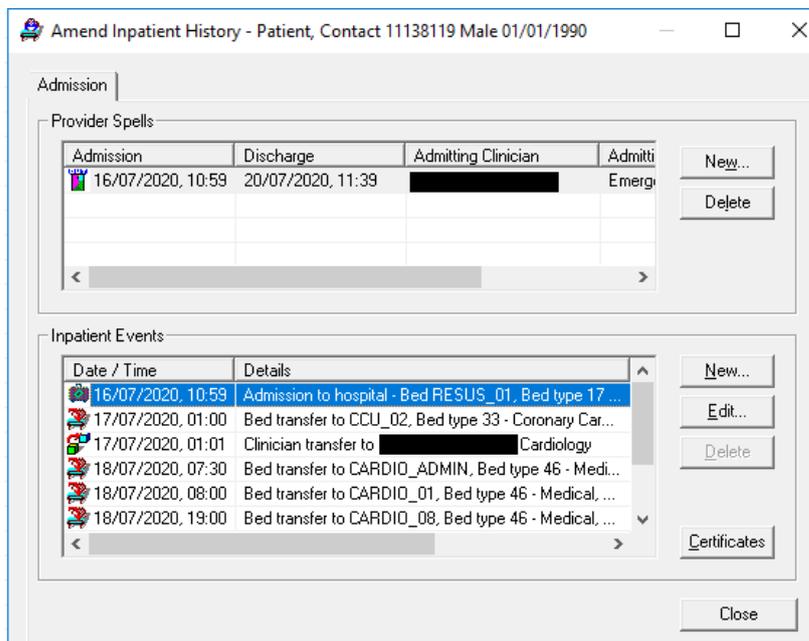
Facility Select

Please select a facility.

Facility:

OK

6. The patients 'Inpatient History' is now displayed. If the patient has multiple admissions, select the relevant admission event under the "Provider Spells" section



Amend Inpatient History - Patient, Contact 11138119 Male 01/01/1990

Admission

Provider Spells

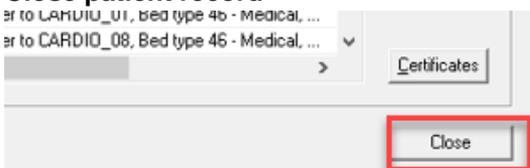
Admission	Discharge	Admitting Clinician	Admitti
16/07/2020, 10:59	20/07/2020, 11:39	[REDACTED]	Emerg

Inpatient Events

Date / Time	Details
16/07/2020, 10:59	Admission to hospital - Bed RESUS_01, Bed type 17 ...
17/07/2020, 01:00	Bed transfer to CCU_02, Bed type 33 - Coronary Car...
17/07/2020, 01:01	Clinician transfer to [REDACTED] Cardiology
18/07/2020, 07:30	Bed transfer to CARDIO_ADMIN, Bed type 46 - Medi...
18/07/2020, 08:00	Bed transfer to CARDIO_01, Bed type 46 - Medical, ...
18/07/2020, 19:00	Bed transfer to CARDIO_08, Bed type 46 - Medical, ...

Close

7. Write down admission details regarding ward dates, time of movements (bed and ward transfers) for the admission in question.
8. Alternatively, you can screen print the page or use snipping tool to copy all details. To view all the details in the "Inpatient Event" section at the same time. Maximise the inpatient history box so it becomes full screen. Paste onto a word document
9. Close patient record



Close

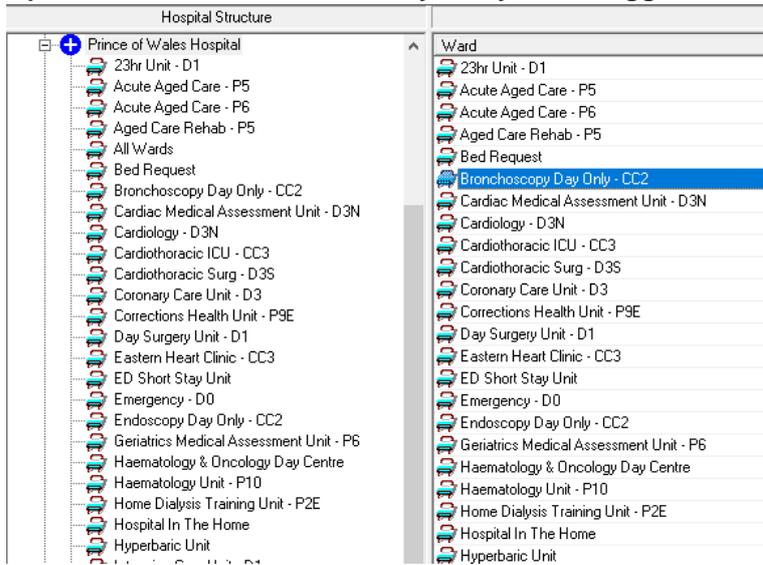
10. Open Ward View via icon on the menu bar





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11. Opens all ward view in the facility that you are logged into in iPM.

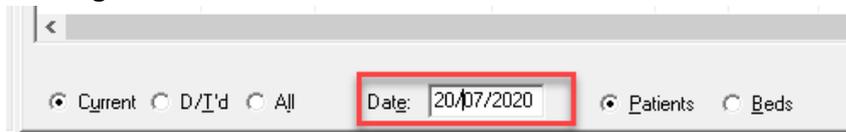


12. Click on the ward that is to be investigated for Contact Tracing – will open in iPM.

Bed summary - Coronary Care Unit - D3

Name	Patient ID	Bed ID	Bed Type	Sex	Age	Clinician	Specialty	Care Type	Fin Class	Hosp. Admission
Test, Mr Medicare	2365249	CCU_05	33 - Coronary C...	Male	53 yea...		Cardiology	Acute Care	Unclassified	13/12/2018, 14:25
Sheets, Mr Front	10842635	CCU_04	33 - Coronary C...	Male	30 yea...		Cardiology	Acute Care	Medicare D/N ...	17/07/2019, 11:40
Rules, Mr Waitlist	10962628	CCU_03	33 - Coronary C...	Male	40 yea...		Cardiology	Acute Care	Medicare D/O ...	29/10/2019, 08:49

13. At the bottom of the ward view window. Change the date to the one that you want to investigate.



2020 is as follows:

In this example – 17/07/2020. Since the date is in the past – it will display all admitted, transferred (into the ward and out of the ward) and discharged patients.



14. Click on 'Bed ID' to have beds in numerical order

Bed ID	Description
CCU_01	CCU Bed 1
CCU_02	CCU Bed 2
CCU_03	CCU Bed 3
CCU_06	CCU Bed 6
CCU_08	CCU Bed 8
CCU_09	CCU Bed 9
CCU_ADMIN	CCU Administrative Bed
CCU_10	CCU Bed 10
CCU_11	CCU Bed 11
CCU_12	CCU Bed 12
CCU_04	CCU Bed 4
CCU_05	CCU Bed 5



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15. If following up on 2 or 4 bedded room or bed bay. Contact trace patients who were in same room for duration of interest.

*(Please note: if patient has been discharged on date/time of interest, two patients may appear in same bedspace number. To ensure you have the correct patient included in contact tracing, carefully review the inpatient history and time of admission to ward as per steps 4-8)*

**Example: A person was transferred into bed CCU\_12 (ward admission 17/07/2020) has tested positive as been infectious since admission (hospital admission 16/07/2020).**

Bed summary - Coronary Care Unit - D3									
Occupancy	Acuity / Condition	Ward Events	Ward Attendances	Patient Outlies	Bed Closures	Ward Suspensions	Bed View		
Name	Patient ID	Bed ID	Bed Type	Sex	Age	Clinician	Ward Admission	Hosp. Admission	
Rules, Mr Waitlist	10962628	CCU_09	33 - Coronary Care	Male	40 years, 6 months		16/07/2020, 12:23	29/10/2019, 08:49	
Sheets, Mr Front	10842635	CCU_10	33 - Coronary Care	Male	30 years, 6 months		16/07/2020, 12:25	17/07/2019, 11:40	
Test, Mr Medicare	2365249	CCU_11	33 - Coronary Care	Male	53 years, 8 months		16/07/2020, 12:26	13/12/2018, 14:25	
Patient, Mr Contact	11138119	CCU_12	33 - Coronary Care	Male	30 years, 6 months		17/07/2020, 01:00	16/07/2020, 10:59	

16. Confirmation of time that patients were in same room by clicking on inpatient history details for each patient in the same room on the given dates and times of interest.

**This example: patients in beds CCU\_09 to CCU\_11 need to be followed up in this instance.**

Occupancy	Acuity / Condition	Ward Events	Ward Attendances	Patient Outlies	Bed Closures	Ward Suspe
Name	Patient ID	Bed ID	Bed Type	Sex	Age	
Rules, Mr Waitlist	10962628	CCU_09	33 - Coronary Care	Male	40 years, 6 months	
Sheets, Mr Front	10842635	CCU_10	33 - Coronary Care	Male	30 years, 6 months	
Test, Mr Medicare	2365249	CCU_11	33 - Coronary Care	Male	53 years, 8 months	