iPM QUICK REFERENCE GUIDE

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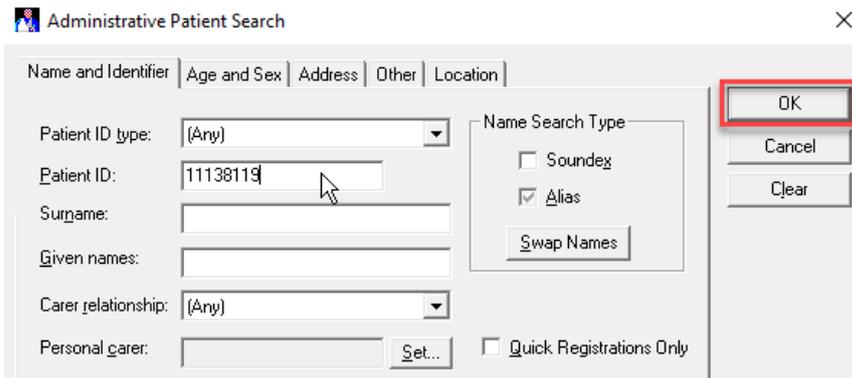
This procedure should be conducted under the guidance from the Infection Control Service at your facility.

Procedure:

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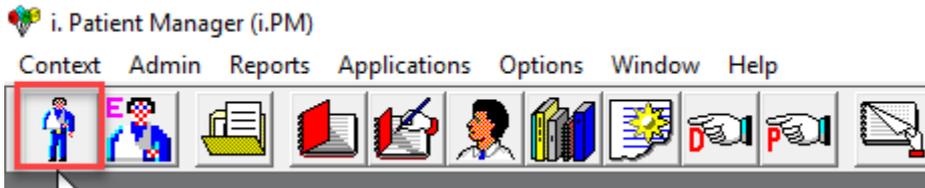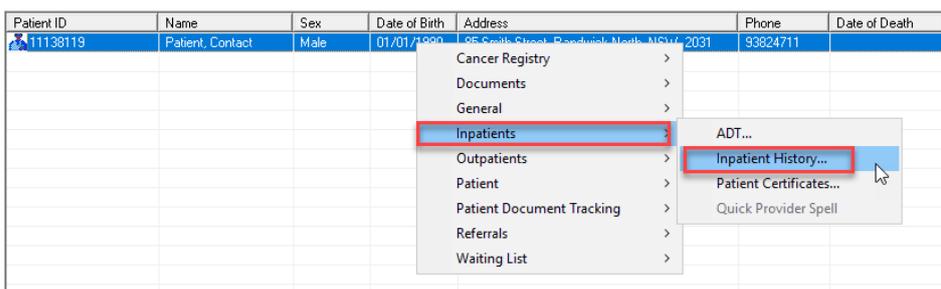

2. **Enter the Patients Medical Record Number (MRN) or Patients Name, DOB & Sex – Then click 'Okay'**

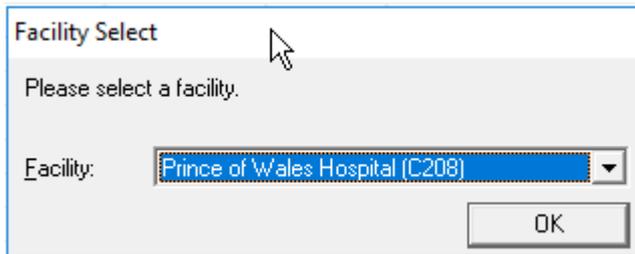
3. **Patient is returned from the search**

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

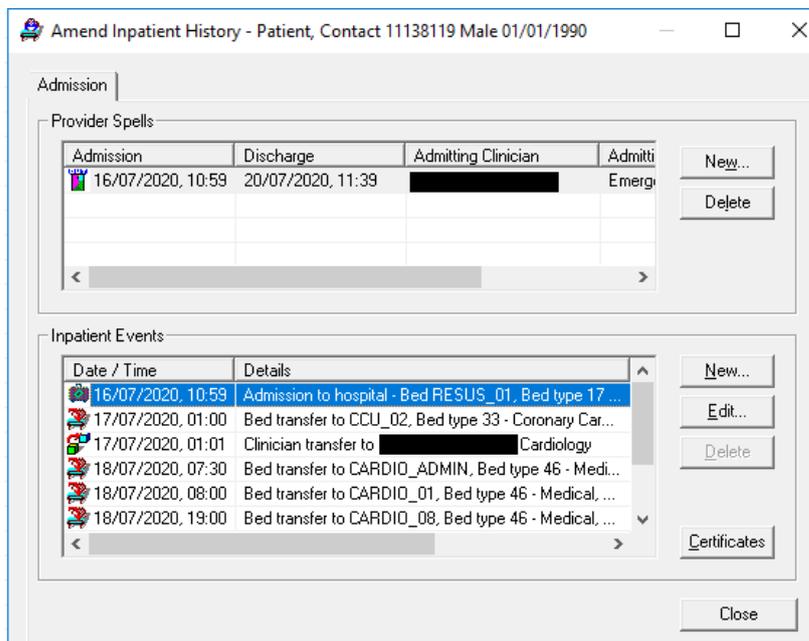Inpatient Contact Tracing

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

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

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**
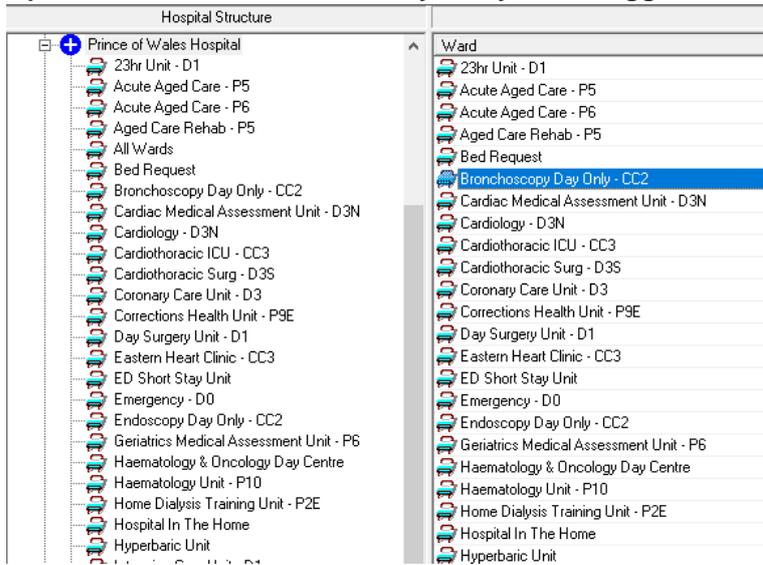
9. **Close patient record**
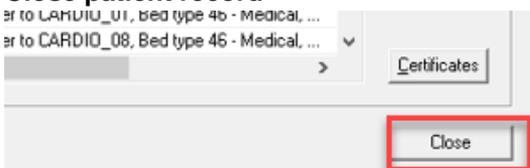
10. **Open Ward View via icon on the menu bar**

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.

13. At the bottom of the ward view window. Change the date to the one that you want to investigate.
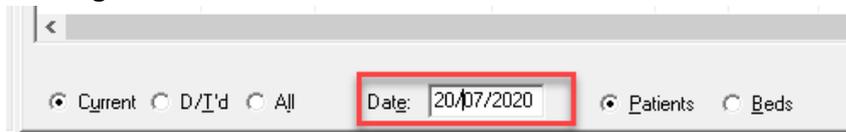
In this example – 17/07/2020. Since the date is in the past – it will display all admitted, transferred (into the ward and out of the ward) and discharged patients.

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

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

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