First Nations Health Authority
Health through wellness

*Due to the evolving nature of the COVID-19 outbreak, regularly check our FNHA coronavirus site for resource updates

Panorama Coronavirus (COVID-19) Data Entry – QuickGuide

In the **INVESTIGATIONS** module, use the search clients page to find your Client. Select the row action **SUBJECT SUMMARY** to open the client chart. If the client does not have a Panorama chart, **CREATE** a client chart.

EDIT/UPDATE CLIENT INFORMATION

	Menu/Actions	Important Notes
1	**Contact your Local Public Health Unit /RHA**	**Ensure you connect with your local Public Health Unit to collaborate on Client's Coronavirus investigation.** **Use the *FNHA Panorama Case and Contact Workflow For Indigenous Communities*** for documentation workflow guidance
2	LHN > Investigation > **Subject Summary** (Scroll to the *Communicable Disease Investigation, excluding TB and STI Encounter Group* section)	**View Coronavirus Investigation (if available).** Select the Coronavirus infection Investigation by clicking on the Investigation ID **hyperlink**. You know you are in the client Investigation when you see 2 banners in the context header on the top of the page for *Client* and *Investigation* ID
3	**With your client in context:** LHN > Client > Client Details > **Client Demographics**	**Review and update the client's *Client Demographics*** Ensure that *Health Region-Branch* is correct (ie. location of closest Public Health Unit for client location of residence). Ensure client address and phone numbers are correct.
4	LHN > Client > Client Details > **Indigenous Information**	**Review and update client's *Indigenous Information.*** Complete questions and enter client's current *Indigenous Organization*. The name of your community organization will have an **(I)** following it's name.
5	LHN > Subject > **Allergies**	**ADD**/Edit client Allergies or set to/confirm **NO KNOWN ALLERGIES**

REVIEW/UPDATE CLIENT INVESTIGATION INFORMATION

	Menu/Actions	Important Notes
6	LHN > Subject > **Risk Factors**	Using the table, review/update all pertinent Risk Factors. **ADD** *Special Population - Pregnancy Relevant to Disease Investigation* Risk Factor if applicable (*Additional Information*: expected due date; *Response:* Yes; *Effective from:* estimated date of conception; *Effective to:* date client no longer pregnant) **APPLY** and **SAVE** the page.
7	LHN > Investigation > **Signs & Symptoms**	(*for *Case Report Form* only) Using the table, view and update all present and non-present client symptoms. **ADD** details as needed. **SAVE** all changes.

REVIEW/UPDATE CASE OR CONTACT UDF FORMS; CREATE NOTE

	Menu/Actions	Important Notes
8	LHN > Investigation > Investigation Details > **Links & Attachments**	Go to the *Filled Out Forms* Section and select the radio button (❍) next to the UDF you wish to review/update. Select **UPDATE**. The UDF will open in a separate modal (popup). Update the UDF using the guidance provided in the ***FNHA COVID-19 Entry Guidance*** document
9	LHN > Investigations **>** **Subject Summary**	Create **Encounter** and **Notes** (either *Unassociated* or *Investigation* level note)
10	**Follow up with your Local Public Health Unit /RHA if you:**	• Notice errors or update the client's *COVID-19 Surveillance Case Investigation Form* • Are unable to contact the client to complete their *Active Daily Monitoring* assessment (case or contact of case) • Assess that your client has developed or worsening symptoms during the monitoring period (Case or Contact of Case)
10	**(Cont'd)**	

		• Believe there should be an Investigation open for your client and you can't find it in Panorama

CONSIDERATIONS:

• Please use this resource in conjunction with your corresponding RHA guidelines for case and contact followup • Each RHA will create an Investigation either through direct entry into Panorama or by *Case Report Form (CRF)*. CHN will review client case report form in Panorama. If updates/changes are needed, communicate with your local PHU. Update case report form in Panorama as needed. Eg. Updating phone number, address, Risk Factors, initial Signs and Symptoms • Do not create new case forms or monitoring forms in the Client COVID-19 chart. Only update existing forms.