

Steps to Completing an LHD to LHD Transfer

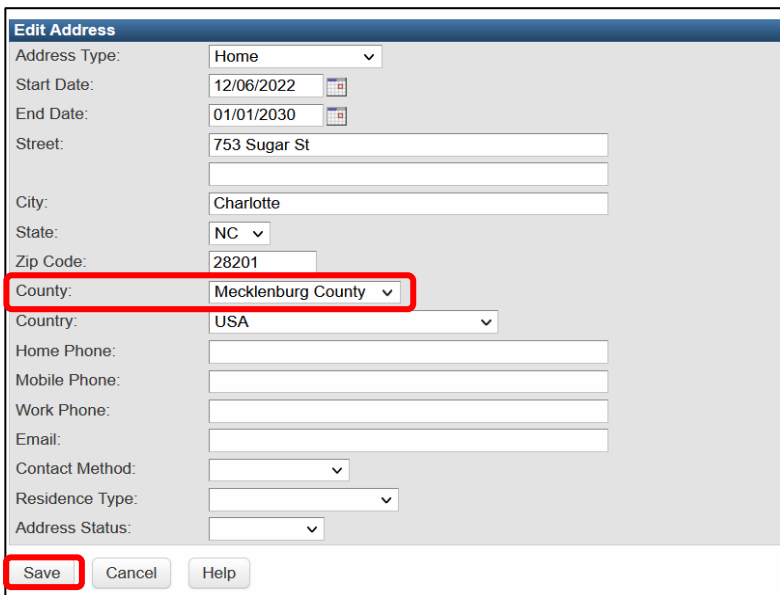
OVERVIEW

An LHD to LHD transfer is completed in the Investigation Trail when it has been determined that the person was NOT diagnosed with COVID in your county. The receiving LHD creates the event, inputs the lab results, updates the demographic information, and transfers to the appropriate county of residence.

Events may be assigned incorrectly when:

- A patient’s address is not included with the initial lab. The event will be assigned to the provider’s county
- The person is determined to be a student or in jail
- LHD/CI calls and the patient says they have a different address

Update Demographic Package



Review the demographic and update the patients address (if applicable) to the patients’ current physical address

How to update patients address:

- On the Event Summary, click on the Person Tab
- Click on Edit Person button
- Update the address to reflect the patient's current physical address including the County
- Click the “Save” button

Update Administrative Package – NC County of Residence for the Event

The **## NC County of Residence for the Event** field is very important as it helps to establish to which jurisdiction the event belongs, and determines which LHD can see the event and what workflows the event will feed into.

Update the “## NC County of Residence for the Event” to reflect the appropriate county based upon the patient’s physical address

Note: Updating the patients address in the Demographic Package will NOT update this field in the Administrative Package

NC County of Residence for the Event

If a different county is investigating this event, the county of residence must share this event. If patient is not a NC resident, enter the NC investigating county here.

NC County of Residence for the Event

Mecklenburg County ▾

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Administrative Package – Investigation Trail Block One

Investigation Trail: Add a new entry for each group to which the event transfers during the investigation

## Date Assigned-Reassigned	09/15/2022 Add New	
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Union COVID	Local patient identifier
## Select the reason for the assignment/reassignment	Original/Initial Assignment	
^ Authorized Reporter	Union Co Worker	Phone number (999)
## Classification status	Probable	
Notes	Pt resident of Mecklenburg Co	

Complete the first block of the Investigation Trail

- ##Date Assigned-Reassigned**
 - The initial date will match the date the event was created. You should not change this
- ##Group**
 - Enter the LHD group
- ##Reason for the assignment/reassignment**
 - Leave the reason defaulted to Original/Initial assignment
- ^Authorized Reporter**
 - Enter the staff name and phone number to contact if questions need to be answered
- ##Classification status**
 - Enter the appropriate classification status for the event
- Notes**
 - Place a note to indicate why there was an LHD to LHD transfer

Administrative Package – Investigation Trail New Block

Investigation Trail: Add a new entry for each group to which the event transfers during the investigation

## Date Assigned-Reassigned	09/15/2022 Add New	
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Union COVID	Local patient identifier
## Select the reason for the assignment/reassignment	Original/Initial Assignment	
^ Authorized Reporter	Union Co Worker	Phone number (999)
## Classification status	Probable	
Notes	Pt resident of Mecklenburg Co	

## Date Assigned-Reassigned	09/15/2022 Add New	
## Group: (You cannot change your group selection unless you clear this entry by erasing the Date Assigned)	Mecklenburg COVID	Local patient identifier
## Select the reason for the assignment/reassignment	LHD to LHD transfer	
^ Authorized Reporter		Phone number
## Classification status	Probable	
Notes		

To complete the LHD to LHD Transfer, click on the “Add New” hyperlink next to the Date in the first block

- ##Date Assigned-Reassigned**
 - The initial date in which the event was transferred
- ##Group**
 - Enter the LHD group
- ##Reason for the assignment/reassignment**
 - LHD to LHD transfer
- ^Authorized Reporter**
 - Leave Blank
- ##Classification status**
 - Enter the appropriate classification status for the event
- Notes**
 - leave blank, this is for the receiving LHD to put their notes