

**NEDSS Training Exercises for**

**Module 10: Contact Records Tab**

**Overview:**

* This module contains one exercise, #14, with two parts.
* When you have finished, email your training lead your responses.

**Exercise #14 Instructions:**

**Part 1: Creating a contact record**

1. Create a new patient or open an existing patient file (**person A**) and TB or LTBI investigation for that patient. What is the investigation ID?
2. Open *another* existing patient who has a TB (RVCT 2020) investigation (**person B**). You will be entering in the Contact Record tab to create a contact record. Select the correct mode to be in when entering in this tab?

Edit mode

Not in edit mode

1. Create a new contact record for Person A in Person B’s contact records tab. Provide a screenshot of the successfully created contact record.

*INSERT Screenshot*

**Part 2: Linking the contact’s investigation to the index/source case.**

Link the specific investigation for **Patient A**. (Hint: Review Module 10, part 3, if you are not sure how to do this step).

4) Provide a screenshot of the Patient Named By Contacts:

*INSERT screen shot*

1. What button in the Contact Record would you use as a shortcut to link the contact’s investigation?