

Panorama Immunization Module Policies

TOPIC:	Updating the JOrg and Status for Clients Moving Out of Province		
APPROVED BY:	Saskatchewan Ministry of Health		
DATE APPROVED:	November 2, 2016	DATE REVISED:	N/A

POLICY:

The Jurisdictional Organization (JOrg) assignment for each Client in Panorama is mandatory; the Client's JOrg (or Health Region) must not be left blank, even for Clients with an inactive status.

When Clients, or family members, inform Public Health the Client or family is moving outside of the province or has already moved, the Client(s) can be marked as inactive in Panorama. The inactive reason in this situation will be set to "Moved out of Province".

When setting Client(s) as inactive, the JOrg will remain as the last JOrg the Client(s) resided in within Saskatchewan.

PURPOSE:

The Client's Panorama JOrg represents the Health Region (Regional Health Authority (RHA) or First Nations Health Jurisdiction (FNJ)) to which they are assigned, based on their residence while residing in Saskatchewan.

The Client's Inactive status in Panorama will inform Public Health whether the Client should be contacted for service, or whether the Client should be included in regional and provincial reports.

PROCEDURE:

When a Panorama User becomes aware that a Client has moved out of the province, the User will perform the following:

1. Ensure the Client's Organization (or Health Region) is set and represents the last JOrg the Client(s) resided in within Saskatchewan.
2. Ensure the Inactive field is enabled, and the Reason(s) for being Inactive field is set to "Moved Out of Province".

REFERENCES & RESOURCES:

- Updating the JOrg for Clients Lost to Follow-Up