

## Documenting Hepatitis B Control Measures

Documentation in NC EDSS provides verification that control measures were issued to a person known to be infected with the hepatitis B virus.

### Procedure:

Documentation in Clinical Package:

- Open Clinical Package of selected event.
- Scroll down to Isolation/Quarantine/Control Measures.
- Look for the question, “Do you wish to show the isolation and control measures?” and click YES.
- Look for the question, “Restrictions to movement or freedom of action?” and click YES.
- Check all appropriate restrictions imposed by the control measures.
- Enter the date control measures were issued.
- Enter notes in text box, if needed. For instance, if signed letter of control measures is attached to the event, note it here.
- Click SAVE.

Attachment of letter with control measures, signed by infected client (if available):

- Obtain client signature on letter with control measures once it is presented to and explained to the client.
- Scan signed letter.
- File scanned letter in computer.
- Go to Dashboard of selected hepatitis B event.
- Look under Basic Information, Attachments.
- Click on ADD.
- Browse to locate file that contains the scanned letter.
- Select and attach letter. \*
- Add description and type of file; add note if needed.
- Click SAVE.
- Make a note in the Clinical package (see above) that the signed letter of control measures is attached to the event.

\* After letter is attached, remember to delete file/letter from your computer as it contains confidential patient information.