



Memorandum

To: All NSHA Zone Leads

From: Linda Plummer, Director, Health Information Services IM/IT

Date: April 23, 2020

Message: Community/Facility Cluster- Information for Registration Clerks

In support Community/Facility spread of COVID-19, NSHA will begin a process of tracking postal codes for patients who present from a “Hot Spot” area as identified on the Nova Scotia Public Health Epidemiology report.

Effective April 24th at 7:00 a.m. NSHA Registration Clerks across all NSHA facilities are being asked to adopt a process of applying a Droplet Contact Precaution Flag for each patient that presents and has a postal code match to the epidemiology report. The process required for implementation is attached and will also be available on the COVID-19 Hub.

As Director of Health Information Services, responsible for registration practices at NSHA; I am looking for your assistance in dissemination of this information to clinical care areas within the organization. Health Information Services establishes the registration practices for NSHA, however, does not have all direct reporting relationship for all clinical registration teams in the NSHA facilities. Can you please ensure this information is provided across clinical teams and management in the zonal areas to ensure the practice is followed.

Sincerely,

Linda Plummer

Director, Health Information Services IM/IT