

TB Transfers & IJNs:

How to make transfers to ensure continuity of care

[Part 1: Cases](#)

[Part 2: Contacts](#)

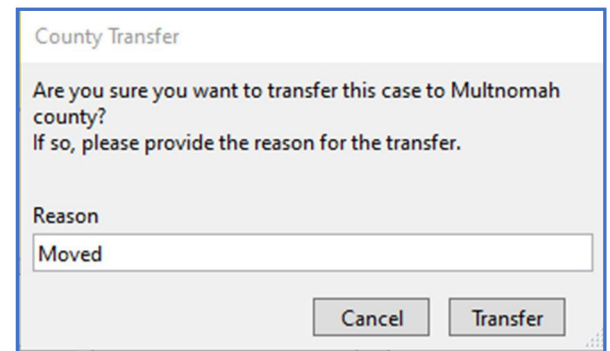
[Part 3: LTBI](#)

[Part 4: B-waivers](#)

Part 1: Case Transfers

A. In-state case transfers are done in Orpheus

1. In the Orpheus case record, change the case residence address. Make sure the county is set to the new jurisdiction.
2. Enter the reason for the transfer (e.g., moved) in the pop-up window and click "Transfer".
3. In the documents tab, attach supporting documentation.
4. In the notes tab, create a note to describe the transfer. Include supporting information.
5. Orpheus gives the new jurisdiction access to the case record and notifies of the transfer via to-do note.



County Transfer

Are you sure you want to transfer this case to Multnomah county?
If so, please provide the reason for the transfer.

Reason

Moved

Cancel Transfer

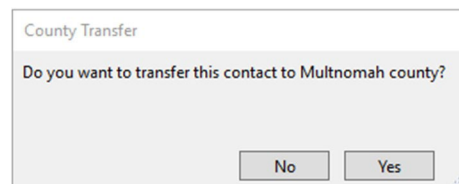
B. Out of state case transfers are completed by submitting the Interjurisdictional TB Notification (IJN) form to OHA via Orpheus

1. Complete the [IJN Cover sheet](#) and the [Active/Possible TB](#) sheet. Save the form as .PDF file to retain the fillable document format.
2. Refer to [the companion guide](#) for instructions for using the IJN form.
3. Upload the completed IJN forms and supporting documentation to the case Docs tab in Orpheus
4. Important: Notify the OHA TB program of the transfer by writing a case note assigned to the Kiley Ariail, OHA TB epidemiologist.
5. On the Admin tab in the Orpheus case, document the move

Part 2: Contacts

C. In-state contact transfers are completed within Orpheus

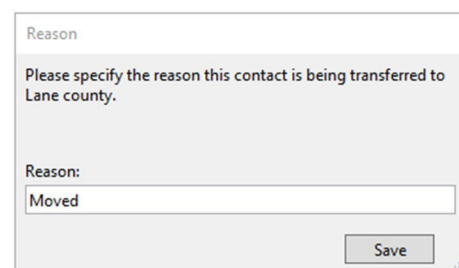
1. Locate the contact of interest in the associated TB case record.
 - a) In the contact's Demographics tab, change the residence address to the address in the new jurisdiction. Make sure the new county is correct.
 - b) Confirm transfer by clicking "yes" in the pop-up window.
 - c) Enter reason for transfer in the next pop-up window (e.g., moved) and click "Save".
2. Orpheus completes the transfer, informs the receiving county of the transfer, and Orpheus gives the new jurisdiction access to the case record.
 - d) Confirm by viewing the transfer status in the gray box below the address fields.
3. Create a note to the case manager at the receiving jurisdiction. Notify of the transfer and offer any supporting information.
4. In the documents tab, attach any supporting documentation.



County Transfer

Do you want to transfer this contact to Multnomah county?

No Yes



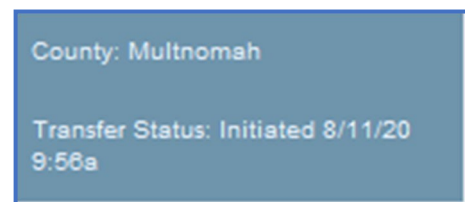
Reason

Please specify the reason this contact is being transferred to Lane county.

Reason:

Moved

Save



County: Multnomah

Transfer Status: Initiated 8/11/20
9:58a

D. Out of state contact transfers are completed by submitting the IJN form to OHA via Orpheus

1. Complete the [IJN Cover sheet](#) and [Contact](#) sheet. Complete one set for each contact.
2. [The companion guide](#) contains instructions for using the IJN form.
3. In the associated TB case record, locate the contact of interest.
4. Upload the completed IJN forms and supporting documentation to the contact Docs tab in Orpheus. Make sure you are uploading to the contact docs tab, not to the associated TB case.
5. Important: Notify the OHA TB program of the transfer by writing a case note assigned to the OHA TB epidemiologist.
6. On the Admin tab in the Orpheus case, document the move.

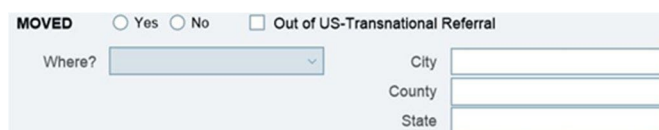
Part 3: LTBI

E. In-state LTBI transfers are completed within Orpheus

1. Follow the instructions for an in-state TB case transfer in Part 1a.

F. Out of state LTBI transfers are completed by submitting the IJN form to OHA via Orpheus

1. Complete the [IJN Cover sheet](#) and [TB Infection sheet](#). Complete one set for each LTBI or B-waiver.
2. [The companion guide](#) contains instructions for using the IJN form.
3. Upload the completed IJN forms and supporting documentation to the case Docs tab in Orpheus
4. Important: Notify the OHA TB program of the transfer by writing a case note assigned to the OHA TB epidemiologist.
5. On the Admin tab in the Orpheus case, document the move



MOVED ☐ Yes ☐ No ☐ Out of US-Transnational Referral

Where?

City

County

State

Part 4: B-waivers

G. In-state and out of state B-waiver transfers

1. If you are an EDN user, you may transfer the B Waiver via EDN or call the TB Program, OHA for assistance.
2. Otherwise, Call the TB Program, OHA at 503-358-8516 or email: heidi.behm@oha.oregon.gov.