


Managing Other Person Identifiers - Include v1.1.3


You must identify each person in the P/O Curation Portal uniquely in any given role.

**Information on Tab Labels**

The Person Details page displays all details about the person provided to date. The tab labels in the Assign Organizational Roles section at the bottom of the page display the number of each role already associated with the person that you are curating (if applicable). The letter "P" beside the role label on each of the tabbed pages indicates that at least one role is pending curation.

How to Manage Identified Persons

1. Navigate to the record of interest. See [Navigating Records in Tables](#) or [Searching for Person Records](#).
2. In the **Action** column for a given person, click **Curate**.
3. In the **Assign Organizational Roles** section toward the bottom of the **Person Details** page, click the **OPI (Other Person Identifiers)** tab. The OPI page displays the research roles currently assigned to the organization (if applicable).

**You can sort the records**

Click the column heading once to sort the records in ascending order. An arrow head indicates whether the sort order is descending or ascending. Click the column heading again to reverse the sort order.


Assign Organizational Roles

CRS (3) P

HCP (2) P

OC (1) P

OPI (1)

ID 	<u>Affiliated Organization ID</u>	<u>Affiliated Organization Name</u>	Root	Extension	<u>Role Status</u>	<u>Status Date</u>
269236	502	Cancer Therapy Evaluation Prog...	2.16.840.1.113883.3.26.6.1	19404	ACTIVE	2008-12-3

One item found.

Add Other Person Identifier

4. Follow one of the options in the table below to continue assigning roles:
Options for assigning roles to a person

If there are...	And...	Do this
No person identifier role records displayed	You want to add a role	Proceed to the next step.
One or more person identifier role records displayed	The information for them is correct	Proceed with other aspects of the person curation.
One or more person identifier role records displayed	The information for them is incorrect	In the Action column for the record you want to modify, click Edit, and proceed to Select Affiliated Organization .

5. To add a role, click **Add Other Person Identifier**. The Create Other Person Identifier page appears.

Create Other Person Identifier

Other Person Identifier Information

Person Information

Person ID: **Status:** **Status Date:**

13066847 ACTIVE 2011-01-22

First Name: **Middle Name:** **Last Name:**

Firstname

Lastname

Email Addresses

first.last@trial.org

Other Person Identifier Role Information

*** Affiliated Organization ID:**  Select Affiliated Organization

*** Role Status:**

PENDING

Assigned ISO II

Displayable:

-Is Displayable?-

*** Extension:**

Identifier Name:

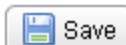
Reliability:

-Select a Reliability-

*** Root:**

Scope:

-Select a Scope-



Save




Return to Manage Other Person Identifier(s)

Create Other Person Identifier Page – Role Information

- Click **Select Affiliated Organization**.
The Find Organization(s) page appears.
- Search for and select the affiliated organization. For instructions on finding organizations, see [Searching For Organization Records](#).
The organization you selected is displayed in the Other Person Identifier Role Information section.
- From the **Role Status** drop-down list, select the curation status of the organization role. If you have supplied all the necessary information, select **Active**.
The organization you selected is displayed in the Identified Organization Role Information section.

9. If appropriate, change the **Role Status** to **Active**.
10. Complete the rest of the **Assigned ISO II** (International Organization for Standardization Instance Identifier) fields to create a unique identifier for the affiliated organization in its current role. Select or enter the appropriate information in the text fields and drop-down lists. Fields are described in the following table. Items with an asterisk are required fields.

Field Label	Description/Instructions
Displayable	Indicate whether the identifier is intended for human display and data entry. Select TRUE to indicate that it is displayable; and FALSE if it is not.
Extension*	Type the identifier that, when joined with the root, identifies the organization/role as a unique object.
Identifier Name	Type the human-readable, descriptive name for the namespace represented in the root.
Reliability	<p>Optionally, specify the reliability with which this identifier is known. The HL7 Identifier Scope code values are as follows:</p> <ul style="list-style-type: none"> • ISS (issued by system). The identifier was issued by the system responsible for constructing the instance. • VRF (verified by system). The identifier was not issued by the system responsible for constructing the instance, but the system that captured the ID has verified the identifier with the issuing authority, or with another system that has verified the identifier. • UNV (unverified by system). The identifier was provided to the system that constructed the instance, but has not been verified. (e.g., a value entered manually into a system by a user.)
Root*	Type the name of the parent organization that guarantees its global uniqueness.
Scope	<p>Optionally, specify the scope code. Valid HL7 Identifier Scope code values are as follows:</p> <ul style="list-style-type: none"> • BUSN (business identifier). An identifier whose scope is defined by business practices associated with the object. In contrast to the other scope identifiers, the scope of the use of the ID is not necessarily restricted to a single object, but may be reused for other objects closely associated with the object due to business practice. • OBJ (object identifier). The identifier associated with a particular object. It remains consistent as the object undergoes state transitions. • VER (version identifier). An identifier that references a particular object as it existed at a given point in time. The identifier SHALL change with each state transition on the object. That is, the version identifier of an object prior to a “suspend” state transition is distinct from the identifier of the object after the state transition. Each version identifier can be tied to exactly one Control Act event which brought that version into being (though the control act may never be instantiated). <div style="border: 1px solid #f0e68c; padding: 10px; margin: 10px 0;"> <p> Applications that do not support versioning of objects must ignore and not persist these IDs to avoid confusion resulting from leaving the same identifier on an object that undergoes changes.</p> </div> <ul style="list-style-type: none"> • VW (view specific identifier). An identifier for a particular snapshot of a version of the object. This identifies a view of the business object at a particular point in time, and as such identifies a set of data items that can be digitally signed and/or attested. This is in contrast to the Version Identifier which identifies the object at a specific time, but not the amount of information being asserted about the object. This identifier would be changed when a transformation of the information is performed (e.g., to add code translations, to provide a simplified textual rendering, or to provide additional information about the object as it existed at the specific point in time).

11. Click **Save**, then click **Return to Person Details**.