



Shared health  
**Soins communs**  
Manitoba

# Public Health Information Management System (PHIMS)

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## Module 5: How to Correct an Immunization Administered by a Non Public Health User

# Correcting an Immunization

## Step 1:

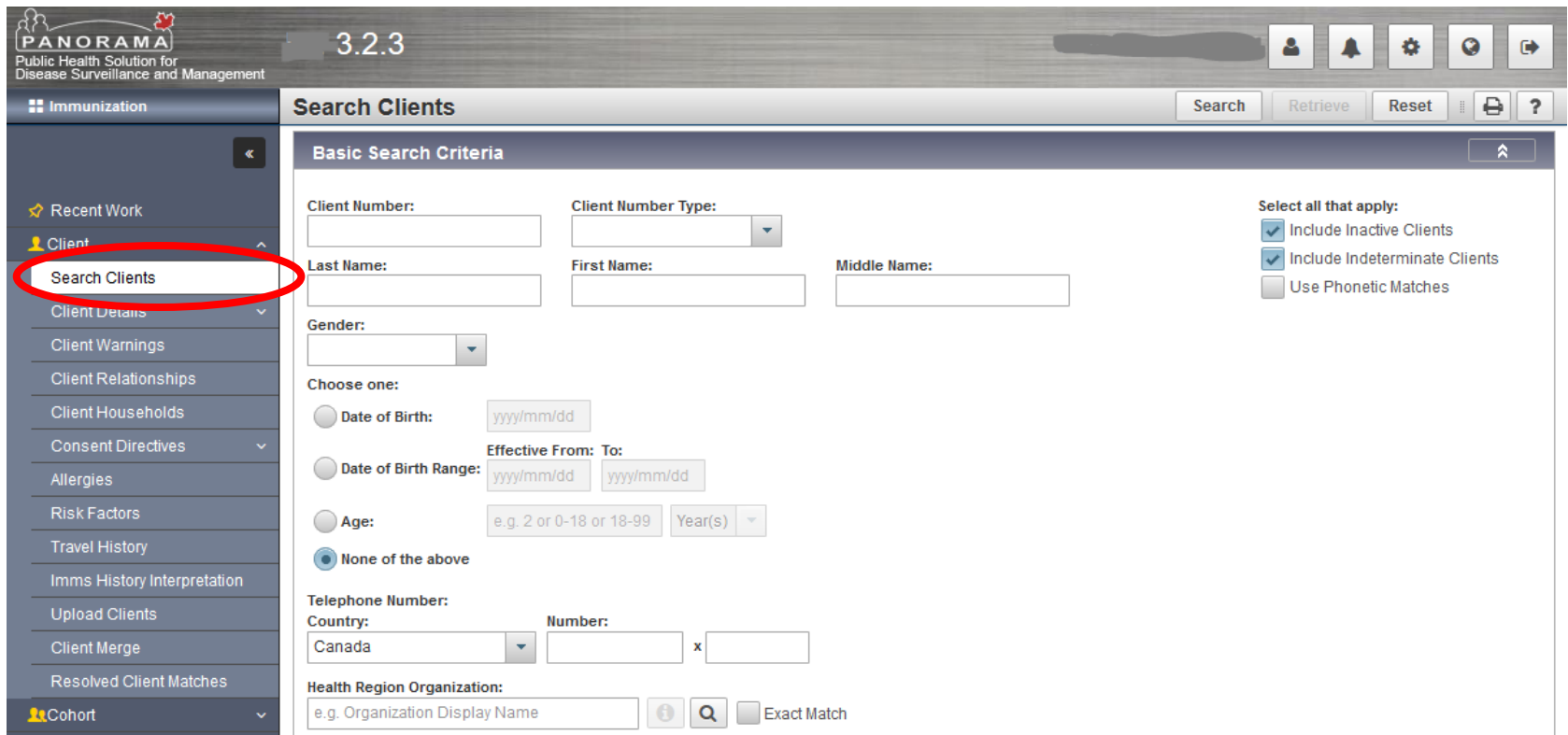
Log into PHIMS and click the "Immunization" tab at the top of the page.

The screenshot displays the PHIMS Panorama Dev3 interface. At the top, the logo for PANORAMA (Public Health Solution for Disease Surveillance and Management) is visible. The user is logged in as 'Generic WRHA20 - ALL: MB\_NON\_PH\_PROVIDER'. The 'IMMUNIZATION' tab is highlighted with a red circle. Below the navigation bar, there is a section for 'Specify your Service Delivery Location (SDL)' with a dropdown menu set to 'Winnipeg Health SDL' and a 'Select' button. The 'SDL Time Zone' is set to 'CDT'. The main content area features four tiles: 'Personal WorkLoads' (View all your assigned work tasks), 'Reporting' (Specify and view client specific and aggregate reports), 'Document Management' (Add, update, delete and search for electronically attached documents), and 'Notifications' (Create and view jurisdiction and threshold notifications, with links for 'View Jurisdiction Notifications' and 'View Threshold Notifications'). A 'Need Help?' section provides contact information for the Help Desk. On the right side, there is a calendar for August 2015, with the 25th highlighted. Below the calendar, there is an 'External Reference Links' section with a message: 'NoRefLinkMsgKey No Reference Link has been added'.

# Correcting an Immunization

## Step 2:

Click "Search Clients" from the left hand navigation bar.



**PANORAMA**  
Public Health Solution for  
Disease Surveillance and Management

3.2.3

Immunization

**Search Clients** Search Retrieve Reset

**Basic Search Criteria**

Client Number:  Client Number Type:

Last Name:  First Name:  Middle Name:

Gender:

Choose one:

Date of Birth:

Date of Birth Range: Effective From:  To:

Age:  Year(s)

None of the above

Telephone Number: Country:  Number:  x

Health Region Organization:   Exact Match

Select all that apply:

- Include Inactive Clients
- Include Indeterminate Clients
- Use Phonetic Matches

Recent Work

Client

**Search Clients**

Client Details

Client Warnings

Client Relationships

Client Households

Consent Directives

Allergies

Risk Factors

Travel History

Imms History Interpretation

Upload Clients

Client Merge

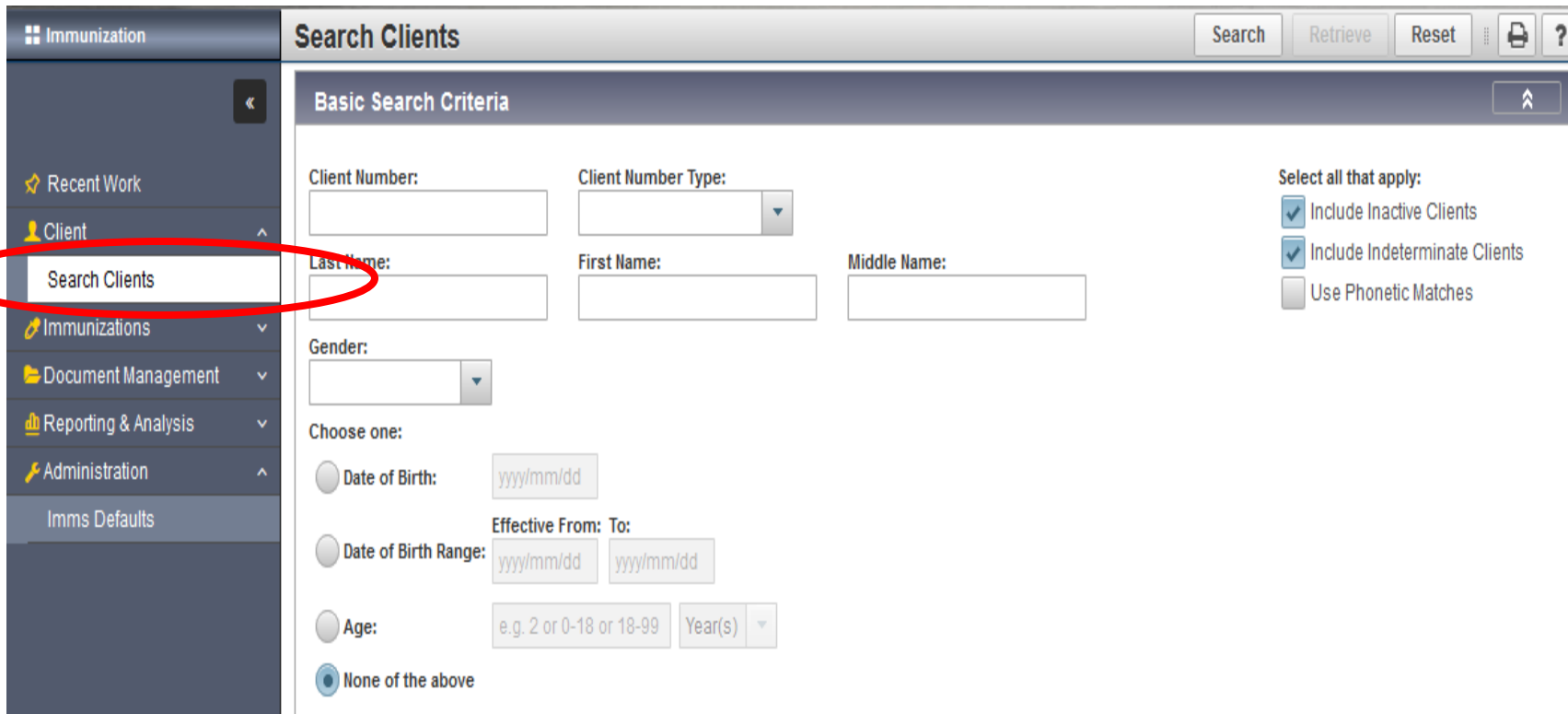
Resolved Client Matches

Cohort

# Correcting an Immunization

## Step 3:

Enter the client's PHIN number in the "Client Number" field.



**Immunization** Search Clients Search Retrieve Reset ?

**Basic Search Criteria**

Client Number:  Client Number Type:

Last Name:  First Name:  Middle Name:

Gender:

Choose one:

Date of Birth:

Date of Birth Range:  Effective From:  To:

Age:  Year(s)

None of the above

Select all that apply:

Include Inactive Clients

Include Indeterminate Clients

Use Phonetic Matches

# Correcting an Immunization

## Step 4:

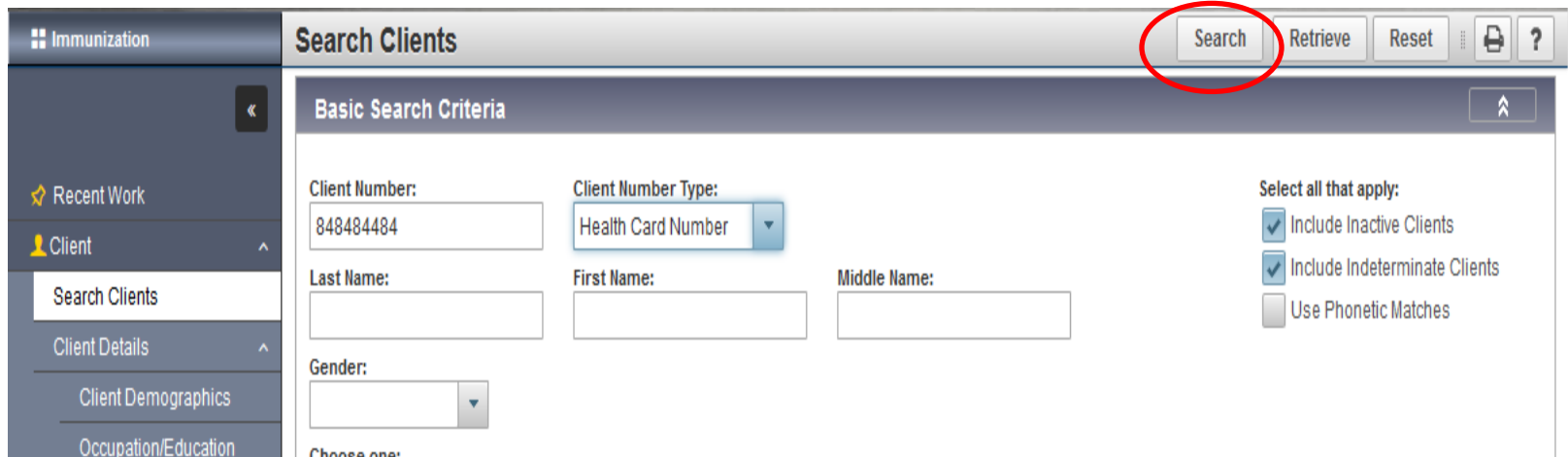
Select "Health Card Number" from the Client Number Type drop down menu.

The screenshot displays the 'Search Clients' interface. On the left is a navigation menu with 'Search Clients' highlighted. The main area is titled 'Basic Search Criteria' and contains several search fields: 'Client Number', 'Last Name', 'Gender', 'Middle Name', 'Date of Birth', 'Date of Birth Range', 'Age', and 'None of the above'. The 'Client Number Type' dropdown menu is open, showing three options: 'Client ID', 'Health Card Number', and 'Additional ID'. The 'Health Card Number' option is circled in red. A search button is visible in the top right corner.

# Correcting an Immunization

## Step 5:

Click the "Search" button located at the top of the page.



The screenshot shows a web application interface for searching clients. The main header is 'Search Clients' with a 'Search' button circled in red. Below the header is a 'Basic Search Criteria' section with the following fields:

- Client Number: 848484484
- Client Number Type: Health Card Number
- Last Name: [Empty]
- First Name: [Empty]
- Middle Name: [Empty]
- Gender: [Empty]

On the right side, there are checkboxes for search options:

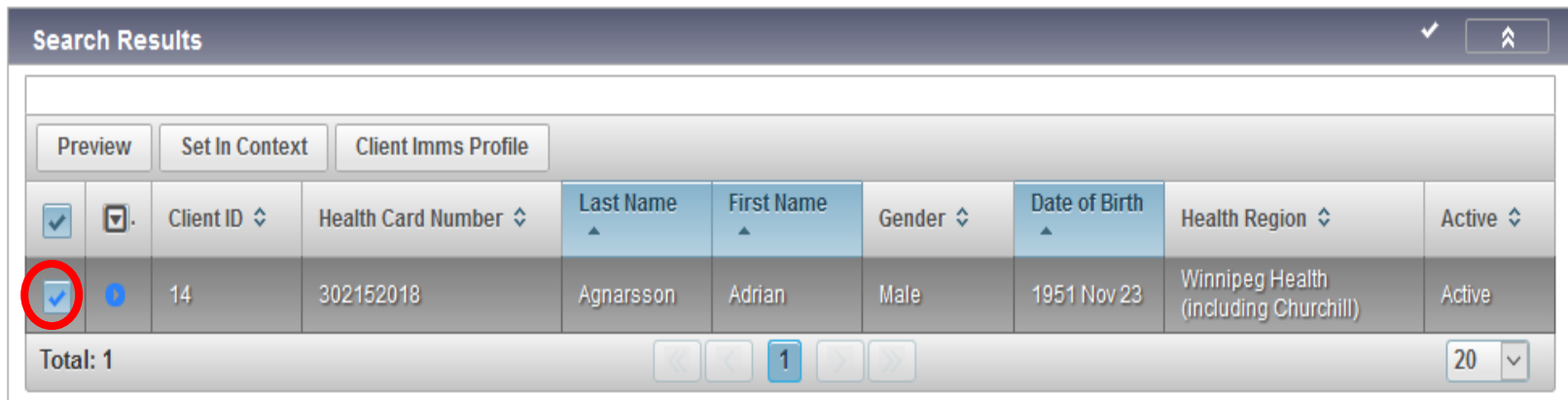
- Include Inactive Clients
- Include Indeterminate Clients
- Use Phonetic Matches

At the bottom left, there is a 'Choose one:' label.

# Correcting an Immunization

## Step 6:

Click on the check box beside the correct client listed in the search results table.



The screenshot shows a 'Search Results' window with a table of client information. The table has columns for Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active status. The first row of data is for Client ID 14, Health Card Number 302152018, Last Name Agnarsson, First Name Adrian, Gender Male, Date of Birth 1951 Nov 23, Health Region Winnipeg Health (including Churchill), and Active status Active. A red circle highlights the checkbox in the first column of this row.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Client ID ▾	Health Card Number ▾	Last Name ▲	First Name ▲	Gender ▾	Date of Birth ▲	Health Region ▾	Active ▾
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	302152018	Agnarsson	Adrian	Male	1951 Nov 23	Winnipeg Health (including Churchill)	Active

Total: 1

# Correcting an Immunization

## Step 7:

Click "Client Imms Profile" to open the client record.



The screenshot shows a search results window titled "Search Results". At the top right, there is a checkmark icon and an upward arrow icon. Below the title bar, there are three buttons: "Preview", "Set In Context", and "Client Imms Profile". The "Client Imms Profile" button is circled in red. Below the buttons is a table with the following columns: Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active. The table contains one row of data for a client with ID 14, Health Card Number 302152018, Last Name Agnarsson, First Name Adrian, Gender Male, Date of Birth 1951 Nov 23, Health Region Winnipeg Health (including Churchill), and Active status. At the bottom of the table, there is a "Total: 1" label, a pagination control showing "1" in a blue box, and a dropdown menu showing "20".

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Client ID ▾	Health Card Number ▾	Last Name ▲	First Name ▲	Gender ▾	Date of Birth ▲	Health Region ▾	Active ▾
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	302152018	Agnarsson	Adrian	Male	1951 Nov 23	Winnipeg Health (including Churchill)	Active



# Correcting an Immunization

## Step 9:

Expand the 'Immunization History – Detailed Data Table' panel, select the radio button beside DTaP-IPV-HIB 2015 Oct 23 and click 'Update'.

The screenshot displays two panels. The top panel, 'Immunization History - Summary Grid', shows a table with columns for Agent and Date Administered. The bottom panel, 'Immunization History - Detailed Data Table', shows a table with columns for Agent, Date Administered, Age at Administration, Status, Trade Name, Body Site, and Volume. The 'Update' button and the radio button for the 'DTaP-IPV-HIB' entry on '2015 Oct 23' are circled in red.

Agent	Date Administered	Date Administered	Date Administered	Date Administered	Date Administered	Date Administered
DTaP-IPV-Hib	2015 Aug 22	2015 Oct 23	2015 Dec 23	2016 Dec 22		
Inf-Intramuscular	2016 Jun 21					
MMRV	2016 Jun 21					
Pneu-C-13	2015 Dec 23	2016 Dec 22				
Pneu-C-7	2015 Aug 22	2015 Oct 23				

Agent	Date Administered	Age at Administration	Status	Trade Name	Body Site	Volume
DTaP-IPV-Hib	2015 Aug 22	2m 0d	Valid			
DTaP-IPV-Hib	2015 Oct 23	4m 1d	Valid			

# Correcting an Immunization

## Step 11:

A new modal opens, select the correct date in the "Date Administered" field.

**Update Immunization** Apply Reset Print Close

**Status Details** ✓ ↑

Override Status Reset Status

<input type="checkbox"/>	<input type="checkbox"/>	Agent	Dose Number	Status
<input type="radio"/>	<input checked="" type="checkbox"/>	DTaP-IPV-Hib		Valid

Override Status Reset Status

<input type="checkbox"/>	<input type="checkbox"/>	Antigen	Dose Number	Status
<input type="radio"/>	<input type="checkbox"/>	Diphtheria toxoid standard dose	2	Valid
<input type="radio"/>	<input type="checkbox"/>	Haemophilus influenzae type B antigen	2	Valid
<input type="radio"/>	<input type="checkbox"/>	Pertussis acellular antigen standard dose	2	Valid
<input type="radio"/>	<input type="checkbox"/>	Poliomyelitis inactivated antigen	2	Valid
<input type="radio"/>	<input type="checkbox"/>	Tetanus toxoid	2	Valid

**Immunization Details** ✓ ↑

Unknown  Non-Provider Recorded  Provider Recorded

**\* Date Administered:** 2015/10/25 hh:mm CDT

**Age at Administration:**   4   3   
 years months days

**Reason for Immunization:** **Information Source:**

# Correcting an Immunization

## Step 12:

Indicate, in the comment section, what you updated and the reason for the update and then click the "Add" button a new modal will open. e.g. Change date to 2015 Oct 25, 2015 Oct 23 was entered in error. Click "Apply". A comment is required when updating an immunization.

The screenshot shows a web interface titled "Comments and Status Updates". It features a "Comment" section with a text input field containing the text: "Change date to 2015 Oct 25, 2015 Oct 23 was entered in error." Below the input field, it indicates "(3938 characters remaining.)". To the right of the input field, there are buttons for "Apply", "Reset", a printer icon, and a close icon. At the bottom of the form, there is a section for "Comments" with the instruction "To create a new record click Add." and an "Add" button. Red circles highlight the "Apply" button in the top right, the comment text in the input field, and the "Add" button at the bottom right.


# Correcting an Immunization

Click **Apply** you will see the **Comments and Status Updates**.  
Your comment has been updated. Click **Apply** then **Save**

Comments and Status Updates ↑

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\* **Comments** Add

 Date ▾	Antigens ⇅	Old Status ⇅	New Status ⇅	Status Change Reason ⇅	Recorded By ⇅
2020 Jan 05					Desrosiers, Robert

**Comments**

Change date to 2015 Oct 25, 2015 Oct 23 was entered in error.

Total: 1 ⏪ ⏩ 1 ⏪ ⏩ 10 ▾

# Correcting an Immunization

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## Points to Remember:

- The same process is used to correct wrong dose, wrong site, wrong route, wrong provider etc.
- You **must** add a comment when you update an immunization.
- You must click the "**Apply**" button beside the comment section before you click the "**Save**" button. If you do not click "Apply" and "Save" the comment will not be saved.

# Questions

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If you have any questions, contact Digital Health

- Email: [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca)
- Phone: 204-940-8500 or 1-866-999-9698