



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)




Module 4: How to Record Immunizations Administered by Non Public Health Users

Recording Immunizations

Step 1:

Log into PHIMS and click on the "My Account" button at the top of the page.



The screenshot shows the PHIMS user interface. At the top left is the PANORAMA logo with the text "Public Health Solution for Disease Surveillance and Management". At the top right, there is a navigation bar with buttons for "Help", "Contact Us", "My Account" (circled in orange), "Change Role", and "Logout". Below the navigation bar is a blue bar with the word "IMMUNIZATION".

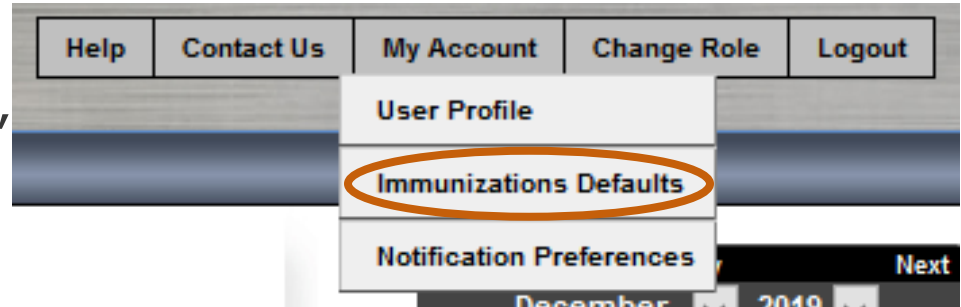
The main content area contains the following elements:

- A paragraph: "The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public health."
- A form titled "Specify your Service Delivery Location (SDL)." with a dropdown menu for "Service Delivery Location" set to "Manitoba Health SDL" and a "Select" button. Below it, "SDL Time Zone: CST" is displayed.
- Four colored boxes representing different functions:
 - 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.
 - Notifications**: Create and view jurisdiction and threshold notifications.
- A "Need Help ?" section with a question mark icon and the text "Contact information for the Help Desk".
- A calendar widget for December 2019, with the 8th highlighted in red.
- An "External Reference Links" section with a link icon, the text "LINKS WILL OPEN A NEW WINDOW", and a message "No Reference Link has been added".

Recording Immunizations

Step 2:

Select "Immunization Defaults"



Step 3:

Verify that the immunization defaults are correct. If they are not correct, set up the defaults correctly.

Example: **Immunization User Defaults**

A screenshot of the 'Immunization User Defaults' form. The form has a title bar 'Immunization User Defaults' and a sub-header 'General Immunization Defaults'. It contains several input fields: 'Provider:' with a text box containing 'e.g. Provider Last Name, First Name', 'Organization:' with a text box containing 'Manitoba Corrections, Manitoba', 'Service Delivery Location:' with a text box containing 'Headingley Correctional Centre, Headingley', and 'Holding Point Name:' with a dropdown menu. There are also search and info icons next to the text boxes. On the right side, there is a section 'Apply defaults to Historical Immunizations:' with radio buttons for 'Yes' (selected) and 'No'. At the bottom right, there is a 'Holding Point Location:' dropdown menu.

If the default settings are not correct, refer to the "How to Set Up PHIMS User Defaults" module 3 to update your default settings.

Recording Immunizations

Refer to Quick Reference Card (QRC) 2.1 for detailed instructions on Recording Historical Immunizations

Located at: <http://www.PHIMSmanitoba.ca/files/pan-qrc-2.1.pdf>

Recording Immunizations

Step 4:

Click the "Immunization" tab at the top of the page.

PANORAMA
Public Health Solution for Disease Surveillance and Management

MB_NON_PH_IMMS_PROVI... for MB Health

Help Contact Us My Account Change Role Logout

IMMUNIZATION

The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public's health.

Specify your Service Delivery Location (SDL).

* **Service Delivery Location:** Manitoba Health SDL

SDL Time Zone: CST

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.

Notifications
Create and view jurisdiction and threshold notifications.

Need Help ?
Contact information for the Help Desk

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December 2019

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

External Reference Links
LINKS WILL OPEN A NEW WINDOW

No Reference Link has been added

Recording Immunizations

Step 5:

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

The screenshot displays the 'Search Clients' interface. On the left, a navigation menu includes 'Recent Work', 'Client', 'Search Clients' (circled in red), 'Immunizations', 'Document Management', 'Reporting & Analysis', 'Administration', and 'Imms Defaults'. The main content area is titled 'Search Clients' and features a 'Basic Search Criteria' section. This section contains several input fields: 'Client Number' and 'Client Number Type' (a dropdown menu), 'Last Name', 'First Name', and 'Middle Name' (text boxes), and 'Gender' (a dropdown menu). Below these are radio button options for 'Date of Birth' (with a 'yyyy/mm/dd' input), 'Date of Birth Range' (with 'Effective From' and 'To' inputs, both 'yyyy/mm/dd'), 'Age' (with an input for 'e.g. 2 or 0-18 or 18-99' and a 'Year(s)' dropdown), and 'None of the above'. To the right, a 'Select all that apply:' section includes three checkboxes: 'Include Inactive Clients' (checked), 'Include Indeterminate Clients' (checked), and 'Use Phonetic Matches' (unchecked). At the top right of the main area, there are buttons for 'Search', 'Retrieve', 'Reset', a print icon, and a help icon.

Recording Immunizations

Step 6:

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

Immunization Search Clients Search Retrieve Reset Print ?

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:

None of the above

Select all that apply:

Include Inactive Clients

Include Indeterminate Clients

Use Phonetic Matches

Recording Immunizations

Step 7:

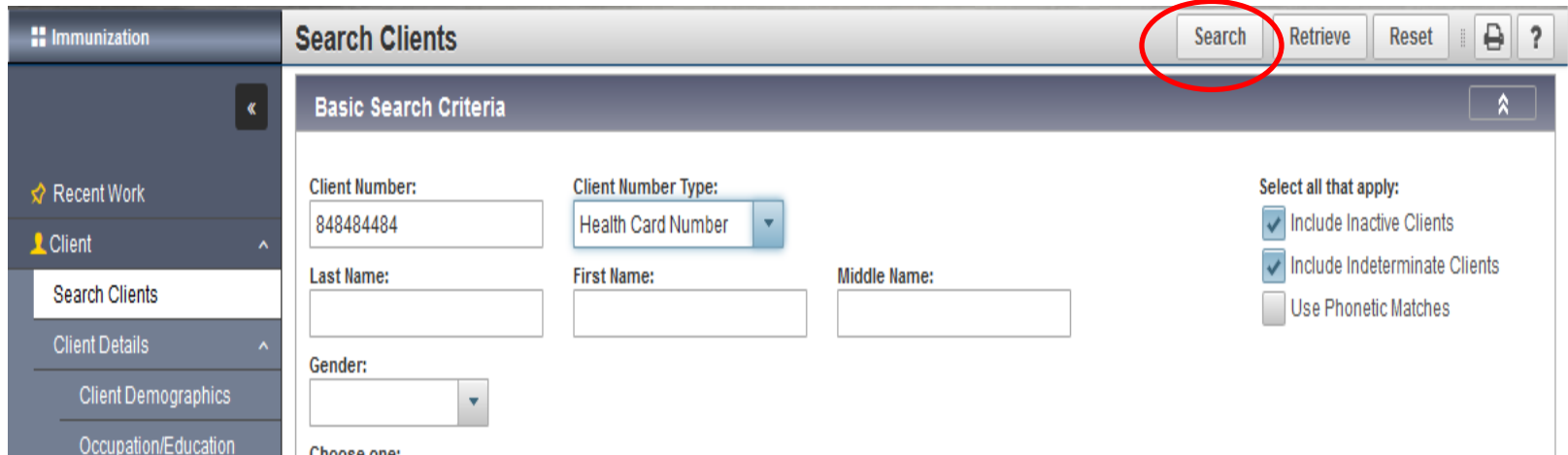
Select "Health Card Number" from the Client Number Type drop down menu.

The screenshot shows the 'Search Clients' interface. On the left is a navigation menu with 'Search Clients' selected. The main area is titled 'Basic Search Criteria' and contains several search fields: 'Client Number', 'Last Name', 'Middle Name', 'Gender', and 'Choose one:'. The 'Client Number Type' dropdown menu is open, showing three options: 'Client ID', 'Health Card Number' (which is circled in red), and 'Additional ID'. Below the dropdown are fields for 'Date of Birth', 'Date of Birth Range', and 'Age'. The 'None of the above' option is selected with a radio button.

Recording Immunizations

Step 8:

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 several input fields and checkboxes.

Search Clients [Search] [Retrieve] [Reset] [Print] [Help]

Basic Search Criteria [Up Arrow]

Client Number: Client Number Type:

Last Name: First Name: Middle Name:

Gender:

Choose one:

Select all that apply:

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

Recording Immunizations

Step 9:

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

Search Results

Preview Set In Context Client Imms Profile

<input 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

1

20

Recording Immunizations

Step 10:

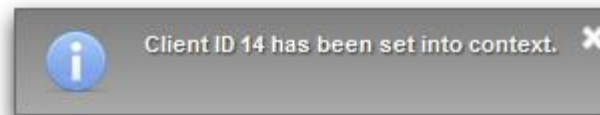
Click "Set in Context" to open the client record.



The screenshot shows a search results window titled "Search Results". At the top right, there is a checkmark and an upward arrow icon. Below the title bar, there are three tabs: "Preview", "Set In Context" (which is circled in red), and "Client Imms Profile". Below the tabs 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 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. 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 set to "20".

<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

Pop up box will appear



Recording Immunizations

Step 11:

Click “Immunizations” tab on the left hand navigation bar.

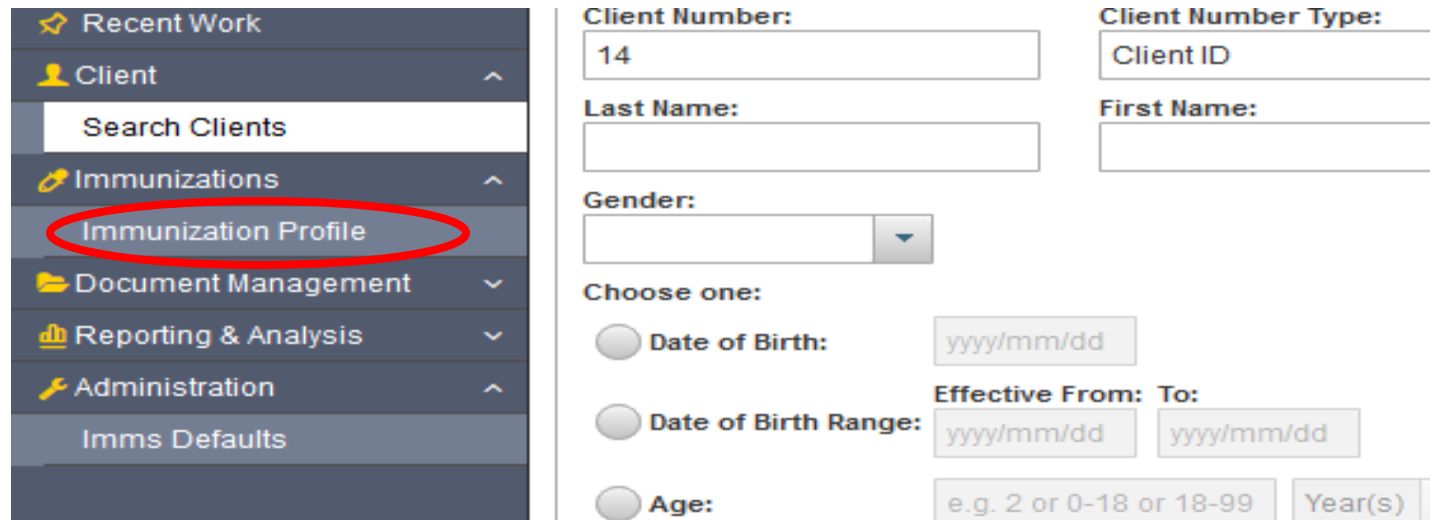
The screenshot displays a software interface for searching clients. On the left is a dark navigation bar with the following items: 'Immunization' (with a grid icon), 'Recent Work' (with a star icon), 'Client' (with a person icon), 'Cohort' (with a group icon), 'Immunizations' (with a syringe icon, circled in red), 'Lab' (with a flask icon), 'Upload Data' (with a download icon), and 'Notes' (with a document icon). The main content area is titled 'Search Clients' and contains a 'Basic Search Criteria' section with the following fields:

- Client Number:** Text input field containing '302152018'.
- Client Number Type:** Dropdown menu showing 'Health Card Number'.
- Last Name:** Text input field.
- First Name:** Text input field.
- Mid:** Text input field.
- Gender:** Dropdown menu.
- Choose one:** Radio button selected for **Date of Birth:** with a text input field containing 'yyyy/mm/dd'.

Recording Immunizations

Step 12:

Click “Immunization Profile” on the left hand navigation bar.



The screenshot displays the software interface for recording immunizations. On the left is a dark navigation bar with the following items: 'Recent Work' (with a home icon), 'Client' (with a person icon and an upward arrow), 'Search Clients' (a white search bar), 'Immunizations' (with a plus icon and an upward arrow), 'Immunization Profile' (highlighted with a red oval), 'Document Management' (with a folder icon and a downward arrow), 'Reporting & Analysis' (with a bar chart icon and a downward arrow), 'Administration' (with a wrench icon and an upward arrow), and 'Imms Defaults'. The main content area on the right contains a form with the following fields: 'Client Number:' (text box with '14'), 'Client Number Type:' (text box with 'Client ID'), 'Last Name:' (text box), 'First Name:' (text box), 'Gender:' (dropdown menu), 'Choose one:' (radio buttons for 'Date of Birth:', 'Date of Birth Range:', and 'Age:'), and 'Effective From: To:' (two date text boxes). The 'Date of Birth:' field has a placeholder 'yyyy/mm/dd'. The 'Date of Birth Range:' field has a placeholder 'yyyy/mm/dd'. The 'Age:' field has a placeholder 'e.g. 2 or 0-18 or 18-99' and a 'Year(s)' field.

Recording Immunizations

Step 13:

Expand the **Immunization History – Detailed Data Table** and select “*Add Single Immunization*” or “*Add One or More Immunizations*”.

Immunization

Immunizations

Save Reset More log ?

Active

Client ID: 14 Name(Last, First Middle) / Gender: Agnarsson, Adrian / Male Health Card No: 302152018 Date of Birth / Age: 1951 Nov 23 / 68 years

Phone Number: - Health Region Organization: Manitoba, Winnipeg Health Additional ID Type / Additional ID: Manitoba Personal Health Identification Number / -

Immunization Details

Immunization History - Summary Grid

Agent	Date Administered	Date Administered	Date Administered	Date Administered	Date Administered	Date Administered
Inf-Intramuscular	2012 May 21	2015 May 09	2016 Jun 19	2017 May 24		

Immunization History - Detailed Data Table

Immunization History - Detailed Data Table

Update Copy/Replace View Delete

Agent	Date Administered	Age at Administration	Status	Trade Name	Body Site	Volume
Inf-	2012 May 21	60v	Valid			

▼ Add Single Immunization ▼ Add One or More Immunizations

Recording Single Immunizations “Add Historical”

Step 14:

Select the appropriate Agent from the drop down menu, enter the date the vaccine was administered in the date field.

Immunization History - Detailed Data Table

Add Immunization [Record Consent] [Apply] [Close]

Immunization type:

Include non-inventoried agents

* Agent:

* Date Administered:

Age at Administration: years months days

Consent Readiness:

Reason for Immunization:

Information Source:

Provider: [Info] [Search]

Verification Status: Requested

Click “**Apply**” then Click “**Save**”

[Save] [Reset] [More]

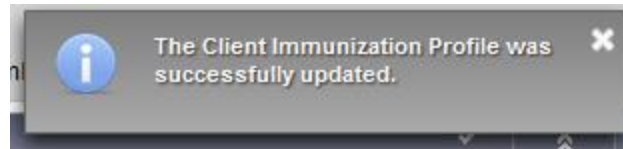
Date of Birth / A
2010 Jun 21 / 9

ID:
Identification Number / -

Recording Immunizations

Step 15:

Verify that the "Vaccination(s) were added successfully. The message appears at the top of the page.



Recording Immunizations

Step 16:

Continue to document additional immunizations or log out if you are done.



Questions

If you have any questions, contact Digital Health

- Email: servicedesk@sharedhealthmb.ca
- Phone: 204-940-8500 or 1-866-999-9698