

# Panorama

## SYSTEM UPDATE

SEPTEMBER 2015

## September System Update

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### Reminder: Documentation of correct organization name and SDL

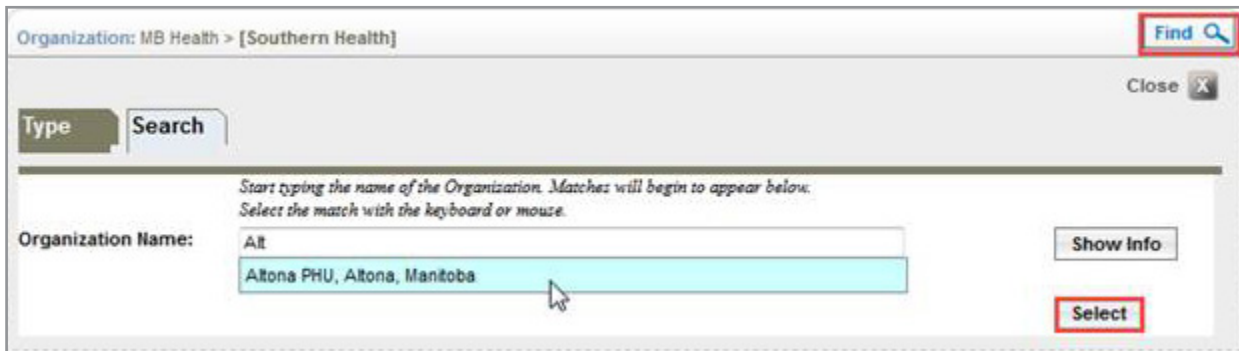
When recording an **individual** immunization, **you are required to document the Public Health Unit Organization and Service Delivery Location (SDL)** on the Immunization Detail Add page.

Why? Because doing this:

- enables organizations to generate unit-specific reports for planning and funding purposes;
- supports the ability to follow up on issues such as adverse events following immunization and product recalls;
- ensures the immunization default setting for Organization remains at the regional level in order to access inventory.

How can you achieve this?

- On the Immunization Detail Add page, after you have documented the lot number, site, and other details, scroll to the bottom and click the **Find** button located beside Organization.
- In the Organization Name field, start entering the name of the **Public Health Unit (PCU) Organization**. The names of the organizations will populate the drop down. Click on name of the organization and click **Select**.



The screenshot shows a web interface for adding immunization details. At the top, it says "Organization: MB Health > [Southern Health]" with a "Find" button. Below this is a "Search" section with a "Type" dropdown and a "Search" button. A message reads: "Start typing the name of the Organization. Matches will begin to appear below. Select the match with the keyboard or mouse." The "Organization Name:" field contains "Alt" and a dropdown menu is open, showing "Altona PHU, Altona, Manitoba" selected. There are "Show Info" and "Select" buttons.

- Verify that your Service Delivery Location (SDL) is correct. The SDL will auto-populate based on your immunization default settings.
- If the SDL is not correct, click the **Find** button located beside Service Delivery Location.
- In the Service Delivery Location field, start entering the name of the **location where the immunization was provided**. The names of the service delivery locations will populate the drop-down menu. Click on the name of the service delivery location so that it populates the field and click **Select**.
- Click **Save** when all fields are completed.

For more information, visit:

[www.panoramamanitoba.ca](http://www.panoramamanitoba.ca)



## Canceling vaccine orders with MDA

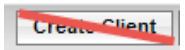
If your organization/office needs to cancel a vaccine order submitted in Panorama, please do the following:

1. Phone the Materials Distribution Agency (MDA) warehouse at 204-948-1333 or toll-free at 1-855-683-3306
2. Request a vaccine order cancellation including:
  - a. your Panorama Service Delivery Location (SDL)
  - b. your Panorama user ID and full name
  - c. Panorama Requisition ID number that you want cancelled

The MDA warehouse will take care of cancelling the order on your behalf.

## Create Client function

It is important you **do not use** the Create Client function in Panorama for **Manitoba residents**.



All Manitoba resident client records should flow to Panorama from the Client Registry system.

If you need to document an immunization on a Manitoba Resident, but you cannot find the client in Panorama, ensure that the client has applied for their Manitoba Health Insurance card. Complete the immunization documentation on paper and enter the information into Panorama when the client's record is automatically created in Panorama from Client Registry. You may have to check back on a weekly basis.

If you need to document an immunization for a non-Manitoba resident, contact the super user assigned to your organization/office. They will create a client record in Panorama. Then you will be able to document the immunization. Until the super users are trained on this functionality, please document the immunization on a paper record, securely store the paper record and document the immunization as a delayed entry in Panorama after the client record is created.

## Reminder: Student nurses

If a student nurse administers an immunization, the preceptor or lead public health nurse is to enter the immunization as the "provider". In the comments section it should be noted that a student provided the immunization including their name. The exception to this is for senior practicum students. Each organization can decide on a case by case basis whether the senior practicum student should be trained in Panorama and provided with a Panorama account.

## Reminder: Inactivated influenza vaccines

The following influenza vaccines are no longer available to order in Panorama:

- 1715006 Fluviral (10 dose vial) - 1/box
- 1715007 Agriflu - 10/box
- 1715051 Vaxigrip (10 dose vial) - 1/box
- 1715059 Flumist 0.2 ml - 10/box
- 1715060 Influvac - 10/box
- 1715061 Flulaval(10 dose vial) - 1/box
- 1715062 Agrippal - 1/box
- 1715069 Fluzone(10 dose vial) - 1/box

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## Client addresses in Panorama

In Panorama, the official registry address found in the Client Details section is the address that comes from Manitoba Health, Healthy Living and Seniors (MHLS) Client Registry.

**\*\*Do not change this address in Panorama.\*\***

All communications that are sent to clients from MHLS regarding immunizations will be sent to the official registry address – even if another address is marked as preferred.

If the client indicates that their official registry address is incorrect, advise the client to report this to MHLS. Clients can:

1. Submit changes online by going to [www.gov.mb.ca/health/mhsip/forms.html](http://www.gov.mb.ca/health/mhsip/forms.html) and completing and submitting the Manitoba Health Card – Notice of Change form.
2. Go to Registration and Client Services Manitoba Health, Healthy Living and Seniors, 300 Carlton Street, Winnipeg, Manitoba R3B 3M9 or contact the city or municipal office where they live.
3. **Call:** 204-786-7101

**Fax:** 204-783-2171

**Toll free:** 1-800-392-1207

**TDD/TTY:** 204-774-8618

**TDD/TTY Relay Service outside Winnipeg:** 711 or 1-800-855-0511

## Vaccine red flashing temperature data loggers

If you receive a vaccine shipment where the temperature data logger is blinking red, call Materials Distribution Agency (MDA) immediately to advise them. When receiving the requisition in Panorama, choose the Quarantine for Review (QR) holding point location. After you have determined the usability of the product, move the vaccine into the appropriate holding point location – either **Operational** or **For Disposal**.

Row Actions:		Duplicate Line Item							Add Line Item			
		Con ID	Line Item Status	Product Alternate ID	List Price	Catalogue Item Name	* Lot Number	Shipped Qty	* Received Qty	Unit Of Measure	Cold Chain Quarantine	* HPL
		1	Shipped	1715001	-	Pediacel	BA_BN_EPH60-01	28.0	28.0	SKU Units	<input type="checkbox"/>	
<b>Catalogue Item Code:</b>				1715001			<b>Product Lot Expiry Date:</b>		2015 Nov 28			
<b>Catalogue Item Description:</b>				Diphtheria, Tetanus, acellular Pertussis, Polio & Haem								
<b>*Acquisition Unit Cost:</b>												
<b>Requested Qty:</b>				28.0			<b>Extended Cost:</b>					
<b>Requested Qty:</b>				28.0			<b>Backorder Qty:</b>					

## System performance

On occasion, users may notice Panorama system performance delays. This has occurred when multiple users are uploading class lists at the same time. If you encounter system delays, it is recommended that you continue to upload your class lists to assign the school, grade and year and then wait until the following day to attach the students to a mass immunization event. This will allow the system adequate time to respond to the multiple requests received at the same time.

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## Reminder: Submit influenza orders in "draft"

When placing influenza vaccine orders in Panorama, public health units are to **save** their requisition but not **submit** them. The requisition must remain in "draft". If an influenza order requisition is submitted, it will be cancelled as orders cannot be put back into draft form.

Requisition Item Summary View									
Reconcile		Remove Line Item(s)		Reset Invoice Status					
		Product Alternate ID:	Catalogue Item Name:	List Price	Requester QOH:	Average Monthly Demand:	Requisition Quantity:	Approved Quantity:	Requisition Line Item Status:
<input type="checkbox"/>	<input type="checkbox"/>	1715059	Influenza 0.2 ml Nasal Spray - 10/box	59.10	0.0	0.0	12.0		Draft

Some orders have already been submitted so please check your offices' orders and if they have been cancelled, then create a new order and save the requisition without submitting it.

Remember to document any special delivery instructions (e.g. Expired vaccine for pick up, delivery dates and times, clinic dates) in the Ship-to Instructions field on the Requisition so that they appear on the manifest.

### Ship-to Instructions:

Deliver before 4 pm

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