Public Health Information Management System (PHIMS)

Module 6:
How to Record COVID-19 Immunizations Administered by Non Public Health Users

Recording COVID-19 Immunizations

<u>Step 1:</u>

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

Recording COVID-19 Immunizations

Step 2:
Select "Immunization Defaults"
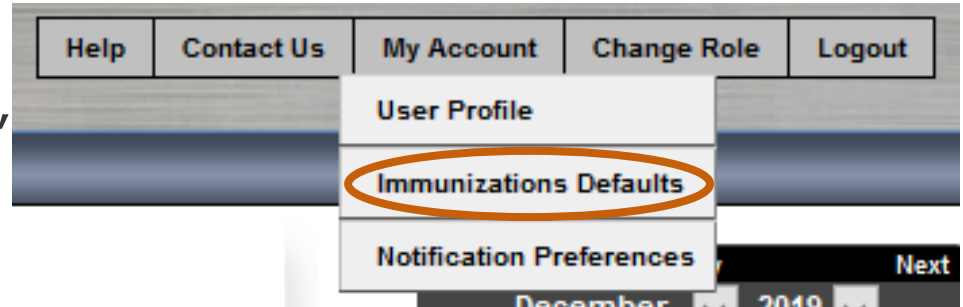
Step 3:
Verify that the immunization defaults are correct. If they are not correct, set up the defaults correctly.

Example:

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

Recording COVID-19 Immunizations

Refer to Quick Reference Card (QRC) 2.5a for detailed instructions on Recording Historical COVID-19 Immunizations with details

Located at: [2.5a Recording Historical COVID-19 Immunization with Details](#)

Recording COVID-19 Immunizations

Step 4:

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

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Step 5:

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

Recording COVID-19 Immunizations

Step 6:

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

Recording COVID-19 Immunizations

Step 7:
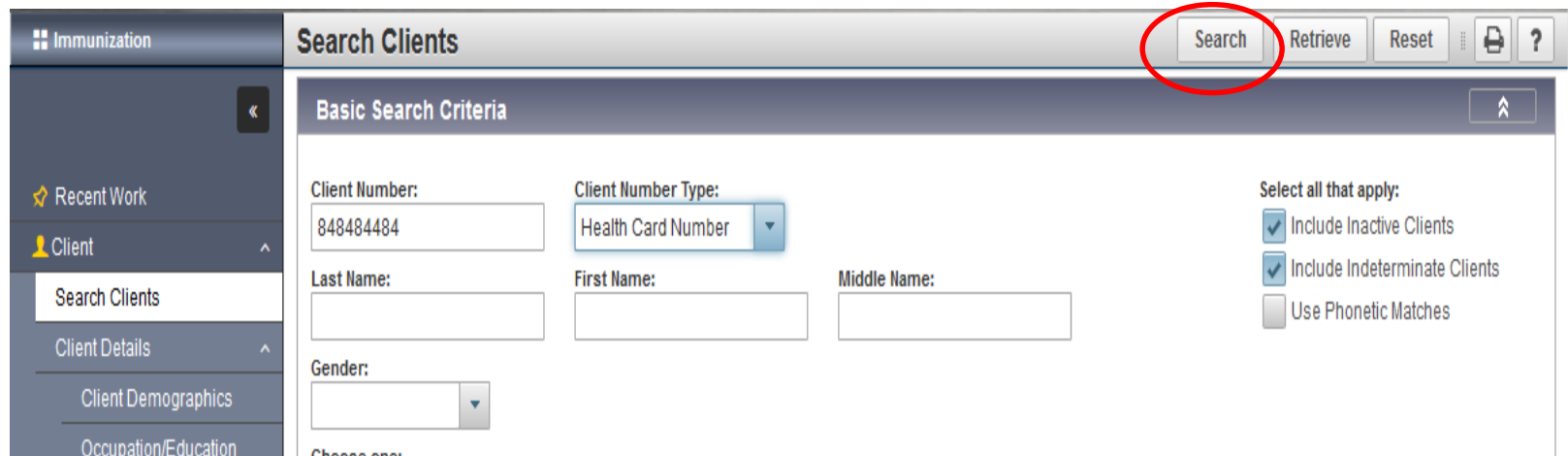
Select "Health Card Number" from the Client Number Type drop down menu.

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Step 8:

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

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Step 9:

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

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Step 10:

Click "Client Imms Profile" to open the client's Immunization record.

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Step 11:

The client's Immunizations profile displays - review any COVID-19 Immunization History.

Expand the **Immunization History – Detailed Data Table** and select either "*Add Single Immunization*" or "*Add One or More Immunizations*" (QRC 2.5a follows the "*Add Single Immunization*" workflow)

Adding a Single COVID-19 Immunization 'Add Historical'

<u>Step 12:</u>

Select the appropriate Agent from the drop down menu, enter the date the vaccine was administered, enter the Reason for Immunization and <u>ensure the Organization and Service Delivery Location are correct</u>.

*For COVID-19 Immunizations given Out of Province or Out of Country, the Organization and SDL should reflect 'Out of Province'/'Out of Country'

*Only Health Canada approved COVID-19 vaccines can be recorded historically in PHIMS at this time.

Adding a Single COVID-19 Immunization 'Add Historical'

Step 13:

Select the **Lot number** for the COVID-19 vaccine from the drop down menu. The Dosage, Dosage UOM, **Trade Name** and Manufacturer will auto-populate. The **Trade Name MUST BE ENTERED** for COVID-19 Immunizations to enable the Forecaster to work and forecast a second dose. Click **Apply**.

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Step 14:

Verify that the COVID-19 Immunization was added successfully. Click **Save**. A pop up message appears at the top of the page.

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Step 15:

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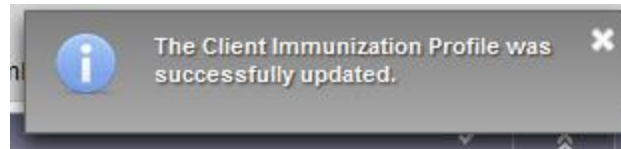
Questions

If you have any questions, contact Digital Health

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