



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)




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

Recording COVID-19 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, there is a navigation bar with the following buttons: Help, Contact Us, My Account (circled in orange), Change Role, and Logout. Below the navigation bar, there is a section titled "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 main menu items:
 - 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".

On the right side of the page, there is a calendar for December 2019. The calendar shows the following dates:

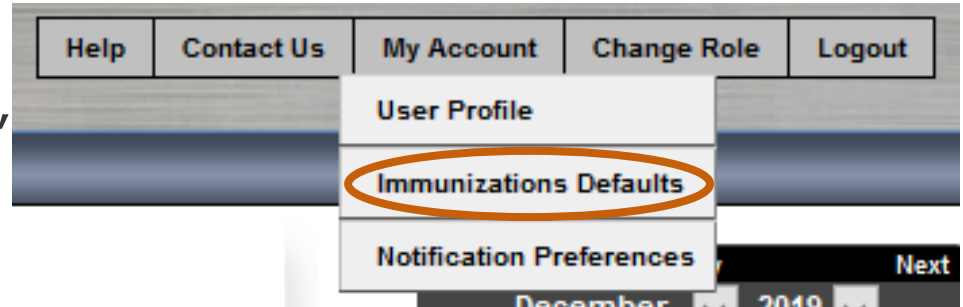
Prev	Today						Next
December 2019							
Su	Mo	Tu	We	Th	Fr	Sa	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Below the calendar, there is a section titled "External Reference Links" with the text "LINKS WILL OPEN A NEW WINDOW" and a message: "No Reference Link has been added".

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: **Immunization User Defaults**

A screenshot of the 'Immunization User Defaults' form. The form is titled 'Immunization User Defaults' and has a sub-header 'General Immunization Defaults'. It contains several input fields and a radio button group. The 'Provider:' field has the placeholder text 'e.g. Provider Last Name, First Name'. The 'Organization:' field has the text 'Manitoba Corrections, Manitoba'. The 'Service Delivery Location:' field has the text 'Headingley Correctional Centre, Headingley'. The 'Holding Point Name:' field is empty. The 'Holding Point Location:' field is empty. There is a radio button group for 'Apply defaults to Historical Immunizations:' with 'Yes' selected and 'No' unselected. Each input field has an information icon and a search icon.

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.

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

Prev Today Next
December 2019

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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 COVID-19 Immunizations

Step 5:

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

The screenshot shows the 'Search Clients' interface. On the left, the navigation bar includes 'Immunization', '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 contains the following fields and options:

- Client Number:** Text input field
- Client Number Type:** Dropdown menu
- Last Name:** Text input field
- First Name:** Text input field
- Middle Name:** Text input field
- Gender:** Dropdown menu
- Choose one:** Radio button options:
 - Date of Birth:** Text input field with placeholder 'yyyy/mm/dd'
 - Date of Birth Range:** Text input fields with placeholder 'yyyy/mm/dd' and 'Effective From: To: yyyy/mm/dd'
 - Age:** Text input field with placeholder 'e.g. 2 or 0-18 or 18-99' and a 'Year(s)' dropdown menu
 - None of the above** (selected)
- Select all that apply:** Checkboxes:
 - Include Inactive Clients
 - Include Indeterminate Clients
 - Use Phonetic Matches

At the top right of the main area, there are buttons for 'Search', 'Retrieve', 'Reset', a printer icon, and a help icon.

Recording COVID-19 Immunizations

Step 6:

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

The screenshot shows the 'Search Clients' interface. On the left is a navigation menu with 'Immunization' at the top, followed by 'Recent Work', 'Client', 'Search Clients', 'Immunizations', 'Document Management', 'Reporting & Analysis', 'Administration', and 'Imms Defaults'. The main area is titled 'Search Clients' and contains a 'Basic Search Criteria' section. The 'Client number:' field is circled in red. Other fields include 'Client Number Type:', 'Last Name:', 'First Name:', 'Middle Name:', 'Gender:', and 'Choose one:' with options for 'Date of Birth:', 'Date of Birth Range:', 'Age:', and 'None of the above'. On the right, there are checkboxes for 'Include Inactive Clients', 'Include Indeterminate Clients', and 'Use Phonetic Matches'. At the top right of the search area are buttons for 'Search', 'Retrieve', 'Reset', and a help icon.

Recording COVID-19 Immunizations

Step 7:

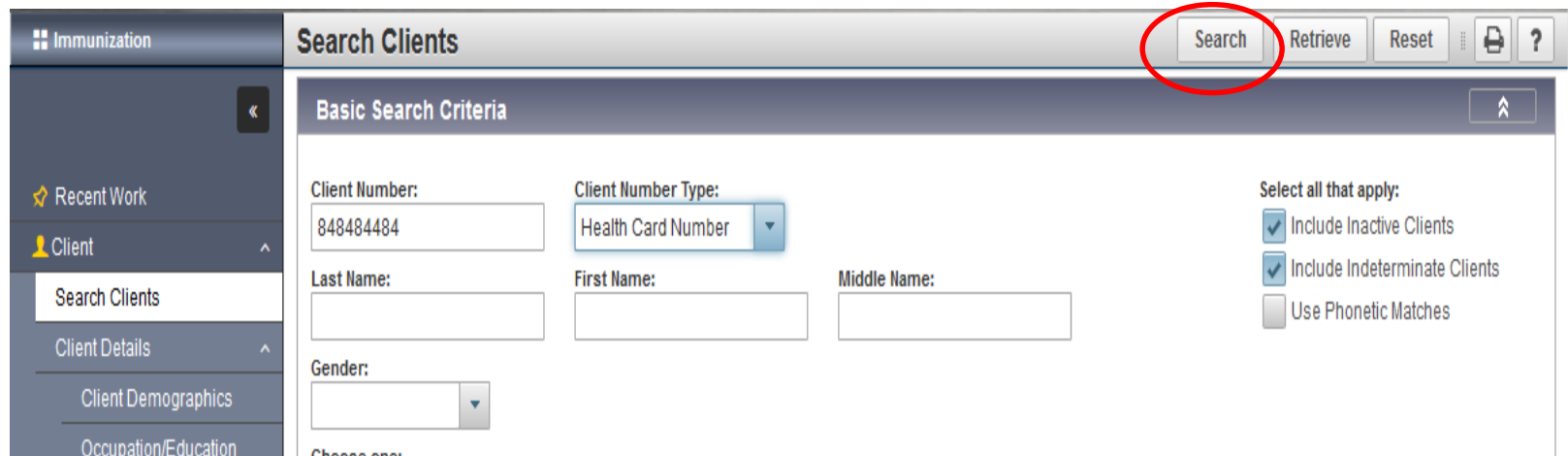
Select "Health Card Number" from the Client Number Type drop down menu.

The screenshot shows the 'Search Clients' interface. On the left is a sidebar with navigation options: Immunization, Recent Work, Client, Search Clients, Immunizations, Document Management, Reporting & Analysis, Administration, and Imms Defaults. The main area is titled 'Search Clients' and contains a 'Basic Search Criteria' section. The 'Client Number Type' dropdown menu is open, showing three options: 'Client ID', 'Health Card Number' (which is circled in red), and 'Additional ID'. Other search criteria include 'Client Number', 'Last Name', 'Middle Name', 'Gender', 'Date of Birth', 'Date of Birth Range', 'Age', and 'Effective From: To'.

Recording COVID-19 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 top navigation bar includes a 'Search Clients' title and a toolbar with buttons for 'Search', 'Retrieve', 'Reset', and a help icon. The 'Search' button is circled in red. Below the toolbar is a 'Basic Search Criteria' section with the following fields:

- Client Number:** Text input containing '848484484'
- Client Number Type:** Dropdown menu set to 'Health Card Number'
- Last Name:** Text input
- First Name:** Text input
- Middle Name:** Text input
- Gender:** Dropdown menu

On the right side, there is a 'Select all that apply:' section with three checkboxes:

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

A left sidebar contains navigation options: 'Recent Work', 'Client', 'Search Clients', 'Client Details', 'Client Demographics', and 'Occupation/Education'.

Recording COVID-19 Immunizations

Step 9:

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 is highlighted, and a red circle is drawn around the check box in the first column of that 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

Recording COVID-19 Immunizations

Step 10:

Click “Client Imms Profile” to open the client’s Immunization record.



The screenshot shows a search results window titled "Search Results" with a checkmark and an upward arrow icon in the top right corner. 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 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 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 checked="" type="checkbox"/>	14	302152018	Agnarsson	Adrian	Male	1951 Nov 23	Winnipeg Health (including Churchill)	Active

Recording COVID-19 Immunizations

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)

The screenshot displays the 'Immunizations' profile for a client. The interface includes a sidebar with navigation options: Immunization, Recent Work, Client, Search Clients, Immunizations, Immunization Profile, Document Management, Reporting & Analysis, Administration, and Imms Defaults. The main content area is titled 'Immunizations' and features a top bar with 'Save', 'Reset', and 'More' buttons, along with utility icons for log, print, help, and refresh. The client's information is shown in a summary grid, including Client ID (14), Name (Agnarsson, Adrian / Male), Health Card No (302152018), and Date of Birth / Age (1951 Nov 23 / 68 years). Below this, the 'Immunization Details' section shows a summary grid of immunizations. The 'Immunization History - Detailed Data Table' is expanded, showing a table with columns for Agent, Date Administered, Age at Administration, Status, Trade Name, Body Site, and Volume. A red circle highlights the 'Add Single Immunization' button in the top right corner of the detailed data table.

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		

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

Adding a Single COVID-19 Immunization 'Add Historical'

Step 12:

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

*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.

The screenshot shows the 'Add Immunization' form in the PHIMS system. The form is titled 'Immunization History - Detailed Data Table' and has a sub-header 'Add Immunization'. The form is divided into several sections:

- Immunization Type:** Set to 'Historical'.
- Agent:** A dropdown menu showing 'COVID19-Pfizer'.
- Date Administered:** A date picker showing '2021/03/03'.
- Age at Administration:** Fields for '32' years, '0' months, and '0' days.
- Consent Readiness:** Set to 'Missing'.
- Reason for Immunization:** A dropdown menu showing 'Routine (age-based indi...'.
- Information Source:** A dropdown menu.
- Provider:** A text field with 'e.g. Provider Last Name, First Name' and search icons.
- Verification Status:** Radio buttons for 'Requested', 'Not Requested' (selected), and 'Completed'.
- Organization:** A text field showing 'Winnipeg Health (including Churchill), Winnipeg, Manitoba'.
- Service Delivery Location:** A text field showing 'Nine Circles Community Health Centre, Winnipeg, Manitob...'.

Red boxes highlight the Agent, Date Administered, Reason for Immunization, Organization, and Service Delivery Location fields.

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**.

Vaccine Details

Holding Point Name:

Holding Point Location:

Publicly Funded

Lot Number: Display Expired and Recalled Lots

Show All Publicly Funded Non-Publicly Funded

ⓘ

Dosage:

Site:

ⓘ


* Dosage UOM:

Route:

Manufacturer:

Comments:

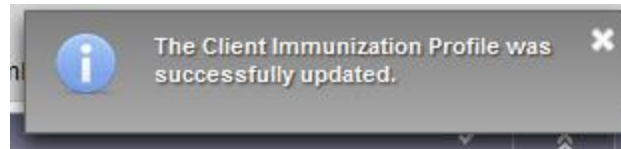
(4000 characters remaining.)



Recording COVID-19 Immunizations

Step 14:

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



Recording COVID-19 Immunizations

Step 15:

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