



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)



Module 8: How to Delete an Immunization that was Recorded by a Non Public Health User

Deleting 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 on the left, and the user's jurisdiction, "Generic WRHA20 - ALL: MB_NON_PH_PROVIDER", is shown on the right. Below the logo, the text "Panorama Dev3" is present. In the top right corner, there are notification counts: "Threshold Notifications: 0" and "Jurisdiction Notifications: 0". A navigation bar contains links for "Help", "Contact Us", "My Account", and "Logout". The "IMMUNIZATION" tab is highlighted with a red circle. Below the navigation bar, a message states: "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." A form for specifying the Service Delivery Location (SDL) is shown, with "Winnipeg Health SDL" selected. Below this, there are four main functional areas: "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 to "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".

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Step 2:

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' (highlighted with a red circle), '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:
 - Date of Birth Range:
 - Age:
 - None of the above
- 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.

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Step 3:

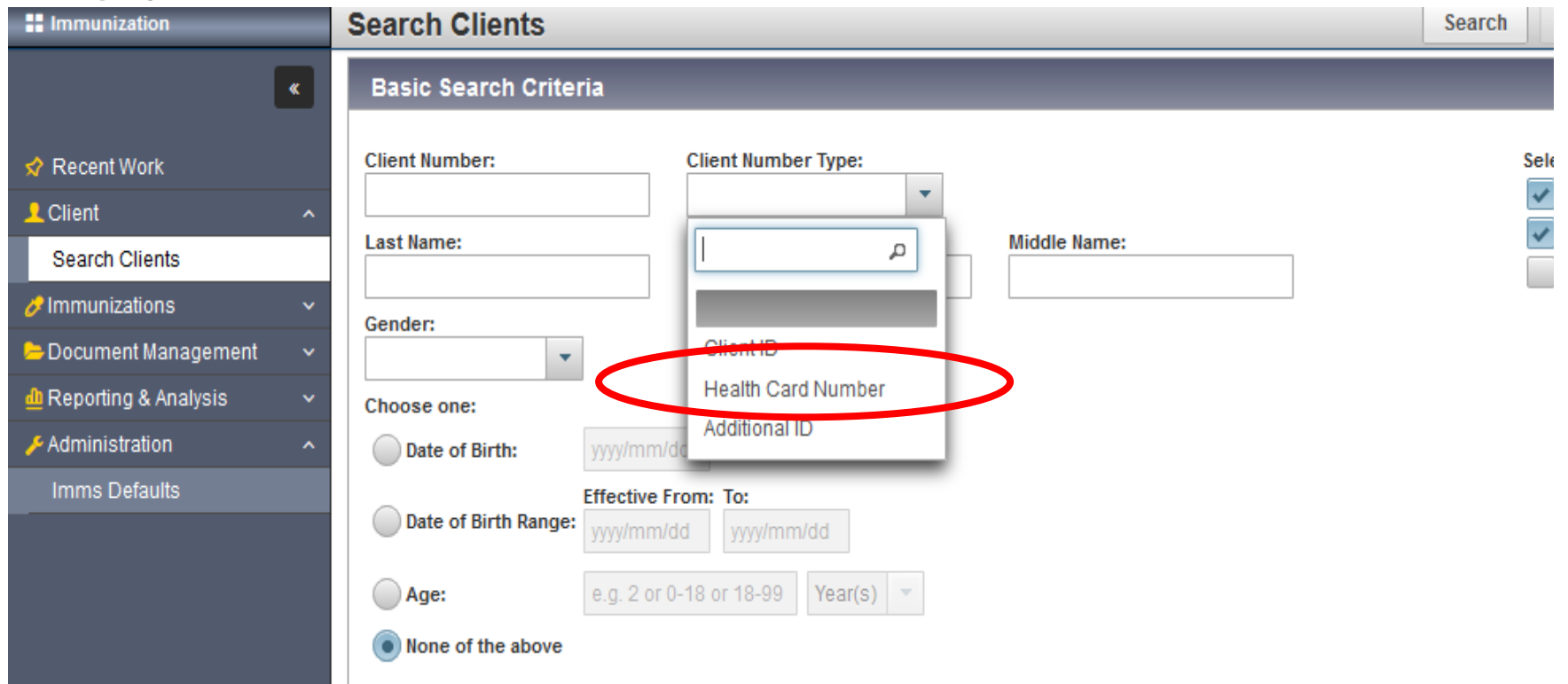
Enter the client's PHIN number beside "Client Number".

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.

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Step 4:

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

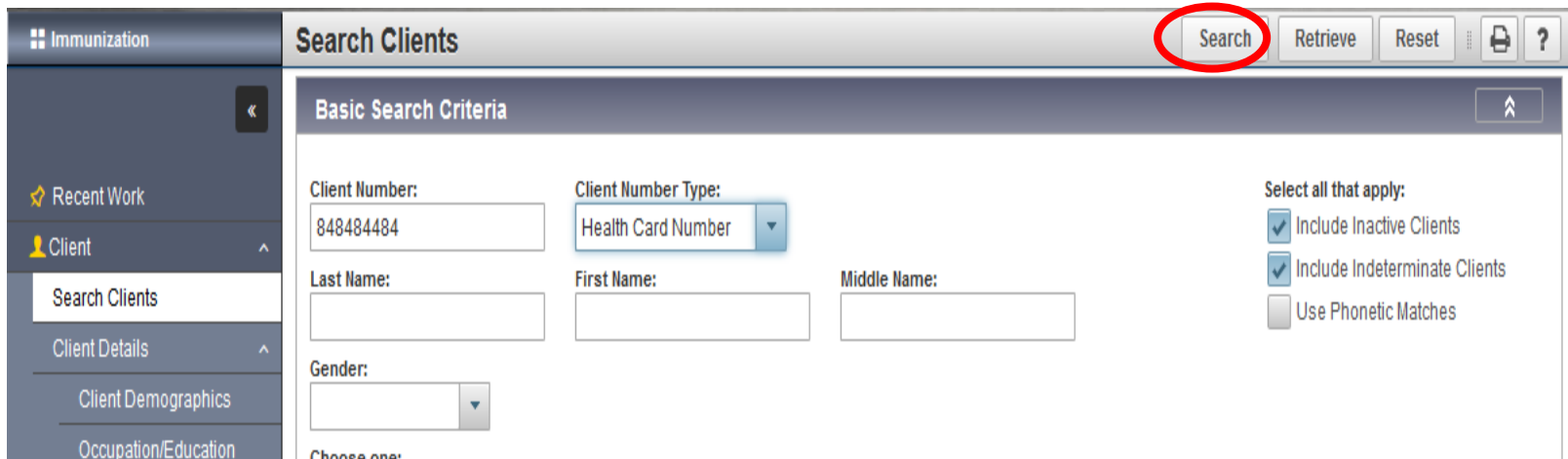


The screenshot displays the 'Search Clients' interface. On the left is a navigation menu with 'Search Clients' highlighted. The main area is titled 'Basic Search Criteria' and contains several search fields: 'Client Number', 'Last Name', 'Middle Name', 'Gender', and 'Choose one:'. The 'Client Number Type' dropdown menu is open, showing options: 'Client ID', 'Health Card Number' (circled in red), and 'Additional ID'. Below the dropdown are fields for 'Date of Birth', 'Date of Birth Range', 'Age', and 'None of the above'. The 'Effective From: To:' field is also visible.

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Step 5:

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

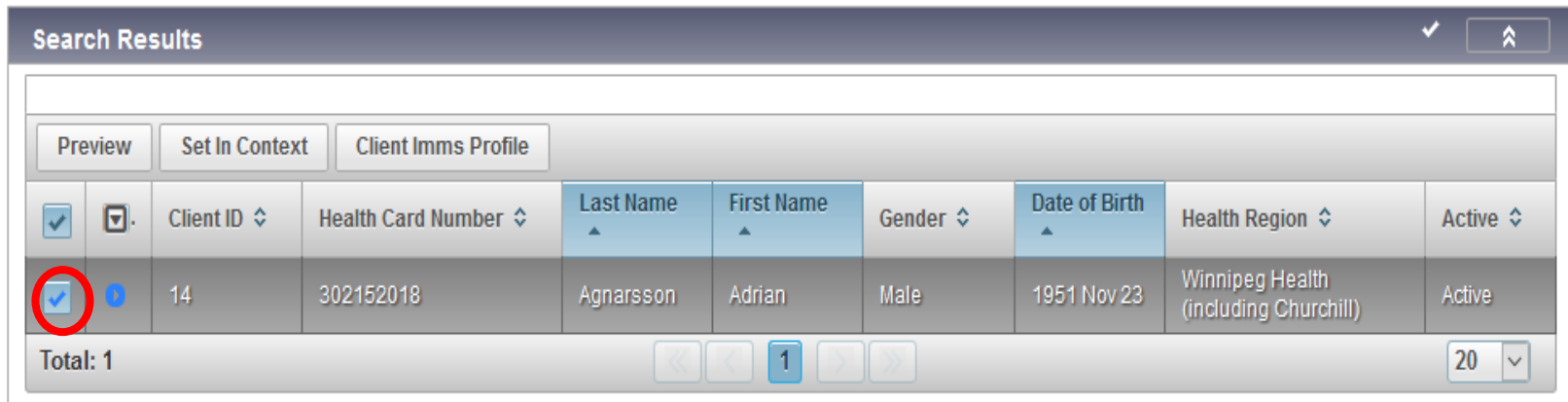


The screenshot shows a web application interface for searching clients. The top navigation bar includes a 'Search' button, which is circled in red. Other buttons in the top right are 'Retrieve', 'Reset', a printer icon, and a help icon. The main content area is titled 'Basic Search Criteria' and contains several input fields: 'Client Number' (with the value '848484484'), 'Client Number Type' (a dropdown menu set to 'Health Card Number'), 'Last Name', 'First Name', 'Middle Name', and 'Gender' (a dropdown menu). On the right side, there is a section titled 'Select all that apply:' with three checkboxes: 'Include Inactive Clients' (checked), 'Include Indeterminate Clients' (checked), and 'Use Phonetic Matches' (unchecked). A left sidebar contains navigation options: 'Recent Work', 'Client' (expanded), 'Search Clients' (selected), 'Client Details', 'Client Demographics', and 'Occupation/Education'.

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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 first row is highlighted, and its first checkbox is circled in red. The table has columns for Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active status. There are also navigation buttons at the bottom of the table.

<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

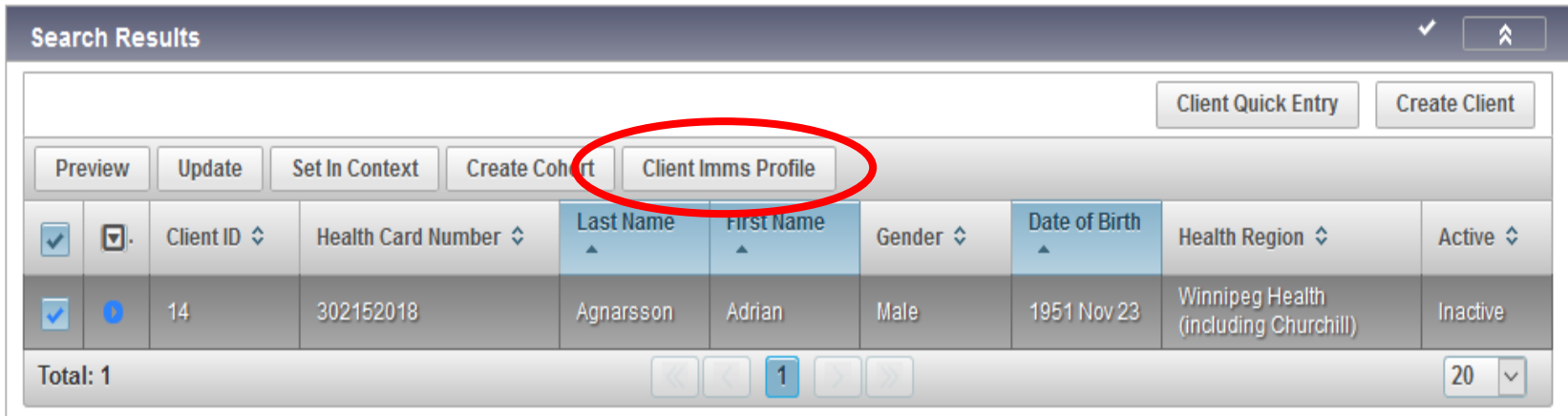
Navigation: << < 1 > >>

Page Size: 20

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Step 7:

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



The screenshot shows a search results interface with a table of client records. The 'Client Imms Profile' button is circled in red. 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 record 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 Inactive.

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

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Step 8:

Expand the 'Immunization History – Detailed Data Table' panel, select the radio button beside the Immunization you wish to delete. Click 'Delete'

The screenshot displays two panels from a software interface. The top panel, titled 'Immunization Details', contains a 'Summary Grid' table. The bottom panel, titled 'Immunization History - Detailed Data Table', contains a table with columns for Agent, Date Administered, Age at Administration, Status, Trade Name, Body Site, and Volume. The table has two rows for 'DTaP-IPV-Hib' immunizations. The second row, dated '2015 Oct 23', has a radio button selected, which is circled in red. Above the table are buttons for 'Update', 'Copy/Replace', 'View', and 'Delete'. To the right of the table are buttons for 'Add Single Immunization' and 'Add One or More Immunizations'.

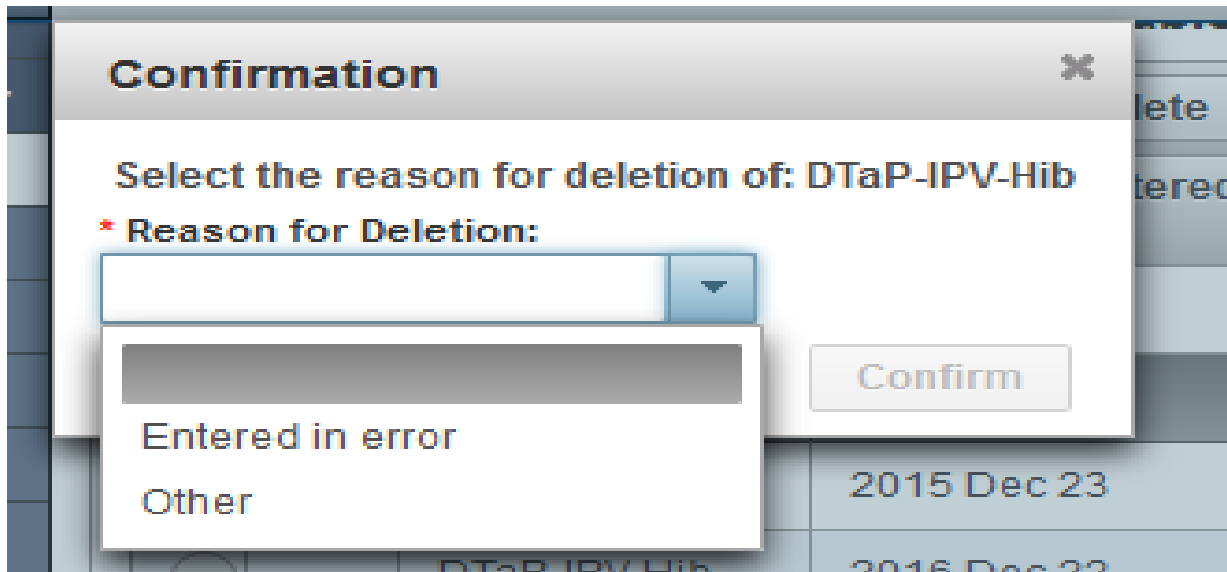
Agent	Date Administered	Date Administered	Date Administered	Date Administered	Date Administered	Date Administered
DTaP-IPV-Hib	2015 Aug 22	2015 Oct 23	2015 Dec 23	2016 Dec 22		
Inf-Intramuscular	2016 Jun 21					
MMRV	2016 Jun 21					
Pneu-C-13	2015 Dec 23	2016 Dec 22				
Pneu-C-7	2015 Aug 22	2015 Oct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

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Step 9:

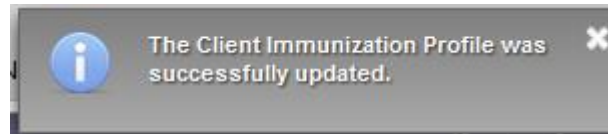
A new modal opens. Select "Entered in Error", from the drop down menu, as the reason for deletion. Click "Confirm"



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Step 10:

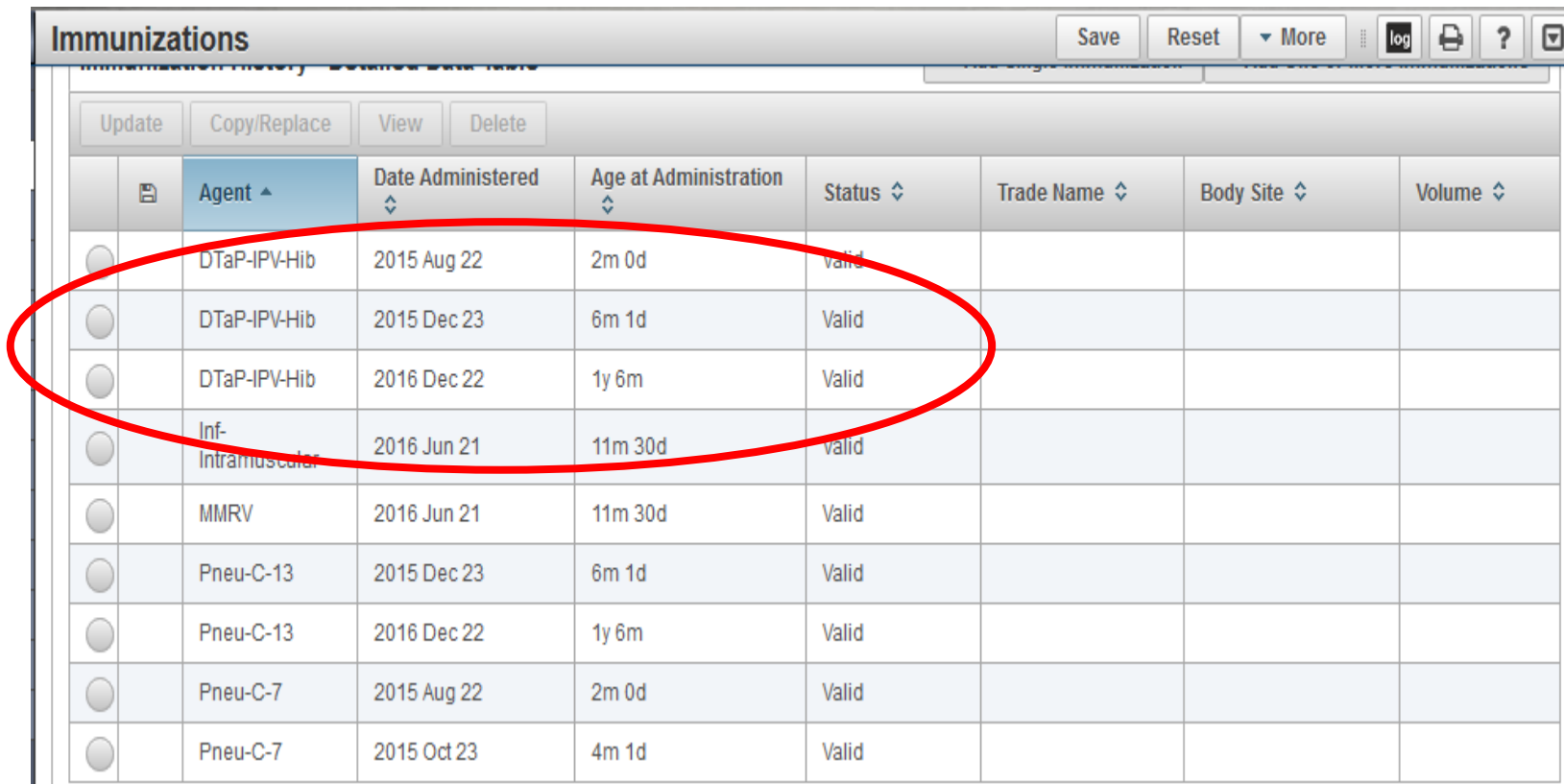
Click the 'Save' button on the top nave, a pop up message will appear



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Step 10:

Verify that the immunization you selected has been deleted.



The screenshot shows a web application interface for managing immunizations. At the top, there are buttons for 'Save', 'Reset', and 'More'. Below these are icons for 'log', a printer, a help icon, and a refresh icon. The main area contains a table with columns: 'Agent', 'Date Administered', 'Age at Administration', 'Status', 'Trade Name', 'Body Site', and 'Volume'. The first three rows of the table are circled in red, indicating they are the focus of the step. The first row is highlighted in blue, suggesting it is the selected record.

	Agent ^	Date Administered ^	Age at Administration ^	Status ^	Trade Name ^	Body Site ^	Volume ^
<input type="radio"/>	DTaP-IPV-Hib	2015 Aug 22	2m 0d	Valid			
<input type="radio"/>	DTaP-IPV-Hib	2015 Dec 23	6m 1d	Valid			
<input type="radio"/>	DTaP-IPV-Hib	2016 Dec 22	1y 6m	Valid			
<input type="radio"/>	Inf- Intramuscular	2016 Jun 21	11m 30d	Valid			
<input type="radio"/>	MMRV	2016 Jun 21	11m 30d	Valid			
<input type="radio"/>	Pneu-C-13	2015 Dec 23	6m 1d	Valid			
<input type="radio"/>	Pneu-C-13	2016 Dec 22	1y 6m	Valid			
<input type="radio"/>	Pneu-C-7	2015 Aug 22	2m 0d	Valid			
<input type="radio"/>	Pneu-C-7	2015 Oct 23	4m 1d	Valid			

Questions

If you have any questions, contact Digital Health

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