

MEMO

Date: April 12, 2021

To: All Pharmacy PHIMS Users

From: Lynda Tjaden, Executive Director, Population and Public Health, Manitoba Health, Seniors and Care
Dr. Richard Baydack, Director, Communicable Disease Control, Manitoba Health, Seniors and Care
Dr. Tim Hilderman, Medical Lead, Communicable Disease Control, Manitoba Health, Seniors and Care
Kathy Koschik, Manager, Public Health Systems, Digital Health Shared Health

cc: Dr. Carol Kurbis, Medical Officer of Health, Manitoba Health, Seniors and Care
Inga Hossack, Policy Analyst, Communicable Disease Control, Manitoba Health, Seniors and Care

Re: **AstraZeneca/Covishield Inventory – Public Health Information Management System (PHIMS)**

It has come to our attention that some providers have been able to obtain extra doses from the AstraZeneca/Covishield vaccine vials. In order for your “inventory on hand” to be accurate in PHIMS, please complete a manual, or “Physical Count”, of your inventory after each day and/or after each vial and update your PHIMS inventory accordingly. Otherwise, if the PHIMS inventory reaches zero, PHIMS will not allow you to add the extra doses, and you will not be able to document the extra doses administered in the client’s file(s).

If the inventory in PHIMS goes to zero before you have recorded all of the doses given to clients, you will need to contact the Shared Health Service Desk to have your inventory manually adjusted by the PHIMS support team. The Service Desk can be contacted at 204-940-8500, toll-free in Manitoba at 1-866-999-9698, or via email at servicedesk@sharedhealthmb.ca.

To locate the instructions on how to conduct a physical count of your inventory please refer to the resources available at <https://phimsmb.ca/resources/non-public-health/pharmacy/>. You will also be able to locate dates for upcoming Orientation Sessions.