

# MEMO

**Date:** July 28, 2021

**To:** All PHIMS Immunization Users

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

**CC:** Dr. Carol Kurbis, Medical Officer of Health, Manitoba Health and Seniors Care

**RE:** **Action Required: Out of Province COVID-19 Immunization Documentation**

---

When entering COVID-19 immunizations into PHIMS, you may be required to enter information for Manitoba residents who were immunized out of province, or for individuals residing in Manitoba who do not have a Manitoba Health Card/Personal Health Identification Number (PHIN).

To ensure the accuracy of client records within PHIMS, please follow the steps outlined for each scenario below.

## 1. Manitoba Residents – Immunized Out of Province

How to enter the information into PHIMS:

- Enter as 'Add Historical', select the Organization as 'Out of Province', select the Service Delivery Location (i.e. the province) where the vaccination was administered.
- If you are not able to enter the Lot Number in the field as displayed, enter this information in the Comments section. When entering vaccine details, enter as many details that are available, in particular the **Trade Name**. Refer to [QRC 2.5a for Information on Recording Historical Covid-19 Immunization with Details \(June 2021\)](#).
- If requested, print the client's immunization record and provide it to the client.

## Screenshot Illustrating the Above Steps

**Add Immunization** [Record Consent] [Apply] [Reset] [Print] [Close]

Immunization Type: Historical  
 Include non-inventoried agents  
 \* Agent: COVID19-Moderna  
 \* Date Administered: 2021/06/02 [Calendar] [hh:mm] CDT  
 Age at Administration: 20 years [ ] months [ ] days

Consent Readiness: Missing  
 Reason for Immunization: Routine (age-based indi...  
 Information Source: Documented immunization record

Provider: e.g. Provider Last Name, First Name [Search]  
 Verification Status:  Requested  Not Requested  Completed

Organization: Out of Province, Manitoba [Search]  
 Service Delivery Location: Ontario, Ontario [Search]

**Vaccine Details** [Up Arrow]

Holding Point Name: [ ] Holding Point Location: [ ] Publicly Funded:

Lot Number:  Display Expired and Recalled Lots  
 Show All  Publicly Funded  Non-Publicly Funded

Dosage: 0.5 Dosage UOM: mL  
 Site: Deltoid: left Route: Intramuscular  
 Trade Name: Moderna COVID-1... Manufacturer: [ ]

Comments: Moderna Lot # 300042460  
 (3977 characters remaining.)

[Record Consent] [Apply] [Reset]

## 2. Non-Manitoba Resident - Immunized in Manitoba – No PHIN

How to enter the information into PHIMS:

- Verify if the client has an existing record. Always perform a thorough search for a client record. When searching, ensure the 'Include Inactive Clients' checkbox is checked.
- If/when client record found, activate the record if necessary. For further information on Searching for a client record see: [Training & Support Tools - PHIMS \(phimsmb.ca\)](https://phimsmb.ca)
- *If the client's record does not exist:*
  - Create the client in PHIMS according to the [1.0 Create Client Record \(How To\)](#).  
**Note:** the ability to create a client record in PHIMS is determined by your PHIMS user role.
- Proceed to enter the vaccine dose as per the usual practice. Clients may require specific details of their immunizations (e.g. Lot Number) on their record; enter those details as provided.
- If requested, print the client's immunization record and provide it to the client.

**For users that cannot create clients in PHIMS as part of their user role:**

- Pharmacies must submit the COVID-19 Immunization Inputting Form found here: [Inputting Form for Pharmacies](#)
- Medical Clinics must submit the COVID-19 Immunization Inputting Form found here: [Inputting Form for Clinics](#)

**Note:** Please complete the above forms *legibly*, and *thoroughly*. Keep in mind this information is used to create/update the client's health record, and *must be current and accurate information*.

**Alternatively**, when a non-Manitoba resident is immunized in Manitoba and requires hardcopy proof to present to their home province/country. The client does not have a Manitoba health card/PHIN, they can complete an Immunization Record Request form found here: [COVID-19 Immunization Record Request | Health and Seniors Care | Province of Manitoba \(gov.mb.ca\)](#) to request a printed copy of their immunization record to be mailed to their home address.

### **Need support?**

If you require support with PHIMS access or with the PHIMS software application, please contact the Shared Health Service Desk at:

**Email:** [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca) (please state “PHIMS” in the subject line of the email)

**Phone:** (204) 940-8500, **Toll free:** 1-866-999-9698

*For urgent matters contact the Service Desk by phone and speak with an agent to escalate your request. Please consult with a peer supporter before logging any service requests.*