

MEMO

Date: June 25, 2021

To: Non Public Health PHIMS 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
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CC: Dr. Carol Kurbis, Medical Officer of Health, Manitoba Health and Seniors Care
Communicable Disease Control Team, Manitoba Health and Seniors Care
PHIMS Operations Support Team

RE: **Updated Resources for Non Public Health PHIMS Users and Important Information about Service Delivery Location and Organization Selection for Immunizations**

Updated Resources for Non Public Health PHIMS Users

We have updated the resources for Non Public Health PHIMS users. These resources can be found here [Non Public Health - PHIMS \(phimsmb.ca\)](https://phimsmb.ca) and contain information on how to correctly record COVID-19 immunizations in PHIMS.

A list of the updated resources are as follows:

- Set up User Defaults
- Search for Client Record
- Record Immunizations for Non Public Health Users
- Record COVID-19 Immunizations for Non Public Health Users
- Record a Non Public Health Immunization (video)
- Recording Historical Immunization without Details QRC 2.1 (Module 5)
- Recording Historical Immunization with Details QRC 2.5 (Module 5)
- Recording Historical COVID-19 Immunization with Details QRC 2.5a (Module 6)

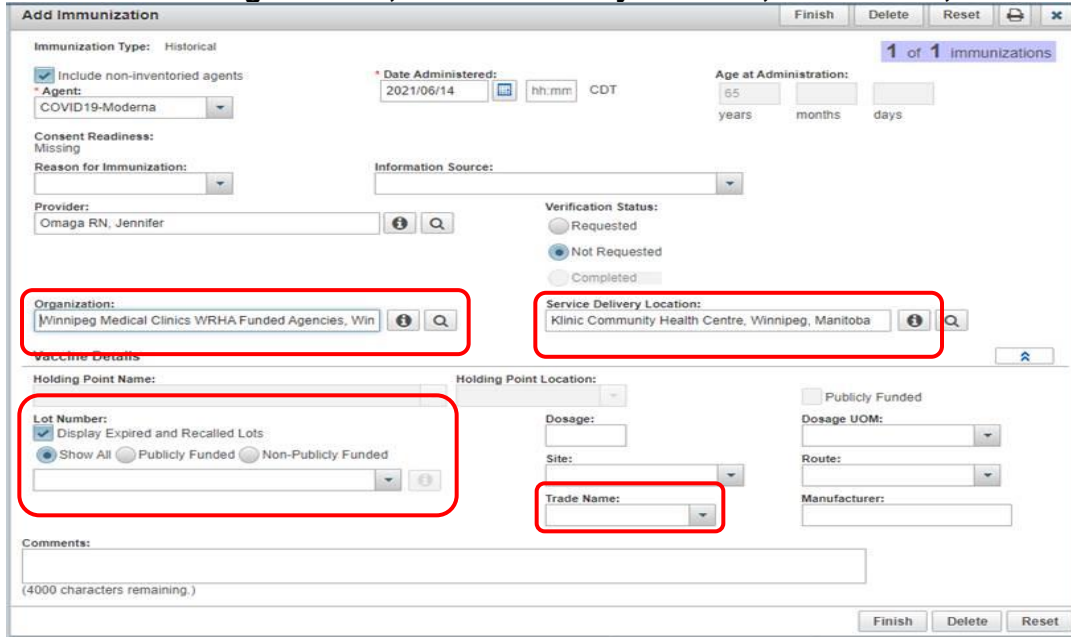
Important Information about Service Delivery Location and Organization

When entering immunizations into PHIMS, accuracy is a crucial component for creating reliable client records. In addition to recording vaccine agent and date, information such as Organization, Service Delivery Location, and vaccine details ensures that a client's record is complete. Keep in mind:

- The **Organization** represents the “who” that provided the service. For example, this could be the Regional Health Authority (Interlake-Eastern Health) or an affiliated organization (Interlake-Eastern Home Care).
- The **Service Delivery Location (SDL)** represents “where” the service (i.e. immunization) has taken place. For example, this could be a vaccine supersite, school or a clinic.

- The **Vaccine lot number** and **trade name** enables the PHIMS system to accurately forecast the client for subsequent doses, if necessary.

Screenshot of Organization, Service Delivery Location, Lot Number, and Trade Name



It is important to note that the Organization and SDL are **not 'connected'** and need to be selected separately. In some cases, the Organization and SDL may be the same. For example, Winnipeg Home Care (i.e. the Organization) provides service (i.e. immunization) at the Winnipeg Home Care (i.e. the SDL). In other cases, the Organization and SDL may be different. For example, the Winnipeg Medical Clinics WRHA Funded Agencies (i.e. the Organization) provides service (i.e. immunization) at the Klinik Community Health Centre, Winnipeg, Manitoba (i.e. the SDL).

It is very important to make sure that your immunization defaults are set properly to reflect your Organization and SDL. If you are adding immunizations NOT given by your Organization at your SDL, you will need to enter the correct Organization and SDL. This is imperative to ensure the client records are accurate and complete.

Refer to the email sent to you from the PHIMS Support Team via your Account Requestor. This will have a snapshot to show you how your defaults should be set. If you did not receive the email, please check with your Account Requestor, or submit a request to the Shared Health Service Desk.

Need support?

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

Email: 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 or trainer before logging any service requests.