

## MEMO

**Date:** February 11, 2022

**To:** All PHIMS Directors, Managers, All PHIMS Users

**From:** Lynda Tjaden, Executive Director, Population and Public Health, Manitoba Health and Seniors Care;  
Dr. Carol Kurbis, Medical Officer of Health, MHSC;  
Kathy Koschik, Manager, Public Health Systems, Digital Health, Shared Health

**cc:** Dr. Carla Loeppky, Director, Epidemiology and Surveillance Unit, Information Management & Analytics, Health, Seniors and Active Living;  
Debbie Nowicki, Associate Director, Epidemiology and Surveillance Unit, Information Management & Analytics, Health, Seniors and Active Living;  
Sandeep Anand, Director, Home & Community Care, Digital Health, Shared Health;  
Cornel Van Egmond, Project Manager, Digital Health, Shared Health

**Re:** **ADDENDUM: PHIMS Document Management – Context Documents, Additional Role with ability to upload documents**

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As of February 3, 2022, the 'Document Management – Context Documents' feature is available for use and will allow users to upload scanned documents to specific sections in PHIMS (e.g., Investigations, Immunizations, AEFI, Communication Log, Outbreaks, etc.) **Only specific users with designated PHIMS roles will have the ability to upload context documents. Other roles will only have access to view documents.**

Roles that can upload Context Documents:

- MB\_PRIVACY\_ANALYST
- MB\_CDI\_MEDICAL\_OFFICER
- MB\_CDI\_PUBLIC\_HEALTH\_COORDINATOR
- MB\_CDI\_PUBLIC\_HEALTH\_NURSE\_CLOSE
- MB\_CDI\_PUBLIC\_HEALTH\_NURSE
- MB\_CDI\_EPI\_ANALYST
- MB\_CDI\_MBHEALTH\_SURVEILLANCE
- MB\_CDI\_PUBLIC\_HEALTH\_CLERK
- MB\_PUBLIC\_HEALTH\_CLERK
- MB\_EPI\_ADMIN\*
- **MB\_PUBLIC\_HEALTH\_NURSE**

Roles that can only view Context Documents:

- MB\_CDI\_PUBLIC\_HEALTH\_NURSE\_MANAGER
- MB\_CDI\_PUBLIC\_HEALTH\_NURSE\_CLOSE\_OUTBREAK\_RESPONSE\_QA
- MB\_CDI\_PUBLIC\_HEALTH\_NURSE\_CLOSE\_OUTBREAK\_RESPONSE
- MB\_PHARMACY\_ORG
- MB\_OUTBREAK\_IMMUNIZER
- MB\_MDA\_PURCHASING
- MB\_RH\_SURVEILLANCE
- MB\_CENTRAL\_REPORT\_CLERK\*
- MB\_MEDICAL\_OFFICER\*
- MB\_EPI\_ANALYST\*
- MB\_PUBLIC\_HEALTH\_MANAGER\*  
(\*Roles pending future review)

**Need PHIMS 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](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 select 1 to speak with an agent to escalate your request. It is recommended that you consult with a local peer supporter before contacting the service desk.*