



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)



Module 9: Client Record - Print

Client Record - Print

Step 1:

Log into PHIMS and click the *Immunization* tab at the top of the page.

The screenshot shows the PHIMS (Public Health Information Management System) interface. At the top, the logo for PANORAMA (Public Health Solution for Disease Surveillance and Management) is visible, along with the text "Panorama Dev3". On the right side of the header, there are notification counts: "Threshold Notifications: 0" and "Jurisdiction Notifications: 0". A navigation menu includes "Help", "Contact Us", "My Account", and "Logout". The "IMMUNIZATION" tab is highlighted with a red circle. Below the header, 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 "Specify your Service Delivery Location (SDL)" is present, with "Service Delivery Location" set to "Winnipeg Health SDL" and "SDL Time Zone" set to "CDT". 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 for "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 a section for "External Reference Links" with a message: "NoRefLinkMsgKey No Reference Link has been added".

Client Record - Print

Step 2:

Click ***Search Clients*** from the left hand navigation (LHN)

PANORAMA
Public Health Solution for
Disease Surveillance and Management

3.2.3

Immunization

Search Clients Search Retrieve Reset

Basic Search Criteria

Client Number: Client Number Type:

Last Name: First Name: Middle Name:

Gender:

Choose one:

Date of Birth:

Date of Birth Range: Effective From: To:

Age: Year(s)

None of the above

Telephone Number:

Country: Number: x

Health Region Organization: Exact Match

Select all that apply:

Include Inactive Clients

Include Indeterminate Clients

Use Phonetic Matches

Recent Work

Client

Search Clients

Client Details

Client Warnings

Client Relationships

Client Households

Consent Directives

Allergies

Risk Factors

Travel History

Imms History Interpretation

Upload Clients

Client Merge

Resolved Client Matches

Cohort

Client Record - Print

Step 3:

Enter the client's PHIN number in the "Client Number" field.

PANORAMA
Public Health Solution for
Disease Surveillance and Management

3.2.3

Immunization

Search Clients Search Retrieve Reset

Basic Search Criteria

Client Number: **Client Number Type:**

Last Name: **First Name:** **Middle Name:**

Gender:

Choose one:

Date of Birth:

Date of Birth Range: **Effective From:** **To:**

Age:

None of the above

Telephone Number:

Country: **Number:** x

Health Region Organization: Exact Match

Select all that apply:

Include Inactive Clients

Include Indeterminate Clients

Use Phonetic Matches

Recent Work

Client

Search Clients

Client Details

Client Warnings

Client Relationships

Client Households

Consent Directives

Allergies

Risk Factors

Travel History

Imms History Interpretation

Upload Clients

Client Merge

Resolved Client Matches

Cohort

Client Record - Print

Step 4:

Select "Health Card Number" from the Client Number Type drop list.

The screenshot displays the PANORAMA Public Health Solution for Disease Surveillance and Management interface. The version number 3.2.3 is visible in the top right. The main navigation bar includes 'Immunization' and 'Search Clients'. The 'Search Clients' form is active, showing a dropdown menu for 'Client Number Type' with 'Health Card Number' selected and circled in red. The form includes fields for Client Number, Last Name, Middle Name, Gender, Date of Birth, Date of Birth Range, Age, and Telephone Number. Search filters include 'Include Inactive Clients', 'Include Indeterminate Clients', and 'Use Phonetic Matches'.

Client Record - Print

Step 5:

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

The screenshot shows a web application interface for searching clients. At the top right, there is a toolbar with buttons for 'Search', 'Retrieve', 'Reset', a printer icon, and a help icon. The 'Search' button is circled in red. Below the toolbar is a 'Basic Search Criteria' section with the following fields:

- Client Number:** Text input field containing '848484484'.
- Client Number Type:** Dropdown menu with 'Health Card Number' selected.
- Last Name:** Text input field.
- First Name:** Text input field.
- Middle Name:** Text input field.
- Gender:** Dropdown menu.

On the right side of the search criteria section, there is a 'Select all that apply:' section with three checkboxes:

- Include Inactive Clients
- Include Indeterminate Clients
- Use Phonetic Matches

On the left side of the interface, there is a navigation menu with the following items:

- Immunization
- Recent Work
- Client
- Search Clients** (highlighted)
- Client Details
- Client Demographics
- Occupation/Education

Client Record - Print

Step 6:

Click on the radio button beside the correct client listed in the ***Search Results*** factory table.

The screenshot shows a web interface for 'Search Results'. The title 'Search Results' is highlighted with a red box. Below the title are buttons for 'Client Quick Entry' and 'Create Client'. A row of action buttons includes 'Preview', 'Update', 'Set In Context', 'Create Cohort', and 'Client Imms Profile'. The main table has columns for Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active. The first row contains data for a client named Adrian Agnarsson, born 1951 Nov 23, in the Winnipeg Health region, who is inactive. A red circle highlights the radio button in the first column of this row. At the bottom, there is a 'Total: 1' indicator, a page number '1' in a blue box, and a dropdown menu set to '20'.

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

Client Record - Print

Step 7:

Take note of the Client ID #: . Click "Set in Context" to open the client record.

The screenshot shows a 'Search Results' window with a table of client records. The table has columns for Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active status. The 'Set In Context' button is circled in red, and the Client ID '993' in the first row is also circled in red. The table shows one record for a female client named Adele-1, born on 2015 Jun 22, with Health Card Number 225894742, located in the Prairie Mountain Health region.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Client ID ⇅	Health Card Number ⇅	Last Name ▲	First Name ▲	Gender ⇅	Date of Birth ▲	Health Region ⇅	Active ⇅
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	993	225894742	Adalardi-P-20191223	Adele-1	Female	2015 Jun 22	Prairie Mountain Health	Active

Total: 1

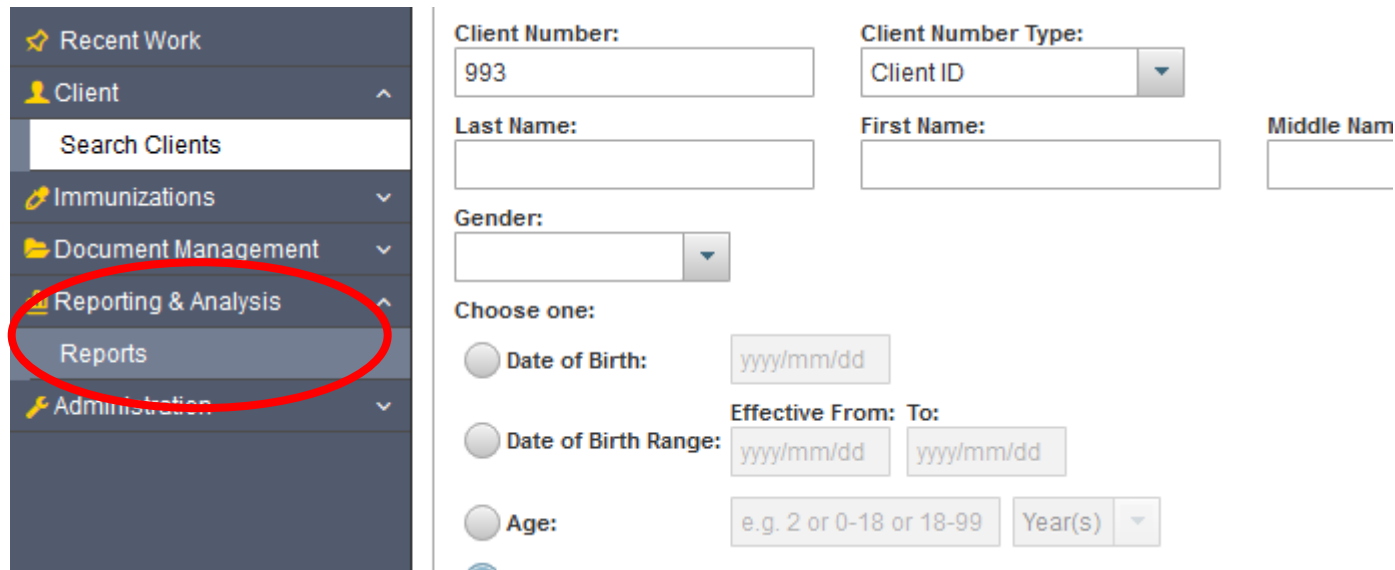
Message displays



Client Record - Print

Step 8:

Expand "Reporting & Analysis" on the left hand navigation (LHN) and click on "Reports"



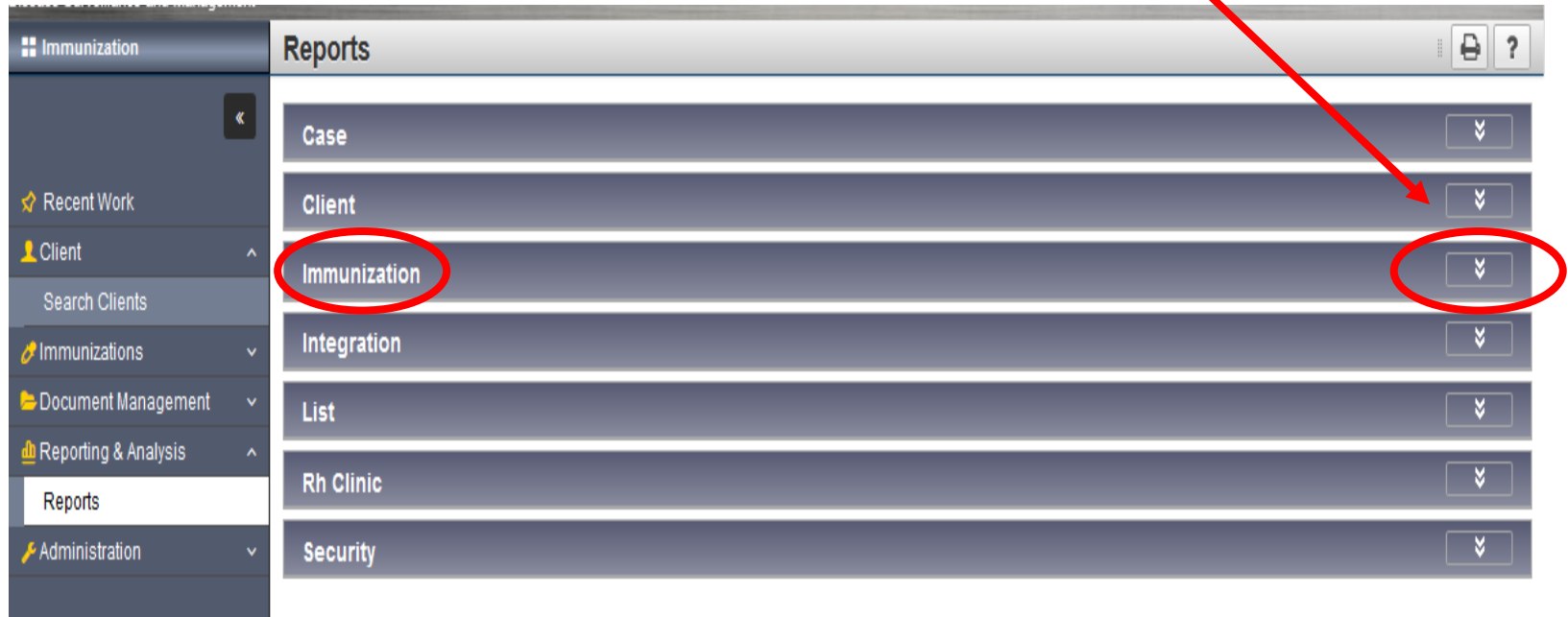
The screenshot shows a web interface for a client record. On the left is a dark navigation sidebar with the following items: 'Recent Work', 'Client', 'Search Clients', 'Immunizations', 'Document Management', 'Reporting & Analysis' (circled in red), and 'Administration'. The main content area contains a form with the following fields:

- Client Number:** Text input containing '993'
- Client Number Type:** Dropdown menu with 'Client ID' selected
- Last Name:** Text input
- First Name:** Text input
- Middle Name:** Text input
- Gender:** Dropdown menu
- Choose one:** Radio button selection for:
 - Date of Birth:** Text input with placeholder 'yyyy/mm/dd'
 - Date of Birth Range:** Two text inputs with placeholder 'yyyy/mm/dd' and 'Effective From: To:' label above them
 - Age:** Text input with placeholder 'e.g. 2 or 0-18 or 18-99' and a 'Year(s)' dropdown menu

Client Record - Print

Step 9:

Expand the *Immunization* panel, click <<chevron>>



Client Record - Print

Step 10: Click ***MB6800-Immunization Record*** hyperlink

The screenshot shows a software interface with a dark blue header bar labeled "Immunization" and an upward arrow icon. Below the header is a section titled "Operational Reports" with an upward arrow icon. Underneath, there are two buttons: "View Report Status" and "View Report History". A table with a light blue header row "Report Title ^" contains two rows. The first row is "MB6799-Archive Immunization Record" and the second row is "MB6800-Immunization Record", which is circled in red. Below the table is a section titled "Surveillance Reports" with an upward arrow icon.

Report Title ^
MB6799-Archive Immunization Record
MB6800-Immunization Record

Client Record - Print

Step 11:

Enter **Client's ID**, choose Client's preferred language and click **Generate Report Now** in the top nav bar

Set Report Filters Return **Generate Report Now** Schedule Report Reset

Report Filters

Report: MB6800-Immunization Record

*** Report Output:**
 PDF Excel (Data Only)

Client ID:

*** Language:**
Client's preferred language ▾

🔍

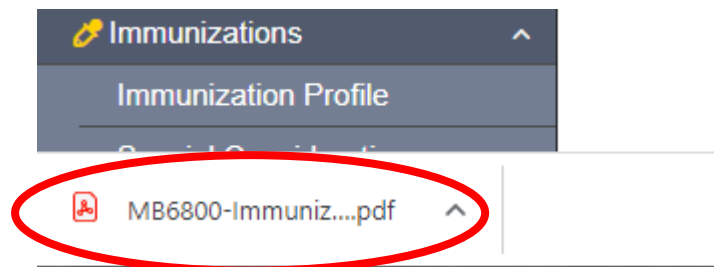
Client's preferred language
English
French

Client Record - Print

If you are using Edge: A new tab in PHIMS will open and the client's Immunization Record will display




If you are using Google Chrome: A PDF copy of the report will download, open PDF copy to view client's Immunization Record



Client Record - Print

The following is an example of a **Client Immunization Record**

1 of 2 Automatic Zoom

Date Printed: 2015-Jul-14 

Immunization Record

This document contains personal health information and is confidential. Personal health information may only be collected, used or disclosed where allowed by the Personal Health Information Act. If you have received this document in error, please immediately destroy it in a secure manner and notify the sender. Any unauthorized use, disclosure, distribution, or copying is strictly prohibited.

Personal Information

Last Name: Banner-W-20141110 **Personal Health Information Number (PHIN):** 259619955
First Name: Betty-1 **Date of Birth:** 2005-Jan-10 (Female)
Middle Name: **Age:** 10 yrs 6 mos at date of printing

Immunization History

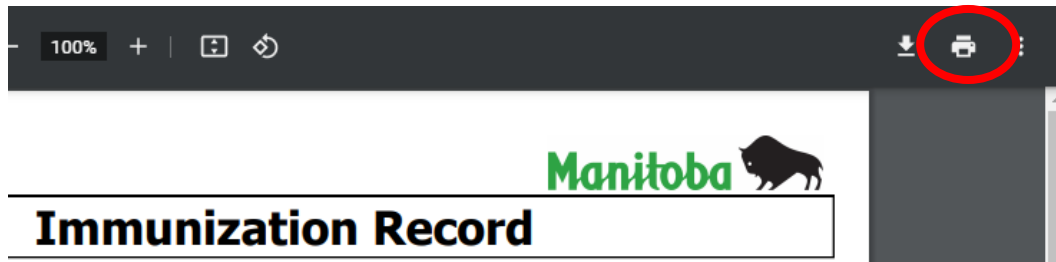
Vaccine	Abbreviation	Date of Immunization(s)			
Diphtheria, Tetanus, Acellular Pertussis, Inactivated Poliomyelitis	DTaP-IPV	2009 Jun 08			
Diphtheria, Tetanus, Acellular Pertussis, Inactivated Poliomyelitis, Haemophilus influenza type b	DTaP-IPV-Hib	2005 Aug 06	2005 Oct 06	2005 Dec 06	
Hepatitis B	HB	2015 May 09	2015 Jul 02		
Meningococcal Conjugate Type C	Men-C-C	2015 Jul 02			
Measles, Mumps & Rubella	MMR	2006 Jun 08	2009 Jun 08		
Pneumococcal Conjugate 7 valent	Pneu-C-7	2005 Aug 06	2005 Oct 06	2005 Dec 06	2006 Dec 06

Note:
Rubella = German Measles Varicella = Chicken Pox Zoster = Shingles Pertussis = Whooping Cough
Influenza only shows the 4 most recent immunizations.
X = All or part of this vaccine is invalid according to Manitoba's Immunization schedule. If you still require the immunization or part of the immunization, it will be listed in the table below.

Client Record - Print

To print the immunization record, click on the “Print Icon”

The following is an example using both Edge & Google Chrome:



Note: The immunization record is often 2 pages. Whenever possible it should be printed double sided.

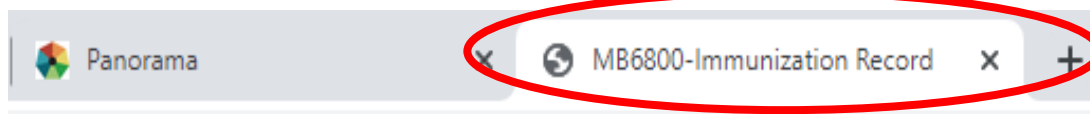
Client Record - Print

Once the Immunization Record has been printed, click on the “x” on the tab. This will bring you back to the client record.

The following is an example using Edge



The following is an example using Google Chrome



Printing an Individual Client Record

Points to Remember:

- Always close the Immunization Record once it has been printed.
- Ensure that the Immunization Record is not downloaded to the computer's hard drive. If it is, delete it from the download folder because the document contains personal health information.
- Format printer to print a two sided document

Questions

If you have any questions, contact Digital Health

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