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.

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Step 2:

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

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Step 3:

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

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Step 4:

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

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Step 5:

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

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Step 6:

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

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<u>Step 7:</u>

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

Message displays

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Step 8:

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

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Step 9:

Expand the *Immunization* panel, click <<chevron>>
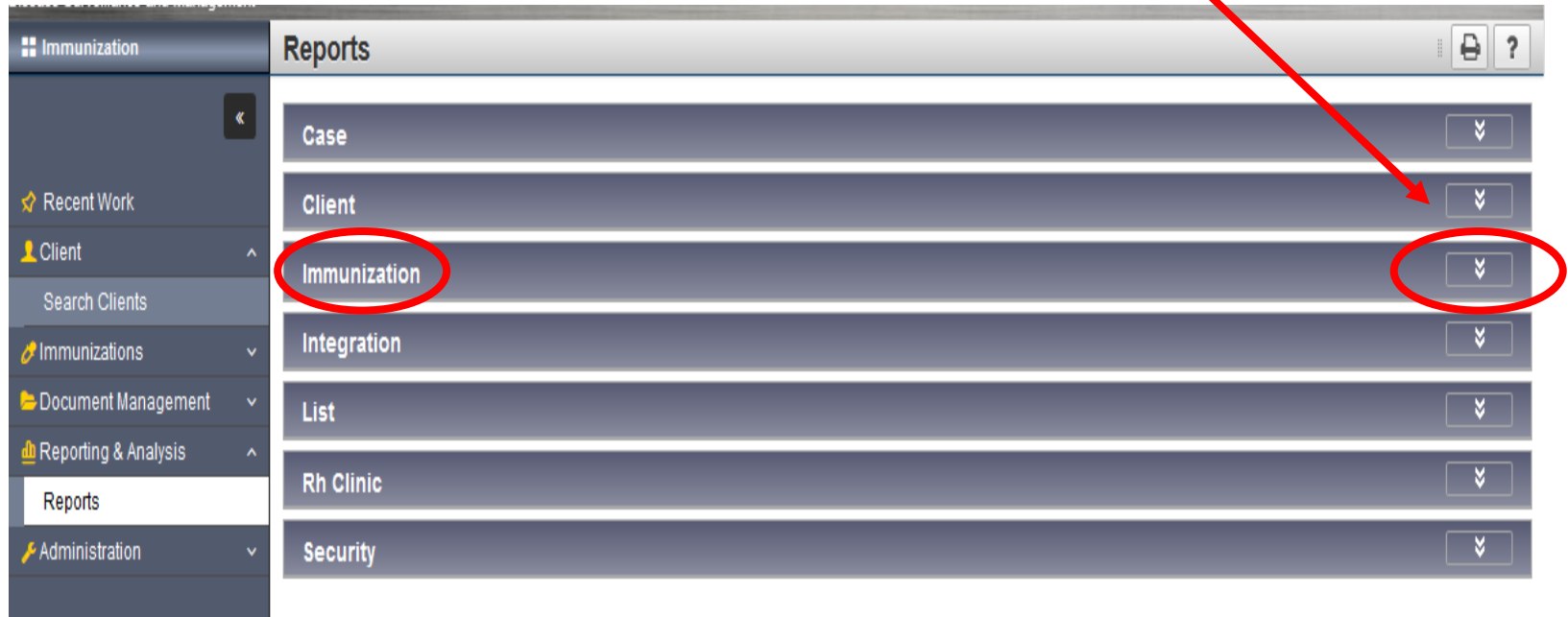
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Step 10: Click ***MB6800-Immunization Record*** hyperlink

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Step 11:
Enter **Client's ID,** choose Client's preferred language and click
Generate Report Now in the top nav bar

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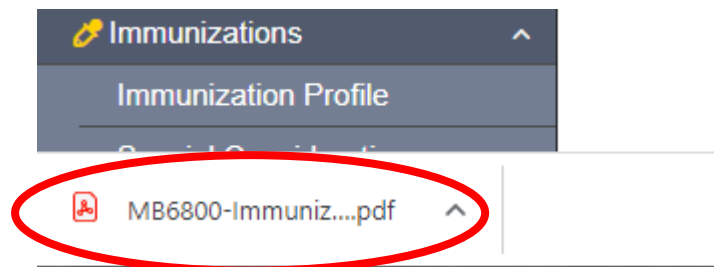
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The following is an example of a **Client Immunization Record**

Client Record - Print

To print the immunization record, click on the "Print Icon"

The following is an example using both Edge & Google Chrome:
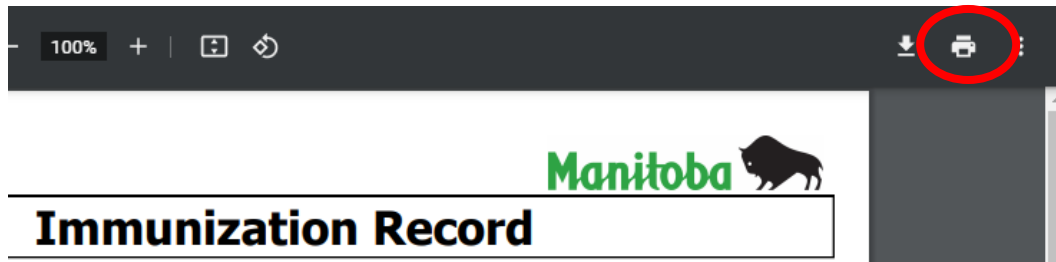
Note: The immunization record is often 2 pages. Whenever possible it should be printed double sided.

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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.
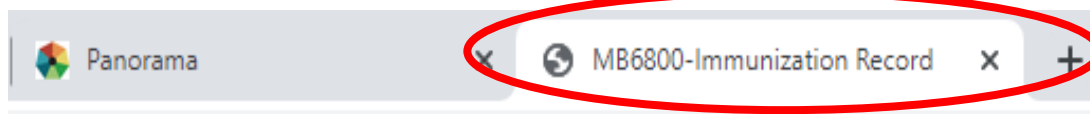
- Ensure that the Immunization Record is not downloaded to the computer's hard drive. If it is, delete it from the download folder because the document contains personal health information.

- Format printer to print a two sided document

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Questions

If you have any questions, contact Digital Health

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