



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)



Document Management

Context Document

February 3rd, 2022

Document Management Overview

Context Document

1. The document management function in PHIMS allows users to add/store, update, delete, and search for documents.

Context Documents

1. Documents are associated with a context (not all attachment points are contexts as noted below).
2. Supported contexts/attachment points are:
 - a. Investigations Tab: *Investigation, Intervention, Communication Event Log , Outbreak, Cohort*
 - b. *Indexes: Client consent, Client, Special Consideration, AEFI, Mass Imms Event*

Context Documents

Document Management



Add New Document

* File name: No file chosen

File uploaded: **Salmonella Client id 5673.pdf**

Selected Document:
* Document Title:

* Effective Date: / /
yyyy mm dd

Expiration Date: / /
yyyy mm dd

Status: *

Enter Keyword: Selected Keywords:

Use CTRL key for multiple selections.

Description:

Document Added by : Desrosiers, Robert on : 2022 Jan 24

Use of Context Documents

1. Context documents could be used in PHIMS to:
 - a. Address data entry gaps such as the inability to enter food questionnaires
 - b. Allow upload of documents pertaining to the investigation such as:
 - Documents from non-public health providers.
 - c. Upload documents pertaining to the client e.g. immunization records from other jurisdictions

Process

1. Ensure you are using a corporately managed device.
2. Scanned document:
 - ✓ Save into a regional network drive (do not save on Desktop)
3. The following file type(s) approved for upload:
 - ✓ **.PDF**
4. The maximum allowable file size is:
 - ✓ 5MB
 - ✓ If the file is more than 5MB consider removing some of the pages or separate the document in half before scanning and upload 2 documents instead of one.
5. The standard naming convention of the files:
 - ✓ Investigation, Immunizations, AEFI + the **Client ID** number
 - Salmonella, Client ID 5673
 - Out of Province Imms Record, Client ID 4474
 - AEFI, Client ID 5877
6. Once the document has been uploaded to the client's file
 - ✓ Delete the document from the network drive

Roles and Permissions

1. Public Health roles with permission to **upload** documents
 - a. MB_PRIVACY_ANALYST
 - b. MB_CDI_MEDICAL_OFFICER
 - c. MB_CDI_PUBLIC_HEALTH_COORDINATOR
 - d. MB_CDI_PUBLIC_HEALTH_NURSE_CLOSE
 - e. MB_CDI_PUBLIC_HEALTH_NURSE
 - f. MB_CDI_EPI_ANALYST
 - g. MB_CDI_PUBLIC_HEALTH_CLERK
 - h. MB_PUBLIC_HEALTH_CLERK
 - i. MB_EPI_ADMIN
 - j. MB_CDI_MBHEALTH_SURVEILLANCE
2. Public Health roles with permission to **view** documents
 - a. MB_CENTRAL_REPORT_CLERK
 - b. MB_CDI_PUBLIC_HEALTH_NURSE_MANAGER
 - c. MB_CDI_PUBLIC_HEALTH_NURSE_CLOSE_OUTBREAK_RESPONSE_QA
 - d. MB_CDI_PUBLIC_HEALTH_NURSE_CLOSE_OUTBREAK_RESPONSE
 - e. MB_PHARMACY_ORG
 - f. MB_MEDICAL_OFFICER
 - g. MB_EPI_ANALYST
 - h. MB_PUBLIC_HEALTH_MANAGER
 - i. MB_MDA_PURCHASING
 - j. MB_RH_SURVEILLANCE

QRCs on the PHIMS website

1. Immunization Context Documents - QRC
2. Special Consideration Context Documents - QRC
3. Consent Directives Context Documents - QRC
4. Mass Imms Event Context Documents - QRC
5. AEFI Context Documents - QRC
6. Investigation Context Documents - QRC
7. Intervention Context Documents - QRC
8. Investigation Cohorts Context Documents - QRC
9. MOH Communication Log Context Documents - QRC
 - Also for CD Coordinators
10. Outbreaks Context Documents - QRC

Privacy and Security

1. It would be easy to upload a document with sensitive client data within it to an area in PHIMS that was not secured. E.g. confidential Investigation information associated directly to the client context.
2. The system **CANNOT** prevent you from uploading a document to a client only context. All PHIMS users are able to see documents attached with only a client in context.
3. You **MUST** ensure that the appropriate page is in context prior to uploading a document.
4. Uploading a document does not replace entering the minimum required data elements into PHIMS. Please ensure complete and accurate data entry into mandatory fields as per MB Health Surveillance Unit direction found here:
<https://www.gov.mb.ca/health/publichealth/surveillance/forms.html>

Regional PHIMS usage in Manitoba

Regional Health Authorities Deployed	Module Access
Interlake-Eastern Health Northern Health Prairie Mountain Health Southern Health – Santé Sud WRHA	Immunization Inventory Communicable Diseases Sexually Transmission & Bloodborne Infections COVID-19
First Nation and Inuit Health	Immunization Inventory