

## MEMO

**Date:** February 4, 2022

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

**From:** Lynda Tjaden, Executive Director, Population and Public Health, Manitoba Health and Seniors Care;  
Kathy Koschik, Manager, Public Health Systems, Digital Health, Shared Health

**cc:** Dr. Richard Baydack, Director, Communicable Disease Control, MHSC;  
Dr. Carol Kurbis, Medical Officer of Health, MHSC;  
Clare Hargrave, COVID-19 Provincial Immunization Lead

**Re:** **Documenting Moderna Half Doses in PHIMS**

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When documenting Moderna Half Doses, always select the ‘COVID19-Moderna Half Dose’ agent from the dropdown list. This minimizes data entry errors and ensures that clients’ immunization records are documented accurately in PHIMS. Using the correct ‘COVID19-Moderna Half Dose’ agent is also important for generating various immunization reports that extract specific agent information.

### How-to Document *in a Mass Immunization Event*:

1) *With* auto-decrement:

- Ensure adequate ‘COVID19-Moderna Half Dose’ inventory has been added to your Holding Point, and is available when documenting using the auto-decrement feature from the PHIMS Inventory module. Refer to [QRC 4.6 Inventory: Adjust Inventory Items](#).
- Ensure the COVID19-Moderna Half Dose product/agent has been added to the Mass Immunization Event and the ‘Use Auto-Decrement in this Event’ check box is selected.
- Select the ‘COVID19-Moderna Half Dose’ agent on the Mass Immunization Event Worksheet and follow the same process of documenting immunizations via the worksheet.

2) *Without* auto-decrement:

- Inventory does not need to be adjusted to be able to view and select the appropriate vaccine lot number to document COVID19-Moderna Half Doses.

- Ensure the COVID19-Moderna Half Dose product/agent has been added to the Mass Immunization Event and the 'Use Auto-Decrement in this Event' check box is not selected.
- Select the 'COVID19-Moderna Half Dose' agent on the Mass Immunization Event Worksheet and follow the same process of documenting immunizations via the worksheet.

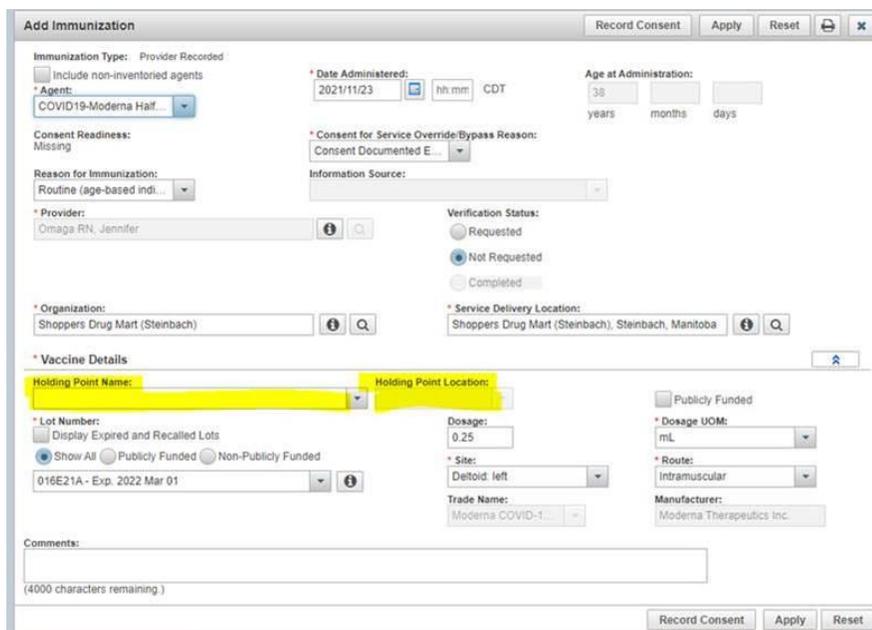
**How-to Document *on an Individual Client Record*:**

1) *With* auto-decrement:

- Ensure adequate 'COVID19-Moderna Half Dose' inventory has been added to your Holding Point, and is available when documenting using the auto-decrement feature from the PHIMS Inventory module. Refer to [QRC 4.6 Inventory: Adjust Inventory Items](#).
- Select the 'COVID19-Moderna Half Dose' agent and follow the same process of documenting Provider Recorded or Non-Provider Recorded immunization.

2) *Without* auto-decrement:

- *Note: Pharmacies follow this process.*
- Inventory does not need to be adjusted to be able to view and select the appropriate vaccine lot number to document COVID19-Moderna Half Doses.
- Select the 'COVID19-Moderna Half Dose' agent and follow the same process of documenting Provider Recorded or Non-Provider Recorded immunization; however, **remove the Holding Point Name and Holding Point Location**. These 2 fields should be left blank.



The screenshot shows the 'Add Immunization' form with the following details:

- Immunization Type:** Provider Recorded
- Agent:** COVID19-Moderna Half
- Date Administered:** 2021/11/23
- Age at Administration:** 38 years
- Reason for Immunization:** Routine (age-based indi...)
- Provider:** Omega RN, Jennifer
- Organization:** Shoppers Drug Mart (Steinbach)
- Service Delivery Location:** Shoppers Drug Mart (Steinbach), Steinbach, Manitoba
- Vaccine Details:**
  - Holding Point Name:** (highlighted in yellow)
  - Holding Point Location:** (highlighted in yellow)
  - Lot Number:** 016E21A - Exp. 2022 Mar 01
  - Dosage:** 0.25
  - Site:** Deltoid: left
  - Route:** Intramuscular
  - Manufacturer:** Moderna Therapeutics Inc.

### 3) Recording a Historical Immunization

- *\*This process is followed by users with a Non-Public Health Immunization Provider role in PHIMS (For example, users from medical clinics, corrections, or other non-public health users that have no access to PHIMS Inventory management).*
- Select the 'COVID19-Moderna Half Dose' agent and follow the same process of documenting Historical Immunizations.

If you are a user that manages your COVID-19 vaccine inventory in PHIMS, it is important to complete a daily [Physical Count](#) to ensure the inventory on hand is correct and accurate.

Please refer to additional resources related to inventory management and documentation of COVID19-Moderna Half Dose:

- [Pharmacy Immunization and Inventory resources](#)
- Standard Operating Procedures (SOP): Documenting and Managing Moderna Spikevax™ Vaccine Inventory with Introduction of the Fractional Booster Dose (Half dose)

**Need PHIMS support?** PHIMS Users that require support with PHIMS access or with the PHIMS software application should contact the Shared Health Service Desk:

Email: [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca)

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.*