Getting Started:
Immunization Defaults – Points to Remember

QRC

Points to Remember:

- Users can change their personal settings and user defaults at any time.
- Users who work in different public health units must set their Immunization Defaults for each SDL where they administer and record individual immunizations. Immunization Defaults are not required for Mass Imms.
- Immunization Defaults are linked to the user's log-in organization and PHIMS will display the set defaults for each location.

Provider:

- It is recommended that nurses/providers leave the provider section vacant. PHIMS will automatically default to the provider who has signed in when they are documenting provider recorded immunizations.
- Clerks or nurses who are recording a large number of immunizations on behalf of another provider may want to set the provider default setting to reflect a particular provider's name when documenting non provider recorded immunizations. **It is important to remember to clear / update the default setting when you are finished entering information for a different provider.**

Historical Immunization:

- If you require these defaults to be recorded on any historical entries you may make, select "*Apply defaults to Historical Immunizations = Yes*". If you are truly entering historical immunizations where the provider is not known, or out of country select "*Apply defaults to Historical Immunizations = No".* If you are an immunization provider, select "*Apply defaults to Historical Immunizations = No*".
- Historical immunization is often used for large quantities of date entry on behalf of other service providers. You will need to set your defaults for this provider and select "*Apply defaults to Historical Immunizations = Yes*". **It is important to remember to clear/update the default setting when you are finished entering information for a different provider.**

Holding Point Name:

- Holding Points are the physical locations where vaccine inventory is received and stored (ie: where the fridges are located). All public health offices that receive and store vaccine have been set up as a holding point in PHIMS so that vaccine related transactions including vaccine ordering processes, inventory movements, adjustments, physical counts and vaccine quarantine can be tracked in PHIMS.

Holding Point Location:

- For default settings, there will be only one choice – Operational (OP). This means that you should only be administering vaccine that is in your operational holding point location (OP). It will be displayed as *"number-OP".* As an example: the Steinbach Holding Point Location will be displayed as 80035-OP.

Organization:

- Set to your Public Health Unit (PHU).

Service Delivery Location:

- Service Delivery Locations (SDL) are designated physical locations where public health services are provided. For example, if immunizations are offered at a public health office, a school or a personal care home these sites are referred to as the service delivery location. SDLs are assigned codes in PHIMS. It is important to note that codes could not be assigned to every possible site where immunizations are provided so community sites (example : community centres, malls, etc.) used for immunization will be assigned the generic SDL code *<Region Name> PH Mass /Off Site Clinic.*

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Getting Started:

Immunization Defaults - General Immunization

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The ***PHIMS*** landing page displays

Hover over **My Account** click **Immunization Defaults** from the drop list

OR

From an Immunization page

Click on the icon and select **Immunization User Defaults**

The ***Immunization User Defaults*** page displays

General Immunization Defaults panel

Provider: you can leave it blank

Organization: start typing the **PHU** in the type ahead field, select your Organization (ex. St.Vital PHU, Winnipeg, Manitoba, Prairie Mountain Health etc)

Service Delivery Location: start typing the **PHO** in the type ahead field, select your SDL form the drop list (ex. St.Vital PHO, Pilot Mound PHO etc)

Holding Point Name: Click on the drop list arrow and the HPN associated with your ORG and SDL will display, select it

Holding Point Location: Click on the drop list arrow, select the "**OP" Holding Point Location** from the drop list

Select the **No** radio button beside **'Apply defaults to Historical Immunizations'**

Click **Save**

"Immunization User Data Entry Defaults was successfully updated" message displays

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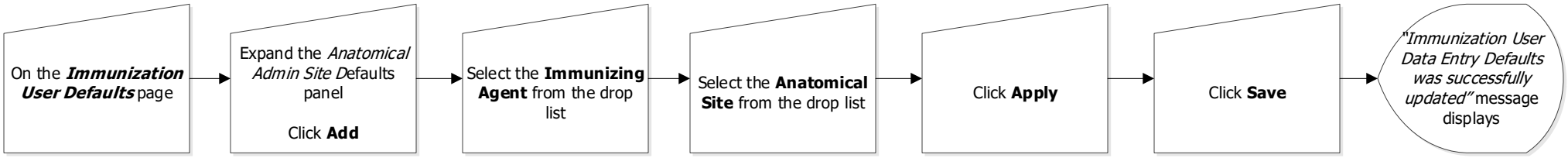
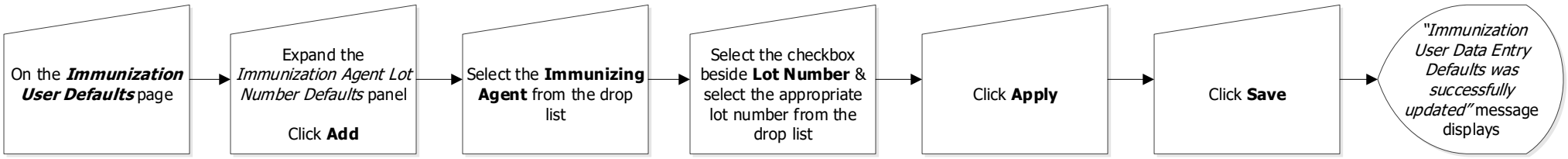
Add Anatomical Admin Site Defaults



Points to Remember:

- To change or update the Anatomical Admin Site Defaults or the Immunization Agent Lot Number Defaults, click the radio button beside the agent, click **Update**.
- To delete an Anatomical Admin Site Defaults or the Immunization Agent Lot Number Defaults, click the radio button beside the agent, click **Delete.**
- The anatomical site default and the Immunization Lot Number Defaults do not work when using the mass immunization functionality.

Add Immunization Agent & Lot Number Defaults