Points to Remember

Ensure you are using a corporately managed device
Prework:
- Scan the document
- Save as PDF document
- Ensure the document is no more than 5MB

The system CANNOT prevent you from uploading an Intervention document to a client only context. ALL PHIMS users are able to see documents attached with only a client in context. You MUST ensure that the applicable Intervention in context prior to uploading a document.
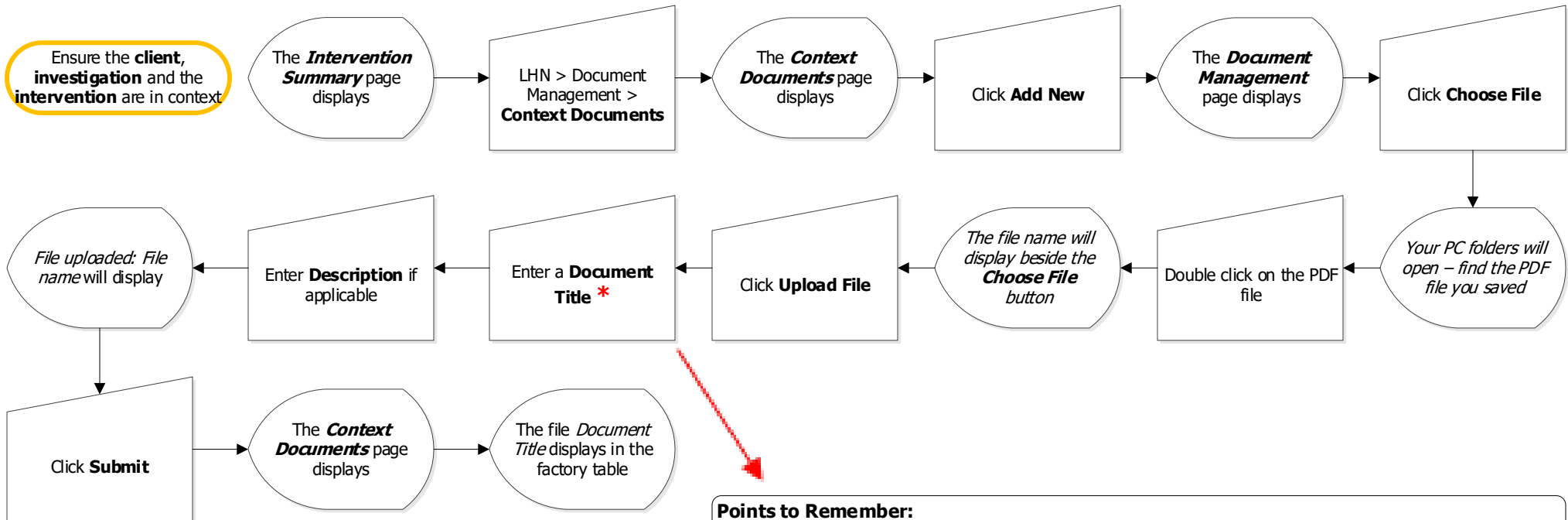
Uploading a document does not replace entering the minimum required data elements into PHIMS. Please ensure complete and accurate data entry into mandatory fields as per MB Health Surveillance Unit direction found here: https://www.gov.mb.ca/health/publichealth/surveillance/forms.html

Ensure the **client**, **investigation** and the **intervention** are in context

→ The **Intervention Summary** page displays

→ LHN > Document Management > **Context Documents**

→ The **Context Documents** page displays

→ Click **Add New**

→ The **Document Management** page displays

→ Click **Choose File**

↓

Your PC folders will open – find the PDF file you saved

→ Double click on the PDF file

→ The file name will display beside the **Choose File** button

→ Click **Upload File**

→ Enter a **Document Title** *

→ Enter **Description** if applicable

→ File uploaded: File name will display

↓

Click **Submit**

→ The **Context Documents** page displays

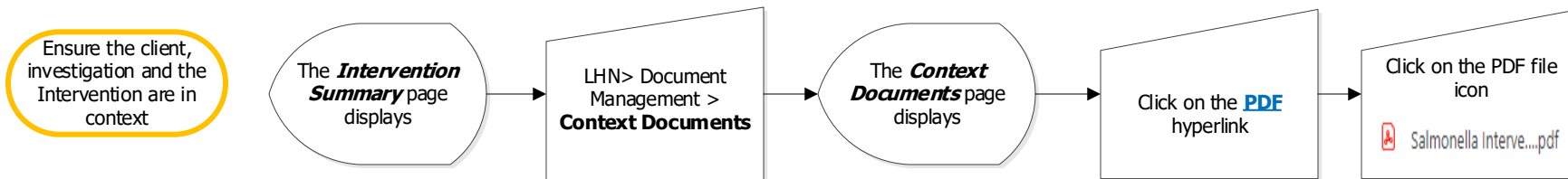→ The file *Document Title* displays in the factory table

Points to Remember:

- * Following a standard naming convention when uploading **Context Documents** is important. For cohort related documents, please indicate in the title: Name of the disease, the word Intervention and the Client ID number (eg. **Salmonella - Intervention, Client ID 123456**)
- *Author a Note* to notify other users that a document has been uploaded. Create the note within the client's file and enter the *Document title* in the **Subject Line**

View

Ensure the client, investigation and the Intervention are in context → The **Intervention Summary** page displays → LHN> Document Management > **Context Documents** → The **Context Documents** page displays → Click on the **PDF** hyperlink → Click on the PDF file icon

Salmonella Interve....pdf

Delete

Ensure the client, investigation and the Intervention are in context → The **Intervention Summary** page displays → LHN> Document Management > **Context Documents** → The **Context Documents** page displays → Select the radio button beside the Document Title to be deleted → Click **Delete** → *'Remove the selected item(s)?'* message displays → Click **OK**

Shared health
Soins communs
Manitoba