



Shared health
Soins communs
Manitoba

Introduction

Public Health Information Management System (PHIMS)

Documentation of Immunization in PHIMS

Immunizations provided at the Mass immunizations clinic will be entered into MB's Public Health Information Management System (PHIMS).

What is PHIMS?

The Public Health Information Management System (PHIMS) is a secure, integrated, web-based electronic public health surveillance system developed to support health functions such as:

- Immunizations (records, schedules & determining eligibility)
- Managing vaccine inventory, to improve availability and reduce wastage
- Assisting in identifying, investigating and managing Communicable disease investigations, to help contain it's spread and reduce risk to the public

Privacy and Security

- All PHIMS users are required to safeguard privacy by protecting data in PHIMS in accordance with *The Personal Health Information Act* (PHIA) and *The Freedom of Information and Protection of Privacy Act* (FIPPA).
- Users must agree to the **PHIMS Terms of Use** (completed electronically when you first log into PHIMS)
- When your access is granted, you are an “Authorized User” with a specific user role assigned to you.
- Each user role has specific permissions that determine access to PHIMS data.
- Manitoba Health and Seniors Care has the ability to audit and track use in PHIMS.

Authorized Use of PHIMS

Authorized Users can use PHIMS:

- to provide Health Care or for arranging for the provision of health care;
- for administrative responsibilities and duties related to supporting the provision of health care or arranging for the provision of Health Care;
- to generate Standard Reports as prescribed in the Report User Guides;
- to analyze surveillance data to inform timely public health action and response, and
- to fulfill responsibilities and duties under *The Public Health Act*

Un-Authorized Use of PHIMS

Authorized Users must not use PHIMS to:

- access information out of curiosity or for personal use
- look at their own electronic record
- look at the electronic record of a friend, colleague, relative, family member or any other individual unless:
 - the Authorized User is in a health care services provider relationship with them and;
 - The information is required to perform employment duties or contractual obligations

PHIA Reminder:

Protecting Personal Information

PHIMS Authorized Users are required, by law, to keep confidential all Information accessed in PHIMS and to comply with their employer's security policies and procedures.

Manitoba's *Personal Health Information Act* (PHIA) contains provisions which allow **individuals who willfully look at** another person's **personal health information** without the appropriate authorization (an unauthorized use of that information) **to be prosecuted**, even if they do not disclose this information to anyone else.

User ID and Password

- All actions taken in PHIMS under your user ID and password are deemed to have been taken by you
- To help prevent others from accessing PHIMS using your user ID and password:
 - Do not disclose your User ID and password to anyone else
 - Do not allow the computer's browser to remember your PHIMS username and password
 - Lock your screen when you step away from your desk
 - Always log out of PHIMS as soon as you have completed each session to prevent others from accessing PHIMS using your User ID and password.

Sources of Information and Data in PHIMS

- Client information from Client Registry
 - Client Demographic information (name, address, date of birth, gender, PHIN, Family number) will reflect what is on the client's Manitoba Health Card
- Immunization data
 - Records from the Manitoba Immunization Monitoring System (MIMS) were loaded into PHIMS
 - Physician billing for vaccine tariff codes
 - Pharmacies (DPIN)
 - Entered by PHIMS users

PHIMS Support

For system access or PHIMS software application issues, contact:

Shared Health/Digital health Service Desk at 204-940-8500 or 1-866-999-9698 or

servicedesk@sharedhealthmb.ca