



Points to Remember

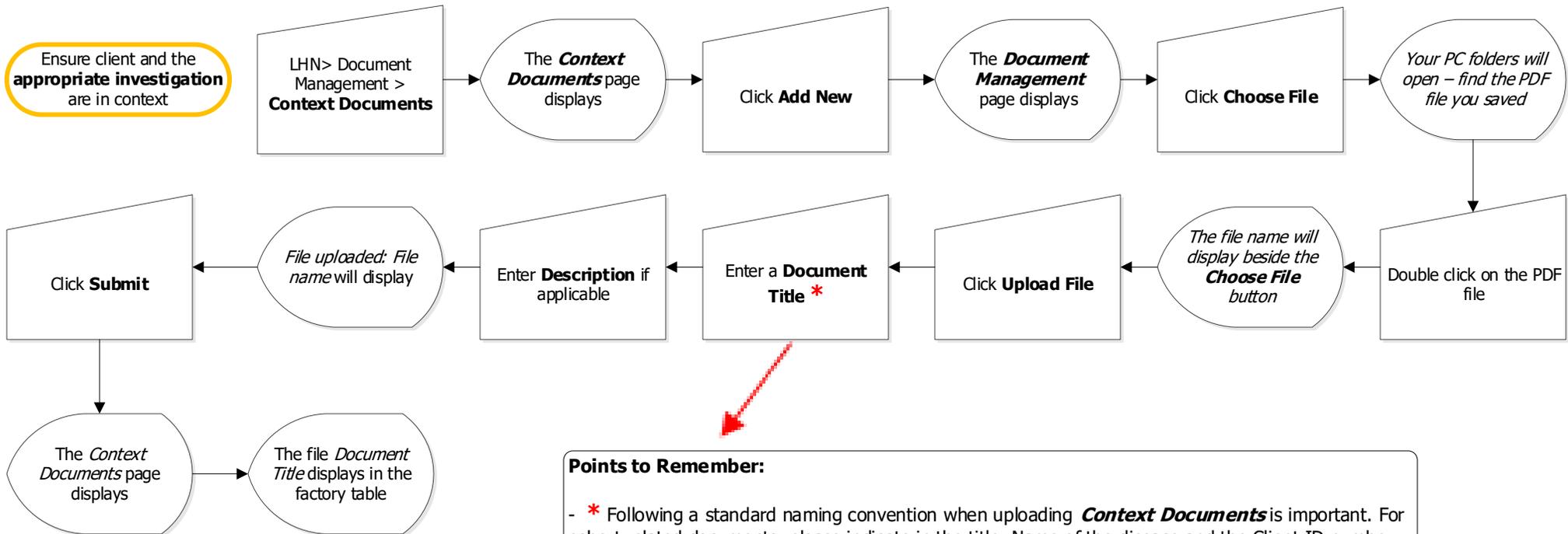
Ensure you are using a corporately managed device

Prework:

- Scan the document
- Save as PDF document
- Ensure the document is no more than 5MB

The system **CANNOT** prevent you from uploading an Investigation 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 Investigation is 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>

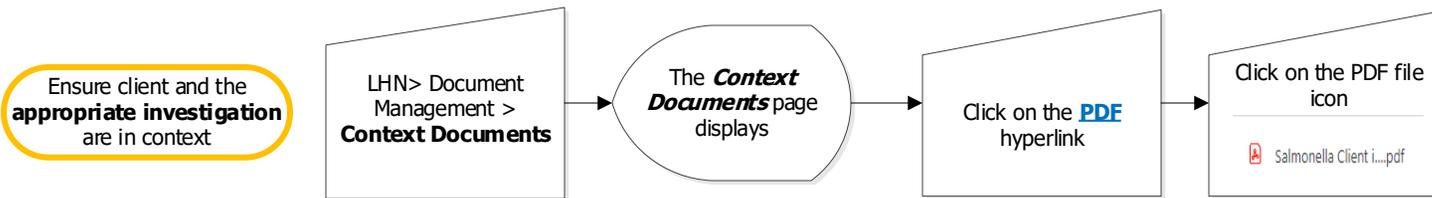


Points to Remember:

- * Following a standard naming convention when uploading **Context Documents** is important. For cohort related documents, please indicate in the title: Name of the disease and the Client ID number (eg. **Salmonella, 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



Delete

