



# Public Health Information Management System

## SYSTEM UPDATE

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### March System Update

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## Immunization Updates & Reminders

### Funding Data

Regional Public Health funding is related to the accuracy of the data entry of immunizations into PHIMS. For some immunizations, the funding is based on the reason entered for the immunization.

Funding for regionally administered immunizations must have an organization type of:

- a. Public Health
- b. Home Care
- c. Occupational Health (Regional Health Authority only; non-RHA Occupational Health Orgs will not be considered for funding)
- d. Long Term Care

Reason 'types' of interest for funding are: Travel, Occupational Hazard and Routine.

Regardless of funding, all immunizations MUST be entered correctly into PHIMS to ensure the details of the immunization (location and provider) are available. This information can be important in the event of a need to identify information on specific immunizations or clients, such as a potential vaccine recall, or outbreak management for a vaccine preventable communicable disease.

### Data Entry of Clients with no PHIN (for Non-Public Health & Pharmacist Imms Providers)

For clients that do not have a record in PHIMS (common if client has no MB Health Card), immunizations should be recorded on the Vaccine Inputting Form and submitted via fax to the number provided on the form:

<https://www.gov.mb.ca/health/publichealth/cdc/div/manual/docs/vaccine-admin-reporting-no-phin.pdf>

### Reminder to Pharmacists who work in Multiple Pharmacies

- If you administer COVID-19 vaccines, you must have a PHIMS user account provisioned for each site you work at.
- When logging in, your Organization and Service Delivery Location must align with the physical site where you are working.
- Please refrain from adding other Pharmacies manually to your account, as it may autodecrement inventory from the incorrect location.
- Please review the following memo for more details on reminders for Pharmacies:

<https://phimsmb.ca/files/operational-processes-for-pharmacists.pdf>

For more information, visit:  
[www.phimsmb.ca](http://www.phimsmb.ca)



## Investigations Updates & Reminders

### STBBI and CD Investigation Quick Entry (IQE)

The STBBI Investigation Quick Entry (IQE) page is now available for the following infections: Gonorrhea, Chlamydia, Hep B, Hep C, HIV, Syphilis, Syphilis – congenital, LGV and Chancroid. Co-infections are not yet available through the STBBI IQE page.

The CD IQE page is now available for the following communicable disease investigations: Anaplasmosis, Babesiosis, Botulism, Brucellosis, Campylobacteriosis, Cryptosporidiosis, Cyclosporiasis, Diphtheria, Entamoeba histolytica, Giardiasis, Haemophilus influenzae, Hantavirus, Hep A, Legionellosis, Listeriosis, Lyme disease, Malaria, Measles, Meningococcal disease, Monkeypox, Mumps, Pertussis, Pneumococcal disease, Qfever, Rubella, Salmonellosis, Shigellosis, Strep A, Tularemia, Typhoid fever, Verotoxigenic eColi, West Nile virus, Yellow fever.

### STI Medications

Effective March 2, 2023, STI medications recorded in PHIMS will appear in the Medications section of eChart.

A new paper-based Provider Form was launched by Manitoba Health in December 2022 to support increased reporting of laboratory confirmed STBBIs as well as STI Medications provided based on clinical indications (i.e., not laboratory confirmed). A new Disease Investigation (Provider Form Investigation) was created so that medications provided based on clinical indications could be recorded in PHIMS. Workflows and practice tools to support this work are found on the PHIMS Website: <https://phimsmb.ca/support-tools/public-health/investigations/>

When entering treatment dates, do not use a date other than the treatment date provided by the health care provider (e.g., do not use 1900/01/01). For more information, please refer to the Medications QRC and the Provider Form Investigation Entry QRC:

<https://phimsmb.ca/files/medications.pdf>

<https://phimsmb.ca/files/provider-form-qrc-provider-form-investigation-entry.pdf>

### Report Updates

The 'MB2701C-Investigation Search' report has a new parameter added: 'Outbreak ID'. Choosing this parameter (and the other required parameters) will pull all investigations linked to the specific outbreak.

Enhancements have also been made to the MB2102B Investigation Quality Assurance report, specifically the Case Closure report, to include additional data elements, indicators and data entry flags. The purpose of the Investigation QA Report is to identify missing core data or data errors in investigations to ensure the quality of surveillance data is as good as possible. The report contains two sub-report options: Surveillance and Case Closure. For further information, please refer to the User Guide on the PHIMS website:

[Investigation QA MB2102B-UG](#)

## Outbreak Module Reminder

The PHIMS outbreak module is a tool for documenting and tracking communicable disease outbreaks, clusters, or special investigations (excluding tuberculosis). Regional Public Health is encouraged to document outbreaks in the PHIMS Outbreak Module.

For more information, please refer to the Outbreaks SOP on the MB Health website and the support tools on the PHIMS website:

<https://www.gov.mb.ca/health/publichealth/cdc/protocol/regional-management-outbreaks-clusters-phims.pdf>

<https://phimsmb.ca/support-tools/public-health/outbreaks/>

## Investigation Classification and Disease Staging Reminder

This is a reminder to regional public health users of the importance of updating case classification and staging (where it applies), as all investigations (excluding COVID and influenza) are initially classified as Person Under Investigation by the Surveillance Unit upon initial creation of the investigation. This is key to counting cases aligned with provincial and national case definitions and for monitoring/investigating outbreaks.

## Unable to update Primary Investigator – Known defect

A known defect exists in PHIMS where users are unable to update previously assigned Primary investigators if that initial investigator has since been deleted from the previously associated Organization or workgroup. This defect was noted primarily with investigations related to chronic infections where reassignment may be necessary (eg. repeat serology).

E.g., PHN A was part of CD – Winnipeg Health workgroup and was previously assigned as Primary Investigator for an investigation in WRHA. PHN A has since left, the WRHA organization has been deleted from their access and they have been removed from the CD – Winnipeg Health workgroup. If a user tries to reassign another Primary Investigator, an error message will display as it's unable to update the initial investigator (field is blank because the initial investigator has been deleted and removed from the workgroup).

To help prevent this issue going forward, the PHIMS team has updated their process for modifying user accounts and will no longer be adding/removing users from workgroups. Instead, this can be done at the regional level by designated roles. Please refer to QRC Investigations Workgroup(s): <https://phimsmb.ca/files/investigation-workgroups.pdf>

IBM is aware of, and working on resolving, the defect. For any previous investigations that encounter this defect, some workarounds that have been identified by regions is to reassign the investigation using a different Investigator type or verbally reassigning the investigation to another PHN.

## Inventory Updates & Reminders

### Expired Product

This is a reminder to return any expired products to MDA (for publicly funded products ordered through MDA only).

### Diluent

This is a reminder to NOT order diluent. Diluent is automatically added to an inventory requisition if the ordered vaccine requires diluent. Adding additional diluent will delay the process as the requisition will require an additional manual approval step in PHIMS.

## General Information

### 4.4.9 Offpatch go Live

The PHIMS 4.4.9 Offpatch went live on Thursday, March 9, 2023. The Offpatch provided enhancements to Inventory, Investigations and Outbreak Management. PHIMS Public Health users can review the presentation slides that outline the changes on the Communications page of the PHIMS website. [Communications \(phimsmb.ca\)](https://phimsmb.ca)

Of note, the Offpatch resolved the issue that users could not decrement the last dose in the vial for certain vaccine products. The issue was reported for Pfizer products that contain 3, 6, 9, 12 doses per vial.

There will be a decimal place in the remaining quantity, so please complete an Inventory Adjustment to fully zero-out the "0.0" quantity:

Inventory Maintenance

View Inventory

Move Inventory

Adjust Inventory

Physical Inventory

Product Inventory

Holding Point Location Details

Product Alternate Id

1715146

Catalogue Item Name

Pfizer Cominaty BA. 4/5 Bivalent (Grey Cap) - COVID-19 Vaccine - 1/box

Prepaid Quantity

0

Catalogue Item Code

1715146

Product Description

COVID-19 Vaccine

Row Actions:

Expand All

Collapse All

HP Code	HP Name	HPL Code	HPL Type	Committed Qty	Uncommitted Qty	Total Qty	UOM	Lot Number	Original Expiry Date	Current Expiry Date
80071	80071	<a href="#">80071-OP</a>	Operational	0.0	0.0	0.0	sku	GK0932	2023 Aug 31	2023 Aug 31

### App Admin On-call Support Discontinued

Reminder: PHIMS Application Administrators will no longer provide on-call support during evenings, weekends and holidays. They will continue to provide support during regular business hours of Mon-Fri, 8:00 – 16:00. Application Administrators address questions related to PHIMS accounts (access and logins), application functionality, generating reports, and managing inventory.

## Shared Health Service Desk Reminders

Your PHIMS password will expire every 90 days. If you have an expired or forgotten password, or have entered too many incorrect passwords, you will need to call the Shared Health Service Desk at 204-940-8500 or 1-866-999-9698 and speak with a live agent for assistance.

If you access PHIMS off the Provincial Data Network and use two-factor authentication (also referred to as “Imprivata”) it is recommended to also ask the agent to check the status of your two-factor authentication in case it has expired too. The PHIMS team does not have the ability to perform checks or password resets for two-factor authentication.

If you use two-factor authentication, please advise the Service Desk that you did not get your SMS or “push” notification and you require that service.

If your call to the Shared Health Service Desk is urgent, please do not leave a voicemail, stay on the line to escalate your request. Do not leave a voicemail or send password reset requests by email. All password or two-factor authentication issues require the services of a live agent.

If you have a support request that is non-urgent, you can submit an email with “PHIMS” in the subject line to [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca).

## Privacy Reminders

Authorized users may only access PHIMS for the following reasons:

- To provide health care or to arrange for the provision of health care;
- For administrative responsibilities and duties;
- 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*.

PHIMS Authorized Users are required by law to keep confidential all of the information accessed in PHIMS and to comply with their employer’s security policies and procedures.

PHIMS Authorized users **must not**:

- Access information out of curiosity, or for personal use;
- Look at their own electronic record; and
- Look at the electronic record of a friend, colleague, relative, family member or any other individual unless the Authorized user is in a professional care relationship with them.



## Annual PHIMS Review of Users and Authorized Sponsors/Requestors

Yearly clean-up of all PHIMS users has begun, with the addition of verification of roles that users have access to.

Concurrently, the verification of Authorized Sponsors and Authorized requestors was kicked off in January and is nearing completion.

Please ensure the documents are reviewed and responded to in a timely manner.

## Authentication Questions

This is a separate document that must be submitted by each new PHIMS user when their account is provisioned. It is a security process used for the Shared Health Service desk agents to verify your identity when they are asked to perform a password resets.

Users who do not have Authentication Questions on file, can also request the form be sent to them via email.



For more information, visit:  
[www.phimsmb.ca](http://www.phimsmb.ca)