



Public Health Information Management System



SYSTEM UPDATE

NOVEMBER 2022

November System Update

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Upload Clients Function

When following the QRC “Assign Education Information to Multiple Students Client Upload” (found here: <https://phimsmb.ca/files/qrc-assign-education-information-to-multiple-students-client-upload.pdf>), please ensure the **correct school, school year and grade** are all entered, as this education information will be added to each student’s individual PHIMS record during the upload process. Entering the correct school year is particularly important for generating annual Immunization Reports.

School Information:

To specify an Organization, first click on the 'Find' button. Then search, or type the name of the Organization you wish to specify; select it and click on 'Select' button. Then click 'Close' to close.

New Workaround for Client Upload Issue

When an error occurs in the client upload process (e.g., uploading an incorrect school name or grade), PHIMS will not allow the client list to be re-uploaded on the same day, with the same details as the previous upload (i.e., same school name, school year and grade). The current workaround is to update the incorrect school information manually in the individual client records, which is very time consuming for users.

New workaround – The same client upload list can be re-uploaded the **NEXT** day instead. Once the client list is re-uploaded the next day, the previous uploaded Education Information will be ended in PHIMS.

For more information, visit:
www.phimsmb.ca



Updated Pharmacy Role

Pharmacists who use PHIMS can now Add and Update both Clients Warnings and Deferrals. Prior to the change, Pharmacy users in the MB_Pharmacy_Org role could view Warnings and Deferrals other PHIMS users entered, but could not enter their own Warnings or Deferrals. All PHIMS users will be able to view Client Warnings and Deferrals that pharmacists enter.

Detailed **How To** instructions are posted in the Self-Study Library on the Pharmacy page of the PHIMS website: <https://phimsmb.ca/support-tools/health-providers-other/pharmacy/>

Hepatitis B Forecast

The Forecaster is coded to validate all available Hepatitis B-containing vaccines according to the required intervals for each product and age indication. The Forecaster requires a 3-dose schedule when the *trade name* and *dose volume* are not entered, which avoids presuming that clients are more protected than they actually are.

The parameters for the 2-dose schedule are specific to the client's age, the dose volume given and the timing (interval) between doses. Trade name and dose volume must be entered for Historical, Non-Provider Recorded and Provider Recorded doses. For Public Health, the trade name and dose volume do not come through the Physician Billing interface, so PHIMS will forecast for a third dose for school-age clients who get one or two Hepatitis B doses at a physician's clinic.

Clients aged 11-16 years must receive two 1 ml doses at the appropriate interval for the 2-dose schedule to apply. They will require an additional (third) dose if:

- They receive a smaller dose volume; or
- Dose 2 is given too soon for the school-age interval (16 weeks for Recombivax; 24 weeks for Engerix); or
- Dose volume and/or trade name are not stated.

Cohorts – Add Effective To Date

Cohorts are automatically created by PHIMS when adding clients to a Mass Imms Event. Currently, there are over 20 000 active cohorts in PHIMS. There have been issues with searching and adding specific cohorts in PHIMS due to this large volume of active cohorts. The solution for this is to enter an Effective To Date when creating a cohort. Resource materials have been updated on the PHIMS website to reflect this.

Investigations Updates and Reminders

Generating Clients with Investigations for Training

There are resources available for regional Trainers on the PHIMS website, under 'Trainers': <https://phimsmb.ca/trainers/>.

A guide and template for generating clients with Investigations is found under the 'Upload Clients Generator' section on the Trainer page.

Inventory Updates and Reminders

Returns from Holding Point (HP)

This is a reminder to sites who use the 'Return to HP' functionality to return product to MDA. Once the return is completed by the site, the product becomes 'Committed' until MDA completes receiving the return, and the inventory is then auto-decremented from the site's inventory. Until then, the product cannot be moved or adjusted. To ensure product is not sitting in 'Committed' status in the OP Holding Point Location, move the product to the Disposal (DIS) Location **PRIOR** to creating the Return.

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

Service Desk Reminder

Please include "PHIMS" in emails to the Shared Health Service Desk to ensure your question is assigned to the PHIMS Team promptly. Emails that do not have a clear indication that the question relates to PHIMS will sit in a queue or will be assigned to another team, thereby delaying your response.

Website Changes

The PHIMS website was updated in Aug 2022; review a summary of changes here:

<https://phimsmb.ca/files/phims-website-changes.pdf>.

New and updated information is posted to the PHIMS website regularly. Visit it often for the latest version of QRCs, forms and to review previous communication memos/system updates.

Creating Duplicate Client Records Reminder

Please ensure you are not duplicating client records in PHIMS. Always take the time to perform a thorough search to find a client's existing record to update before creating a new client. Otherwise, duplicate records will cause the client's health history to become fragmented and inaccurate. Clients with a duplicate record are unable to obtain their proof of vaccination (e.g., Vax Card, printed immunization records).

The PHIMS Operations support team manually reviews and merges hundreds of duplicate client records each month. Please help ensure duplicate client records are not being created unnecessarily by doing a thorough search before creating new client records. Please review the Points to Remember in QRC "Create Client" (found here: <https://phimsmb.ca/files/create-client.pdf>).

Client Merge Requests

Please ensure you are using the updated Request to Merge Client Form for all Client Merge Requests: <https://phimsmb.ca/files/request-to-merge-client.docx>

- Ensure all demographic information is the same as what is in PHIMS.
- Data integrity guidelines require a minimum of five matching client identifiers between duplicate records to validate the merge. Merge requests without five matching client identifiers will be returned to the requestor, asking that additional confirmed demographic information be added to the client record(s) in PHIMS.

