



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)




Module 6: How to Record COVID-19 Immunizations Administered by Non Public Health Users

Recording COVID-19 Immunizations

Step 1:

Log into PHIMS and click on the “My Account” button at the top of the page.



The screenshot shows the PHIMS user interface. At the top, there is a navigation bar with the following buttons: Help, Contact Us, My Account (circled in orange), Change Role, and Logout. Below the navigation bar, there is a section titled "IMMUNIZATION".

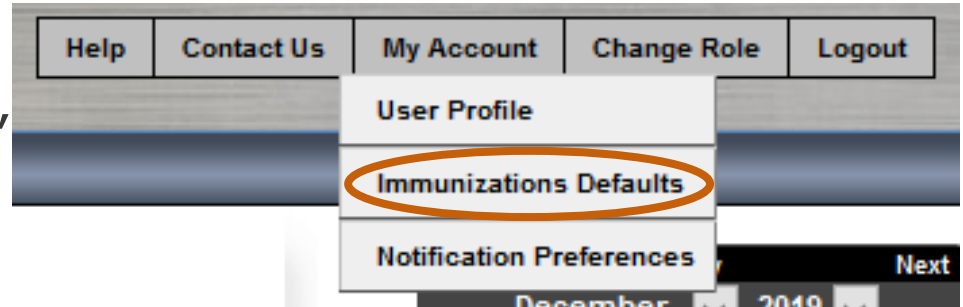
The main content area contains the following elements:

- A paragraph: "The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public health."
- A form to specify the Service Delivery Location (SDL):
 - Service Delivery Location: Manitoba Health SDL (selected)
 - SDL Time Zone: CST
 - Select button
- Four main menu items:
 - Personal WorkLoads**: View all your assigned work tasks.
 - Reporting**: Specify and view client specific and aggregate reports.
 - Document Management**: Add, update, delete and search for electronically attached documents.
 - Notifications**: Create and view jurisdiction and threshold notifications.
- Need Help ?**: Contact information for the Help Desk.
- External Reference Links**: LINKS WILL OPEN A NEW WINDOW. No Reference Link has been added.

Recording COVID-19 Immunizations

Step 2:

Select "Immunization Defaults"



Step 3:

Verify that the immunization defaults are correct. If they are not correct, set up the defaults correctly.

Example: **Immunization User Defaults**

A screenshot of a web form titled 'Immunization User Defaults'. The form has a header 'General Immunization Defaults'. It contains several input fields: 'Provider:' with a text box containing 'e.g. Provider Last Name, First Name', 'Organization:' with a text box containing 'Manitoba Corrections, Manitoba', 'Service Delivery Location:' with a text box containing 'Headingley Correctional Centre, Headingley', and 'Holding Point Name:' with a dropdown menu. There are also two search icons (info and magnifying glass) next to the text boxes. On the right side, there is a section 'Apply defaults to Historical Immunizations:' with two radio buttons, 'Yes' (selected) and 'No'. Below that, there is a 'Holding Point Location:' dropdown menu.

If the default settings are not correct, refer to the "Setting Up User Defaults" module 3 to update your default settings.

Recording COVID-19 Immunizations

Refer to Quick Reference Card (QRC) 2.5a for detailed instructions on Recording Historical COVID-19 Immunizations with details

Located at: [COVID-19 Record Historical Immunization with Details](#)

Recording COVID-19 Immunizations

Step 4:

Click the "Immunization" tab at the top of the page.

PANORAMA
Public Health Solution for Disease Surveillance and Management

MB_NON_PH_IMMS_PROVI... for MB Health

Help Contact Us My Account Change Role Logout

IMMUNIZATION

The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public's health.

Specify your Service Delivery Location (SDL).

* **Service Delivery Location:** Manitoba Health SDL

SDL Time Zone: CST

Personal WorkLoads
View all your assigned work tasks

Reporting
Specify and view client specific and aggregate reports.

Document Management
Add, update, delete and search for electronically attached documents.

Notifications
Create and view jurisdiction and threshold notifications.

External Reference Links
LINKS WILL OPEN A NEW WINDOW

No Reference Link has been added

Need Help ?
Contact information for the Help Desk

Prev	Today							Next
December								2019
Su	Mo	Tu	We	Th	Fr	Sa		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

Recording COVID-19 Immunizations

Step 5:

Click "Search Clients" from the left hand navigation bar.

The screenshot shows the 'Search Clients' interface. On the left, a navigation bar lists several options: 'Recent Work', 'Client', 'Search Clients' (circled in red), 'Immunizations', 'Document Management', 'Reporting & Analysis', 'Administration', and 'Imms Defaults'. The main content area is titled 'Search Clients' and includes a 'Basic Search Criteria' section. This section contains several input fields and checkboxes:

- Client Number:** A text input field.
- Client Number Type:** A dropdown menu.
- Last Name:** A text input field.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Gender:** A dropdown menu.
- Choose one:** A radio button selection area with options: 'Date of Birth' (with a date input field), 'Date of Birth Range' (with two date input fields), 'Age' (with a text input field and a 'Year(s)' dropdown), and 'None of the above' (which is selected).
- Select all that apply:** A section with three checkboxes: 'Include Inactive Clients' (checked), 'Include Indeterminate Clients' (checked), and 'Use Phonetic Matches' (unchecked).

At the top right of the main area, there are buttons for 'Search', 'Retrieve', 'Reset', and a help icon.

Recording COVID-19 Immunizations

Step 6:

Enter the client's PHIN number in the "Client Number" field

The screenshot shows the 'Search Clients' interface. The 'Client Number' field is highlighted with a red oval. The interface includes a sidebar with navigation options, a search bar, and various search criteria fields.

Search Clients [Search] [Retrieve] [Reset] [Print] [Help]

Basic Search Criteria [Up Arrow]

Client number: **Client Number Type:**

Last Name: **First Name:** **Middle Name:**

Gender:

Choose one:

- Date of Birth:
- Date of Birth Range:
- Age: Year(s)
- None of the above

Select all that apply:

- Include Inactive Clients
- Include Indeterminate Clients
- Use Phonetic Matches

Recording COVID-19 Immunizations

Step 7:

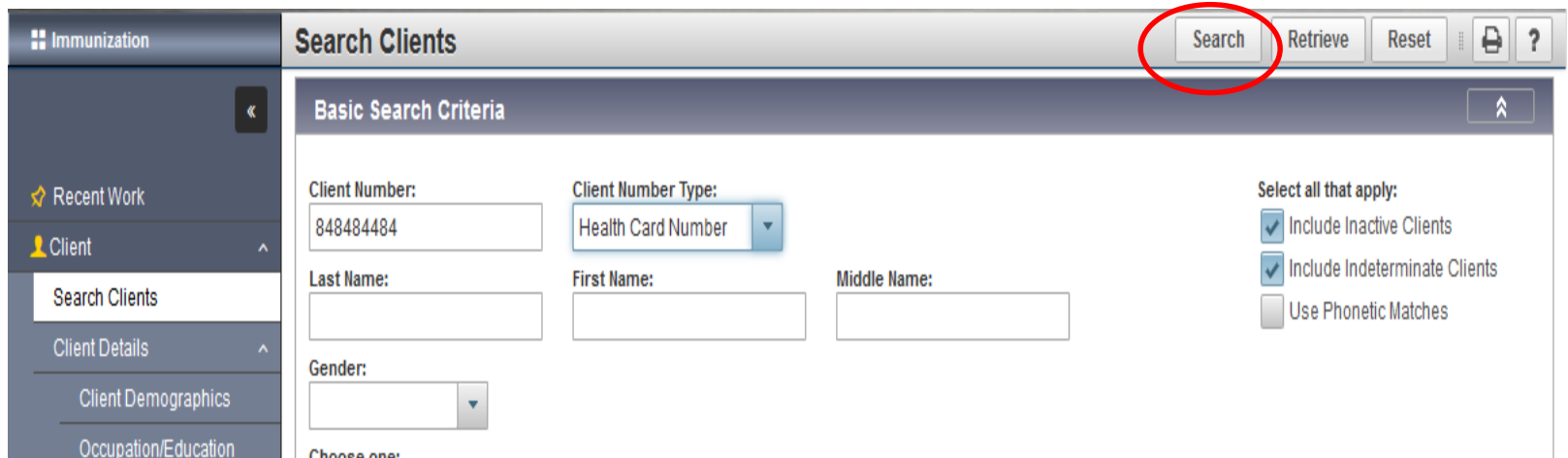
Select "Health Card Number" from the Client Number Type drop down menu.

The screenshot shows the 'Search Clients' interface. On the left is a sidebar with navigation options: 'Recent Work', 'Client', 'Search Clients', 'Immunizations', 'Document Management', 'Reporting & Analysis', 'Administration', and 'Imms Defaults'. The main area is titled 'Search Clients' and contains a 'Basic Search Criteria' section. This section includes fields for 'Client Number', 'Last Name', 'Middle Name', and 'Gender'. The 'Client Number Type' dropdown menu is open, showing three options: 'Client ID', 'Health Card Number' (which is circled in red), and 'Additional ID'. Below these are radio buttons for 'Date of Birth', 'Date of Birth Range', 'Age', and 'None of the above'. There are also input fields for 'Effective From' and 'To' dates, and an 'Age' field with a 'Year(s)' dropdown. A 'Search' button is located in the top right corner of the main area.

Recording COVID-19 Immunizations

Step 8:

Click the "Search" button located at the top of the page.



The screenshot shows a web application interface for searching clients. On the left is a navigation menu with options: 'Immunization', 'Recent Work', 'Client', 'Search Clients', 'Client Details', 'Client Demographics', and 'Occupation/Education'. The main area is titled 'Search Clients' and contains a 'Basic Search Criteria' section. This section includes input fields for 'Client Number' (containing '848484484'), 'Client Number Type' (a dropdown menu set to 'Health Card Number'), 'Last Name', 'First Name', 'Middle Name', and 'Gender'. To the right of these fields is a 'Select all that apply:' section with three checkboxes: 'Include Inactive Clients' (checked), 'Include Indeterminate Clients' (checked), and 'Use Phonetic Matches' (unchecked). At the top right of the search area, there are buttons for 'Search', 'Retrieve', and 'Reset'. The 'Search' button is circled in red.

Recording COVID-19 Immunizations

Step 9:

Click on the check box beside the correct client listed in the search results table.

Search Results

Preview Set In Context Client Imms Profile

<input type="checkbox"/>	<input type="checkbox"/>	Client ID	Health Card Number	Last Name	First Name	Gender	Date of Birth	Health Region	Active
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	302152018	Agnarsson	Adrian	Male	1951 Nov 23	Winnipeg Health (including Churchill)	Active

Total: 1

1

20

Recording COVID-19 Immunizations

Step 10:

Click “Client Imms Profile” to open the client’s Immunization record.

The screenshot shows a 'Search Results' window with a table of client records. The 'Client Imms Profile' button is circled in red. The table has columns for Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active status. The first record is for Client ID 14, Health Card Number 302152018, Last Name Agnarsson, First Name Adrian, Gender Male, Date of Birth 1951 Nov 23, Health Region Winnipeg Health (including Churchill), and Active status Active.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Client ID ↕	Health Card Number ↕	Last Name ▲	First Name ▲	Gender ↕	Date of Birth ▲	Health Region ↕	Active ↕
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	14	302152018	Agnarsson	Adrian	Male	1951 Nov 23	Winnipeg Health (including Churchill)	Active

Total: 1

Recording COVID-19 Immunizations

Step 11:

The client's Immunizations profile displays - review any COVID-19 Immunization History.

Expand the **Immunization History – Detailed Data Table** and select either “*Add Single Immunization*” or “*Add One or More Immunizations*”(QRC 2.5a follows the “*Add Single Immunization*” workflow)

The screenshot shows the 'Immunizations' profile for Client ID 14, Adrian Agnarsson. The interface includes a sidebar with navigation options like 'Recent Work', 'Client', and 'Immunization Profile'. The main content area displays client information and two sections for immunization history: a summary grid and a detailed data table. The 'Add Single Immunization' button in the detailed data table is highlighted with a red circle.

Client Information:

- Client ID: 14
- Name: Agnarsson, Adrian / Male
- Health Card No: 302152018
- Date of Birth / Age: 1951 Nov 23 / 68 years
- Phone Number: -
- Health Region Organization: Manitoba, Winnipeg Health
- Additional ID Type / Additional ID: Manitoba Personal Health Identification Number / -

Immunization History - Summary Grid

Agent	Date Administered	Date Administered	Date Administered	Date Administered	Date Administered	Date Administered
Inf-Intramuscular	2012 May 21	2015 May 09	2016 Jun 19	2017 May 24		

Immunization History - Detailed Data Table

Buttons: **Add Single Immunization** (circled in red), Add One or More Immunizations

Agent	Date Administered	Age at Administration	Status	Trade Name	Body Site	Volume
Inf-	2012 May 21	60v	Valid			

Adding a Single COVID-19 Immunization 'Add Historical'

Step 12:

Select the appropriate Agent from the drop down menu, enter the date the vaccine was administered, enter the Reason for Immunization and ensure the Organization and Service Delivery Location are correct.

*For COVID-19 Immunizations given Out of Province or Out of Country, advise the client to complete the [online form](#) to have their immunizations entered into PHIMS.

The screenshot shows the 'Add Immunization' form in the PHIMS system. The form is titled 'Immunization History - Detailed Data Table' and 'Add Immunization'. It includes several fields and options:

- Immunization Type:** Historical
- * Agent:** A dropdown menu with 'COVID19-Pfizer' selected.
- * Date Administered:** A date field with '2021/03/03' entered.
- Age at Administration:** Fields for years (32), months, and days.
- Consent Readiness:** Missing
- Reason for Immunization:** A dropdown menu with 'Routine (age-based indi...' selected.
- Information Source:** A dropdown menu.
- Provider:** A text field with 'e.g. Provider Last Name, First Name' and search icons.
- Verification Status:** Radio buttons for 'Requested', 'Not Requested' (selected), and 'Completed'.
- Organization:** A text field with 'Winnipeg Health (including Churchill), Winnipeg, Manitoba' and search icons.
- Service Delivery Location:** A text field with 'Nine Circles Community Health Centre, Winnipeg, Manitob...' and search icons.

Red boxes highlight the Agent, Date Administered, Reason for Immunization, Organization, and Service Delivery Location fields.

Adding a Single COVID-19 Immunization 'Add Historical'

Step 13:

Select the **Lot number** for the COVID-19 vaccine from the drop down menu. The Dosage, Dosage UOM, **Trade Name** and Manufacturer will auto-populate. The **Trade Name MUST BE ENTERED** for COVID-19 Immunizations to enable the Forecaster to work and forecast a second dose. Click **Apply**.

Vaccine Details ↑

Holding Point Name: Holding Point Location:

Lot Number: Display Expired and Recalled Lots
 Show All Publicly Funded Non-Publicly Funded

Publicly Funded

Lot Number: Pfizer123 - Exp. 2021 Dec 31

Dosage: 0.3

*** Dosage UOM:** mL

Site:


Route:

Trade Name: Pfizer- BioNTech C...

Manufacturer: PFIZER CANADA INC.

Comments:

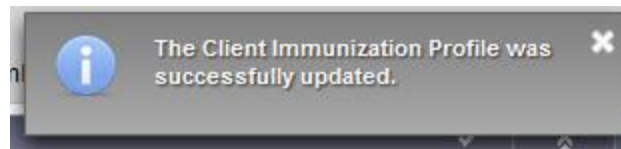
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Recording COVID-19 Immunizations

Step 14:

Verify that the COVID-19 Immunization was added successfully. Click **Save**. A pop up message appears at the top of the page.



Recording COVID-19 Immunizations

Step 15:

Continue to document additional immunizations or log out if you are done.



Questions

If you have any questions, contact Digital Health

- Email: servicedesk@sharedhealthmb.ca
- Phone: 204-940-8500 or 1-866-999-9698