



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)




Module 5: How to Record Immunizations Administered by Non Public Health Users

Recording 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 left is the PANORAMA logo with the text "Public Health Solution for Disease Surveillance and Management". At the top right, there is a navigation bar with buttons for "Help", "Contact Us", "My Account" (circled in orange), "Change Role", and "Logout". Below the navigation bar is a blue bar with the word "IMMUNIZATION".

The main content area contains the following elements:

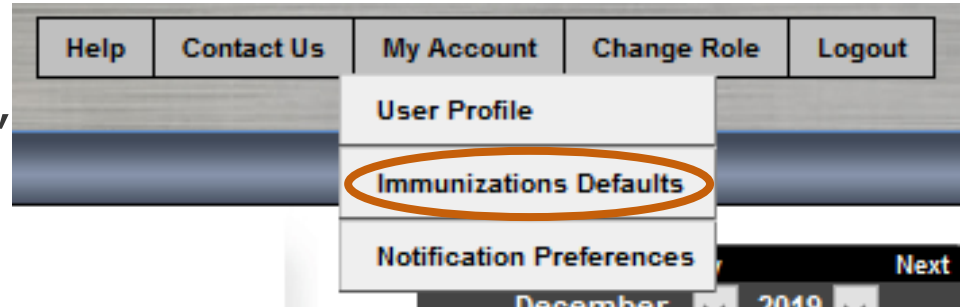
- A paragraph: "The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public's health."
- A form titled "Specify your Service Delivery Location (SDL)." with a dropdown menu for "Service Delivery Location" set to "Manitoba Health SDL" and a "Select" button. Below it, "SDL Time Zone: CST".
- Four colored boxes representing different functions:
 - 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.
- A "Need Help ?" section with a question mark icon and the text "Contact information for the Help Desk".

On the right side of the page, there is a calendar for December 2019. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1-31). The date 8 is highlighted in red. Below the calendar is a section for "External Reference Links" with the text "LINKS WILL OPEN A NEW WINDOW" and "No Reference Link has been added".

Recording 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', 'Holding Point Name:' with a dropdown menu, and 'Holding Point Location:' with a dropdown menu. There are also two radio buttons for 'Apply defaults to Historical Immunizations:' with 'Yes' selected. Each text box has an information icon and a search icon.

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

Recording Immunizations

Refer to Quick Reference Card (QRC) for detailed instructions on Recording Historical Immunizations:

[Record Historical](#)

Recording 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.

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

External Reference Links
LINKS WILL OPEN A NEW WINDOW

No Reference Link has been added

Recording Immunizations

Step 5:

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

The screenshot displays the 'Search Clients' interface. On the left, a navigation menu includes '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 features a 'Basic Search Criteria' section with the following fields:

- Client Number:** Text input field
- Client Number Type:** Dropdown menu
- Last Name:** Text input field
- First Name:** Text input field
- Middle Name:** Text input field
- Gender:** Dropdown menu
- Choose one:** Radio button selection for:
 - Date of Birth:** Text input field (format: yyyy/mm/dd)
 - Date of Birth Range:** Text input fields (format: yyyy/mm/dd to yyyy/mm/dd)
 - Age:** Text input field (format: e.g. 2 or 0-18 or 18-99) and a 'Year(s)' dropdown menu
 - None of the above** (selected)

On the right side, there is a 'Select all that apply:' section with three checkboxes:

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

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

Recording Immunizations

Step 6:

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

The screenshot shows the 'Search Clients' interface. The left sidebar contains a navigation menu with items: Immunization, Recent Work, Client, Search Clients, Immunizations, Document Management, Reporting & Analysis, Administration, and Imms Defaults. The main content area is titled 'Search Clients' and includes a 'Basic Search Criteria' section. The 'Client number:' field is circled in red. Other fields include 'Client Number Type:', 'Last Name:', 'First Name:', 'Middle Name:', 'Gender:', and 'Choose one:' with options for 'Date of Birth:', 'Date of Birth Range:', 'Age:', and 'None of the above'. On the right, there are checkboxes for 'Include Inactive Clients', 'Include Indeterminate Clients', and 'Use Phonetic Matches'. At the top right, there are buttons for 'Search', 'Retrieve', 'Reset', and a help icon.

Recording Immunizations

Step 7:

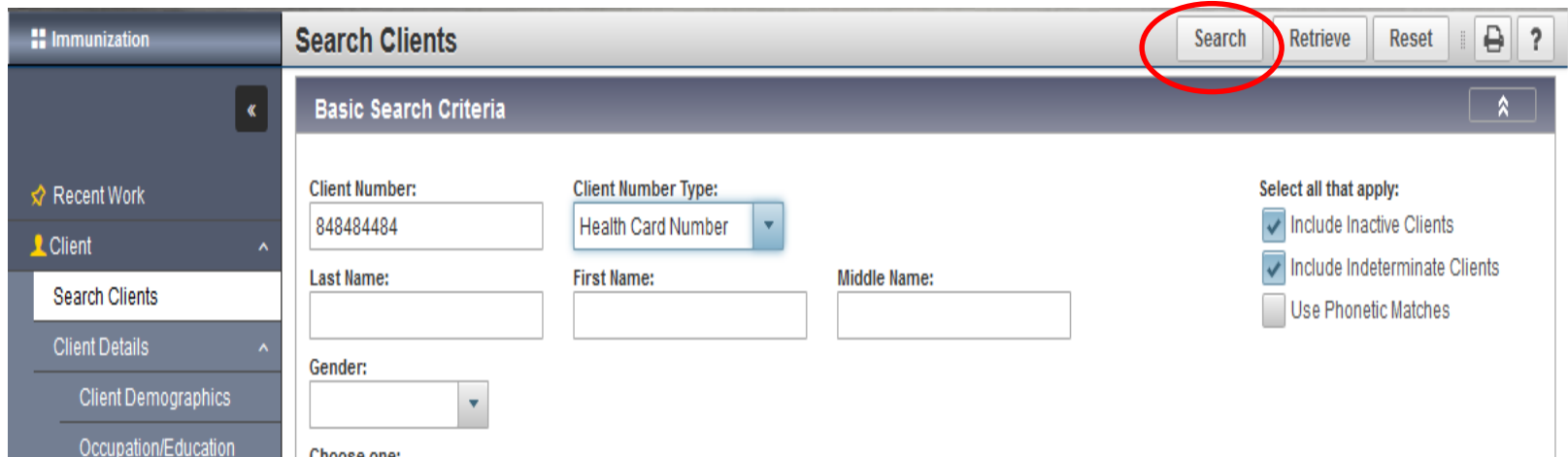
Select "Health Card Number" from the Client Number Type drop down menu.

The screenshot displays the 'Search Clients' interface within the 'Immunization' system. The left sidebar contains navigation options: 'Recent Work', 'Client', 'Search Clients', 'Immunizations', 'Document Management', 'Reporting & Analysis', 'Administration', and 'Imms Defaults'. The main content area is titled 'Search Clients' and includes a 'Search' button. Below this is the 'Basic Search Criteria' section, which contains several input fields and dropdown menus. The 'Client Number Type' dropdown menu is open, showing three options: 'Client ID', 'Health Card Number' (which is circled in red), and 'Additional ID'. Other search criteria include 'Client Number', 'Last Name', 'Middle Name', 'Gender', 'Date of Birth', 'Date of Birth Range', 'Age', and 'None of the above'. The 'Effective From: To:' field is also visible.

Recording Immunizations

Step 8:

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



The screenshot shows a web application interface for searching clients. The main header is 'Search Clients' with a 'Search' button circled in red. Below the header is a 'Basic Search Criteria' section with the following fields:

- Client Number: 848484484
- Client Number Type: Health Card Number (dropdown menu)
- Last Name: (empty text box)
- First Name: (empty text box)
- Middle Name: (empty text box)
- Gender: (dropdown menu)

On the right side, there is a 'Select all that apply:' section with the following options:

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

At the bottom left, there is a 'Choose one:' label.

Recording 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 Immunizations

Step 10:

Click "Client Imms Profile" to open the client's Immunization record.



The screenshot shows a search results window titled "Search Results". At the top right, there is a checkmark icon and an upward arrow icon. Below the title bar, there are three buttons: "Preview", "Set In Context", and "Client Imms Profile". The "Client Imms Profile" button is circled in red. Below the buttons is a table with the following columns: Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active. The table contains one row of data for a client with 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. At the bottom of the table, there is a "Total: 1" label, a pagination control showing "1" in a blue box, and a dropdown menu showing "20".

<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

Recording Immunizations

Step 11:

The client's Immunizations profile displays. Expand the **Immunization History – Detailed Data Table** and select either *"Add Single Immunization"* or *"Add One or More Immunizations"*

The screenshot displays the 'Immunizations' profile for a client. The client's information includes: 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, and Additional ID Type / Additional ID: Manitoba Personal Health Identification Number / -. The 'Immunization History - Summary Grid' shows a table with columns for Agent, Date Administered, and Date Administered. The 'Immunization History - Detailed Data Table' is expanded, showing a table with columns for Agent, Date Administered, Age at Administration, Status, Trade Name, Body Site, and Volume. Two buttons, 'Add Single Immunization' and 'Add One or More Immunizations', are circled in red.

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		

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

Recording One or More Immunizations “Add Historical”

Step 12:

- A. If the only details available for entry are the *Immunization Agent* and *Date Administered*, select the appropriate Agent from the drop down menu and enter the date the vaccine was administered in the date field. Also ensure to clear the default Organization and Service Delivery Location (SDL) (QRC - [Record Historical](#)).

The screenshot shows the 'Add Multiple Immunizations' form. At the top, there are buttons for 'Record Consent', 'Apply Without Details', 'Enter Details', and 'Reset'. Below these, the 'Immunization Type' is set to 'Historical', and the checkbox 'Include non-inventoried agents' is checked. A table with 5 columns (Agent, Date 1, Date 2, Date 3, Date 4) is present. The 'Agent' column has a dropdown menu, and the 'Date' columns have date input fields. Below the table, there are fields for 'Provider', 'Organization', and 'Service Delivery Location'. The 'Organization' and 'Service Delivery Location' fields are highlighted with red boxes. At the bottom, there is a 'Comments' field and another set of buttons: 'Record Consent', 'Apply Without Details', 'Enter Details', and 'Reset'.

Agent	Date 1	Date 2	Date 3	Date 4
	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd
	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd
	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd	yyyy/mm/dd

Override/Set Defaults for New Immunizations

Provider: e.g. Provider Last Name, First Name

Organization: e.g. Organization Display Name

Service Delivery Location: e.g. SDL Display Name

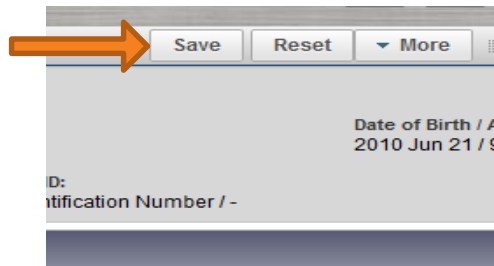
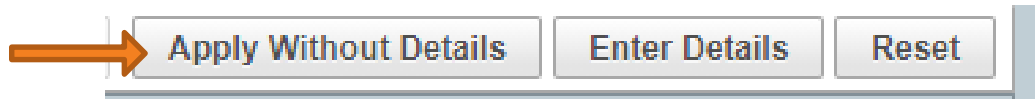
Information Source:

Comments: (4000 characters remaining.)

Recording One or More Immunizations “Add Historical”

Step 12 (continued):

Click “**Apply without Details**” then Click “**Save**”.



Recording One or More Immunizations “Add Historical”

Step 12 (continued):

- B. If any additional details are available for entry (eg. *Provider, Organization, Service Delivery Location (SDL), Lot Number, etc.*), select the appropriate values for the applicable fields. The Organization and Service Delivery Location (SDL) will auto-populate with the default settings. If these are not correct, you will need to add the correct Organization and SDL ([QRC Recording Historical](#)).

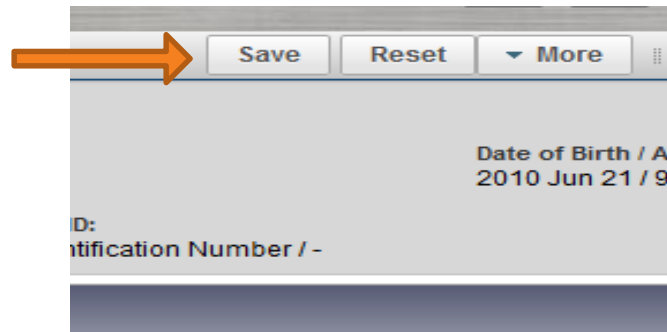
The screenshot shows a web form for recording immunizations. The form is titled "Immunization Type: Historical" and "1 of 1 immunizations". It includes several sections:

- Agent:** COVID19-Moderna
- Date Administered:** 2021/06/01
- Age at Administration:** 54 years
- Consent Readiness:** Missing
- Reason for Immunization:** (dropdown)
- Information Source:** (dropdown)
- Provider:** (text input, highlighted with a red box)
- Verification Status:** Radio buttons for Requested, Not Requested (selected), and Completed
- Organization:** (text input, highlighted with a red box)
- Service Delivery Location:** (text input, highlighted with a red box)
- Vaccine Details:**
 - Lot Number:** (text input, highlighted with a red box)
 - Display Expired and Recalled Lots:** (checkbox, checked)
 - Lot Status:** Radio buttons for Show All, Publicly Funded, Non Publicly Funded
 - Dosage:** (text input)
 - Dosage UOM:** (dropdown)
 - Site:** (dropdown)
 - Route:** (dropdown)
 - Trade Name:** (dropdown)
 - Manufacturer:** (text input)
- Comments:** (text area, 4000 characters remaining)
- Finish:** (button, highlighted with an orange arrow)

Recording One or More Immunizations “Add Historical”

Step 12 (continued):

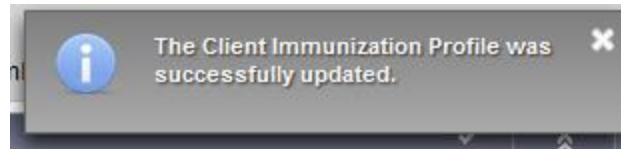
Click '**Finish**' then click '**Save**'.



Recording Immunizations

Step 13:

Verify that the “Immunization(s)” were added successfully. The message appears at the top of the page.



Recording Immunizations

Step 14:

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