



Immunizations: Scheduled COVID-19 Appointment Clinic Sites (Update Mass Immunization Events)

1. Search Mass Immunization Event

- i. Left hand navigation > Immunizations > Mass Immunization Events
- ii. Clear your **Organization** prior to searching
- iii. Enter and select the **Service Delivery Location (clinic location)** > Search

- iv. Review search results > select the applicable clinic/date/(time if applicable):

Event ID	Event Title	Event Date
11013334	Keystone Centre	2021 Feb 10



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2. If the clinic does not display in the search results, please call the **Shared Health Service Desk at 1-866-999-9698** and indicate this is an urgent PHIMS issue.

3. Review/Update Mass Immunization Event:

- i. Event **Title** – review the event to ensure you have the correct location
- ii. Event **Date** – confirm the correct date/time of event – events are split at a maximum of 600 clients per event; a clinic site/date that has more than 600 appointments will have more than one mass immunization event per date
- iii. Event **Type** → confirm that the event type is **Outbreak**
- iv. Organization (the site where the vaccine is stored) and Service Delivery Location
 - i. **Organization*** = Regional Health Authority or Public Health Unit (***it is very important to update the Organization**, as it is initially set at the MB Health Org and must be updated)
 - ii. **Service Delivery Location (SDL)** = xxx (the location of the clinic) – **important to select the correct SDL**

Update Mass Imms Event
Save Reset Worksheet More log

Mass Immunization Event

Event ID: 11013598

*** Event Title:**
Keystone Center - COVID-19

Description:

*** Event Date:**
2021/02/01

*** Status:**
Open

*** Event Type:**
Outbreak

*** Organization:**
Prairie Mountain Health, Manitoba

*** Service Delivery Location:**
Keystone Centre, Brandon, Manitoba

v. Select the **'Use Auto-Decrementing** in this Event', which activates the Holding Point pick list. Add the Holding Point (and select HPL) to the event.

Use Auto-Decrementing

Use Auto-Decrementing in this Event

Holding Point:
Keystone Centre

*** Holding Point Location:**
90060-OP-Freezer



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4. Immunizing Agent – update the vaccine:

- i. Select the radio button next to 'Other Vaccine' and click 'Update'

* Immunizing Agents Add

Update Delete

<input type="checkbox"/>	<input type="checkbox"/>	Immunizing Agents ^	Lot Number ^	Route ^	Reason for Immunization ^
<input checked="" type="radio"/>	<input type="radio"/>	Other Vaccine			

Total: 1 10 v

- ii. Select the **correct Vaccine** and **the correct lot number** from the drop list, select the **Route**, and applicable **Reason for Immunization**; Click **Apply**

Update Immunizing Agents Apply Reset Print X

* Immunizing Agent: COVID19-Pfizer

Lot Number: Display Expired and Recalled Lots
 Show All Publicly Funded Non-Publicly Funded
 EL0203 - Exp. 2021 Apr 30

* Route: Intramuscular

* Reason for Immunization: Occupational hazard (e....

Community with disproportionate disease impact

Congregate living, Other

Fetus or neonate affected by maternal infection

High risk behaviour

High risk environment

Occupational hazard (e.g., HCW)

Outbreak associated (specify name and /or outbreak code)

Personal Care Home resident

Apply Reset

* Immunizing Agents Add

Update Delete

<input type="checkbox"/>	<input type="checkbox"/>	Immunizing Agents ^	Lot Num
<input checked="" type="radio"/>	<input type="radio"/>	COVID19-Pfizer	EL0203
<input type="radio"/>	<input type="radio"/>	COVID19-Pfizer	EK4245

Total: 2 10 v

- iii. Click **Save**

5. Add Providers (there must be providers listed for the worksheet to display)

Event Providers Add

Update Delete

<input type="checkbox"/>	Provider ID ^	Provider ^	Verification Status ^	Workgroup ^	User ^
<input type="radio"/>	32480	Roziere RN, Tanya	Not Requested		
<input type="radio"/>	30176	Sanderson RN, Melanie	Not Requested		

Total: 2 10 v



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6. Review the client list attached to the event:

- i. Scroll to the Client list and review client list content

Client List

Search by Forecast Query Search Clients Search Cohort Upload Client List Remove Client List

Cohort: [Keystone COVID clinic 3](#)

Client List: [Keystone COVID clinic 3](#)

Client List Attached on: 2021 Jan 10

The oldest forecast within this group of clients: 2021 Jan 10 16:30 CST

All the clients in this event were last forecasted as a group on:

Client List Content

Schedule Forecast Add

Remove Preview Client Update

Client ID	Client Name	Date of Birth	Gender
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- ii. Generate the list of **clients who were unable to be added to the event** - scroll to the top of the page and select **"More"** and **Launch Report**.

Update Mass Imms Event

Save Reset Worksheet **More**

Launch Report

Mass Immunization Event

Event ID: 292

* Event Title: Description:

* Event Date:

- iii. From the drop list, **select MB8023 – Scheduler Integration Exception**

Launch Report

* Report:

- MB6022-Mass Imms Event Worksheet
- MB6022A-Mass Imms Event Data Entry Worksheet
- MB8022-Scheduler Reconciliation
- MB8023-Scheduler Integration Exception**

Confirm



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Launch Report

* Report:

MB8023-Scheduler Integration Exception

Report Prompts

* Report Output:

Excel

Event ID:

53


Processed Date:

yyyy/mm/dd

Generate Report Now

Opening MB8023-Scheduler Integration Exception.xls

You have chosen to open:

 **MB8023-Scheduler Integration Exception.xls**
which is: Microsoft Excel 97-2003 Worksheet
from: <https://panorama-dev3.manitoba-ehealth.ca>

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK

Cancel

- iv. **Review the Scheduler Integration Exception report** – clients displaying on this report have failed to be added to the mass imms event and will need to be added manually. (PHIN #'s starting with the digit '9' or a number other than '1' are clients with no PHIN, or clients with out-of-province health card numbers).

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MB8023-Scheduler Integration Exception

This report is used to identify scheduler integration exceptions. These appointments failed to be added to a mass imms event and will need to be added manually. The Processed Date is the date that the appointments were sent from the scheduler to PHIMS.

Confidentiality Notice: This report may contain **confidential** personal health information and is intended to be used for internal Public Health program use only. Disclosure of any information in any report may only occur where the disclosure is authorized in the PHIMS Report User Guides. Any unauthorized use, disclosure, retention, storage, destruction or distribution is strictly prohibited.

Date Generated: 2021-Feb-01 15:31

Report Parameters

Event ID: 732
Processed Date: No Filter

Processed Date	PHIMS Event ID	Event name	Event Vaccine	Event Date	PHIN	Last name	First Name	Date of Birth	Gender	Appointment Date	Exception Reason
2021-Feb-01 02:15	732	Keystone Centre COVID	Other Vaccine	2021-Feb-02	326866427	Abaja	Ivy	1968-Mar-26	F	2021-Feb-02 18:11	No matching client found on PHIN and Birthdate

7. Scroll to the Client list - clients can be manually added – click Add

Client List

Search by Forecast Query | Search Clients | Search Cohort | Upload Client List | Remove Client List

Cohort: [Keystone COVID clinic 3](#)

Client List: [Keystone COVID clinic 3](#)

Client List Attached on: 2021 Jan 10

The oldest forecast within this group of clients: 2021 Jan 10 16:30 CST

All the clients in this event were last forecasted as a group on:

Client List Content | Schedule Forecast | **Add**

Remove | Preview Client | Update

Client ID	Client Name	Date of Birth	Gender
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- This redirects to the **Search Clients page** – enter client details in the search criteria field(s). Search by Health Card Number = PHIN (if no PHIN, see next point). Ensure to check the box **'Include Inactive Clients'**.

Search Clients

Search | Retrieve | Reset | Cancel

Basic Search Criteria

Client Number: 330610144 | Client Number Type: Health Card Number

Last Name: | First Name: | Middle Name: |

Gender: |

Choose one: Date of Birth: yyyy/mm/dd

Select all that apply:
 Include Inactive Clients
 Include Indeterminate Clients
 Use Phonetic Matches



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- ii. **If searching by PHIN (Health Card Number) does not produce a result (or no PHIN), repeat the search using the client last and first name.** Using a wildcard search can improve search results – adding a '%' at the end of a partial name in the name field will look for results that begin with the letters before the '%.'
- iii. When the client displays in the search results*, click **Select and Return**, which returns the client to the mass imms event client list.

Search Results

Client Quick Entry Create Client

Preview **Select and Return** 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"/>	51297	330610144	Reed	Ogden	Male	1982 Aug 18	Prairie Mountain Health	Active

Total: 1 1 ALL

- iv. Alternatively, on the Mass Imms event top navigation bar, select **Worksheet**. Clients can be manually added by name or Health Card Number (PHIN) in the "Client" search field on the worksheet.

Event Worksheet

Event Title: Keystone COVID clinic 3 Event ID: 292
 Event Date: 2021 Feb 01 Location: Keystone Centre
 Event Type: Outbreak Status: Open
 Created By: Hawryluk, Melody

Displaying 200 out of 200 clients

Client: 323817458 Search Type: Health... Add

Duval, Austen | 22369 | 323817458 | Male | 1965 Nov 07

View Consent Update Client Generate Letters Assess and Immunize Client Imms Profile

<input type="checkbox"/>	Alerts	Client ID	Client Name	Date of Birth	Gender	Immuniz... Agent	Forecast Status	Consent Readiness	Event Status
<input type="checkbox"/>		81468	Abaja, Brandon	1996 Aug 05	Male	COVID19-Pfizer	Not Forecasted	Missing	---
<input type="checkbox"/>		81461	Ahem, Lauro	1989 Jul 14	Male	COVID19-Pfizer	Not Forecasted	Missing	---

*Search for the client a **minimum of three times** to ensure the client is not in PHIMS. Clients who do not have a Manitoba PHIN number (newcomers to Manitoba, or temporarily in Manitoba) must be 'created' in PHIMS and added to the worksheet – see PHIMS website – *Client Records* > **Create Client** – QRC.



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8. Activate Inactive client (for the forecaster to forecast 2nd dose):

The screenshot shows a web application interface for managing client status. At the top, a header bar contains the text "Client Demographics" and a toolbar with buttons for "Save", "Reset", "More", "log", a printer icon, a help icon, and a refresh icon. The status "INACTIVE" is displayed in red text on the right side of the header.

Below the header, there is a form with a checked "Inactive" checkbox and a dropdown menu for "Inactive Reason" set to "Left Province - Ontario". A red box highlights the "Inactive" checkbox, and a red arrow points from it to a "Confirm" button in a modal dialog box.

The modal dialog box is titled "Confirm Inactivate/Reactivate Client" and contains a warning icon and the text "Change status of client?". The "Confirm" button is highlighted with a red box. A red arrow points from the "Confirm" button to the "Save" button in the main form's toolbar.

The main form's toolbar also contains "Save", "Reset", "More", "log", a printer icon, a help icon, and a refresh icon. The "Save" button is highlighted with a red box. A red arrow points from the "Save" button to the "Active" checkbox in the main form.

The main form also displays "Date of Birth / Age: 1988 Aug 18 / 32 years" and a success message: "Client was successfully updated." with an information icon and a close button.