



Immunizations: Scheduled Petal MD Appointment Clinic Sites — Updating 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)** or **Event Date Range** > Search

Search Mass Imms Event

Event ID:

Event Title:

Status:

Created By:

Event Type:

Event Date Range:
From: To:

Organization:
 Starts With
e.g. Organization Name

Service Delivery Location:

Brandon Medical Arts Clinic, Brandon, Manitoba

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

Service Delivery Location:

Search Results

Event ID	Event Title	Event Date
336	Brandon Medical Arts Clinic	2023 Apr 03

Total: 1



Immunizations:

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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**.

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 event type eg. Community
- 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

Mass Immunization Event

Event ID: 336

* Event Title: Brandon Medical Arts Clinic

Description:

* Event Date: 2023/04/03

* Status: Open

* Event Type: Community

* Organization: Starts With Brandon PHU, Brandon, Manitoba

* Service Delivery Location: Starts With Brandon Medical Arts Clinic, Brandon, Manitoba

- v. Select the **'Use Auto-Decrementing** in this Event' (if auto-decrementing), 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: Brandon Public Health Services

* Holding Point Location: 80071-OP



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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

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

Total: 1 10

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

Add Immunizing Agents Apply Reset

Immunizing Agent: HPV-9 Lot Number: N025434 - Exp. 2050 Dec 31

Route: Intramuscular Reason for Immunization: Routine (age-based indi...)

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

Post-exposure prophylaxis

Pre-existing condition

Routine (age-based indication)

* Immunizing Agents

Immunizing Agents	Lot Num
HPV-9	N025434

Total: 1

Number of Doses Required by Agent

- iii. Click **Save**

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

Event Providers Add

Update Delete

Provider ID	Provider	Verification Status	Workgroup	User
31905	Deane RN, Ruth	Not Requested		
30299	Omega RN, Jennifer	Not Requested		

Total: 2 10



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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 | Search Client List | Upload Client List | Remove Client List

Cohort: [Brandon Medical Arts Clinic](#) | Schedule Forecast

Client List: [Brandon Medical Arts Clinic](#)
 Attached on: 2023 May 24
 The oldest forecast within this group of clients: 2023 Jan 30 14:48 CST
 All the clients in this event were last forecasted as a group on:
 Next Scheduled Forecasts for Client List:

Client List Content

Client List: | Client: | Search Type: | Add

Remove | Preview Client | Update

<input type="checkbox"/>	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 | log | ?

Mass Immunization Event

Event ID: 336

* Event Title: | Description:

* Event Date: |

More | **Launch Report** | Reserve Supplies

- 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

- 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).

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

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

Client List

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

Cohort: [Brandon Medical Arts Clinic](#) **Schedule Forecast**

Client List: [Brandon Medical Arts Clinic](#)
Attached on: 2023 May 24
The oldest forecast within this group of clients: 2023 Jan 30 14:48 CST
All the clients in this event were last forecasted as a group on:
Next Scheduled Forecasts for Client List:

Client List Content

Client List: [Brandon M...](#) Client: [Campbell-W-20230130, Caleb-1 | ID 7320 | 358021236 | Male | 2012 Ja](#) Search Type: **Add**



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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: Brandon Medical Arts Clinic
Event Date: 2023 Apr 03
Event Type: Community

Event ID: 336
Location: Brandon Medical Arts Clinic
Status: Open
Created By: Omega, Jennifer

Displaying 5 out of 5 available clients

Client List: Client: 358021300 Search Type: Health... **Add**

Cannon-W-20230130, Caroline-1 | ID 7321 | 358021300 | Female | 1962 May 01

Alerts Records Client Summary Deferrals Generate Letters Ethnicities

Clear Filters View Consent Preview Client Update Client Assess and Immunize Client Imms Profile Clinical Notes

Alerts Client ID Client Name Date of Birth Gender Immuniz... Agent Forecast Status Consent Readiness Event Status

*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.

8. Activate Inactive client as needed:

Client Demographics

Save Reset More log ?

INACTIVE

* Inactive Reason: Left Province - Ontario

Inactive

Confirm Inactivate/Reactivate Client

! Change status of client?

Confirm

Save Reset More log ?

Active

Date of Birth / Age: 1988 Aug 18 / 32 years

Client was successfully updated.

* Inactive Reason: Left Province - Ontario Date of Death: yyyy/mm/dd