



Shared health  
**Soins communs**  
Manitoba

# Public Health Information Management System (PHIMS)

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## Module 4: Search for Client Record

# Searching for Client Records

It is important to complete a thorough search for a client record. There are several ways to search for a client in PHIMS.

Refer to the guideline for additional details: [Search Client](#).

The screenshot displays the 'Search Clients' interface. At the top, there are buttons for 'Search', 'Retrieve', 'Reset', a printer icon, and a help icon. Below this is a 'Basic Search Criteria' section with an upward arrow icon. The form includes the following fields and options:

- Client Number:** Text input with '123456789' entered.
- Client Number Type:** Dropdown menu with a search icon and a list of options: Client ID, Health Card Number, and Additional ID.
- Last Name:** Text input.
- Middle Name:** Text input.
- Gender:** Dropdown menu.
- Select all that apply:** Three checkboxes: 'Include Inactive Clients' (checked), 'Include Indeterminate Clients' (checked), and 'Use Phonetic Matches' (unchecked).
- Choose one:** Radio buttons for 'Date of Birth', 'Date of Birth Range', 'Age', and 'None of the above' (selected).
- Date of Birth:** Text input with 'yyyy/mm/dd' placeholder.
- Effective From:** Text input with 'yyyy/mm/dd' placeholder.
- To:** Text input with 'yyyy/mm/dd' placeholder.
- Age:** Text input with 'e.g. 2 or 0-18 or 18-99' placeholder and a 'Year(s)' dropdown.
- Telephone Number:** 'Country' dropdown (set to 'Canada') and 'Number' text input.

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If the client's record is unable to be found in PHIMS (eg. no MB Health Card Number), please record the immunizations on the Vaccine Inputting Form for Health Care Providers and submit the form to the fax number listed:

- For Medical clinics:

[https://manitoba.ca/asset\\_library/en/covidvaccine/Inputting-form-clinics.pdf](https://manitoba.ca/asset_library/en/covidvaccine/Inputting-form-clinics.pdf)

- For Independent Immunization Partners (IIPC) for COVID-19 immunizations:

<iipc-inputting-form.pdf> (gov.mb.ca)

# Questions

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If you have any questions, contact Digital Health

- Email: [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca)
- Phone: 204-940-8500 or 1-866-999-9698