PHIMS landing page

Ensure the Service Delivery Location (SDL) is correct. An SDL is the physical location where the pharmacy services are delivered (e.g. Taché Pharmacy)

Click **Immunization**

The **Search Clients** page displays

Best practice start by entering the client's 9 digit **Manitoba Health Number**
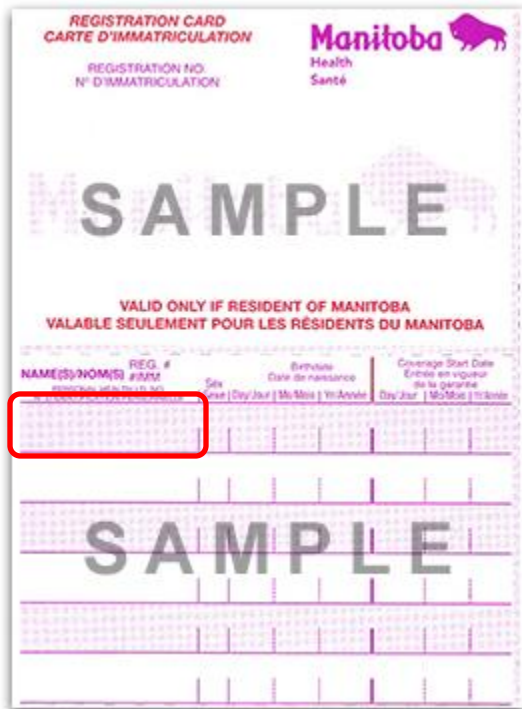
Enter the 9 digit *Health Card Number* in the **Client Number** field, select *Health Card Number* from the **Client Number Type** drop-down list

Click **Search**

Does the name of the client you are searching display in the **Search Results** factory table? If 'yes', select the checkbox to the left in the row associated with the client's name and Select "**Preview**" or "**Client Imms Profile**" and continue.

Search Results

Preview	Set In Context	Client Imms Profile						
✔	⬇.	Client ID ⬍	Health Card Number ⬍	Last Name ▲	First Name ▲	Gender ⬍	Date of Birth ▲	Health Region ⬍	Active ⬍
✔	ⓘ	5966	173018388	Agosti	Alan	Male	1947 Oct 19	Southern Health - Sante Sud	Active

Total: 1 — [<<] [<] [1] [>] [>>] — 20 ⌄

Preview

Client Profile

Client File Status

Active

Client Information

Client ID: 5966
Client Name: Agosti, Alan
Preferred Alternate Name: -, Bill
Health Card Number: 173018388 – Manitoba Health Card
Date of Birth: 1947 Oct 19
Age: 73 years
Gender: Male
Gender Identity:
Other Identity:
Preferred Address: 25 Legal Bay, Ste. Anne, Manitoba, R0A2A6, Canada
Preferred Telephone Number: Primary Home: 204-444-4444
Health Region: Southern Health – Sante Sud
Relationships:

Identifier Type ▲	Identifier ⬍	Effective From ⬍	effective To ⬍
British Columbia Personal Health Number	256987451	1947 Oct 19	2008 Jan 09
Total: 1	[<<] [<] [1] [>] [>>]		10 ⌄

Ethnicity Information

Ethnicity: White (North American, Canadian, European, Other)	Ethnicity Reported by: Self

Birth Information

Province / Territory: British Columbia	City / Town: Victoria	Part of Multiple Birth: No

Languages

Interpreter Required:
✔

If 'no' continue your search

Search using the Additional ID client number type. This allows you to search by the following identifiers that could have been used when creating the client in PHIMS e.g.:

- Manitoba Health 6 digit family number (found on the Manitoba Health Card)
- Health card numbers from other provinces
- Citizen/Immigration Identification Number
- RCMP Regiment Number
- Treaty Number

Enter the number in the **Client Number** field and select **Additional ID** from the **Client Number type** drop-down list, click **Search**

If 'no' continue search

Search by **Last Name & First Name**, ensure the client's **legal registered name** is being searched. Clients might be using their middle name, might be using a pseudonym (e.g. Bill for legal name William). Clients might use their maiden name. Ensure your are using the **client's legal name** that is on the Manitoba Health Card or the client's Manitoba Driver's License.

If 'no' continue search

Search by **Last Name & First Name & DOB**
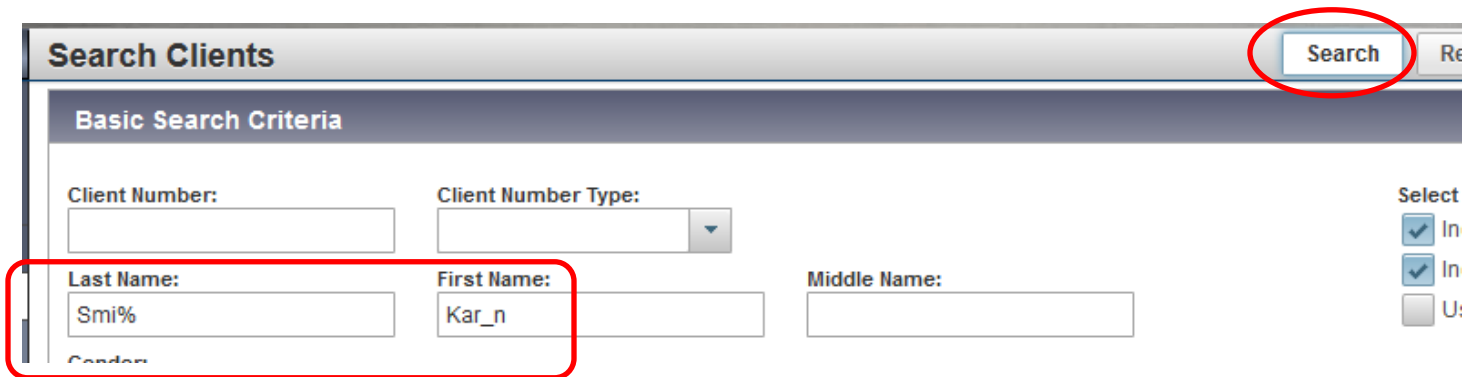

If 'no' continue search

If the client does not display in the **Search Results** factory table, check the spelling to ensure they were entered correctly. If the exact spelling of the client's name is unknown, users may use *wildcards* or *placeholders* to search.

Wildcard search, use the percentage sign (%) to improve search results. Entering a % at the end or a partial name it the name field will look for results that begin with the letters before the %.

(e.g. Smi% will return names such as: Smith, Smitherman, Smiel, etc)

Using a percentage sign % in a blank name field is not permitted, as it will negatively impact system performance
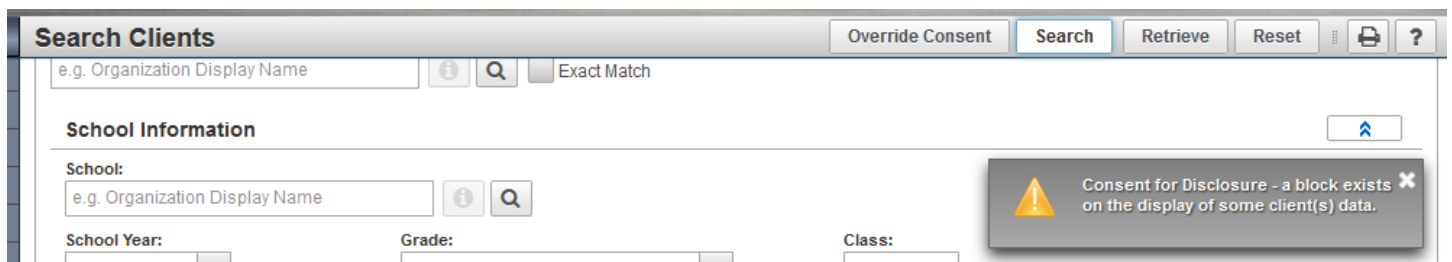

Placeholders can also be used if the exact spelling is not known
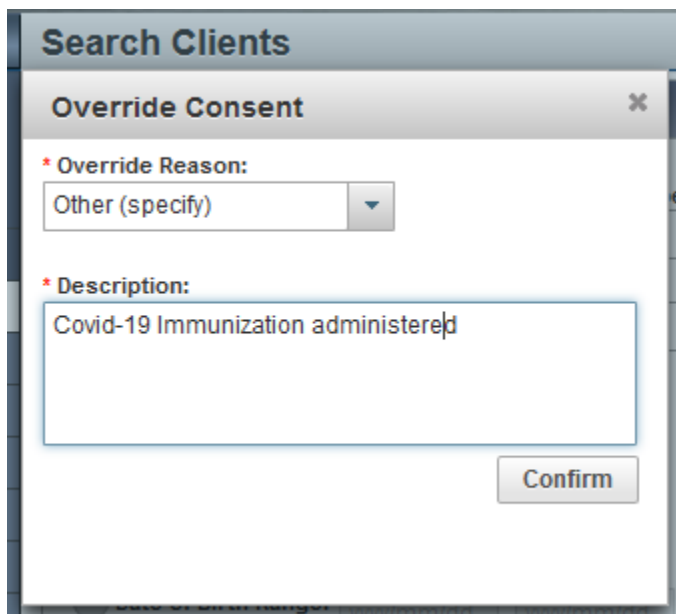
(e.g. Kar_n for Karyn or Karen)

If you see a pop up with "**Consent for Disclosure – a block exists on the display of some client(s) data**", click **Override Consent** to proceed

Select *Override Reason* from the drop-down list, enter ***Discription***, click **Confirm**

Best practice is to search for the client at least 3 times before assuming that there isn't a file for the client.