



## Setting Immunization User Defaults

Log in at the pharmacy location where you are working today.

- Users must be granted PHIMS access at each location where they work.

### Login / Ouverture de session

\* Required Field / Information Requisite

Specify your Language preference / Sélectionner la langue préférée

\* Organization/Organisation:

\* Role/Rôle: MB\_PHARMACY\_ORG

\* Language/Langue:

Hover over **My Account**.

Click **Immunizations Defaults** from the drop list.

Smith, A : MB\_PHARMACY\_ORG for Generic Pharmacy

Help Contact Us **My Account** Change Role Logout

INVENTORY

User Profile

**Immunizations Defaults**

Notification Preferences

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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

Reporting  
Specify and view client specific and aggregate reports.



## Setting Immunization User Defaults

The **Immunization User Defaults** page displays

The screenshot shows the 'Immunization User Defaults' page for a user logged in as 'Generic Pharmacy'. The page has a title bar with 'Immunization User Defaults' and '6' in a red box, and 'Save' and 'Reset' buttons. Below the title bar is a section for 'General Immunization Defaults'. It contains several fields: 'Provider:' with a 'Starts With' checkbox and a text input field containing 'e.g. Provider Last Name, First Name'; 'Organization:' with a 'Starts With' checkbox and a text input field containing 'Generic Pharmacy, Winnipeg, Manitoba'; 'Service Delivery Location:' with a 'Starts With' checkbox and a text input field containing 'Generic Pharmacy, Winnipeg, Manitoba'; 'Holding Point Name:' with a dropdown menu showing 'Generic Pharmacy'; and 'Holding Point Location:' with a dropdown menu showing '12000-OP' and a '5' in a red box. To the right of the 'Organization' and 'Service Delivery Location' fields is a section for 'Apply defaults to Historical Immunizations:' with 'Yes' and 'No' radio buttons. A '6' in a red box is also present in the top right corner of the page.

1. **Provider:**

- PHIMS will automatically default to the provider who has signed in when they are documenting provider recorded immunizations (*not shown in this example*)
- Users who are recording a large number of immunizations on behalf of another provider may want to set the provider default setting to reflect a particular provider's name when documenting non-provider recorded immunizations.

2. Select your **Organization:** set to your Pharmacy Name

*In this example: Generic Pharmacy*

3. Select your **Service Delivery Location:** Service Delivery Locations (SDL) are designated physical locations where services are provided

*In this example: Generic Pharmacy, Winnipeg, Manitoba*

4. Select your **Holding Point:** Holding Points (HP) are the physical locations where vaccine inventory is received and stored (where the fridges are located). All pharmacies/physicians offices that receive and store vaccine have been set up as a holding point in PHIMS so that vaccine ordering processes, inventory movements, adjustments, physical counts and vaccine quarantine can be tracked in PHIMS.

*In this example: Generic Pharmacy*

5. Select your **Holding Point Location:** Displays your pharmacy's Client ID, also known as the Holding Point Location code.

*In this example: Generic Pharmacy Holding Point Location is displayed as 12000-OP.*

- OP = Operational
- OPN = Operational Not Refrigerated – Do not use for vaccines!

6. Click **Save**

