



Shared health  
**Soins communs**  
Manitoba

# Public Health Information Management System (PHIMS)



## Module 1

# How to Set Up a PHIMS User Account

# Setting up a PHIMS User Account

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## **Step 1:**

- You will require a Digital Health account to access PHIMS.
- Ask your manager to complete the Shared Health Account & Access Request Form found here: [Shared Health Intranet Account Management Forms](#) to request a new account or to add PHIMS access to your current account.
  - If you are unable to access the website, contact Digital Health at 204-940-8500 or 1-866-999-9698 or by email at [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca) to request a copy of the Digital Health Account and Access Request form

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## **Step 3:**

- Send the completed Account and Access Request form to the Shared Health Service Desk via email at [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca)
  - Ensure the subject line of the email is: PHIMS Account Request

# Steps to Request a PHIMS Account

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## **Step 4:**

- Your Account Requestor will receive an email with instructions from the Service Desk when your account is set up.

# Preparing to Use PHIMS

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## **Step 5:**

- View some self-study PHIMS training modules for Non Public Health Users.
- The self-study materials are available on the PHIMS website: <https://phimsmb.ca/resources/non-public-health/>

# 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