



Inventory: Setting your Immunization User Defaults

From the Landing page

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

Click **Immunization**



The Public Health Solution for Disease Surveillance and Management supports the identification, management and control of infectious diseases and outbreaks that pose a threat to the public health.

Specify your Service Delivery Location (SDL).

* **Service Delivery Location:** Benefits Rx Pharmacy Select

SDL Time Zone: CDT

Personal WorkLoads
View all your assigned work tasks

Reporting
Specify and view client specific and aggregate reports.

Document Management
Add, update, delete and search for electronically attached documents.

Notifications
Create and view jurisdiction and threshold notifications.

Need Help ?
Contact information for the [Help Desk](#)

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External Reference Links
LINKS WILL OPEN A NEW WINDOW

No Reference Link has been added



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Hover over the words 'My Account', a drop down list displays, click *Immunization Defaults*

The screenshot shows the 'My Account' dropdown menu with the following options: User Profile, **Immunizations Defaults** (highlighted in red), and Notification Preferences. Below the menu, the 'Inventory' page is visible, featuring a 'Reporting' section with the text 'Specify and view client specific and aggregate reports.', a 'Notifications' section with 'Create and view jurisdiction and threshold notifications.', and an 'External Reference Links' section with the message 'No Reference Link has been added'. A calendar for May 2021 is also visible on the right side of the page.

Users can change their personal settings and user defaults at any time

Users who work between different pharmacy's and/or physician's office must verify and update their user defaults to reflect the correct Holding Point (HP) when they administer and record individual immunizations.



Inventory: Setting your Immunization User Defaults

The **Immunization User Defaults** page displays

Provider:

- PHIMS will automatically default to the provider who has signed in when they are documenting provider recorded immunizations
- 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.

Select your **Organization**: set to your Pharmacy Name (e.g. *Benefits Rx Pharmacy*)

Select your **Service Deliver Location**: SDL are designated physical locations where services are provided (e.g. *Benefits Rx Pharmacy, Carman, Manitoba*)

Select your **Holding Point**: HP are the physical locations where vaccine inventory is received and stored (ie: 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 related transactions including vaccine ordering processes, inventory movements, adjustments, physical counts and vaccine quarantine can be tracked in PHIMS. (e.g. *Benefits Rx*)

Select your **Holding Point Location**: 91280-OP (e.g. the *Benefits Rx Holding Point Location* will be displayed as 91280-OP, OP = Operational)

Immunization User Defaults Save Reset log ? 📄

General Immunization Defaults

Provider:
e.g. Provider Last Name, First Name ? 🔍

Organization:
Benefits Rx Pharmacy, ? 🔍

Service Delivery Location:
Benefits Rx Pharmacy, Carman, Manitoba ? 🔍

Holding Point Name:
Benefits Rx

Apply defaults to Historical Immunizations:
 Yes No

Holding Point Location:
91280- OP

Immunization User Data Entry Defaults was successfully updated.

Click **Save**