



Points to Remember

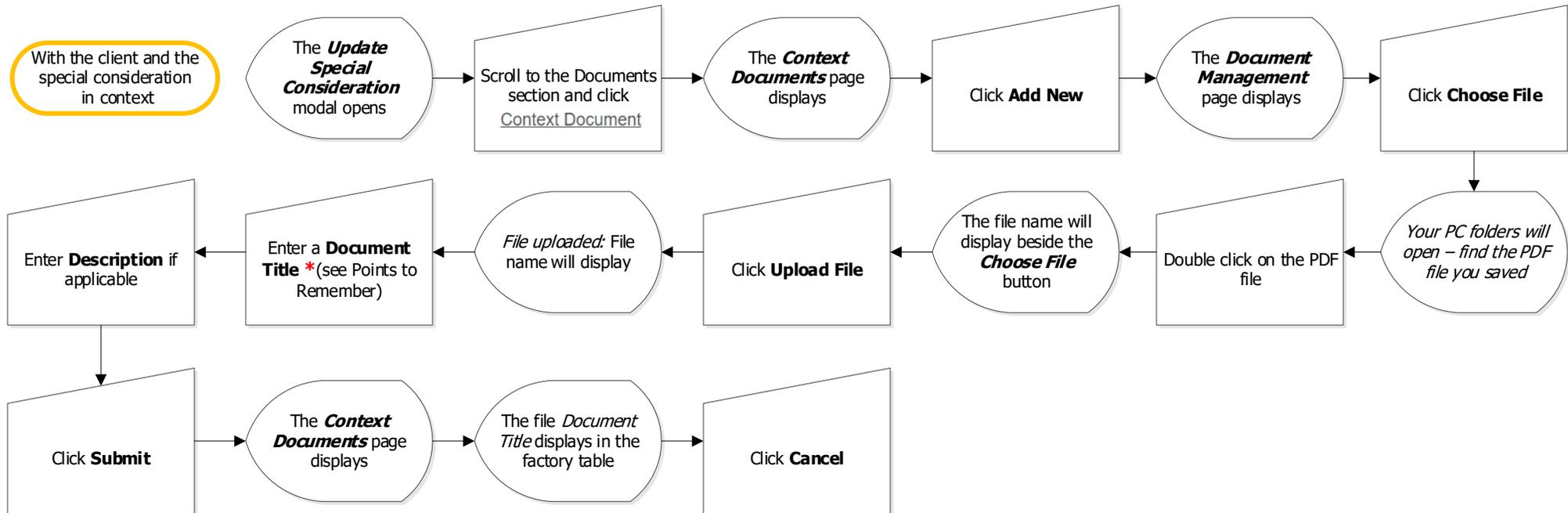
Ensure you are using a corporately managed device

Prework:

- Scan the document
- Save as PDF document
- Ensure the document is no more than 5MB

The system **CANNOT** prevent you from uploading a Special Consideration document to a client only context. ALL PHIMS users are able to see documents attached with only a client in context. You **MUST** ensure that the applicable Special Consideration is in context prior to uploading a document.

Uploading a document does not replace entering the minimum required data elements into PHIMS. Please ensure complete and accurate data entry into mandatory fields as per MB Health Surveillance Unit direction found here: <https://www.gov.mb.ca/health/publichealth/surveillance/forms.html>

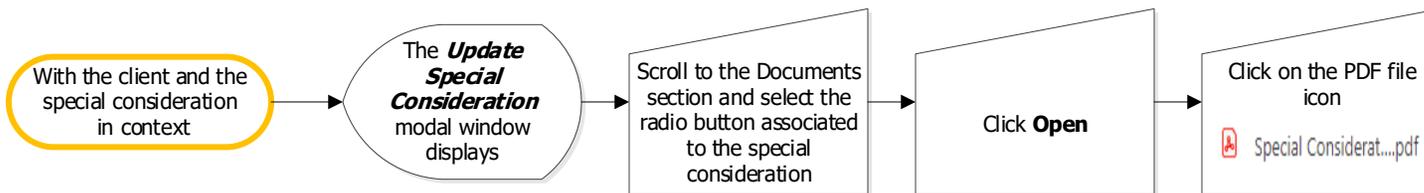


Points to Remember:

- *It is important to follow a standard naming convention when uploading **Context Documents**.
- For Special Consideration related documents, please indicate in the title: Special Consideration and the Client ID number (eg. **Special Consideration, Client ID 123456**)
- **Author a Clinical Note** to notify other users that a document has been uploaded. Create the note within the client's file and enter the *Document title* in the **Subject Line**



View



Delete

