



Shared health  
**Soins communs**  
Manitoba

# Welcome to Manitoba's Public Health Information Management System

## **PHIMS**

# Agenda

- Part 1
  - Introduction to PHIMS
  - Privacy and Security
  - PHIMS data
    - Interfaces
  - PHIMS Support
- Part 2
  - PHIMS Navigation Key Concepts
- Part 3
  - PHIMS Quick Reference Cards (QRC's)

# What's in PHIMS

The Public Health Information Management System (PHIMS) is a secure, integrated, web-based electronic public health record for public health practitioners to manage:

- immunizations
  - vaccine inventory
  - communicable disease investigations
- 
- The Manitoba Health Surveillance Unit enters positive lab reports for reportable communicable diseases (vaccine-preventable, sexually-transmitted, blood-borne, tick-borne), except West Nile Virus, Tuberculosis and animal exposures.
  - The Manitoba Health Surveillance Unit also enters clinical cases and investigation forms received for sexually transmitted, blood-borne and tick-borne diseases.

# PHIMS in Manitoba

PHIMS is used in Manitoba by:

- Regional Health Authorities
- Manitoba Health
- Nursing Stations
- Community Health Centres

## Implementation Dates in Manitoba

Immunization & Inventory

- 2014-2015



Communicable Disease Investigations

- Manitoba Health Surveillance Unit: September 2017
- Regional public health offices

Outbreak

- 2021



# Privacy and Security

- All PHIMS users are required to safeguard privacy by protecting data in PHIMS in accordance with *The Personal Health Information Act* (PHIA) and *The Freedom of Information and Protection of Privacy Act* (FIPPA).
- Users must agree to the **PHIMS Terms of Use**
- When your access is granted, you are an “Authorized User” with one or more roles assigned to you.
- Each user role has specific permissions that determine access to PHIMS data.
- Manitoba Health has the ability to audit and track use in PHIMS.

# Privacy Topics

- Authorized use of PHIMS
- Un-Authorized use of PHIMS
- PHIA Reminder
- Audits of User Activity
- Passwords
- Lock your screen

# Authorized Use of PHIMS

Authorized Users can use PHIMS:

- to provide Health Care or for arranging for the provision of health care;
- for administrative responsibilities and duties related to supporting the provision of health care or arranging for the provision of Health Care;
- to generate Standard Reports as prescribed in the Report User Guides;
- to analyze surveillance data to inform timely public health action and response, and
- to fulfill responsibilities and duties under *The Public Health Act*

# Un-Authorized Use of PHIMS

Authorized Users must not use PHIMS to:

- access information out of curiosity or for personal use
- look at their own electronic record
- look at the electronic record of a friend, colleague, relative, family member or any other individual unless:
  - the Authorized User is in a health care services provider relationship with them and;
  - The information is required to perform employment duties or contractual obligations



# PHIA Reminder:

## Protecting Personal Information

PHIMS Authorized Users are required, by law, to keep confidential all of the Information accessed in PHIMS and to comply with their employer's security policies and procedures.

Manitoba's *Personal Health Information Act* (PHIA) contains provisions which allow **individuals who willfully look at** another person's **personal health information** without the appropriate authorization (an unauthorized use of that information) **to be prosecuted**, even if they do not disclose this information to anyone else.

# Audit of User Activity

- Your activity in PHIMS is always tracked and can be audited by Manitoba Health.
- PHIMS creates an audit trail by tracking all pages you visit and all activities, such as searches, adding information or viewing a client file, that you do while logged in.
- Audit records can be reviewed by your supervisor to confirm your use of PHIMS has only been for approved purposes
- Privacy breaches will be managed per your employer's security policies and procedures.

# User ID and Password

- All actions taken in PHIMS under your user ID and password are deemed to have been taken by you
- To help prevent others from accessing PHIMS using your user ID and password:
  - Do not disclose your User ID and password to anyone else
  - Do not allow the computer's browser to remember your PHIMS username and password
  - Lock your screen when you step away from your desk
  - Always log out of PHIMS as soon as you have completed each session to prevent others from accessing PHIMS using your User ID and password.

# Training for PHIMS Users

- Training takes place in a training environment using “fake” clients and training data.
  - Learners can become familiar with PHIMS without accessing “real” personal health information.
- Coaching and support may take place in the live Production environment as long as the client information is accessed appropriately
  - For example, a Trainer might use a client’s scheduled clinic visit to coach a new user. Together they might preview a client’s immunization history and document the immunization given.

# Information and Data in PHIMS

- Client information from Client Registry
  - Client Demographic information (name, address, date of birth, gender, PHIN, Family number) will reflect what is on the client's Manitoba Health Card
- Immunization data
  - Records from the Manitoba Immunization Monitoring System (MIMS) were loaded into PHIMS
  - Physician billing for vaccine tariff codes
  - Pharmacies (DPIN)
  - Entered by PHIMS users
- Lab data
  - PH reportable results from Cadham lab, COVID specific results from Dynacare and DSM labs
  - Lab Robotic Solution (automate lab and communicable disease investigation (CDI) processing
  - Canadian Blood Services (CBS) results (Rh negative)

# PHIMS Interfaces & Integration

The following interfaces and integration keep PHIMS up-to-date

Inbound:

Product	Purpose	Mechanism	Frequency
Client Registry	Client Demographic Information	HIAL	Real-time
Lab Information System	All PH-reportable Lab Results from Cadham Provincial Lab	HIAL	Real-time
Dynacare and DSM Labs	COVID-specific Lab Results	HIAL	Real-time
CPS	Immunizations delivered by physicians	HIAL	Daily
DPIN	Immunizations delivered by pharmacists	HIAL	Daily
Pedal MD Scheduler	Mass Immunizations Scheduler	Axway/HIAL	Daily
CBS eTracer	CBS results (Rh negative)	HIAL	Daily
Lab Robotic Solution	Automate Lab and CDI processing	Other	Real-time

# PHIMS Interfaces & Integration

Outbound:

Product	Purpose	Mechanism	Frequency
eChart	View of Immunization History	HIAL	Daily
SH-CORD	Public-facing view of COVID-specific Immunization History	HIAL	Daily
VaxCard	Public-facing view of person's COVID-specific vaccination status	GOM API	Real-time
VCC Call Center	Automated SMS and IVR client contact	24-7 API	Daily

# PHIMS Support

- **PHIMS Peer Supporter** (within your region):
  - Your first line of inquiry
- **PHIMS Operational Support Team** (Digital Health):
  - Log a Service Desk ticket for immediate issues
- **PHIMS Operations Committee:**
  - On-going decision-making group includes senior management from all RHAs, Manitoba Health and FNIH.



# Shared Health – Soins Communs Service Desk

## Phone:

- Winnipeg: 204-945-8500
- Manitoba: 1-866-999-9698

## Email:

- [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca)

# PHIMS Navigation Key Concepts

- Navigation Panes
- Recent work
- Hyperlinks
- Showing and hiding information using the chevrons
- Fields
- Hover
- Embedded finds
- Factory Table
- Set in Context
- Panorama Quirks
  - Back button
  - Save
  - Timeout
  - Type ahead

# Navigation Panes

The screenshot displays the PANORAMA Public Health Solution interface. At the top left, the logo for PANORAMA is visible, along with the version number D2-3.2.3 and the user name Desrosiers, Robert. The interface is divided into several sections:

- Left Navigation Pane:** A vertical sidebar on the left containing various menu items such as Immunization, Recent Work, Client, Search Clients, Client Details, Client Warnings, Client Relationships, Client Households, Consent Directives, Allergies, Risk Factors, Travel History, Imms History Interpretation, Upload Clients, and Client Merge. A red bracket on the left side of the image points to this pane with the label "Left Navigation".
- Search Criteria Pane:** A central pane titled "Search Criteria" containing various search filters and options. A red arrow points to the "Outbreaks" link in this pane with the label "Navigation".
- Search Results Pane:** A right-hand pane containing search results and filters, including checkboxes for "Include Inactive Clients", "Include Indeterminate Clients", and "Use Phonetic Matches".

The search criteria pane includes the following fields and options:

- Client Number Type: [Dropdown]
- First Name: [Text Input]
- Middle Name: [Text Input]
- Gender: [Dropdown]
- Choose one:
  - Date of Birth: [Text Input]
  - Date of Birth Range: [Text Input] [Text Input]
  - Age: [Text Input] [Year(s) Dropdown]
  - None of the above
- Telephone Number:
  - Country: [Dropdown]
  - Number: [Text Input] x [Text Input]

# Recent Work

- Displays hyperlinks to client records for the last 10 client files that you worked on.
- May link you to the client profile (demographic information) or to a specific page you worked on.

The screenshot shows a sidebar menu on the left with the following items: 'Recent Work' (circled in red), 'Client', 'Search Clients', 'Client Details', 'Client Demographics', 'Occupation/Education', and 'Health Services'. A red arrow points from the 'Recent Work' menu item to a pop-up window titled 'Recent Work:'. The pop-up window contains a list of four client records:

Client ID	Client Name	Work Type
1	Client: <a href="#">Ron, Johnny (Client ID: 1)</a> - Immunization: <a href="#">Summary</a>	Immunization
2	Client: <a href="#">book, mark (Client ID: 775)</a> - Immunization: <a href="#">Summary</a>	Immunization
3	Client: <a href="#">Brittney Bach (Client ID: 50)</a> - Investigation: <a href="#">INV: Syphilis</a>	Immunization
4	Client: <a href="#">Adrian Aqnarsson (Client ID: 14)</a>	Immunization

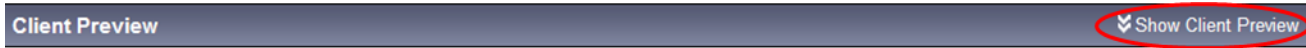
Below the list, there is a 'Date of Birth:' label and a text input field containing 'yyyy/mm/dd'.

# Hyperlinks

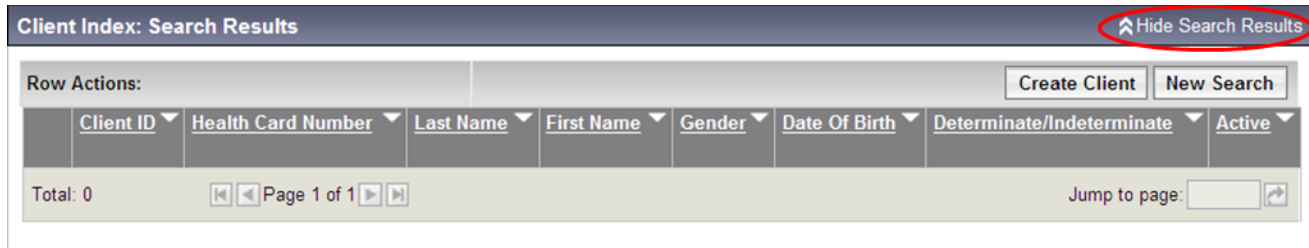
- Blue / black underlined numbers or words
- Available throughout the application
- Click the hyperlink to navigate to a new page
  - Click the **Client:** Client Name (Client ID ###) in the Recent Work navigate to the View Client page
  - Click **Immunization:** Summary in the Recent Work to navigate to the client's Immunization Profile (*Client Immunization View/Add page*)
  - Click the numeric Investigation ID ##### to navigate the user to the Investigation Summary page

# Show and Hide

- The Show Option indicates there is more detail to be displayed



- When the detail is being displayed, the Hide Option indicates that the section can be closed.
- Useful to reduce the amount of information displayed on the screen.



- Contains Data
  - Indicates that the section has information, even though the details are hidden from view



# Fields

- Type Ahead Fields
  - As text is typed the data is searched a character at a time

Health Region Organization:

 ⓘ 🔍  Exact Match

- Southern Health - Sante Sud, Southport, Manitoba
- Southern Public Health, Manitoba
- Southern Mental Health, Manitoba

- Text Fields
  - As text is typed no data is displayed to select from

Class:

# Hover

- Hover over an incompletely displayed value to see the complete value

The image shows a web form with several fields. The 'Reason:' field is a dropdown menu with a blue highlight on the option 'Client/parent/guardian[more...]'. A tooltip box is positioned to the right of this option, containing the text 'Client/parent/guardian - official record'. Other fields include 'Reference Data:', 'Vaccine:', 'Valid Doses Received:', 'Doses Needed:', 'Follow-up:', '\* Status:', 'Comments', and another 'Comments:' field with a text area. A character count '(4000 characters)' and an 'Add' button are visible at the bottom right of the form.




# Embedded Find

- “Find” features that are available throughout the PHIMS application


**Jurisdictional Organization:**  Exact Match


*To specify an Organization first click on the 'Find' button. Then search, or type the name of the Organization you wish to specify, select it and click on 'Select' button. Then click 'Close' to close.*

Organization: Top Level > Level 2 (specific one) > Level 3 (specific one) > [Selected Level 4 Organization] **Find** 

**Jurisdictional Organization:**  Exact Match

*To specify an Organization first click on the 'Find' button. Then search, or type the name of the Organization you wish to specify, select it and click on 'Select' button. Then click 'Close' to close.*

Organization: Top Level > Level 2 (specific one) > Level 3 (specific one) > [Selected Level 4 Organization] **Find** 

**Type** **Search** **Close** 

*Start typing the name of the Organization. Matches will begin to appear below.  
Select the match with the keyboard or mouse.*

Organization Name:  **Show Info**

**Select**

**Search** **Retrieve** **Clear** [Advanced Search](#)

# Factory Tables

- Might contain no details or several records of details on that item

Options:

- Add new details to the table using the section just above the table
- **OR** select the radio button on the left and update details that are already in the table.
- Some (but not all) tables will have an option to delete information

Factory Table

<input type="checkbox"/>	Agent ▲	Date Administered ▼	Age at Administration ▼	Status ▼	Trade Name ▼	Body Site ▼	Volume ▼
<input type="radio"/>	COVID19-Pfizer	2022 Jul 12	50y	Valid	Pfizer- BioNTech COVID-19 Vaccine	Deltoid: upper left	0.3 mL
<input type="radio"/>	HAHB	2016 Jul 27	44y	Valid			
<input type="radio"/>	HAHB	2016 Sep 10	44y	Valid			
<input type="radio"/>	Inf- Intramuscular	2009 Apr 02	36y	Valid			

# Set in Context

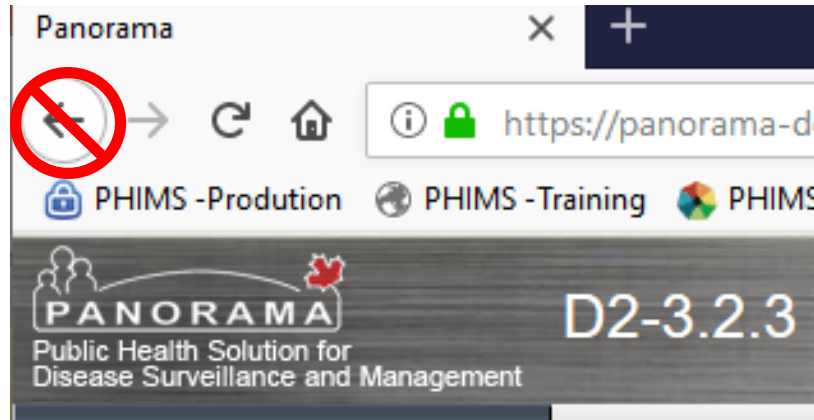
- Set in Context
  - Identifying the Client that is to be worked on
  - Places the client into “context” so several updates can be made for that client at one time

The screenshot displays a web application interface for searching clients. At the top, there is a 'Search Clients' header with buttons for 'Search', 'Retrieve', 'Reset', and a help icon. Below this is a section for 'Advanced Search Criteria'. The main area is titled 'Search Results' and contains a table of client data. A red circle highlights the 'Set In Context' button in the table's action column. Another red circle highlights a notification message that says 'Client ID 1 has been set into context.' The table has columns for Client ID, Health Card Number, Last Name, First Name, Gender, Date of Birth, Health Region, and Active status. The first row shows Client ID 1, Health Card Number 123234345, Last Name Ron, First Name Johnny, Gender Male, Date of Birth 2016 Nov 28, Health Region MB Health, and Active status Active. At the bottom, there is a 'Total: 1' label and a pagination control showing '1' of 20 items.

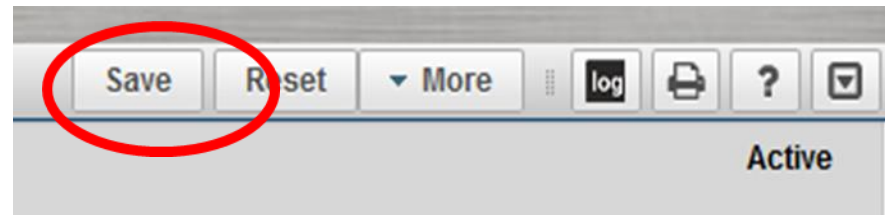
Preview	Update	Set In Context	Create Cohort	Client Imms Profile	Client ID	Health Card Number	Last Name	First Name	Gender	Date of Birth	Health Region	Active
<input type="checkbox"/>	<input checked="" type="checkbox"/>				1	123234345	Ron	Johnny	Male	2016 Nov 28	MB Health	Active

# PHIMS Quirks

- × Do not use the back button



- ✓ Use the save button



# PHIMS Quirks

- Timeout:
  - PHIMS will timeout after **30** minutes. Remember to save your work often.
- Type ahead fields and selecting from drop list:
  - PHIMS will try to match your entry with data from the list. Make sure you double click on the entry to select it. Sometimes this feature is finicky.

# PHIMS Quick Reference Cards

- What are Quick Reference Cards?
- Why Quick Reference Cards?
- How to use Quick Reference Cards

# What are Quick Reference Cards? (QRC)

- QRCs are brief and aim to provide all instructions for a specific PHIMS activity on one page
- Best Practice advice and tips are included in the *Points to Remember* page
- Based on their functional area:

Getting Started

Client Records

Immunizations

- AEFI
- Forecaster
  1. Individual Immunizations
  2. Mass Immunizations
  3. Upload Clients

Inventory

Reports (User Guides & QRCs)

Investigations

- Cohort
- Upload Clients

MOH Log

Outbreaks

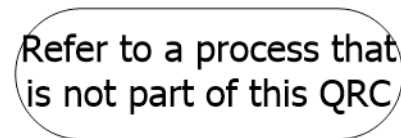
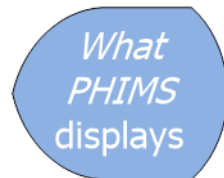
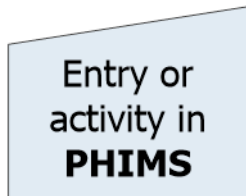
# Why Quick Reference Cards?

- There are many buttons and fields on the various screens that are not required for the function you are doing.
- The QRCs cover an efficient, “tried and true” process for the activity you need to complete.



# How to Read the QRCs

- Start in the upper left-hand corner
- Follow the arrows
- Note the different shapes and their meanings:



# Questions?

