



Shared health  
**Soins communs**  
Manitoba

# Public Health Information Management System (PHIMS)

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## 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 Digital Health Account and Access Request form found at [Shared Health Account Management Page](#) 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

# Setting up a PHIMS User Account

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## Step 2:

- Sign the Terms of Use form found on the PHIMS website at <http://www.PHIMSmanitoba.ca/files/pan-ltr-terms-use.pdf>
  - Ensure the first page of the document at the top indicates that the agreement is between the Government of Manitoba and <Name of Employee> and <Site>
  - Ensure that the scanned pdf document includes all six pages and name the document as follows: Terms of Use Form <Site> <FirstName> <LastName>

# Setting up a PHIMS User Account

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## Step 3:

- Send the completed Account and Access Request form and Terms of User form to 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 & Terms of Use

# 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.
- Note: it will take between 2 and 8 weeks to process requests.

# Preparing to Use PHIMS

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## Step 5:

- Complete the self-study PHIMS training modules for Non Public Health Users.
- The self-study modules and training videos are available on the PHIMS Website at:

<http://www.PHIMSmanitoba.ca/res-non-pub-hlth-ups.html>

# 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