



Shared health
Soins communs
Manitoba

Public Health Information Management System (PHIMS)



Module 4: Search for Client Record

Searching for Client Records

It is important to complete a thorough search for a client record. There are several ways to search for a client in PHIMS.

Refer to the guideline for additional details: [1.1 Searching for a Client Record](#)

The screenshot displays the 'Search Clients' interface. At the top, there are buttons for 'Search', 'Retrieve', 'Reset', and a help icon. Below this is the 'Basic Search Criteria' section. The form includes several input fields: 'Client Number' (with the value 123456789), 'Client Number Type' (with a dropdown menu open showing 'Client ID', 'Health Card Number', and 'Additional ID'), 'Last Name', 'Middle Name', 'Gender' (with a dropdown), and 'Telephone Number' (with 'Country' set to Canada and an 'x' separator). There are also date and age selection options: 'Date of Birth' (radio button), 'Date of Birth Range' (radio button with 'Effective From' and 'To' date pickers), 'Age' (radio button with a text input 'e.g. 2 or 0-18 or 18-99' and a 'Year(s)' dropdown), and 'None of the above' (radio button). On the right side, there are three checkboxes under 'Select all that apply': 'Include Inactive Clients' (checked), 'Include Indeterminate Clients' (checked), and 'Use Phonetic Matches' (unchecked).

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If the client's record is unable to be found in PHIMS (eg. no MB Health Card Number), please record the immunizations on the Vaccine Inputting Form for Health Care Providers and submit the form to the fax number listed:

- For Medical clinics:

https://manitoba.ca/asset_library/en/covidvaccine/Inputting-form-clinics.pdf

- For Independent Immunization Partners (IIPC) for COVID-19 immunizations:

[iipc-inputting-form.pdf \(gov.mb.ca\)](iipc-inputting-form.pdf)

Questions

If you have any questions, contact Digital Health

- Email: servicedesk@sharedhealthmb.ca
- Phone: 204-940-8500 or 1-866-999-9698