Reference Guide: Documenting Immunizations Administered in PCH/LTC and Hospitals

To ensure accurate documentation of immunizations administered to residents of personal care homes (PCHs)/ long-term care (LTC) facilities, hospital patients, visitors and occupational health staff, please follow the guidelines below for consistent data entry into PHIMS. Changes to both the provincial immunization consent form and the vaccine administration form will be forthcoming to align the "reason for immunizing" sections with the PHIMS drop-down list options. In the interim, the following process is recommended.

Documenting immunizations with the use of the provincial consent forms:

If recording immunizations on the provincial immunization consent forms, please ensure all fields are filled out and clearly indicate on the form the address and name of facility or hospital at time of immunization:

	*What to select in "Section C- Reason for immunization" of the consent form	What to select when transcribing data into PHIMS
PCH/ LTC residents	High risk	Personal Care Home resident OR High risk environment
Hospital patients	High risk	High risk environment
Visitors	Contact of high risk	Routine
Occupational Health (e.g., health care worker, volunteer)	Health-care worker	Occupational hazard

*This section of the consent form is being updated to align with the options in PHIMS

Documenting immunizations with the use of the Vaccine Administration Reporting Form for Health Care Providers:

If recording immunizations on the Vaccine Administration Reporting Form for Health Care Providers, the "**Reason for**" code should be transcribed into PHIMS as follows:

	*What to select in "Reason for" section of the reporting form	What to select when transcribing data into PHIMS
PCH/ LTC residents or Hospital patients	1-Residents or Patients	Personal Care Home resident OR High risk environment
Occupational Health	2-Staff	Occupational hazard
Visitors	3-Visitors, volunteers, etc.	Routine

*This section of the reporting form is being updated to align with the options in PHIMS

Documenting Immunizations into PHIMS

1. **Use of Org and SDL**

   i. When documenting immunizations into PHIMS either individually or via a Mass Immunization Event (MIE), ensure you have the correct Organization (Org) and Service Delivery Location (SDL) based on where the client received the immunization.

   Organization (Org): Organization field is set to where the vaccine inventory is located/ stored.

   Service Delivery Location (SDL): Service Delivery Locations are designated physical locations where public health services are provided. For example, if immunizations are offered at a public health office, a school, or a personal care home these sites are referred to as the service delivery location.

   - Example: **Org**→ Interlake-Eastern LTC
       SDL→ Arborg Personal Care Home

   ii. Health care workers/volunteers and visitors who are immunized in hospitals or acute care programs must be entered with the SDL and Org of the hospital or acute care facility.

   - Example: **Org**→ Interlake-Eastern RHA Other Facilities
       SDL→ Beausejour District Hospital

   iii. For information on how to run a report in PHIMS to determine the correct Org based on the SDL, refer to section 8.3 [Documentation of Organization & Service Delivery](#).

Enter the reason for immunization as outlined above (e.g. PCH resident, high risk environment, routine, occupation hazard)

2. **Mass Immunization Events (MIE):**

If recording immunizations into PHIMS using a Mass Immunization Event (MIE):

- Ensure the **MIE type** is set to **Flu.**
- Confirm the **SDL** for Influenza MIE is correctly set as the personal care home / long-term care facility and select the organization accordingly.
  - Example: **Org**→ Interlake-Eastern LTC
      SDL→ Arborg Personal Care Home
- In the "Reason for Immunization" field, select **"high risk environment"**.
  Please note, since the "Reason for Immunization" field applies to the entire MIE, staff/ volunteers and visitors must be entered separately from the MIE to accurately capture the reasons for immunization.

  MIE QRC: phimsmb.ca/files/mie-create.pdf

For more information on documenting immunizations in PHIMS, visit: phimsmb.ca/support-tools/public-health/immunizations/