

September 2, 2021

## Reporting COVID-19 and School Vaccine Doses Administered to Clients without a PHIN

To capture COVID-19 and school vaccines (HPV, hepatitis B, Men-C-ACWY-135, Tdap/Tdap-IPV) administered to persons without a Manitoba personal health identification number (PHIN) in the provincial immunization registry (PHIMS), including clients who cannot be found in PHIMS, **please complete the updated FILLABLE form, which can be completed online, printed and faxed to 204-957-4342 every Monday and Thursday of each week.** The form is available online at:

- **Pharmacies:** [manitoba.ca/asset\\_library/en/covidvaccine/Inputting-form-pharmacies.pdf](https://manitoba.ca/asset_library/en/covidvaccine/Inputting-form-pharmacies.pdf)
- **Medical Clinics:** [manitoba.ca/asset\\_library/en/covidvaccine/Inputting-form-clinics.pdf](https://manitoba.ca/asset_library/en/covidvaccine/Inputting-form-clinics.pdf)

These fillable forms can also be found at: [protectmb.ca/school-immunizations](https://protectmb.ca/school-immunizations).

**To minimize data entry errors, please complete the fillable form online (as opposed to printing and completing the form by hand).**

As communicated on August 11, 2021 ([protectmb.ca/wp-content/uploads/2021/08/Memo-to-HCPs-no-sigs.pdf](https://protectmb.ca/wp-content/uploads/2021/08/Memo-to-HCPs-no-sigs.pdf)): please ensure all vaccine doses administered are recorded in PHIMS within two business days of administration to the client/patient, via:

- direct entry into PHIMS for public health; OR
- direct entry into PHIMS for pharmacists **for COVID vaccines only**; OR
- **the Drug Program Information Network (DPIN) for pharmacists for school vaccines**; OR
- the Claims Processing System for fee-for-service (FFS) physicians and, non-FFS physicians/nurse practitioners via shadow billing. (The tariff code listing is available at: [gov.mb.ca/health/publichealth/surveillance/immunization/docs/mims\\_tariff\\_codes.pdf](https://gov.mb.ca/health/publichealth/surveillance/immunization/docs/mims_tariff_codes.pdf)).

Do **NOT** use the inputting form ([www.gov.mb.ca/health/publichealth/cdc/div/docs/iifhcp.pdf](https://www.gov.mb.ca/health/publichealth/cdc/div/docs/iifhcp.pdf)) referred to in the August 11<sup>th</sup> memo for entering COVID vaccines or school vaccines for clients without a PHIN. Rather, please use the updated FILLABLE form (as linked above) for pharmacies and medical clinics.

Please share this information with all relevant colleagues in your facility/clinic.

Sincerely,

*“Original signed by”*

Richard Baydack, PhD  
**Director**  
**Communicable Disease Control**

*“Original signed by”*

Tim Hilderman, MD FRCPC  
**Medical Lead, Vaccines**  
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