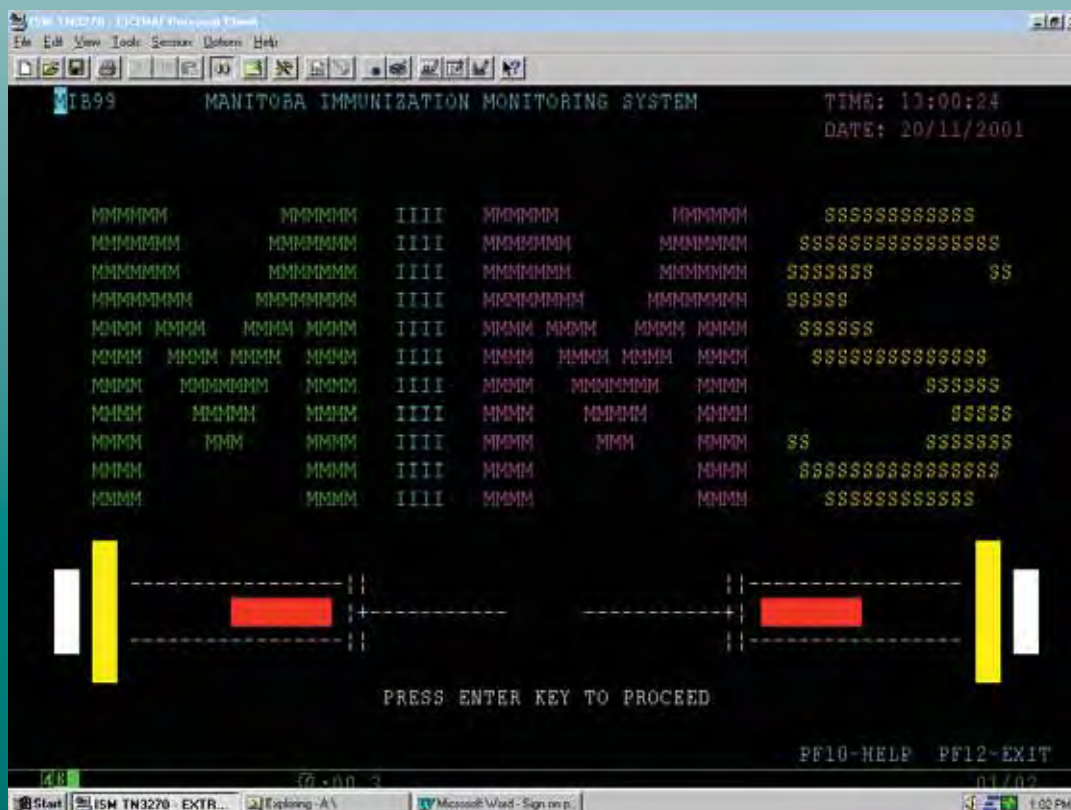# MIMS
User Manual

Third Edition
April 2011

Communicable Disease Control Branch
Public Health Division
Manitoba Health

Manitoba

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Manitoba Immunization Monitoring System (MIMS)

MIMS User Manual
Third Edition
April 2011

MIMS – Overview

The Manitoba Immunization Monitoring System (MIMS) is an electronic immunization registry that has been in use at Manitoba Health (MH) since 1988. Initially, MIMS recorded immunizations provided to children who were born after 1980. In 2000, records for adult immunizations were added. The system currently has the capacity to maintain immunization records for all Manitobans registered with the MH Insurance Registry (IReg). Once an individual is registered, he/she is assigned a six-digit Manitoba Health Registration Number (MHSC No.) and a Personal Health Identification Number (PHIN). This information is passed from the MH Insurance Registry to establish the individual in MIMS.

Immunization events are entered into MIMS in two ways:

- Data entry by MIMS update users (data entry clerks in each Regional Health Authority).
- Downloaded from the physician billing system for publicly funded immunizations provided by physicians.

MIMS is used in a variety of ways:

- data entry of immunization events (new and historical)
- inquiry regarding past immunization events
- reports for community health offices/regions or schools/divisions of missing or recorded immunizations for a particular subset of the population
- reminder letters to parents of children who may be missing recommended immunizations at ages 15 months, 20 months and 5.5 years of age
- pneumococcal reminder letter to those 65 years of age who may be missing this recommended immunization
- Provincial and regional statistical analysis, immunization coverage rates and vaccine doses provided by health care providers (MIMS Annual Report)
- provision of funding of specific vaccines for regional health authorities (RHAs)
- immunization certificates for children at seven and 18 years of age
- reports upon request

MIMS is accessed in over 140 different sites and by over 680 authorized MIMS users in the 11 regional health authorities and FNIH sites throughout the province, including public health and other health care providers.

MIMS – Resources and Contact List

The purpose of this manual is to provide step-by-step procedures on all functions in MIMS and to provide procedural guidelines for maintenance of immunization events in MIMS.

Access to all MIMS resources can be found in the Epidemiology and Surveillance section of the Manitoba Public Health website located at: www.gov.mb.ca/health/publichealth/index.html.

Contact List

Contact your regional or site Trainer: _____   _____

                                               Name   Contact Info

MH Information Systems Management (ISM) Branch Help Desk: (204) 786-7200 or 1-800-392-1200 ext. 7200

- Password re-set
- MIMS network availability/outages

MH Registration and Client Services: (204) 786-7101 or 1-800-392-1207

- Address changes
- PHIN/MHSC inquiries for individuals not found in MIMS

MH MIMS Program: (204) 788-6396 or 1-800-392-1200 ext. 6396

- MIMS program related questions

Resources that can be found on in the Epidemiology and Surveillance section of the Manitoba Public health website include:

- MIMS User Manual
- MIMS Annual Reports
- MIMS Surveillance Forms such as:
  - o MIMS: Immunization Input forms for Facilities and Clinics
  - o Report Request Memo:
    - MIMS: Immunization Table Listing
    - MIMS: Immunization Tariff Codes
      - **NEW:** MIMS Tariffs: Quick Reference for Health Professionals
    - MIMS: Immunization From History Tapes
    - MIMS: Regional Health Unit Listings
    - MIMS: Native Band Listing
    - MIMS: Municipality Listing
    - MIMS: Physician Listing Request (alphabetical)
    - MIMS: Physician Listing Request (numeric)

ACCESSING MIMS

ACCESSING MIMS – Software Options

MIMS is a mainframe database system. It requires software which can be acquired in either of the following ways:

1. The Provincial Data Network (PDN): used by most Regional Health Authority (RHA) community health offices and facility sites, the 3270 emulator software (commonly Attachmate Extra and Jolly Giant) is downloaded to the user's desktop to link to the sign-in screens in MIMS.

2. Manitoba On-line: an IBM product known as Host on Demand (HOD) is available via the internet. Acquisition procedures for HOD are provided to the user site on request from MH.

ACCESSING MIMS – User Options:

There are two types of user access available in MIMS:

1. **Inquiry access**
2. **Update access**

<u>Inquiry access</u> allows MIMS users to:

- Inquire (only) regarding the information stored on the INQUIRE MASTER RECORD screen
- Inquire (only) regarding information on the INQUIRE IMMUNIZATION RECORD screen
- Inquire (only) regarding information on the INQUIRE GENERAL TABLE INFORMATION screen

<u>Update access</u> allows MIMS users to:

- Add, change or delete information in the fields on the MAINTAIN MASTER RECORD screen (which captures individual identifying information)
- Add, change or delete immunization events in MIMS on the MAINTAIN IMMUNIZATION RECORD screens
- Inquire regarding information on the INQUIRE GENERAL TABLE INFORMATION screen
- Request reports using the Report Request option

ACCESSING MIMS – Signing On:

The following procedures are followed when signing on to MIMS.

A quick reference summary of the sign-on and sign-off instructions can be found at the end of this section.

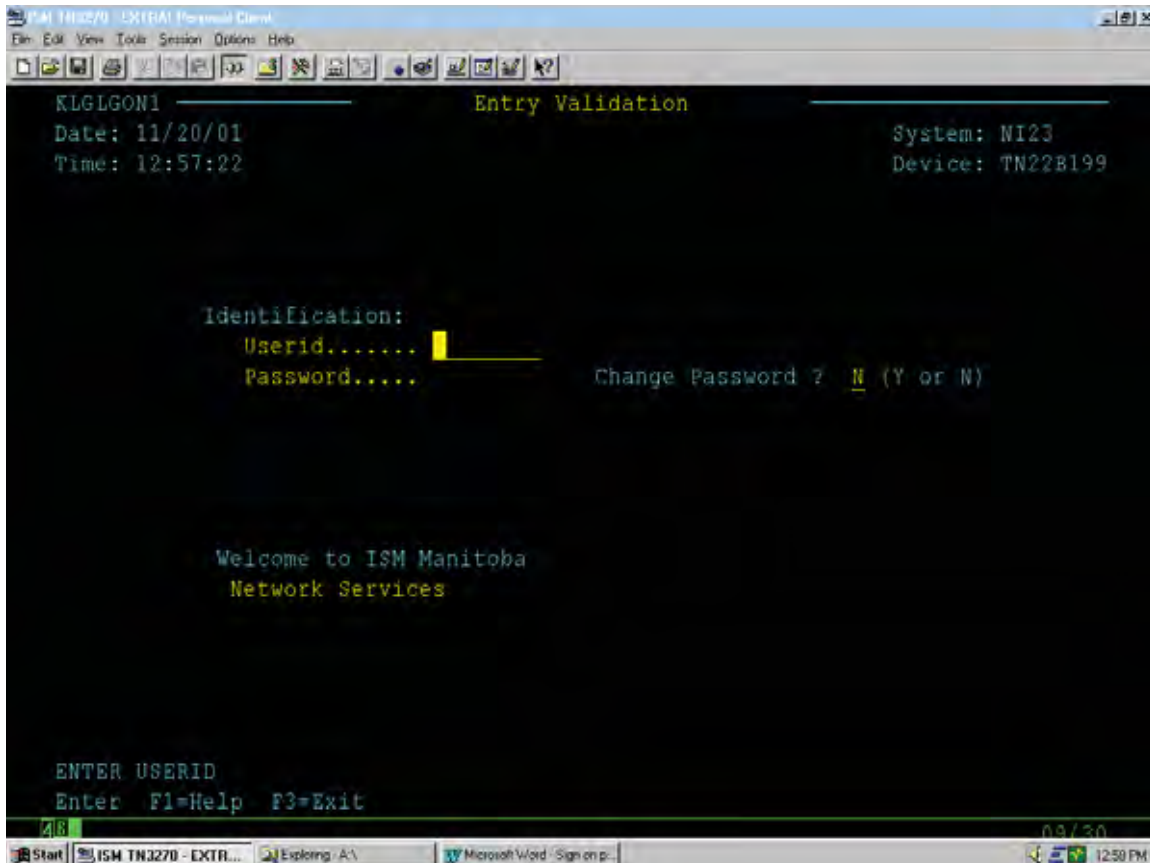From the INFORMATION SYSTEMS MANAGEMENT screen:
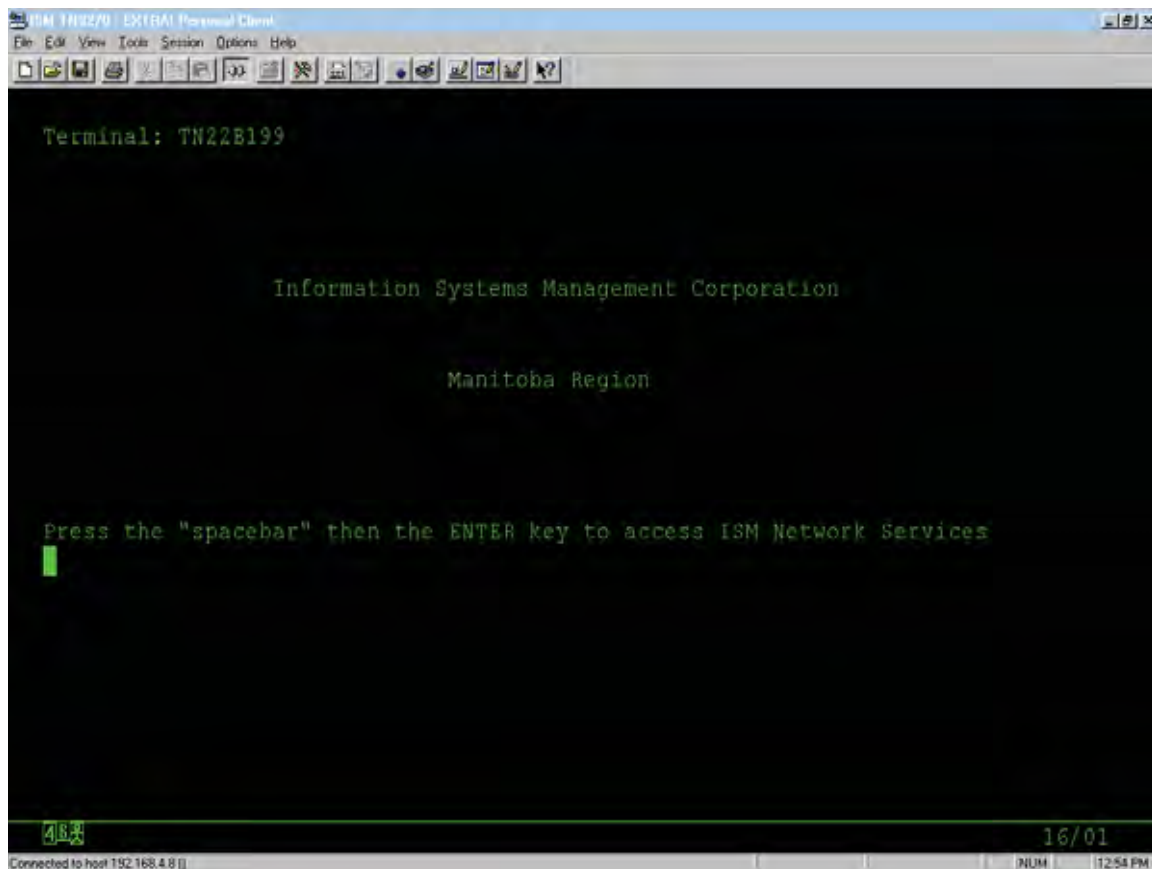
A message appears at the bottom of the screen prompting the user to:

PRESS THE 'SPACEBAR' THEN THE ENTER KEY TO ACCESS ISM NETWORK SERVICES

- Press spacebar once
- Press Enter

ENTRY VALIDATION screen:

The system prompts you to provide your User ID and Password

- Enter User ID
- Press Tab Key
- Enter Password
- Press Enter

When signing into MIMS for the first time, a generic MIMS password is used. The generic password is provided by ISB (Information Systems Branch) to the designated access coordinator at the time the MIMS User ID is created. The user will be prompted to change the generic password immediately following the first sign-on to MIMS.

The system will prompt the user when it is time to change the password (every 60 days). The same password cannot be used in the same year. Also, if a user ID and password are not used within three months the user ID will be revoked and access to MIMS will be denied refer to the Trouble Shooting guide at the end of this section of the manual.

Please refer to the following password rules when creating a password:

- must be eight characters in length
- must contain at least one numeric character
- must contain at least one alphabetic character
- the first and last characters should be non-numeric
- should not contain four consecutive characters of an old password
- must not contain three identical adjacent characters
- must not contain your User ID
- user cannot not reuse the last five consecutive passwords
- Mainframe passwords are NOT case sensitive

The ISM NETWORK SERVICES – MAIN MENU screen is displayed:
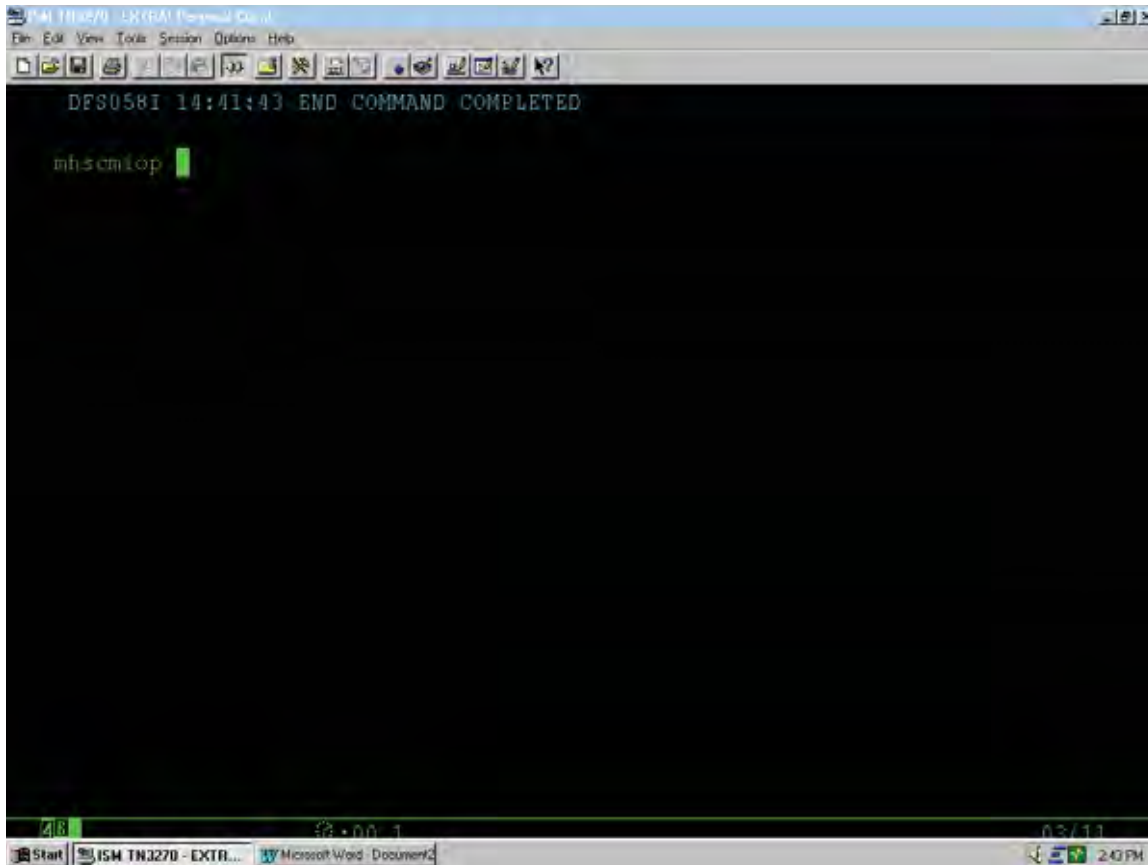

The cursor (green bar) is beside the IMS session.
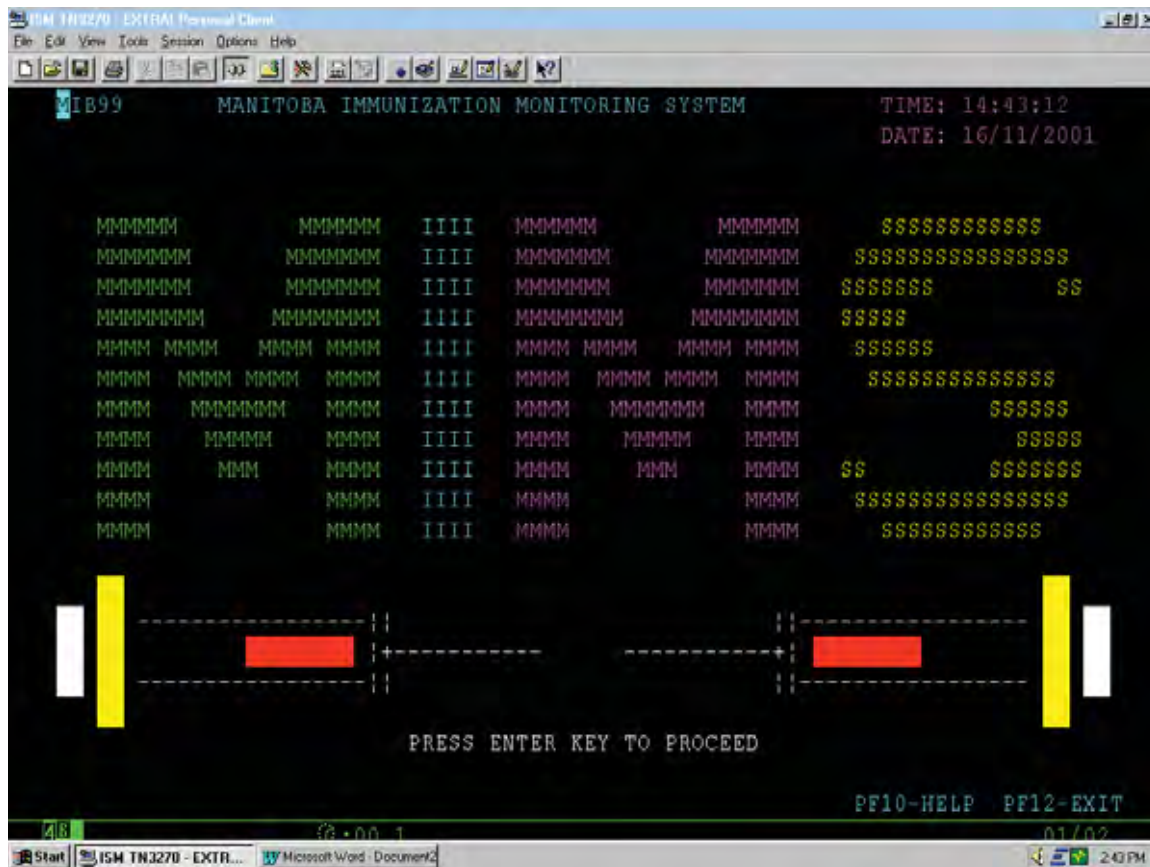
- Press Enter

The following message will appear:

END COMMAND COMPLETED

- If user has **inquiry** access enter **MHSCMPHN** and push the space bar (once)
- If user has **update** access enter **MHSCMIOP** and push the space bar (once)
- Press Enter

Some users' access are pre-programmed to by-pass this screen. If this is the case, proceed to the next page.

The following MIMS screen will appear:

The user is connected to the Manitoba Immunization Monitoring System.

At the bottom of the screen, the system prompts the user to:

PRESS ENTER KEY TO PROCEED

- Press Enter

If the MIMS user has **Inquiry** access the following menu is displayed:

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

MIB01          MANITOBA IMMUNIZATION MONITORING SYSTEM          TIME: 14:17:36
                      P.H.N. PRIMARY MENU                       DATE: 15/06/2005

    FUNCTION: 1

             1.   INQUIRE MASTER RECORD

             2.   INQUIRE IMMUNIZATION RECORD

             3.   INQUIRE GENERAL TABLE INFORMATION




    ENTER:    FILE NO: 100005634
                OR
              MHSC NO: _____
                OR                                          MM YYYY
              SURNAME: _____   INITIAL: _   SEX: _   BIRTHDATE: 00 0000

                                                    PF10-HELP   PF12-EXIT
```
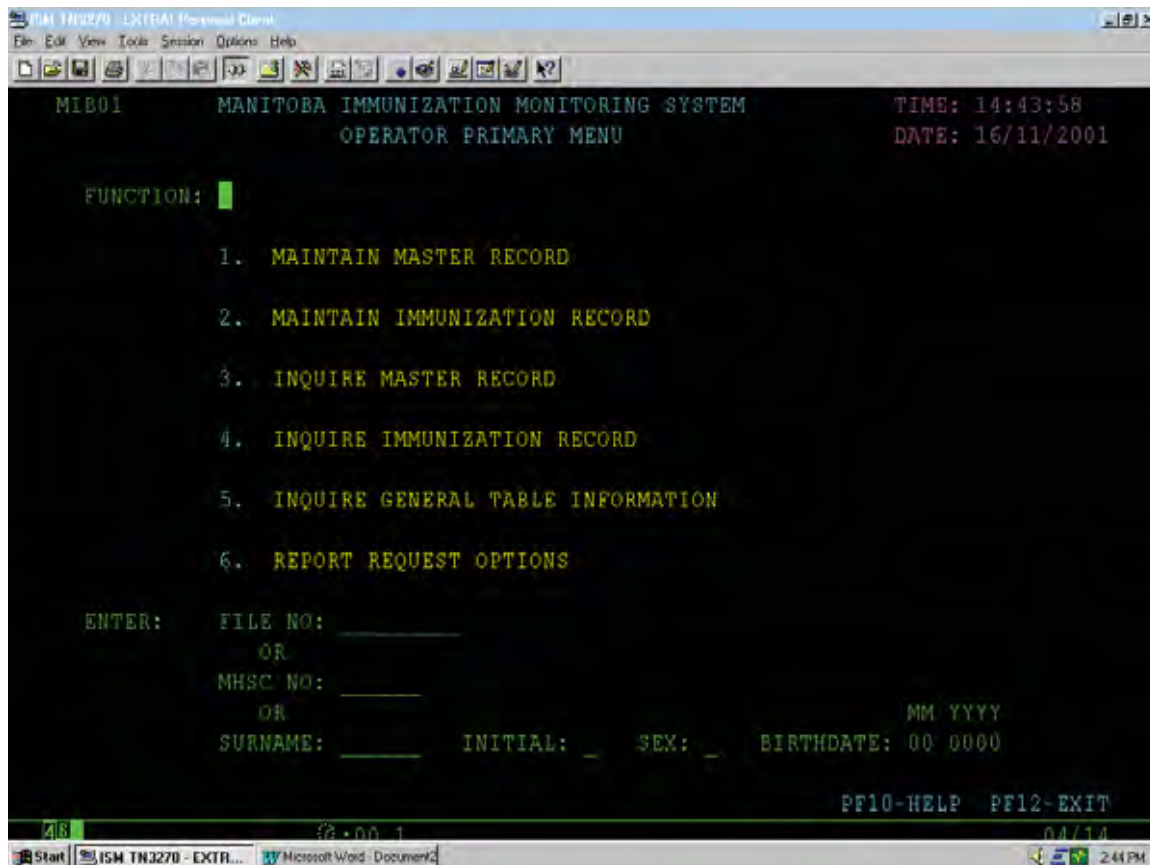
Proceed to the relevant sections of the manual to continue with step-by-step instructions on how to access the various options, screens and fields available in MIMS.

If the MIMS user has **Update** access the following menu is displayed:

Proceed to the relevant sections of the manual to continue with step-by-step instructions on how to access the various options, screens and fields available in MIMS.

ACCESSING MIMS – Signing Off:

To exit MIMS, select PF12 EXIT from an INQUIRY or MAINTAIN screen in MIMS (PF12 is listed as an option at the bottom right corner of appropriate screens).

The following screen will appear:
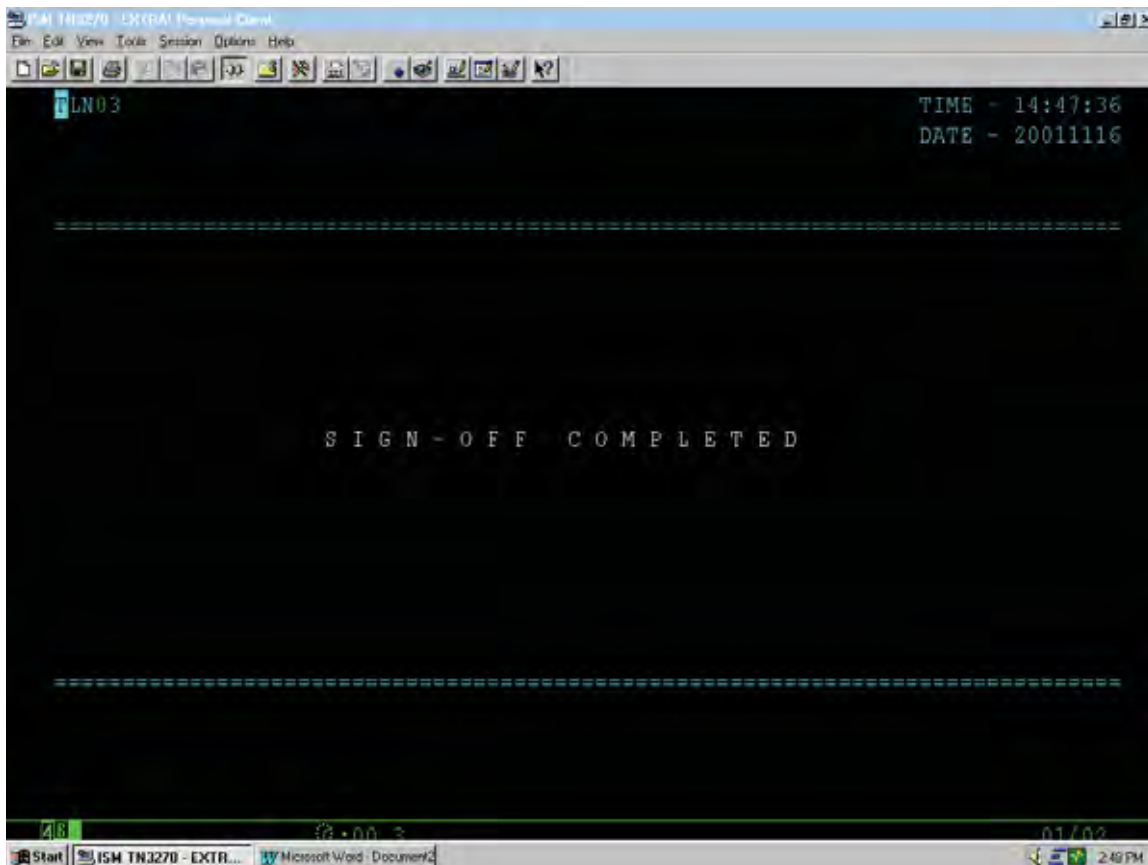
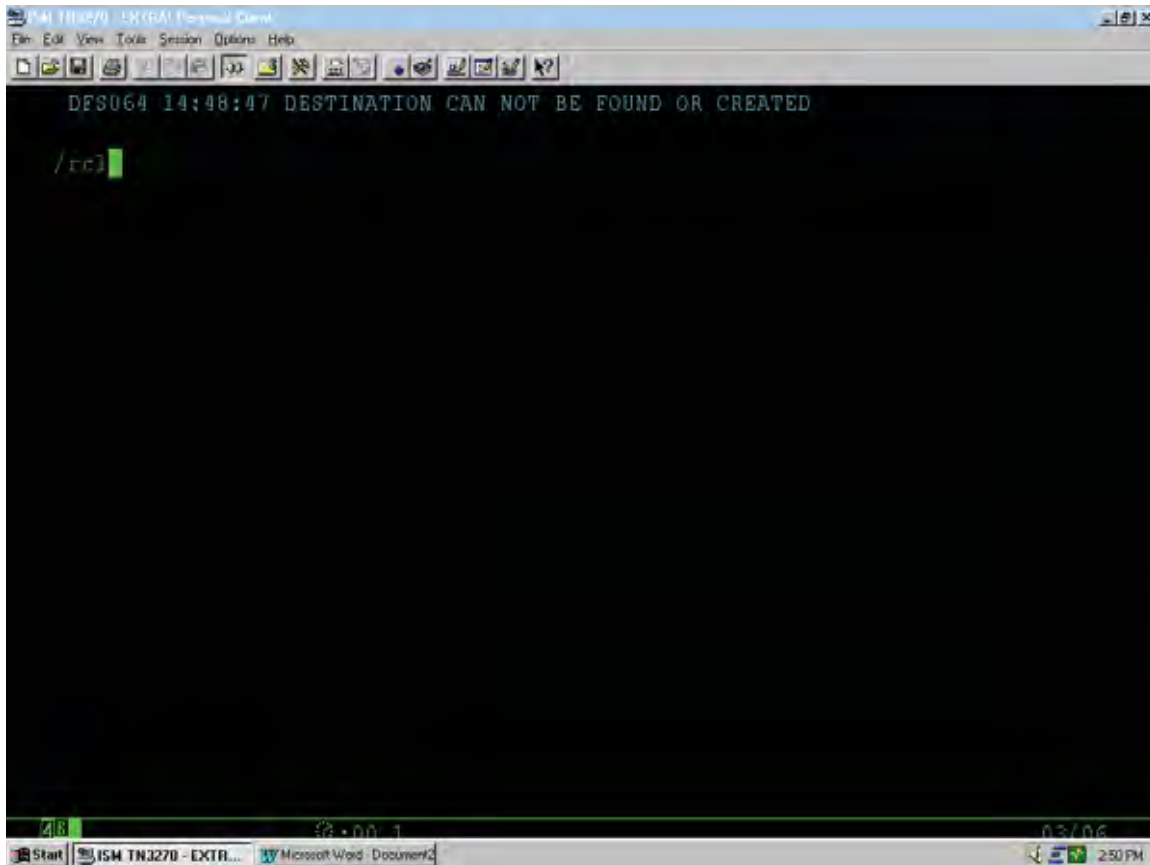Even though the screen says **SIGN-OFF COMPLETED,** you are **NOT** signed off from MIMS.

Follow the instructions identified on the following pages to correctly sign out of MIMS:
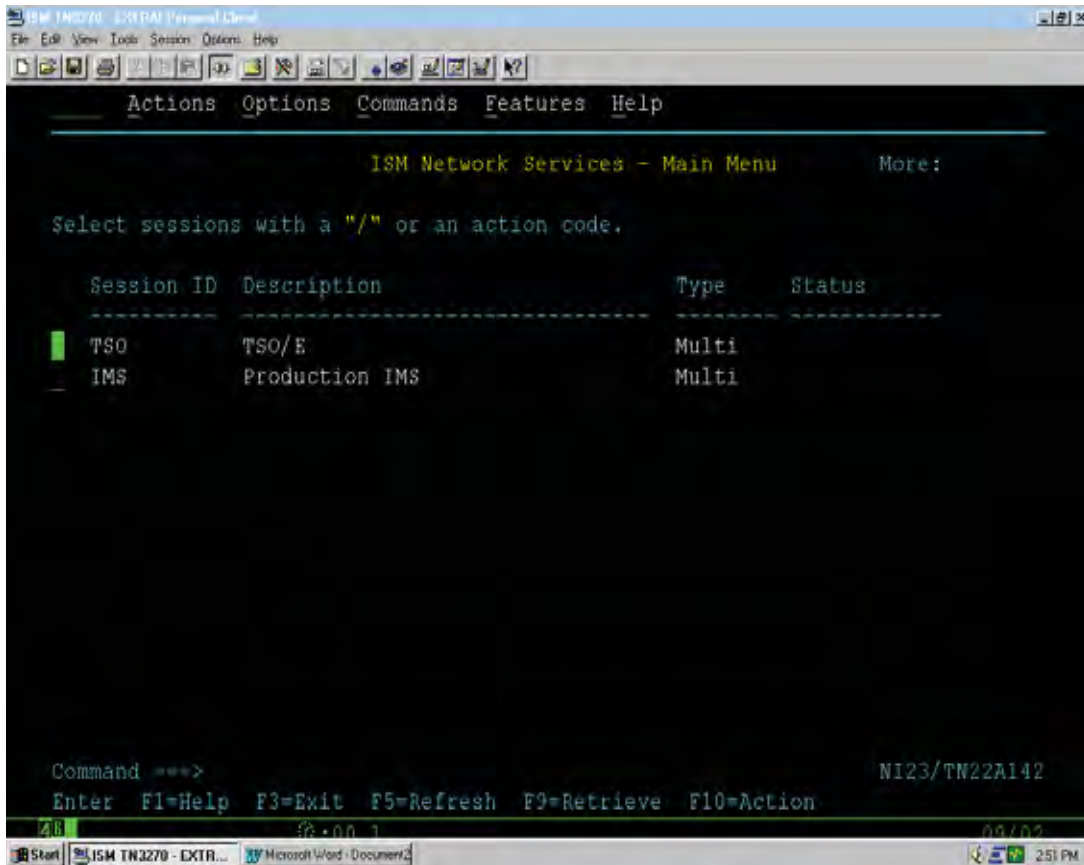
- Press Enter

The following screen is presented:

- Enter: /rcl (screen is not case sensitive)
- Press Enter

ISM NETWORK SERVICES – MAIN MENU screen:

- • Select F3 – EXIT (function key is displayed at the bottom of the screen)

A pop-up window appears at the bottom of the screen:
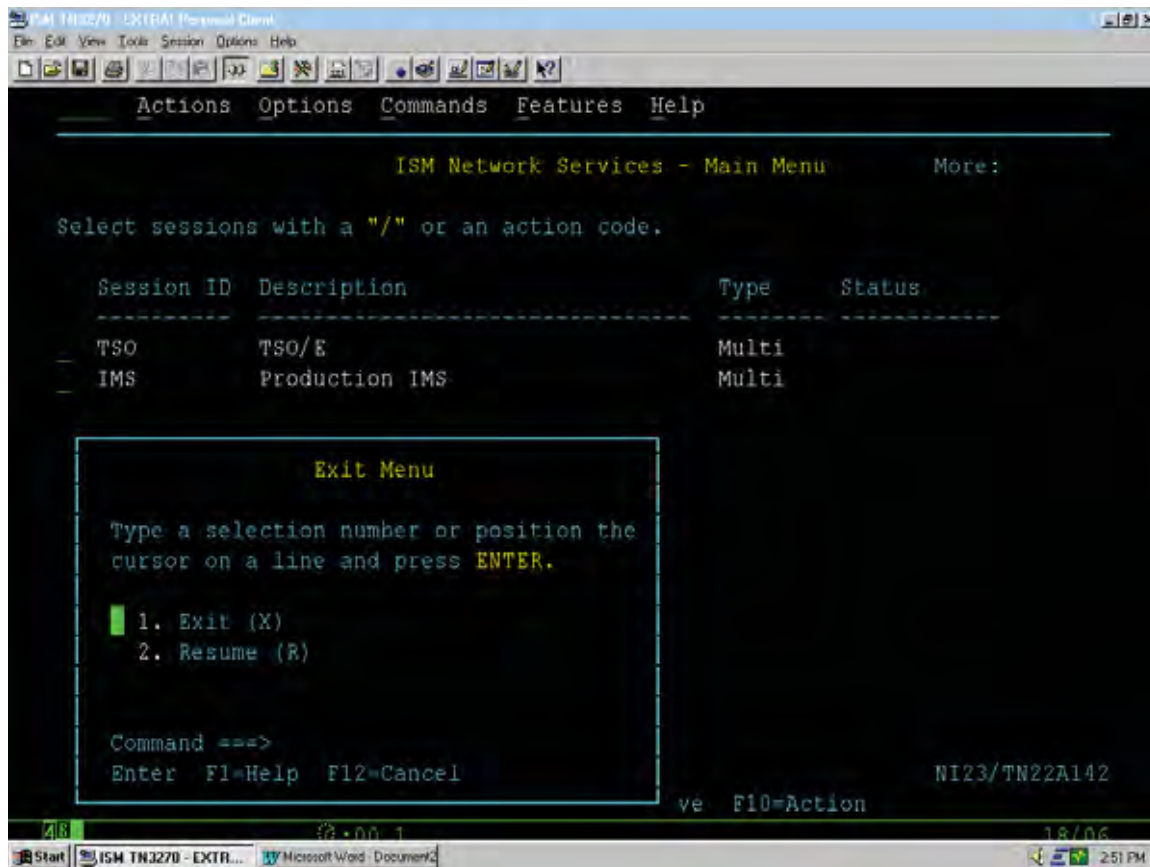
- Because the cursor is already beside the 1. Exit (x) field, press Enter

THE INFORMATION SYSTEMS MANAGEMENT CORPORATION screen appears:

The user is now logged out of MIMS

Close the window by clicking on the x button on the upper right-hand corner of the screen.

ACCESSING MIMS – Quick Reference Guide

Sign – On steps to access MIMS:

1. INFORMATION SYSTEMS MANAGEMENT CORPORATION screen: press the spacebar key (once) followed by the Enter key
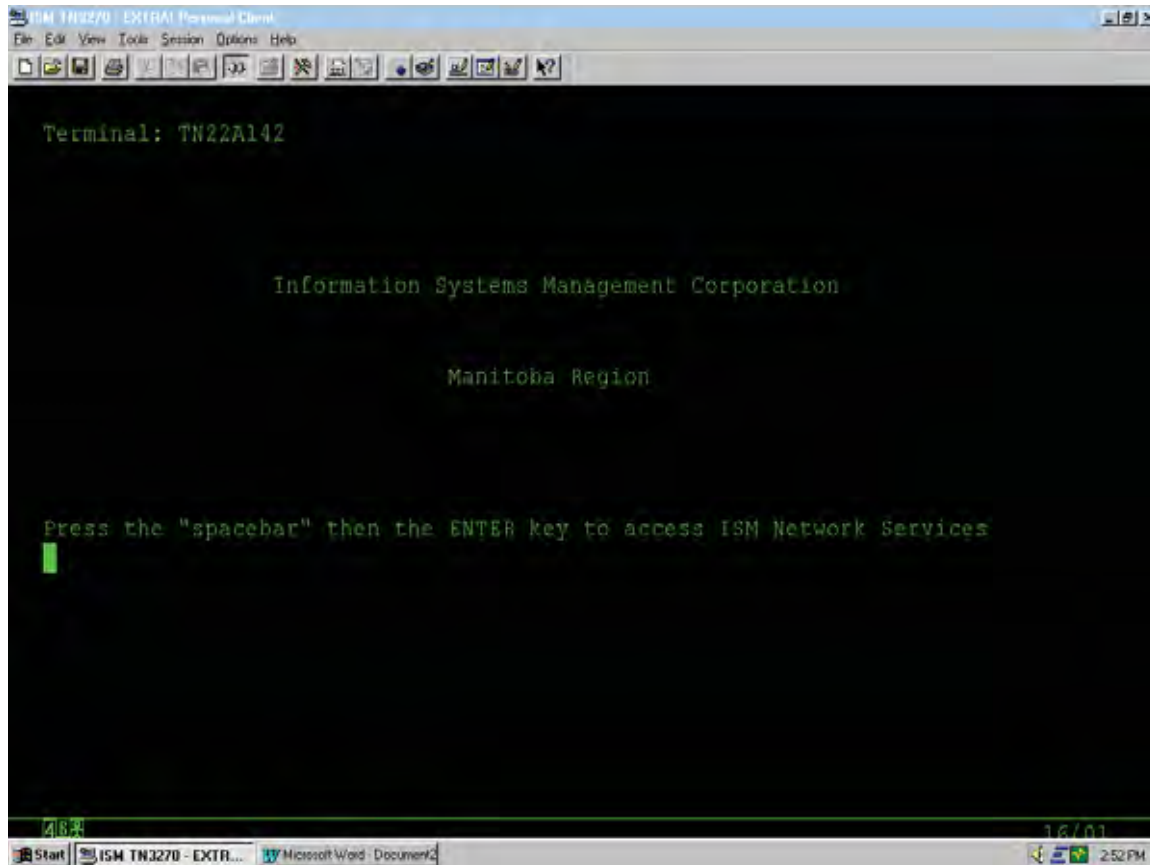
2. ENTRY VALIDATION screen appears:
   - Enter User ID: your assigned user ID
   - Press Tab Key
   - Enter Password: your previously determined eight character password
   - Press Enter key

3. ISM NETWORK SERVICES – MAIN MENU screen: press Enter

4. Screens reads "End Command Completed"
   - For **Update** Access: Enter **mhscmiop**, press space bar (once), press enter'
   - For **Inquiry** Access: Enter **mhscmphn**, press space bar (once), press enter (cursor will appear at the top left hand corner of the screen)

5. MIMS screen appears: Press Enter

Note: Some MIMS users are programmed to by-pass Step 4.

Sign – Off steps to exit MIMS:

1. Select PF12 EXIT from applicable screens in MIMS

2. Sign-off Completed screen: Press Enter

3. Destination can not be found screen: Enter /rcl and Press Enter

4. Select PF3 Exit (option is listed at the bottom of the screen)

5. ISM NETWORK SERVICES – MAIN MENU screen: Press Enter (curser is at Exit)

6. Close the window by clicking on the x button on the upper right hand corner of the screen

ACCESSING MIMS – Trouble Shooting Guide

MIMS is available 7 days a week from 6:00 a.m. to 10:00 p.m.

The following examples and steps are provided if you have difficulties with network access or data entry:

1. Network Access

Example: You have spent the last half hour attempting to log on to MIMS. You can't access the network and don't know what the problem is.

Step 1: Ensure that you are logging on during MIMS hours of availability.

Step 2: Verify that the local network connection is on-line by contacting your local technical support (in-house technical support).

Step 3: Contact the MH Information Systems Branch Help Desk at 1-800-392-1200 ext. 7200 or (204) 786-7200 between 8:30 am and 4:30 pm. The help desk staff can inform you if MIMS is off-line, identify if there is a MIMS user ID problem, or provide assistance if your password has been revoked.

Step 4: Contact the MIMS trainer in your region or for your site for assistance.

2. Data Entry:

Example: You have an immunization record to enter into MIMS, but do not have a PHIN number and cannot find the individual in the system by name or MHSC number.

Step 1: For step-by-step instructions on how to locate an individual (refer Maintain Immunization Record section of the manual).

Step 2: Contact the immunization provider office to confirm name, PHIN and date of birth.

Step 3: Contact MH Registration and Client Services at 1-800-392-1207 or (204) 786-7101. They may be able to confirm if the individual is registered.

Step 4: Check with the family to see if the individual has been registered with MH for a PHIN or MHSC number (there may be a delay of a few weeks before newly registered individuals are available in MIMS). If the family or individual has not registered with MH, provide them the following information to complete a registration form. Forms are available from MH Registration and Client Services at 786-7101 or 1-800-392-1207. Registration is also available at MH Client Services, 300 Carlton Street, Winnipeg.

Step 5: Contact the MIMS trainer in your region for assistance.

INQUIRE
SECTION

INQUIRE FUNCTION – Overview

The following section provides field definitions and step-by-step instructions to use the INQUIRE screens in MIMS.

There are three INQUIRE menu options listed on the OPERATOR PRIMARY MENU:

- INQUIRE MASTER RECORD: allows the user to view individual demographic information
- INQUIRE IMMUNIZATION RECORD: allows the user to view individual immunization records
- INQUIRE GENERAL TABLE INFORMATION: provides the user with access to eight community health tables

An additional inquiry function may be encountered by the user if an inquiry in MIMS is unsuccessful see the Inquire MH: Registration Information System – section of this manual.

INQUIRE
MASTER
RECORD

INQUIRE MASTER RECORD – Introduction

The INQUIRE MASTER RECORD function displays demographic information linked to a MHSC number or a PHIN. When a Manitoba resident is registered with the MH Insurance Registry, specific information related to the individual is collected. The registry downloads new and updated information in MIMS twice a month.

The fields found on the INQUIRE MASTER RECORD screen provide information regarding an individual's:

- MH registration number (MHSC)
- personal health identification number (PHIN) labelled as File No.
- birth date
- name
- sex
- assigned regional health authority (RHA) and related community health office
- address
- indicator for parent or guardian
- name of First Nations band and treaty status (if applicable)
- child family status (protective agency or foster home)
- correspondence language
- health problem indicator
- immunization refusal indicator
- deceased indicator

A complete list of fields and field definitions are included in the MIMS FIELD DEFINITIONS – section of this manual.
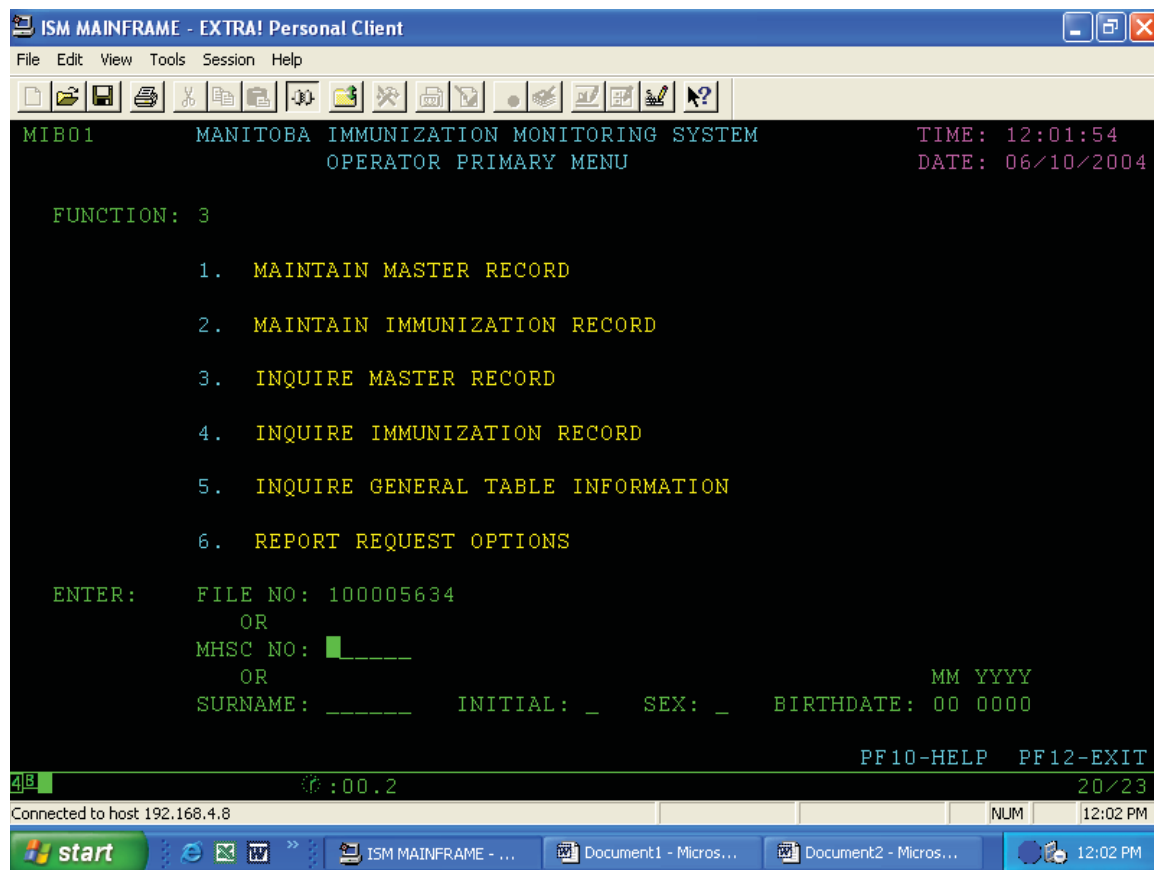
The individual and family information maintained on the INQUIRE MASTER RECORD screen is accessed by using the following search methods:

- FILE NO. (PHIN)
- MHSC NO.
- SURNAME

INQUIRE MASTER RECORD – Using PHIN

To access the INQUIRE MASTER RECORD screen from the OPERATOR PRIMARY MENU:

- Enter 3 (for **Update** users) or Enter 1 (for **Inquire** users) in the FUNCTION field
- Enter PHIN in File No. field

- Press Enter

Note: MIMS users with **Inquire** access will only have 3 functions/options to choose from when in the OPERATOR PRIMARY MENU (seen above).

INQUIRE MASTER RECORD screen:

The following options are listed at the bottom of the screen:

   PF01 – MENU: Return to the OPERATOR PRIMARY MENU

   PF05 – INQ IMM: Proceed to the INQUIRE IMMUNIZATION RECORD screen

  *__PF06 – REQ CERT:__ Request a printed immunization certificate

   PF10 – HELP: The help function will provide information related to the screen being viewed
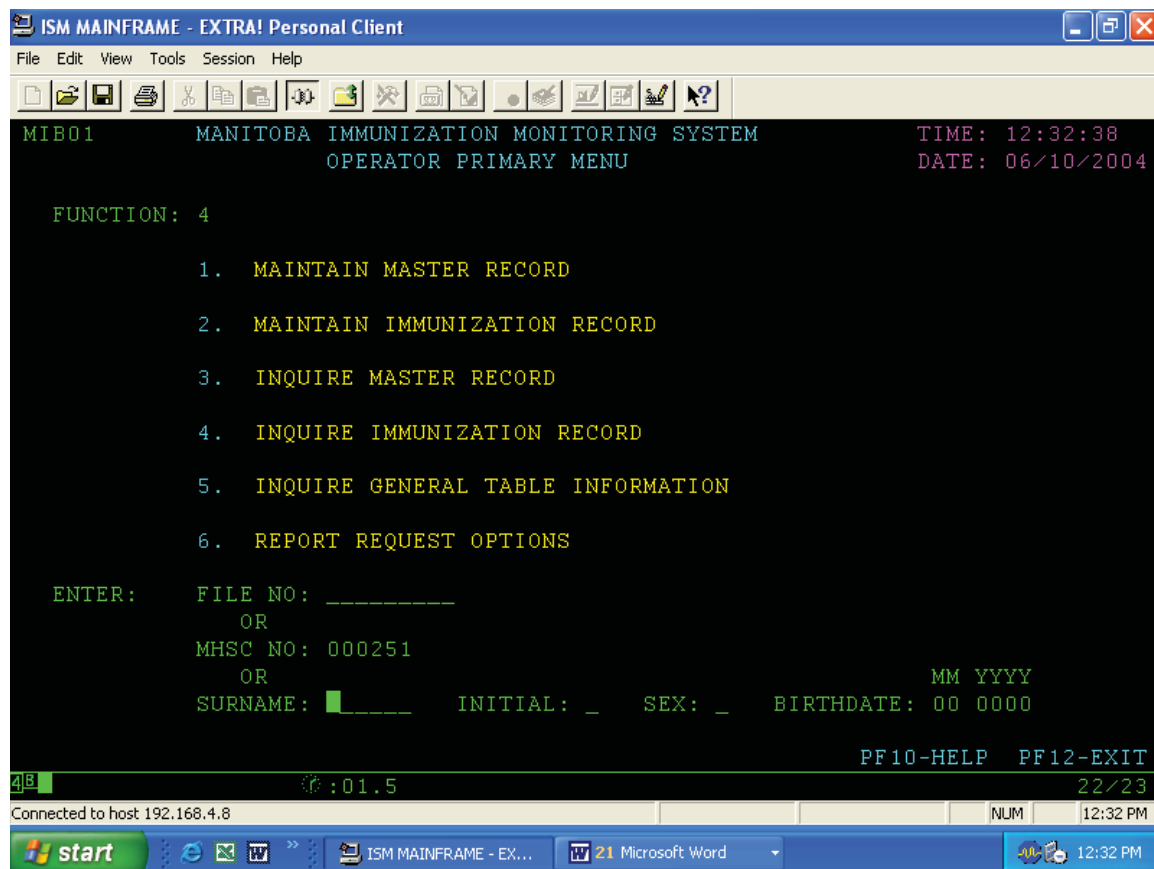
   PF12 – EXIT: Initiate sign-off from MIMS

*Requesting a Certificate: Information on requesting a printed Immunization Certificate is provided in the MIMS REPORTS – immunization certificates section of this manual.

INQUIRE IMMUNIZATION RECORD – Using MHSC Number:

If the user is inquiring using a MHSC Number:

- Enter 3 (for **Update** users) or Enter 1 (for **Inquire** users) in the FUNCTION field
- Press Tab Key until the cursor is beside the MHSC No. field
- Enter MHSC No.

- Press Enter

Note: MIMS users with **Inquire** access will only have 3 functions/options to choose from when in the OPERATOR PRIMARY MENU (seen above).

MHSC REGISTRATION FAMILY DISPLAY screen:

```
ISM MAINFRAME - EXTRA! Personal Client

File   Edit   View   Tools   Session   Help

 RGA02                    MHSC  REGISTRATION  FAMILY  DISPLAY                    01
                                  FAM      MUN           STOP            LAST
   REG.NO  FAMILY SURNAME         SIZE     CODE   M.RTN  CLAIM   GROUP   ACTIVITY
   000251  MIMS                    05      147                           06 10 2004
           10 VACCINATION WAY          WINNIPEG                R3W1S9

 MEM SUR.                   SEX BIRTHDATE   P. HLTH   C O D E S
 NO   CODE GIVEN                DD-MM-YYYY   NUMBER   REL M/R PCH
   1       MANNY            M 01 01 1961 100005634 1    0    0 COVERAGE  0  01/01/04
   2       MINDY A          F 02 02 1961 100005647 2         0 COVERAGE  0  01/01/04
   3       MISSY B          F 03 03 1988 100005650 5         0 COVERAGE  0  01/01/04
   4       MOLLY C          F 04 04 1991 100005662 5         0 COVERAGE  0  01/01/04
   5       MILLO D          M 05 05 1997 100005675 5         0 COVERAGE  0  01/01/04




   SELECT A FAMILY MEMBER TO PROCEED ===>  ▮

   PF1-REG MAIN  PF3-ALPHA  PF4-EXIT  PF7-BWD  PF8-FWD  PF10-HELP  PF12-SIGNOFF


 4B                        :02.6                                           20/42
Connected to host 192.168.4.8                                    NUM      12:09 PM
 start      e  ⊠  W    »     ISM MAINFRAME - EX...    W 5 Microsoft Word   ▾         12:09 PM
```

A list of PF (or function) keys is displayed at the bottom of the screen. If the user does not proceed with the inquiry, select one of the PF keys displayed:

PF1 – REG MAIN: Proceed to REGISTRATION INFORMATION SYSTEM screen

PF3 – ALPHA: Return to the alpha list if previously displayed

PF4 – EXIT: Return to the OPERATOR PRIMARY MENU

PF7 – BWD: Page back

PF8 – FWD: Page forward

PF10 – HELP: The help function provides a description of the screen currently displayed

PF12 – SIGNOFF: Initiates sign-off from MIMS

MHSC REGISTRATION FAMILY DISPLAY screen:

A screen prompt appears at the bottom of the screen:

SELECT A FAMILY MEMBER TO PROCEED – – – >

- Enter the Family MEM NO in the prompted field (list provided at the far left of the screen)

- Press Enter

MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen:

This screen isolates the information from the previous family screen for the individual selected.

A screen prompt is displayed with the following message at the bottom of the screen:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

To continue:

- Press Enter

To discontinue the search select one of the options (PF keys) at the bottom of the screen.

INQUIRE MASTER RECORD screen:

Individual information is displayed. For detailed field descriptions, refer to the MIMS FIELD DEFINITIONS – Master Record section of the manual.

The following options are listed at the bottom of the screen:

PF01 – MENU: Return to the OPERATOR PRIMARY MENU

PF05 – INQ IMM: Proceed to the INQUIRE IMMUNIZATION RECORD screen

__PF06 – REQ CERT:__ Request a printed immunization certificate

PF10 – HELP: The help function will provide information related to the screen being viewed

PF12 – EXIT: Initiate sign-off from MIMS

*Requesting a Certificate: Information on requesting a printed Immunization Certificate is provided in the MIMS REPORTS – immunization certificates section of this manual.

Select PF05- INQ IMM, to view the INQUIRE IMMUNIZATION RECORD screen:

INQUIRE MASTER RECORD – Using Surname

The final search method in MIMS is to inquire using a surname. Four fields are presented for completion when inquiring by name. Complete as many of the fields as possible to narrow the list.

To search the INQUIRE MASTER RECORD using a surname:

- Enter 3 (for **Update** users) or Enter 1 (for **Inquire** users) in the FUNCTION field
- Enter the first six letters of the last name
- Enter the first name initial (optional)
- Enter 'm' for male or 'f' for female
- Enter birth month and year (optional)
- Press Enter
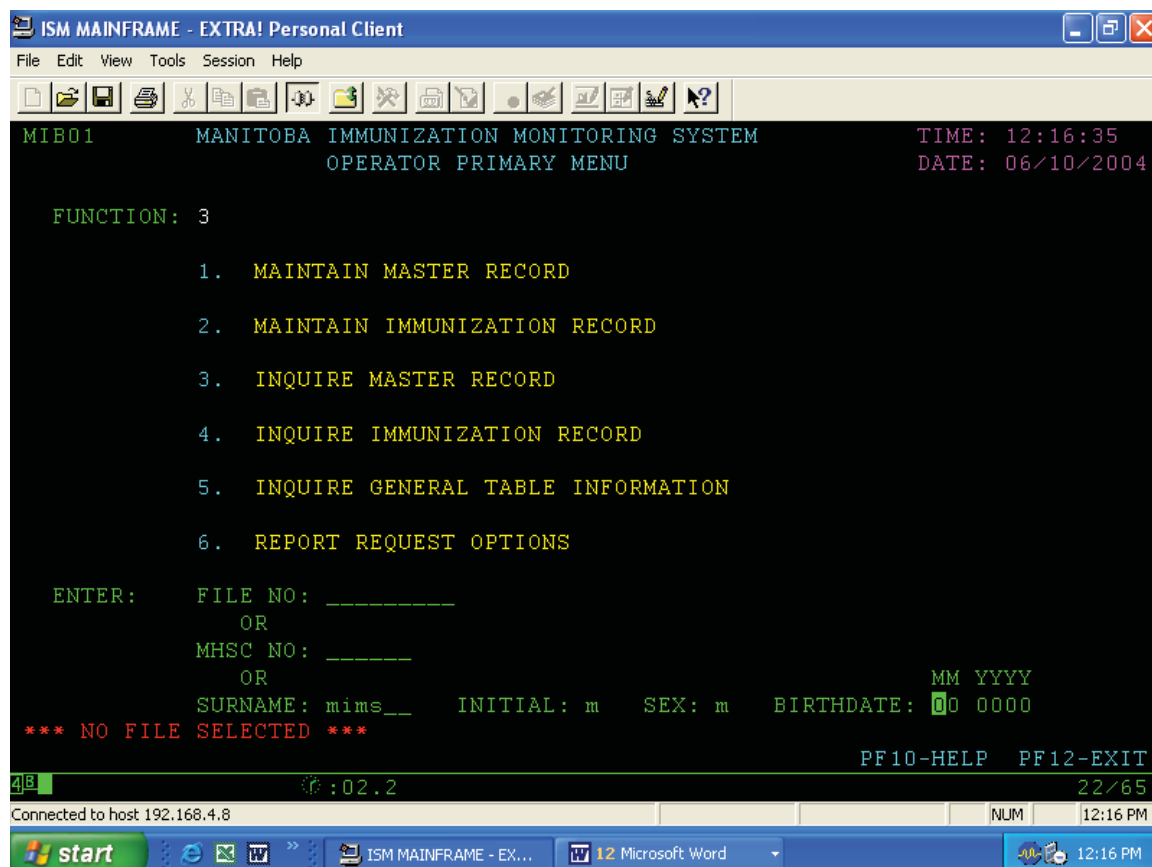
Note: MIMS users with **Inquire** access will only have 3 functions/options to choose from when in the OPERATOR PRIMARY MENU (seen above).

A list of names is produced based on the information entered.

MHSC REGISTRATION ALPHA DISPLAY screen:
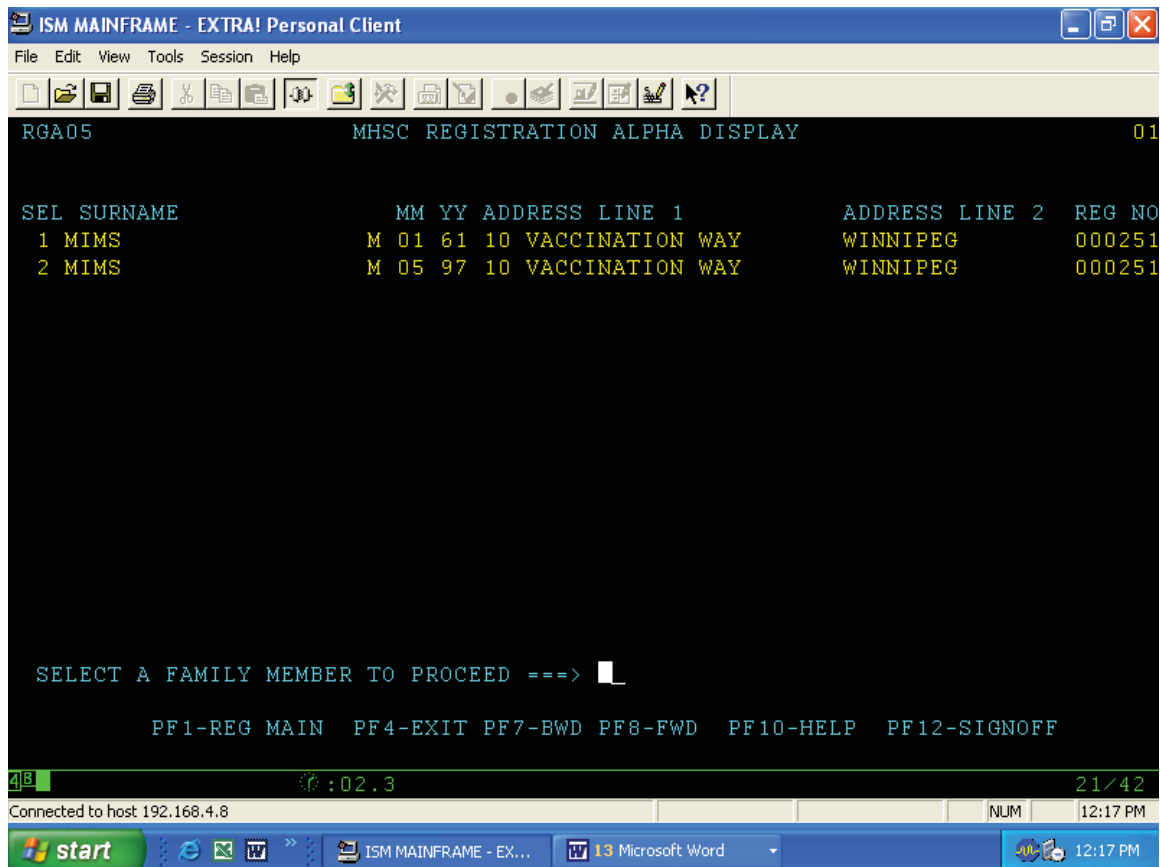
If the list presented continues onto additional screens the system identifies this with the *****MORE** symbol at the bottom right of the screen.

To move through multiple pages press:

PF8 – FWD: Page forward

PF7 – BWD: Page back

A screen prompt is presented at the bottom of the screen instructing the user to:

SELECT A FAMILY MEMBER TO PROCEED – – – >

To view a specific person listed:

- Enter the SEL number in the prompted field (list provided at far left of the screen)

- Press Enter

MHSC REGISTRATION FAMILY DISPLAY screen:

A list of PF (or function) keys is displayed at the bottom of the screen. If the user does not proceed with the inquiry, select one of the PF keys displayed:

PF1 – REG MAIN: Proceed to the REGISTRATION INFORMATION SYSTEM screen

PF3 – ALPHA: Return to the alpha list if previously displayed

PF4 – EXIT: Return to the OPERATOR PRIMARY MENU

PF7 – BWD: Page back

PF8 – FWD: Page forward

PF10 – HELP: The help function provides a description of the screen currently displayed

PF12 – SIGNOFF: Initiate sign-off from MIMS

INQUIRE MASTER RECORD –
Quick Reference Guide

Master Record – using PHIN:

On the OPERATOR PRIMARY MENU

1. Enter 3 (for **Update** users) or Enter 1 (for **Inquire** users) in the FUNCTION field.
2. Enter PHIN in File No. Field.
3. Press Enter.

Master Record – using MHSC Number:

On the OPERATOR PRIMARY MENU

1. Enter 3 (for **Update** users) or Enter 1 (for **Inquire** users) in the FUNCTION field.
2. Move cursor (using tab key or arrow keys) to the MHSC No. and input the MHSC number.
3. Press Enter.
4. On the FAMILY DISPLAY screen, enter the MEM NO in the prompted field at the bottom of the screen and press Enter.
5. On the MHSC Registration INDIVIDUAL PERSON DISPLAY Screen, press Enter to continue.

Master Record – using Surname:

On the OPERATOR PRIMARY MENU

1. Enter 3 (for **Update** users) or Enter 1 (for **Inquire** users) in the FUNCTION field.
2. Move cursor (using tab key or arrow keys) to the Surname field and complete the required fields.
3. Press Enter.
4. On the MHSC REGISTRATION ALPHA DISPLAY screen, enter the SEL number in the prompted field at the bottom of the screen and press Enter.
5. On the FAMILY DISPLAY screen, input the member number in the prompted field at the bottom of the screen and press Enter.
6. On the MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY Screen, press Enter to continue.

INQUIRE IMMUNIZATION RECORD

INQUIRE IMMUNIZATION RECORD – Introduction

The INQUIRE IMMUNIZATION RECORD function on the OPERATOR PRIMARY MENU provides the following information:

- vaccine or immunizing agent tariff code

- abbreviation of the immunization administered

- date the immunization was administered

- provider of the immunization

- reason the individual received the immunization (excluding physician billing entries)

- funding code attached to the immunization (as required)

- comments attached to the immunization event (when required)

- restrict indicator if immunization was refused

Field definitions for the above are provided in the MIMS FIELD DEFINITION section of this manual.

Immunization record information maintained on the INQUIRE IMMUNIZATION RECORD screen is accessed by using one of the following search methods:

1. FILE NO. (PHIN)

2. MHSC NO.

3. SURNAME

INQUIRE IMMUNIZATION RECORD – Using PHIN

The quickest method to view immunization records in MIMS is to search using an individual's PHIN.

To access the INQUIRE IMMUNIZATION RECORD screen from the OPERATOR PRIMARY MENU:

- Enter 4 (for **Update** users) or Enter 2 (for **Inquire** users) in the FUNCTION field
- Enter PHIN in file No. field
- Press Enter

Note: MIMS users with **Inquire** access will only have 3 functions/options to choose from when in the OPERATOR PRIMARY MENU (seen above).

INQUIRE IMMUNIZATION RECORD screen:

This screen can also be accessed from the INQUIRE MASTER RECORD screen by Selecting PF05 – INQ IMM from the options listed at the bottom of the screen.

NOTE: If ***More** appears in the upper right corner of the screen additional immunization events are displayed on the next screen. To review both screens use the following PF keys:

- **PF8 –** Forward
- **PF7 –** Back

INQUIRE IMMUNIZATION RECORD – Using MHSC Number:

If the user is inquiring using a MHSC Number:

- Enter 3 (for **Update** users) or Enter 1 (for **Inquire** users) in the FUNCTION field
- Press Tab Key until the curser is beside the MHSC No. field
- Enter MHSC No.

- Press Enter

Note: MIMS users with **Inquire** access will only have 3 functions/options to choose from when in the OPERATOR PRIMARY MENU (seen above).

MHSC REGISTRATION FAMILY DISPLAY screen:

All past and present family members registered under the MHSC Number are listed. Each family member has a member number (MEM NO) indicated at the far left of the screen.

Field definitions for the MHSC REGISTATION FAMILY DISPLAY screen are provided in the MIMS FIELD DEFINITIONS – sections of this manual.

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

RGA02                   MHSC REGISTRATION FAMILY DISPLAY                    01
                              FAM       MUN           STOP              LAST
   REG.NO FAMILY SURNAME       SIZE      CODE   M.RTN  CLAIM   GROUP   ACTIVITY
   000251 MIMS                  05       147                           06 10 2004
          10 VACCINATION WAY          WINNIPEG             R3W1S9

MEM SUR.                    SEX BIRTHDATE   P. HLTH   C O D E S
NO   CODE GIVEN                 DD-MM-YYYY   NUMBER   REL M/R PCH
  1        MANNY             M 01 01 1961 100005634 1    0    0 COVERAGE  0  01/01/04
  2        MINDY A           F 02 02 1961 100005647 2         0 COVERAGE  0  01/01/04
  3        MISSY B           F 03 03 1988 100005650 5         0 COVERAGE  0  01/01/04
  4        MOLLY C           F 04 04 1991 100005662 5         0 COVERAGE  0  01/01/04
  5        MILLO D           M 05 05 1997 100005675 5         0 COVERAGE  0  01/01/04




   SELECT A FAMILY MEMBER TO PROCEED ===> 3

    PF1-REG MAIN   PF3-ALPHA   PF4-EXIT   PF7-BWD   PF8-FWD   PF10-HELP   PF12-SIGNOFF


4B                    :02.8                                                20/43
Connected to host 192.168.4.8                                    NUM    12:34 PM
start         ISM MAINFRAME - EX...   23 Microsoft Word            12:34 PM
```

- Enter the MEM NO in the SELECT A FAMILY MEMBER TO PROCEED field

- Press Enter

MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen:

The information for the individual selected is isolated from the previous family screen.

To return to the previous FAMILY DISPLAY screen select:

- **PF2 – FMDS:** to proceed to the FAMILY MASTER DISPLAY screen

To continue inquiring for the individual selected follow the prompt at the bottom of the screen:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

- Press Enter

The immunization history for the individual is presented on this screen. Field definitions for this screen are provided in the FIELD DEFINITIONS – Immunization Record Section of this manual.

If ***More appears in the upper right corner of the screen additional immunization events are displayed on the next screen. To review both screens use the following PF keys:

- **PF8 – FRWD:** Page forward
- **PF7 – BACK:** Page back

INQUIRE IMMUNIZATION RECORD – Using Surname:

Inquiring for an individual's immunization records using a name search is the final method of inquiry on the MIMS OPERATOR PRIMARY MENU.

To begin a search for immunization records by surname:

- Enter 4 (for **Update** users) or Enter 1 (for **Inquire** users) in the FUNCTION field
- Enter the first six letters of last name
- Enter the first name initial (optional)
- Enter 'm' for male or 'f' for female
- Enter birth month and year (optional)
- Press Enter

Note: MIMS users with **Inquire** access will only have 3 functions/options to choose from when in the OPERATOR PRIMARY MENU (seen above).

MHSC REGISTRATION ALPHA DISPLAY screen:

Based on the search criteria entered, a list of names is displayed. Verify the individual by matching the address presented. Additional information displayed in the last column will identify individuals who are purged (removed) or cancelled in MIMS. Immunization history records are purged in MIMS approximately two years after the termination of insured benefits. Reasons for termination include death, employment with the Canadian Forces or RCMP, or relocation to a province or country outside of Manitoba. Once an individual's record is purged from MIMS, an archived record is maintained on a separate file and can be accessed through a specific report request. Instructions to request an archived record are identified in the MIMS REPORTS – Immunization certificates section of this manual.
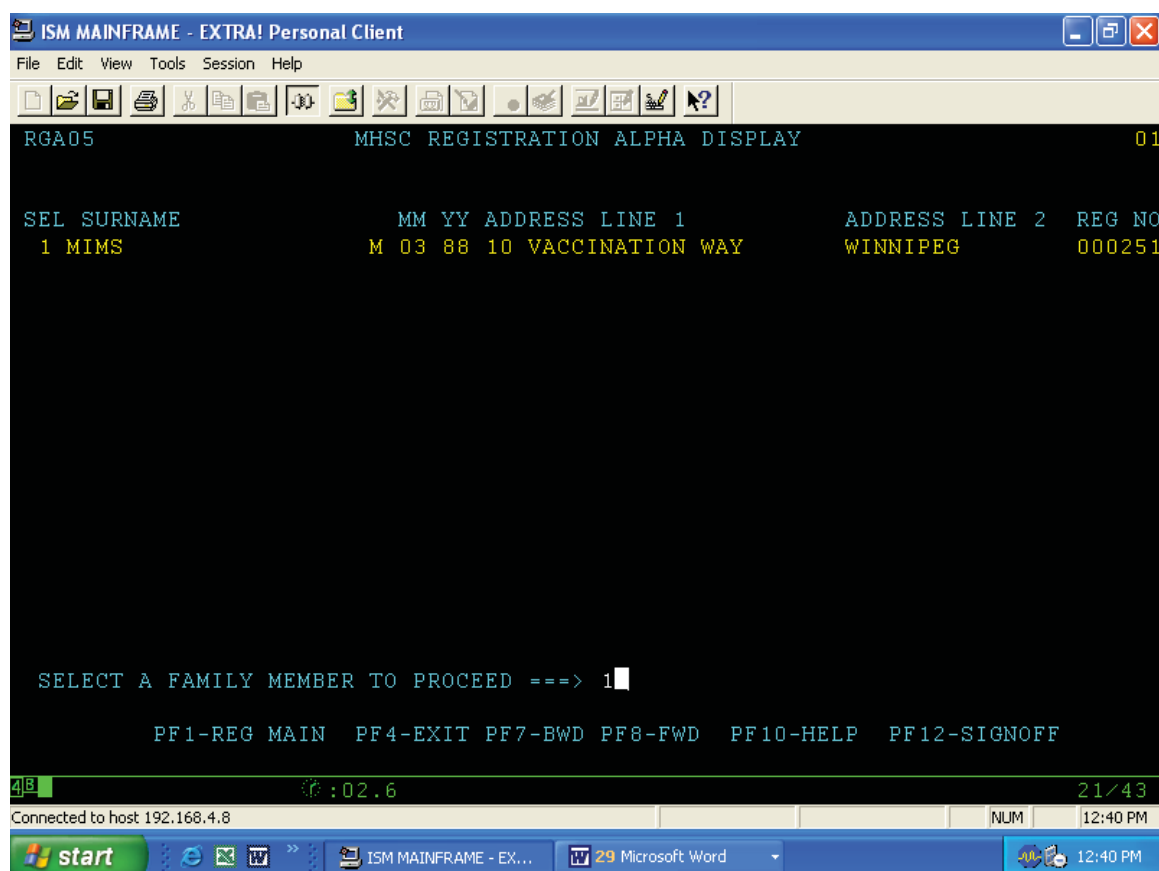
NOTE: The list of individuals may continue on several pages. To view the next pages use:

- **PF8 – FWD:** Page forward
- **PF7 – BWD:** Page back

A prompt appears at the bottom of the screen:

SELECT A FAMILY MEMBER TO PROCEED = = =>

- Enter the SEL number in the prompted field
- Press Enter

MHSC REGISTRATION FAMILY DISPLAY screen:

A screen prompt appears at the bottom of the screen:

SELECT A FAMILY MEMBER TO PROCEED – – – >

- Enter the Family MEM NO in the prompted field (list provided at the far left of screen).

- Press Enter

MHSC REGISTRATION INDIVIDUAL PERSONAL DISPLAY screen:

A message at the bottom of the screen prompts the user to:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

To continue:

- Press Enter

To discontinue the search select one of the options (PF Keys) at the bottom of the screen.

INQUIRE IMMUNIZATION RECORD screen:

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

MIB20          MANITOBA IMMUNIZATION MONITORING SYSTEM   TIME: 12:42:27   PAGE 01
                    INQUIRE IMMUNIZATION RECORD          DATE: 06/10/2004

REG. NO: 000251 FILE: 100005650  BIRTHDATE: 1988 MAR 03 R.H.A.: 11 WPG NORTH
NAME: MIMS                    MISSY B           SEX: F        OFFICE: 130
ALT SURNAME:                                                  SCHOOL:
PHYS:
===============================================================================
TARIFF    ABBREV      SRVC DATE    RESTRICT PROVIDER FUND REASON     DESCRIPTION
                      (YYYY MM DD)                                   ---------------
8799    INFLUENZA    1998 10 15             P 01524
8799    INFLUENZA    1999 10 27             P 01524
8799    INFLUENZA    2000 10 26             P 01524
8961    PV           2000 10 26             P 01524
8799    INFLUENZA    2001 10 25             P 01524
8799    INFLUENZA    2002 11 14             P 01524




PF1-MENU PF4-COMMENTS PF5-INQ MSTR   PF7-BACK   PF8-FRWD   PF10-HELP   PF12-EXIT
4B                  :02.8                                                  04/24
Connected to host 192.168.4.8                              NUM     12:42 PM
start        ISM MAINFRAME - EX...   33 Microsoft Word           12:42 PM
```

If ***MORE appears at the top of the screen, this indicates additional immunization information exists and appears on the next screen or screens. To view all information use:

PF08 – FRWD: Page forward

PF07 – BACK: Page back

Field definitions for this screen are found in the MIMS FIELD DEFINITIONS – Immunization Record section of this manual.

NOTE: You may over-type the "File" field with another PHIN to inquire regarding a record for a new individual. The user is not required to go back to the Main Menu (PF01) to start a new search.

INQUIRE IMMUNIZATION RECORD –
Quick Reference Guide

Immunization Record – using PHIN:

On the OPERATOR PRIMARY MENU:

1   Enter 4 (for **Update** users) or Enter 2 (for **Inquire** users) in the FUNCTION field

2   Enter PHIN in File No. field

3.   Press Enter

Immunization Record – using MHSC number:

On the OPERATOR PRIMARY MENU:

1.   Enter 4 (for **Update** users) or Enter 2 (for **Inquire** users) in the FUNCTION field

2.   Move cursor (using tab key or arrow keys) to the MHSC number field and input MHSC No.

3.   Press Enter

4.   On the FAMILY DISPLAY SCREEN, enter MEM NO in the prompted field at the bottom of the screen and press Enter

5.   On the MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen, press Enter to continue

Immunization Record – using Surname:

On the OPERATOR PRIMARY MENU:

1.   Enter 4 (for **Update** users) or Enter 2 (for **Inquire** users) in the FUNCTION field

2.   Move cursor (using tab key or arrow keys) to the surname field and complete the required fields

3.   Press Enter

4.   On the MHSC REGISTRATION ALPHA DISPLAY screen, enter the SEL number in the prompted field at the bottom of the screen and press Enter

5.   On the FAMILY DISPLAY screen, enter the MEM NO in the prompted field at the bottom of the screen and press Enter

6.   On the MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen, press Enter to continue

INQUIRE GENERAL TABLE INFORMATION

INQUIRE GENERAL TABLE INFORMATION – Introduction

The INQUIRE GENERAL TABLE INFORMATION function listed on the OPERATOR PRIMARY MENU provides information for users regarding specific fields in MIMS. When inquiring in MIMS or updating a new record, the various tables can be used to interpret the meaning of a code or provide the information needed to correctly update a field in MIMS. Some of the tables are also used by other database systems at MH.

There are eight table options available as follows:

1. INQUIRE REGIONAL HEALTH AUTHORITY TABLE

2. INQUIRE NATIVE BAND TABLE

3. INQUIRE IMMUNIZATION TABLE

4. INQUIRE MUNICIPAL TABLE

5. INQUIRE HOSPITAL TABLE

6. INQUIRE SCHOOLS TABLE

7. INQUIRE PHYSICIAN TABLE BY NAME

8. INQUIRE PHYSICIAN TABLE BY NUMBER

The tables in this function are not linked to a specific individual (PHIN) or family (MHSC number); therefore, the user is not required to complete the search fields at the bottom of the OPERATOR PRIMARY MENU.

To access the INQUIRE GENERAL TABLE INFORMATION

- Enter 5 (for **Update** users) or Enter 3 (for **Inquire** users) in the FUNCTION field

- Press Enter

Note: MIMS users with **Inquire** access will only have 3 functions/options to choose from when in the OPERATOR PRIMARY MENU (seen above).

COMMUNITY HEALTH TABLE INQUIRY SYSTEM MAIN MENU screen:

The user can view list information for each of the eight options offered or view specific information for each of the options by completing the optional fields identified at the right side of the screen.

A description and examples of available information found in each table listed is provided on the following pages.

Use the following PF Keys to move through the screens:

PF01 – MENU: Return to COMMUNITY HEALTH TABLE INQUIRY SYSTEM MAIN MENU

PF05 – LIST: Return the previous list

PF07 – BKWD: Page back

PF08 – FRWD: Page forward

INQUIRE REGIONAL HEALTH AUTHORITY TABLE

This table provides contact information, location and provider numbers for all regional health authorities and community health offices. An example of how the information is presented (without input in the optional fields) follows:

From the COMMUNITY HEALTH TABLE INQUIRY SYSTEM main menu:

OPTIONAL Fields: Inquire by RHA or Unit (office) number.

- Enter 1 in the SELECT OPTION field
- Press Enter

A complete list of RHAs and community health offices is provided in numerical order.

```
CBA11              COMMUNITY HEALTH TABLE INQUIRY SYSTEM    TIME: 13:58:13    PAGE 01
                     LIST REGIONAL HEALTH AUTHORITY        DATE: 14/11/2001 ***MORE

   LIST       HLTH                                    PHONE                       MIMS
   NO.   R.H.A. UNIT  OFFICE NAME                     NUMBER    CRT    CLINIC   CONV.

    1      11   000   WINNIPEG NORTH R.H.A.           940 2245   Y       N        8
    2      11   110   COMMUNITY HEALTH AUTHORITY      940 2287   Y       N        8
    3      11   120   TRANSCONA DISTRICT OFFICE       940 2348   N       N        8
    4      11   130   SEVEN OAKS DISTRICT OFFICE      940 2245   N       N        8
    5      11   140   CENTRAL RESPONSE TEAM           945 7323   N       N        0
    6      11   210   NORTH BRANCH OFFICE             940 2099   N       N        8
    7      11   310   SEVEN OAKS HOSPITAL                        N       N        8
    8      11   320   CONCORDIA HOSPITAL                         N       N        8
    9      11   400   MOUNT CARMEL CLINIC             582 2311   Y       N        8
   10      11   500   STUDENT HEALTH CARE                        N       N        8
   11      11   600   WINNIPEG REMAND CENTER          946 1111   N       N        8
   12      12   000   WINNIPEG SOUTH R.H.A.           940 2625   Y       N        8
   13      12   110   ST. BONIFACE DISTRICT OFFICE    940 2409   Y       N        8
   14      12   120   ST. VITAL COMM AREA - YOUVILLE  940 2063   Y       N        8

   ENTER LIST NO. FOR MORE INFORMATION:  L

   PF01-MENU                       PF07-BKWD   PF08-FRWD   PF10-HELP   PF12-EXIT
```

To view a specific RHA or community health office, enter the list number in the prompted field at the bottom of the screen:

- Enter List No.
- Press Enter

DISPLAY REGIONAL HEALTH AUTHORITY screen:

The office name, address, telephone number, fax number and effective date of the office are presented.

- To return to the previous list, select PF05 – LIST.

INQUIRE NATIVE BAND TABLE

This table provides the native band number and band name and indicates if an alternate band name is identified.

From the COMMUNITY HEALTH TABLE INQUIRY SYSTEM MAIN MENU screen:

OPTIONAL Fields: Inquire by band number or leave optional fields blank and a complete list is provided.

- Enter 2 in the SELECT OPTION field
- Press Enter

If the optional fields are left blank, the following list is produced:

To view a specific band, enter the corresponding list number in the prompted field at the bottom of the screen:

- Enter List No.
- Press Enter

For this demonstration, List No. 10 was selected

The following screen is displayed:
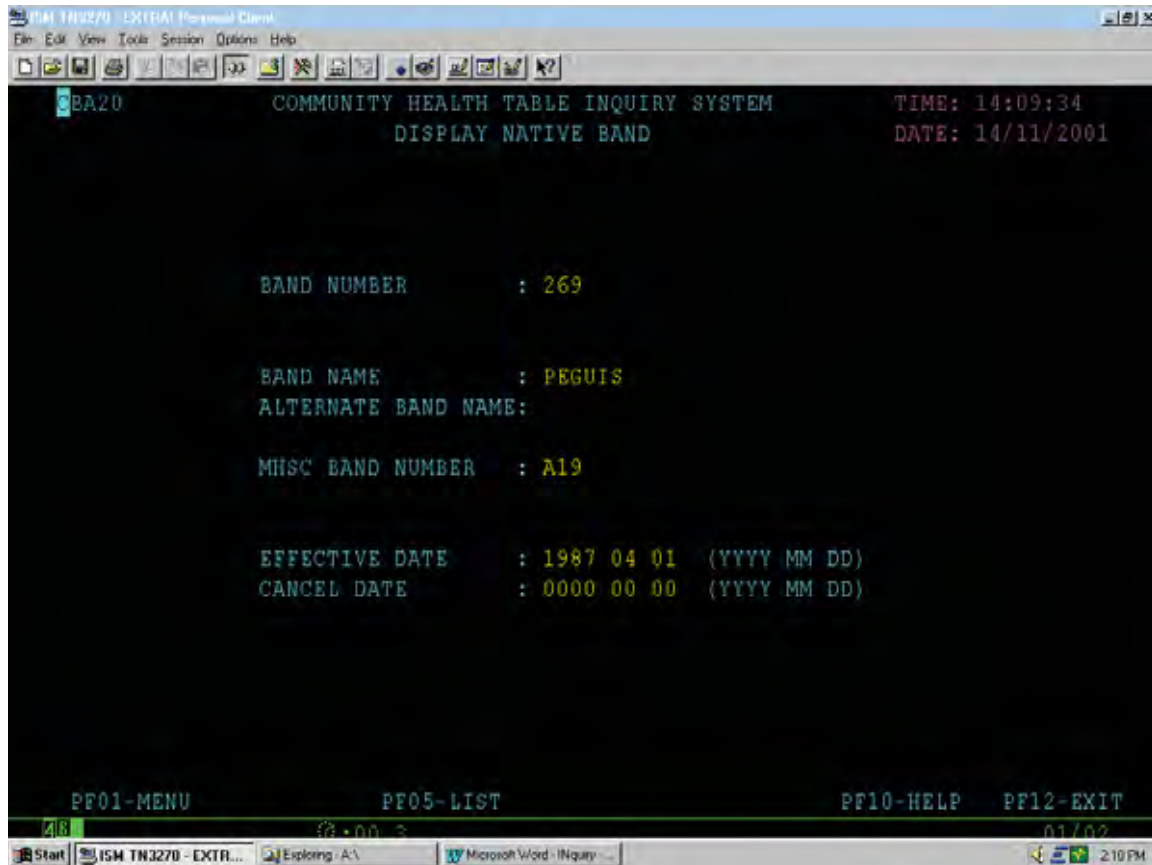
INQUIRE IMMUNIZATION TABLE

This table identifies tariff codes, tariff code cancel dates (if applicable), English descriptions, English abbreviations and French abbreviations of the immunizations.

From the COMMUNITY HEALTH TABLE INQUIRY SYSTEM main menu:

OPTIONAL Fields: Inquire by tariff code

To inquire about a specific tariff code:

- Enter 3 in the SELECT OPTION field
- Enter tariff code in the TARIFF CD field (optional)
- Press Enter

Note: The "Age" optional field is no longer operational.

If the optional field is not completed, all tariff codes (current and historical) are displayed in numerical order.

To view a specific tariff code from the list:

- Enter the List No. in the prompted field at the bottom of the screen
- Press Enter

The following screen is displayed:

Additional information presented includes the effective date of the tariff code and the immunogen composition of the immunizing agent represented by the tariff code. The effective date for most tariff codes is 1930 to allow for historical data entry for immunizations provided outside of Manitoba.

INQUIRE MUNICIPAL TABLE

This table provides the municipal codes related to all communities by postal code for the province of Manitoba, which are displayed for each individual on the INQUIRE AND MAINTAIN MASTER RECORD screens.

From the COMMUNITY HEALTH TABLE INQUIRY SYSTEM main menu:
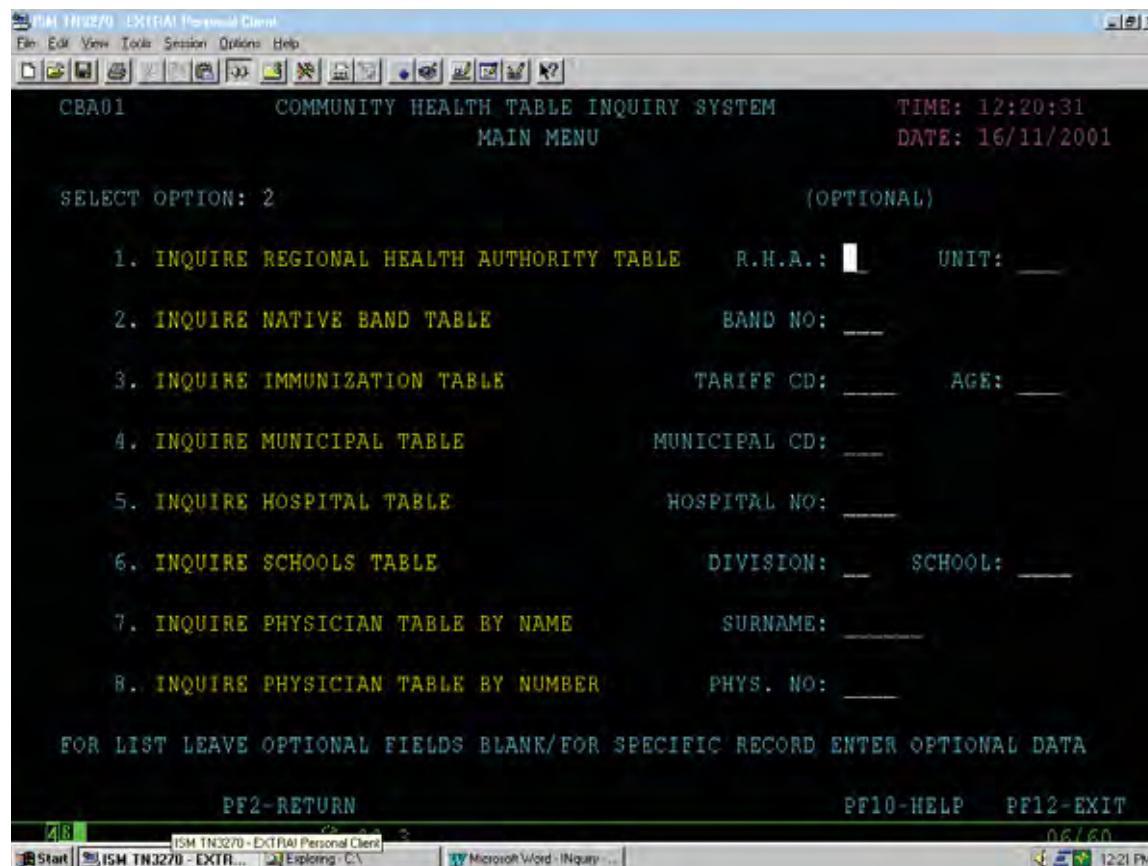
OPTIONAL Fields: Inquire by Municipal Code

- Enter 4 in the SELECT OPTION field
- Press Enter

If the option fields are left blank, the following list is produced:

```
CBA41              COMMUNITY HEALTH TABLE INQUIRY SYSTEM    TIME: 14:41:35    PAGE 01
                       LIST MUNICIPAL CROSS-REFERENCE       DATE: 14/11/2001 ***MORE


   LIST NO.     MUNICIPAL CODE     DESCRIPTION                       HLTH REGION

       1            $$$             C001
       2            A01             BIRDTAIL SIOUX RESERVE                50
       3            A02             GAMBLERS RESERVE                      50
       4            A03             KEESEEKOOWENIN RESERVE                50
       5            A04             LONG PLAINS RESERVE                   40
       6            A05             DAKOTA PLAINS INDIAN BAND             40
       7            A06             OAK LAKE RESERVE                      55
       8            A07             SIOUX VALLEY RESERVE                  50
       9            A08             ROLLING RIVER RESERVE                 50
      10            A09             ROSEAU RIVER RESERVE                  40
      11            A10             SWAN LAKE INDIAN RESERVE              40
      12            A11             WAYWAYSEECAPPO RESERVE                50
      13            A12             VALLEY RIVER INDIAN RESERVE           60
      14            A13             SHOAL RIVER INDIAN RESERVE            60



   ENTER LIST NO. FOR MORE INFORMATION:   L


     PF01-MENU                       PF07-BKWD   PF08-FRWD   PF10-HELP    PF12-EXIT
```

To proceed to a specific municipality:

- Enter the List No. in the prompted field at the bottom of the screen
- Press Enter

List No. 13 was selected and the following screen is displayed:
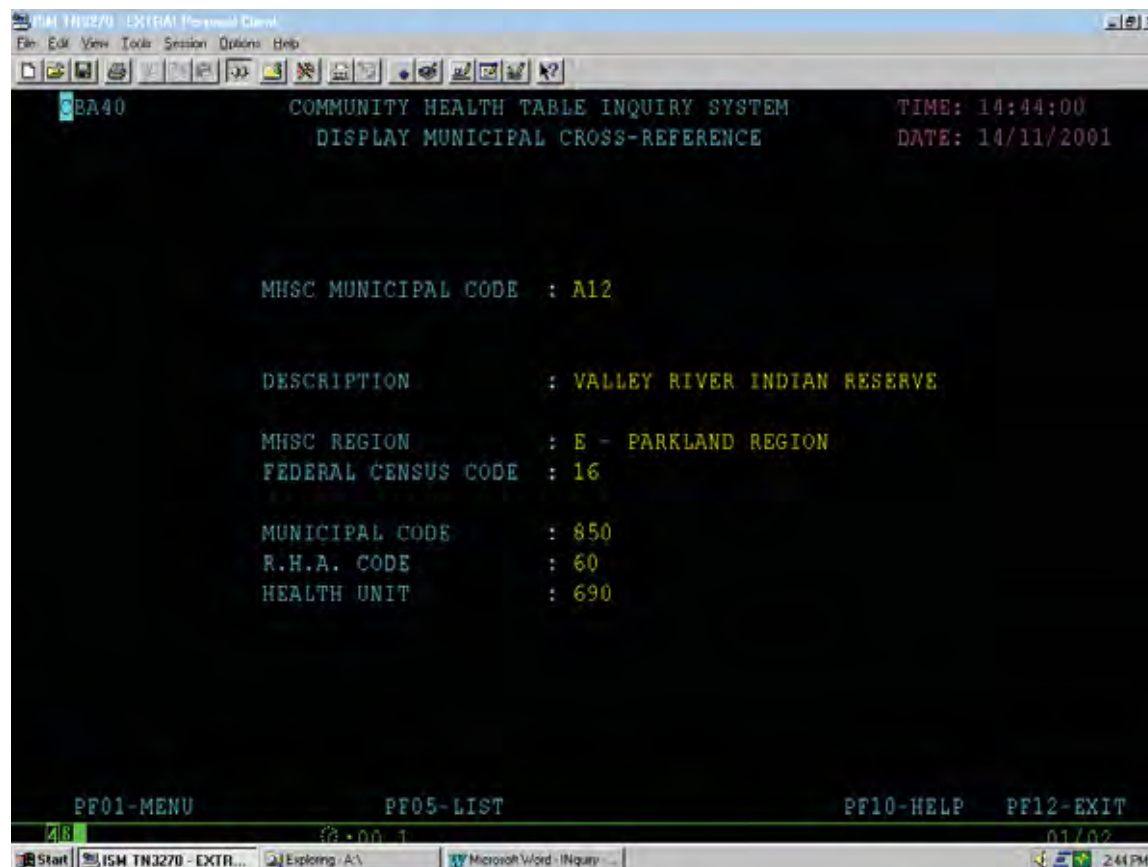
All villages, towns, First Nation communities and cities within Manitoba are assigned a municipality code.
As of December 2008, there were 287 municipalities identified in Manitoba.

INQUIRE HOSPITAL TABLE

This table provides a list well beyond hospitals, and includes all health care facilities or providers that have been assigned a provider number through MH Insured Benefits.

The facilities or providers represented in this table are assigned a specific code, either numeric or a combination alpha-numeric code.

As there are hundreds of facilities listed in this table, the following schedule identifies the breakdown of numbers within the table.

0001 to 0329	Hospitals (Prefix "F" when entering Provider Code)
0330 to 0359	Prosthetic/Orthotic Facilities
0360 to 0399	Other Hospitals
0400 to 0499	Community Adult Day Cares
0500 to 0699	Personal Care Homes
1000 to 9999	Out of Province Hospitals
P001 to P999	Pharmacies
R001 to R999	Opticians
H001 to H999	Eyeglass House Facilities
X001 to X399	Miscellaneous Facilities

From the COMMUNITY HEALTH TABLE INQUIRY SYSTEM main menu:

OPTIONAL Fields: Inquire by Hospital Number

If the optional field is left blank:

- Enter 5 in the SELECT OPTIONS field
- Press Enter

The following screen is displayed:

To view a specific facility or provider:

- Enter the List No. in the prompted field at the bottom of the screen
- Press Enter

List No. 7 was selected and the following screen is displayed:

There are hundreds of facilities and providers listed in this table. To avoid paging through all facilities listed you can reduce the search.

For example, if you need a list of personal care homes (only) from the COMMUNITY HEALTH TABLE INQUIRY SYSTEM screen:

- Enter 5 in the SELECT OPTION field
- Enter 0500 (the first number in the range provided for Personal Care Homes) in the Hospital No. field (optional field displayed to the right of the Inquire Hospital Table listing)
- Press Enter

The first personal care home in the list will be displayed:
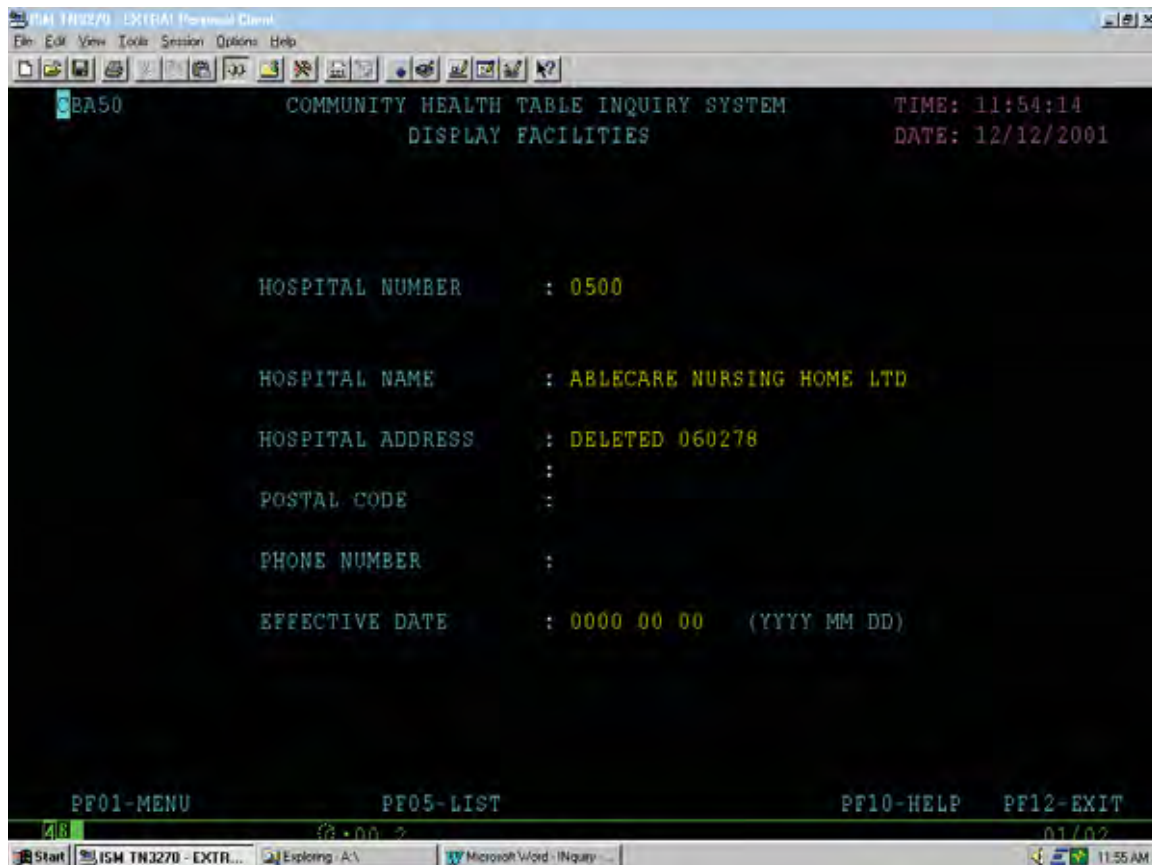
- Select PF05- LIST

The user can view the complete listing:

All personal care homes will be presented in list form. The same procedures are followed to view a list of any of the healthcare facilities or providers, identified at the beginning of the INQUIRE HOSPITAL TABLE section.

INQUIRE SCHOOLS TABLE

This table provides a list of all schools listed in Manitoba, the school division each school is found in and the associated school number for each school.

MIMS was programmed to recognize a two-digit school division code; however, Manitoba school divisions are presently using a four-digit school division code, therefore MIMS is currently not up to date for all schools in Manitoba.

From the COMMUNITY HEALTH TABLE INQUIRY SYSTEM main menu:

OPTIONAL Fields: Inquire by division and school number.

- Enter 6 in the SELECT OPTION field
- Enter the school division number in the SCHOOL DIVISION field (school division 01 was entered in the school division field for this demonstration)
- Press Enter

The following list is displayed:

On this screen:

- Enter the List No. in the prompted field at the bottom of the screen
- Press Enter

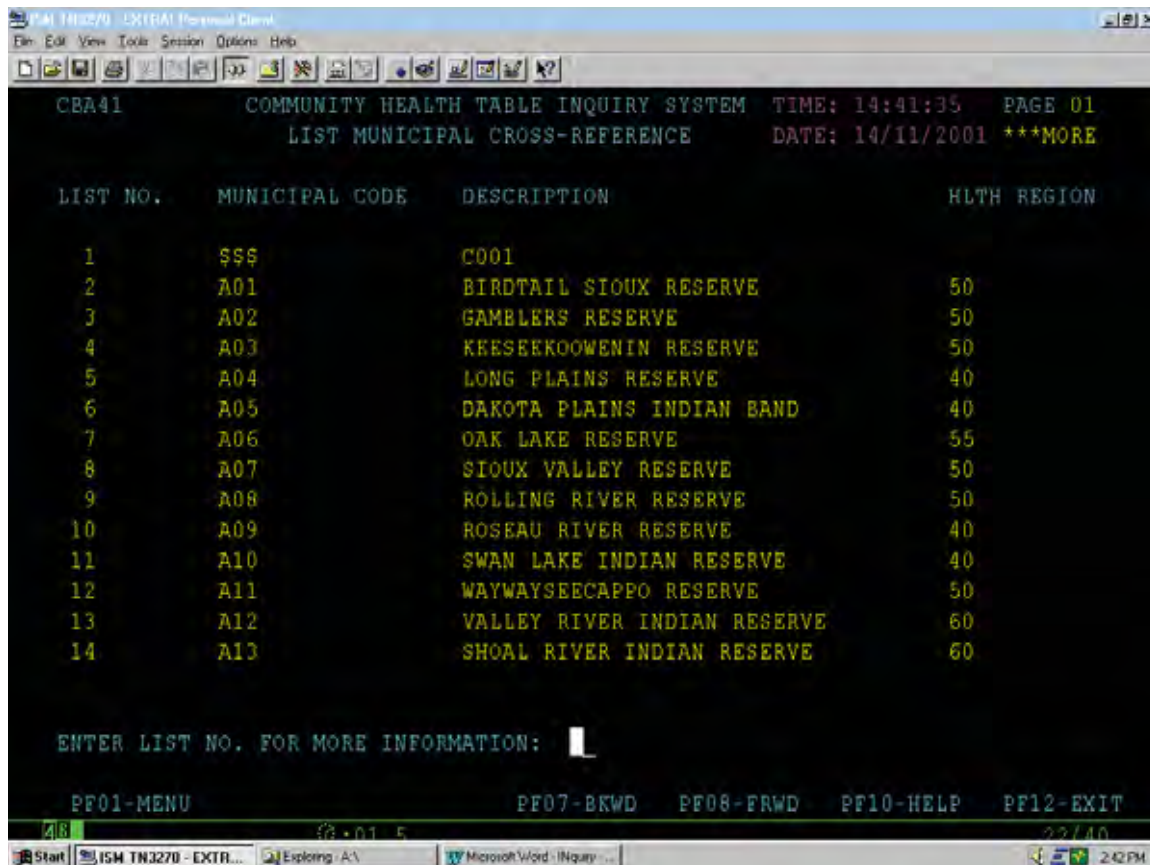List No. 4 was selected and the following screen is displayed:

INQUIRE PHYSICIAN TABLE – Using Physician Surname

This table provides physician information by surname.

From the COMMUNITY HEALTH TABLE INQUIRY SYSTEM main menu:

- Enter 7 in the SELECT OPTION field
- Enter the first six characters of the physician's last name in the surname field
- Press Enter

The following list is displayed:

```
TIM TN02/0  EXTRA! Personal Client                                    _|8|x|
File  Edit  View  Tools  Session  Options  Help

CBA71              COMMUNITY HEALTH TABLE INQUIRY SYSTEM  TIME: 15:13:17    PAGE 01
                        LIST PHYSICIANS BY NAME          DATE: 14/11/2001 ***MORE


  LIST      PHYS.                                    BLOC/        EFFECTIVE
  NO.       NO.      SURNAME         GIVEN NAME      SUB-BLOC     DATE
                                                                 (YY MM DD)
    1       2477     CARSON          J B             02           85 07 02
    2       7477     CARSON          J B             02           85 07 02
    3       2129     CARTAGENA       RICARDO A       01           91 06 17
    4       0165     CARTER          S A             01 4         98 10 01
    5       2434     CARTER          ROBIN           11 2         76 07 01
    6       3681     CARTER          ROBIN           11 2         99 09 07
    7       5726     CARTER          P W             04 7         82 03 01
    8       5943     CARTER          BRETT           12 1         91 06 04
    9       7711     CARTER          JOEL W                       95 10 11
   10       9165     CARTER          S A             01 4         98 10 01
   11       3487     CARTWRIGHT      HOSP            11 2         82 11 15
   12       1457     CASEY           ALAN R          12           00 08 01
   13       1310     CASIRO          OSCAR           02           85 01 04
   14       8310     CASIRO          OSCAR           02           85 01 04


  ENTER LIST NO. FOR MORE INFORMATION:  █

   PF01-MENU                    PF07-BKWD   PF08-FRWD   PF10-HELP   PF12-EXIT
  4 8                   @:00.4                                          22/39
Connected to host 192.168.4.8 []                                   NUM    3:13 PM
```

To select a physician from the list:

- Enter the List No. in the prompted field at the bottom of the screen
- Press Enter

List No. 1 was selected and the following screen is displayed.

INQUIRE PHYSICIAN TABLE – Using Physician Number

This table provides physician information by identifying a physician number.

From the COMMUNITY HEALTH TABLE INQUIRY SYSTEM MAIN MENU screen:

An inquiry can be made using the physician four-digit code. If the optional field is left blank:

- Enter 8 in the SELECT OPTION field
- Press Enter

The following list is displayed:

To select a particular physician from the list:

- Enter the List No. in the prompted field at the bottom of the screen
- Press Enter

List No. 6 was selected and the following screen is displayed.
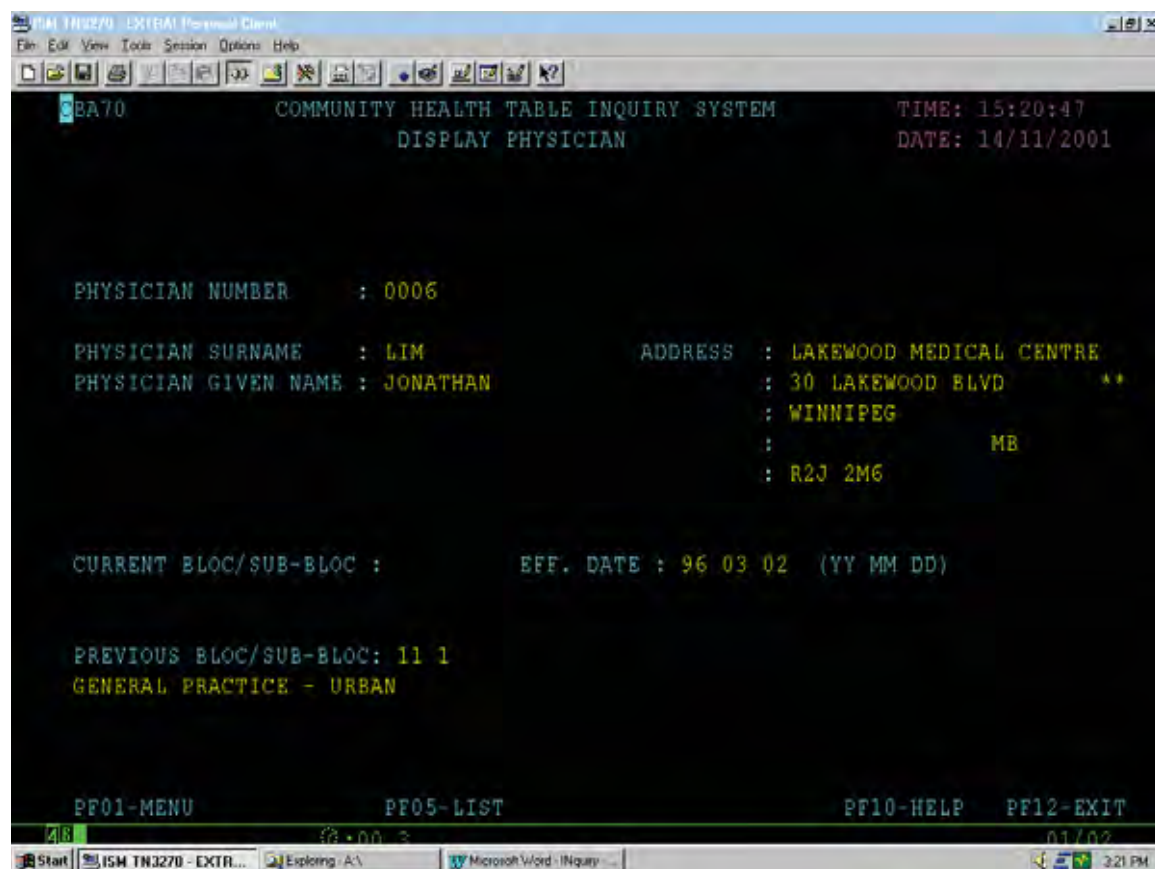
INQUIRE
MH
REGISTRATION
INFORMATION SYSTEM

INQUIRE MH Registration Information System – Introduction

The MH Registry (Ireg) contains health related information on insured individuals who become registered following birth or if he/she becomes a Manitoba resident. The individual is assigned an MHSC number and PHIN and this information is downloaded from the registry to MIMS twice a month.

The registry is populated with:

- Manitoba-insured residents
- individuals who have been cancelled or purged (removed) on MIMS (due to death, relocation outside of Manitoba, or inability to locate due to change of address)

Individuals NOT found on the registry:

- federal employees
- individuals who are a member of the RCMP or the Canadian Forces
- individuals in federal correctional facilities
- persons who are not insured by MH

Access to the REGISTRATION INFORMATION SYSTEM is not provided on the OPERATOR PRIMARY MENU, but is accessed in MIMS from the MHSC REGISTRATION FAMILY DISPLAY screen.

If an individual's record cannot be found in MIMS when using **Inquiry** or **Update** access the user will automatically be taken to the MH REGISTRATION INFORMATION SYSTEM screen to continue a search.

When an individual has been PURGED (removed) from MIMS the MHSC number originally assigned may be recycled to another individual over time. The PHIN assigned will permanently remain assigned to the individual.

To access the REGISTRATION INFORMATION SYSTEM from the OPERATOR PRIMARY MENU:

- Use MHSC as search method
- This brings you to MHSC REGISTRATION FAMILY DISPLAY screen (seen below)
- Select PF1 – REGMAN

MHSC REGISTRATION INFORMATION SYSTEM screen:

Three search methods can be used:

    1. REGISTRATION # (MHSC NUMBER)

    2. SURNAME (NAME SEARCH)

    3. PERSONAL HLTH # (PHIN)

The following procedures demonstrate how to access information using the three search methods listed above.

INQUIRE MH Registration Information – By MHSC No.

When an individual has been PURGED (removed) on MIMS the MHSC number originally assigned may be recycled to another individual over time. The PHIN assigned will permanently remain assigned to the individual.

From the REGISTRATION INFORMATION SYSTEM screen:

- Enter the MHSC number in the REGISTRATION # field
- Press Enter

If the MHSC number is still valid in MIMS, the MHSC FAMILY DISPLAY screen will be displayed.

To continue with an inquiry, a screen prompt appears at the bottom of the screen:

SELECT A FAMILY MEMBER TO PROCEED – – – >

- Enter the Family MEM NO in the prompted field

- Press Enter

If the MHSC number is purged (removed) from the system, the user is taken to the MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen. The following message is displayed at the top of the screen:

DISPLAY OF INDIVIDUAL WHO HAS AN ASSIGNED PERSONAL HEALTH NUMBER BUT NOT A REGISTRATION NUMBER
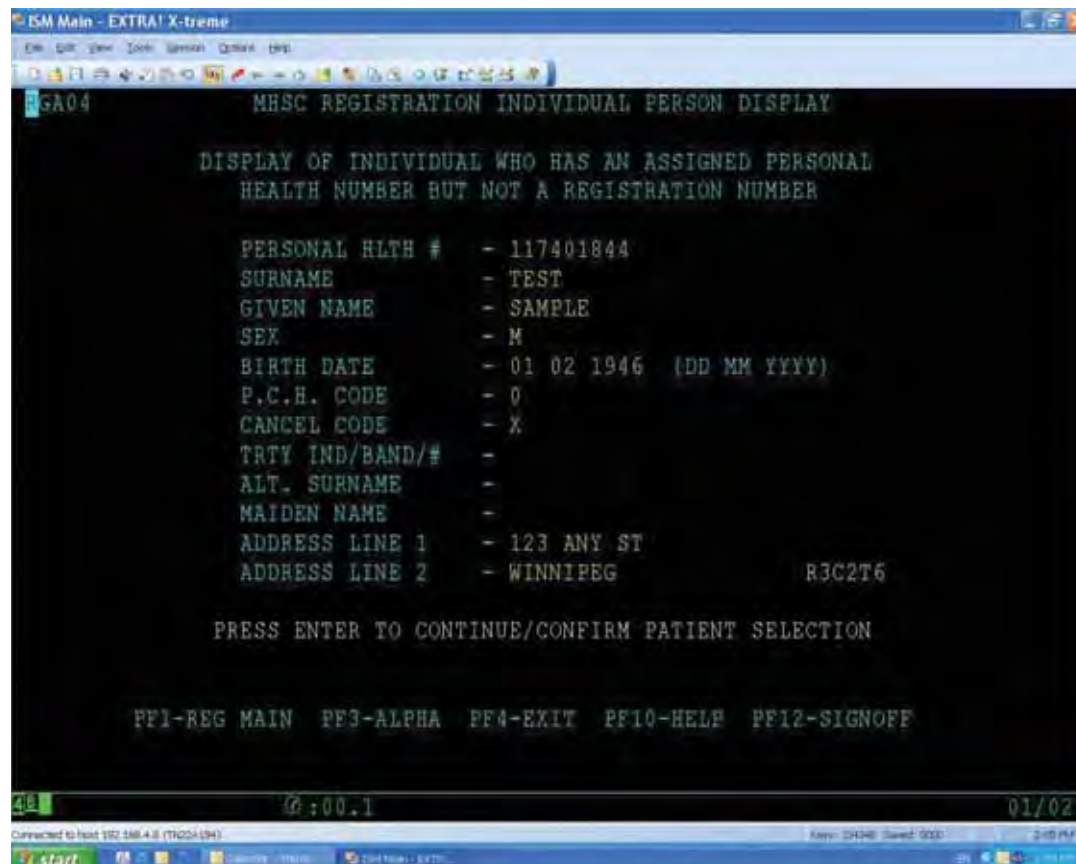
If the MHSC number cannot be found in the registry, the immunization history is maintained in an archived record. To obtain an archived record, refer to the MIMS REPORT SECTION – Immunization Certificate section of this manual.

INQUIRE MH Registration Information – By Surname

From the REGISTRATION INFORMATION SYSTEM screen:

- Enter the first six letters of surname
- Enter the first name initial
- Enter 'm' for male or 'f' for female
- Enter birth month and year
- Press Enter

A list of individuals who match the criteria is displayed:

SELECT A FAMILY MEMBER TO PROCEED = = =>

- Enter the family member (from the SEL column at far left of screen) in the prompted field:
- Press Enter

The following screen will appear if the individual has been purged (removed) form MIMS.

MHSC REGISTATION INDIVIDUAL PERSON DISPLAY screen:

Refer to the message that appears at the top of the screen:

DISPLAY OF AN INDIVIDUAL WHO HAS AN ASSIGNED PERSONAL HEALTH NUMBER BUT NOT A REGISTRATION NUMBER.

A screen prompt appears at the bottom of the screen:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

As the individual is no longer associated with an MHSC Number, no additional information is available on the system. If you press enter to continue, the following message screen will appear:

FILE NO. IS NOT FOUND IN THE SYSTEM

The user will be returned to the OPERATOR PRIMARY MENU screen.

If the MHSC number cannot be found in the registry, the immunization history is maintained in an archived record. To obtain an archived record, refer to the MIMS REPORT SECTION – Immunization Certificate section of this manual.

INQUIRE MH Registration Information – By PHIN

From the REGISTRATION INFORMATION SYSTEM screen:

- Enter the PHIN in the PERSONAL HLTH # field
- Press Enter

The following screen will appear if the individual has been purged (removed) from MIMS.

MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen:

Refer to the message that appears at the top of the screen:

DISPLAY OF AN INDIVIDUAL WHO HAS AN ASSIGNED PERSONAL HEALTH NUMBER BUT NOT A REGISTRATION NUMBER.

A screen prompt appears at the bottom of the screen:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

As the individual is no longer associated with an MHSC Number, no additional information is available on the system. If you press enter to continue, the following message screen will appear:

FILE NO. IS NOT FOUND IN THE SYSTEM

The user will be returned to the OPERATOR PRIMARY MENU screen.

If the MHSC number cannot be found in the registry, the immunization history is maintained in an archived record. To obtain an archived record, refer to the MIMS REPORT SECTION – Immunization Certificate section of this manual.

MAINTAIN SECTION

MAINTAIN FUNCTION – Overview

This section of the manual provides instruction for **Update** users on how to access and add, change or delete individual and immunization event data on the MAINTAIN screens in MIMS field definitions. It also provides step-by-step instructions about use of the MAINTAIN MASTER RECORD AND MAINTAIN IMMUNIZATION RECORD screens in MIMS.

MAINTAIN MASTER RECORD

MAINTAIN MASTER RECORD – Introduction

The MAINTAIN MASTER RECORD screen displays demographic information linked to an MHSC or PHIN. When a Manitoba resident is registered with the MH Registry, specific information related to the individual is collected. Relevant information is downloaded to MIMS twice a month and is accessible on the INQUIRE MASTER RECORD screen and the MAINTAIN MASTER RECORD screens.

MIMS users with **update** access can also update some of the fields presented on the MAINTAIN MASTER RECORD screen.

The demographic information maintained on the MAINTAIN MASTER RECORD SCREEN includes:

- MH registration number (MHSC No.)
- personal health identification number (PHIN) labelled as File No.
- birth date
- name
- sex
- assigned regional health authority (RHA) and related community health office
- individual's address
- indicator for parent or guardian
- name of First Nations band and treaty status (if applicable)
- child family status (protective agency or foster home)
- correspondence language
- health problem indicator
- immunization refusal indicator
- deceased indicator

A complete list of fields and field definitions are included in the FIELD DEFINITION – Master Record section of this manual.

The maintain function allows the user to add, change or delete individual information displayed on the MAINTAIN MASTER RECORD screen.

The MAINTAIN MASTER RECORD screen is accessed by using the following search methods:

- FILE No. (PHIN)
- MHSC No.
- SURNAME

MAINTAIN MASTER RECORD – Using PHIN

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

MIB01          MANITOBA IMMUNIZATION MONITORING SYSTEM          TIME: 12:52:00
                       OPERATOR PRIMARY MENU                    DATE: 06/10/2004

      FUNCTION: 1

             1.   MAINTAIN MASTER RECORD

             2.   MAINTAIN IMMUNIZATION RECORD

             3.   INQUIRE MASTER RECORD

             4.   INQUIRE IMMUNIZATION RECORD

             5.   INQUIRE GENERAL TABLE INFORMATION

             6.   REPORT REQUEST OPTIONS

      ENTER:    FILE NO: 100005634
                   OR
                MHSC NO: ▮_____
                   OR                                     MM YYYY
                SURNAME: _____    INITIAL: _   SEX: _   BIRTHDATE: 00 0000
      *** NO FILE SELECTED ***
                                                 PF10-HELP  PF12-EXIT

                        :01.8                                        20/23
Connected to host 192.168.4.8                               NUM      12:52 PM
 start          ISM MAINFRAME - EX...   33 Microsoft Word              12:52 PM
```

To access the MAINTAIN MASTER RECORD

- Enter 1 (for **Update** users only)
- Enter PHIN in FILE No. field
- Press Enter

Note: Only MIMS users with **Update** access will have MAINTAIN functions on the OPERATOR PRIMARY MENU (see above).

MAINTAIN MASTER RECORD screen:

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

MIB11        MANITOBA IMMUNIZATION MONITORING SYSTEM       TIME: 12:52:37
                    MAINTAIN MASTER RECORD                 DATE: 06/10/2004

REG. NO: 000251 FILE: 100005634 BIRTHDATE: 1961 JAN 01 R.H.A.: 13 WPG W CENTR
NAME: MIMS                    MANNY              SEX: M    OFFICE: 110
ALT. SURNAME :                                            SCHOOL: __ ____
PHYS: ____ _____
==============================================================================
            CASE ID: __   SERVICE INTENT: _           SALUTATION: 0 _____
    PARENT/GUARDIAN: MIMS                   MANNY
       ALT. SURNAME:                        PARENT/GUARDIAN CD: P PARENT
    MAILING ADDRESS: 10 VACCINATION WAY            MUNICIPAL CD: 147
                     WINNIPEG            R3W 1S9
       RES. ADDRESS: _____ --------TELEPHONE NO"S-------
                     _____    HOME: ___ ____  BUS: ___ ____
        NATIVE BAND: ___
             TREATY: _____         UNABLE TO LOCATE: _
CHILD FAMILY STATUS: _              ADDRESS CHANGE: _
   CORRES. LANGUAGE: E ENGLISH      PREVIOUS (RHA):       DATE:
HLTH PROB. (IMMUN.): N NONE                         ENROLL DATE: 2000 08
    OTHER - IMMUN SERVICES REFUSED _  - DECEASED   TERMINATION DATE:
          - CONFIDENTIAL           _  - CAUTION  _

 PF01-MENU  PF05-UPD IMM  PF06-REQ CERT     PF10-HELP  PF11-UPD ADDR  PF12-EXIT
4B                     :05.5                                        04/65
Connected to host 192.168.4.8                              NUM    12:53 PM
start          ISM MAINFRAME - EX...   34 Microsoft Word            12:53 PM
```

The fields highlighted in yellow are downloaded from the MH Registry and cannot be changed or updated in MIMS.

The fields identified with white lines or white spaces are updated by entering or overtyping the information in the field space provided and pressing enter.

In the following example a telephone number is being added:

- Enter or overtype information (codes) in the valid field
- Press Enter

The following message is displayed at the bottom of the screen:

*** RECORD IS UPDATED SUCCESSFULLY FOR FILE NO. _____***

A new PHIN can be overtyped in the FILE field to update individual records for a new individual. The user does not have to return to the OPERATOR PRIMARY MENU to access a different individual's record.

Field definitions for this screen can be found in the FIELD DEFINITIONS – Master Record section of this manual.

The following options are displayed at the bottom of the screen:

PF01 – MENU: Return to the OPERATOR PRIMARY MENU screen

PF05 – UPD IMM: Proceed to the UPDATE IMMUNIZATION RECORD screen

*PF06 – REQ CERT: Request a printed immunization certificate

*PF10 – HELP: The help function will provide online instructions for filling out screens

PF11: This function key is disabled

PF12 – EXIT: Initiate sign-off from MIMS

*Requesting a Certificate: Information on requesting a printed Immunization certificate is provided in the MIMS REPORTS – Immunization Certificates section of this manual.

*Help Function: To request field level help, enter a "?" in the field and press the Enter key or the PF10 KEY.

The following HELP FACILITY screen is displayed:
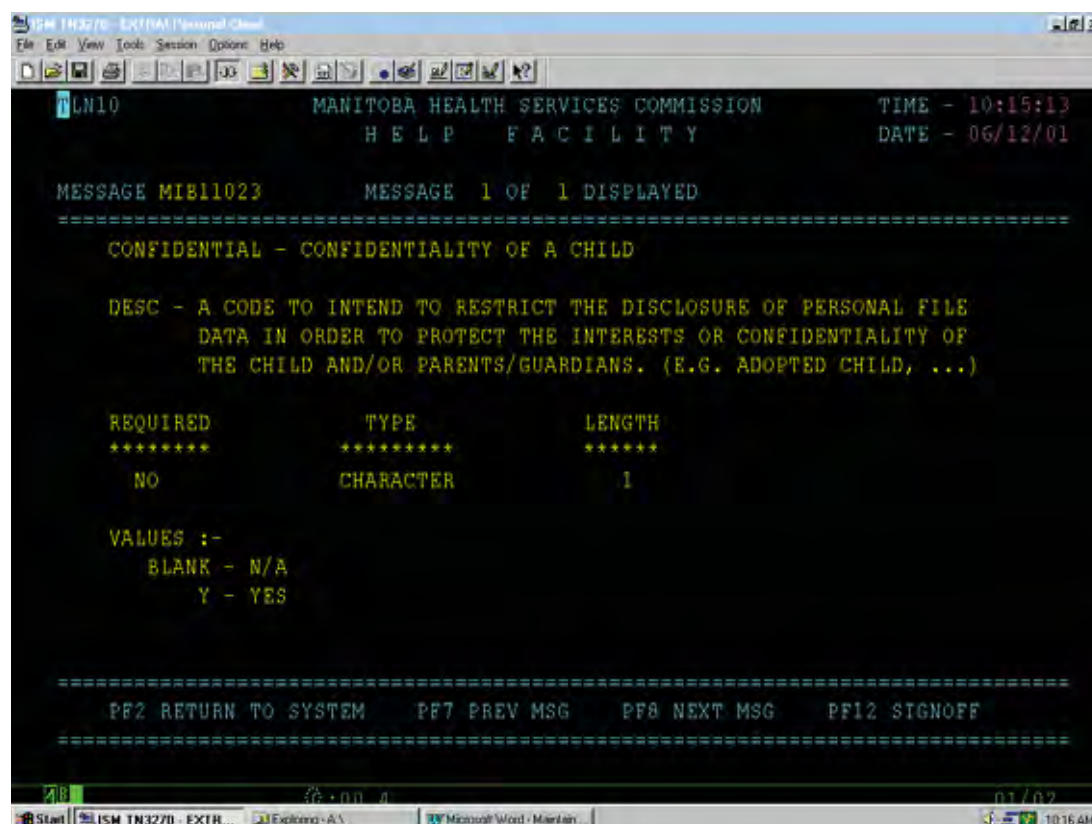
- Select PF2 – RETURN TO SYSTEM to return to the MAINTAIN MASTER RECORD screen

MAINTAIN MASTER RECORD – Using MHSC No.

If the user is accessing the MAINTAIN MASTER RECORD screen using an MHSC number:

- Enter 1 (for **Update** users only)
- Enter MHSC No.

- Press Enter

Note: Only MIMS users with **Update** access will have MAINTAIN functions on the OPERATOR PRIMARY MENU.

MHSC REGISTRATION FAMILY DISPLAY screen:

This screen provides a list of all family members associated with the MHSC number entered.

Field definitions for this screen can be found in the FIELD DEFINITIONS – MHSC Family Registration Display section of this manual.

A screen prompt appears at the bottom of the screen instructing the user to:

SELECT A FAMILY MEMBER TO PROCEED = = =>

- Enter the MEM NO in the prompted field at the bottom of the screen
- Press Enter

The MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen is displayed:

A screen prompt appears at the bottom of the screen directing the user to:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

A list of PF keys is displayed at the bottom of the screen. If the user does not proceed with updating the record select one of the PF keys displayed:

PF1 – REG MAIN: Proceed to the REGISTRATION INFORMATION SYSTEM screen

PF2 – FMDS: Return to the FAMILY MASTER DISPLAY screen

PF4 – EXIT: Return to PRIMARY OPERATOR MENU

PF10 – HELP: The help function provides a description of the screen currently displayed

PF12 – SIGNOFF: Initiate sign-off from MIMS

To continue with the update process:

- Press Enter

MAINTAIN MASTER RECORD screen:

From this point, the user can update information into the fields provided on this screen.

Refer to the update procedures in the MAINTAIN MASTER RECORD – Using PHIN section of this manual.

MAINTAIN MASTER RECORD – Using Surname

The final method available to update the MAINTAIN MASTER RECORD screen is using a surname search with four fields available for completion. Complete as many of the fields as possible to narrow the list.

To update the MAINTAIN MASTER RECORD screen using a surname:

- Enter 1 (for **Update** users only) in the FUNCTION field

- Enter the first six letters of the last name

- Enter the first name initial (optional)

- Enter 'm' for male or 'f' for female

- Enter birth month and year (optional)

- Press Enter

- Press Enter

For this example the birth date field was left blank in order to demonstrate the list that may result if optional fields are left blank.

Note: Only MIMS users with **Update** access will have MAINTAIN functions on the OPERATOR PRIMARY MENU.

MHSC REGISTRATION ALPHA DISPLAY screen:

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

 RGA05                   MHSC REGISTRATION ALPHA DISPLAY                      01


 SEL SURNAME               MM YY ADDRESS LINE 1           ADDRESS LINE 2  REG NO
  1 MIMS                 M 02 61 10 VACCINATION WAY        WINNIPEG       000251
  2 MIMS                 M 03 88 10 VACCINATION WAY        WINNIPEG       000251
  3 MIMS                 M 04 91 10 VACCINATION WAY        WINNIPEG       000251












 SELECT A FAMILY MEMBER TO PROCEED ===> 3

        PF1-REG MAIN  PF4-EXIT PF7-BWD PF8-FWD  PF10-HELP  PF12-SIGNOFF

4B                    :07.9                                      21/43
Connected to host 192.168.4.8                           NUM      1:11 PM
start    e  W      ISM MAINFRAME - EX...   W 50 Microsoft Word           1:11 PM
```

If the list presented continues onto additional screens the system identifies this with the *****MORE** symbol at the bottom right of the screen.

To move through the list information:

PF8 – FWD: Page forward

PF7 – BWD: Page back

If the name search produces only one individual, the user will go directly to the INDIVIDUAL DISPLAY screen.

A screen prompt is presented at the bottom of the screen:

SELECT A FAMILY MEMBER TO PROCEED = = =>

- Enter Family Member No. (obtained from SEL column at the left of the screen)
- Press Enter

MHSC REGISTRATION FAMILY DISPLAY screen:

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

 RGA02                     MHSC REGISTRATION FAMILY DISPLAY                   01
                                   FAM       MUN          STOP           LAST
   REG.NO FAMILY SURNAME          SIZE       CODE   M.RTN  CLAIM   GROUP  ACTIVITY
   000251 MIMS                     05        147                         06 10 2004
          10 VACCINATION WAY           WINNIPEG              R3W1S9

 MEM SUR.                 SEX BIRTHDATE   P. HLTH   C O D E S
 NO   CODE GIVEN              DD-MM-YYYY  NUMBER   REL M/R PCH
   1        MANNY         M 01 01 1961 100005634 1    0    0 COVERAGE  0  01/01/04
   2        MINDY A       F 02 02 1961 100005647 2         0 COVERAGE  0  01/01/04
   3        MISSY B       F 03 03 1988 100005650 5         0 COVERAGE  0  01/01/04
   4        MOLLY C       F 04 04 1991 100005662 5         0 COVERAGE  0  01/01/04
   5        MILLO D       M 05 05 1997 100005675 5         0 COVERAGE  0  01/01/04




   SELECT A FAMILY MEMBER TO PROCEED ===> 3

    PF1-REG MAIN   PF3-ALPHA   PF4-EXIT   PF7-BWD   PF8-FWD   PF10-HELP   PF12-SIGNOFF

4B                        :01.2                                      20/43
Connected to host 192.168.4.8                               NUM      1:13 PM
start        ISM MAINFRAME - EX...    52 Microsoft Word              1:13 PM
```

A screen prompt is presented at the bottom of the screen instructing the user to:

SELECT A FAMILY MEMBER TO PROCEED = = =>

- Enter MEM NO in the prompted field
- Press Enter

MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen:

A screen prompt is presented at the bottom of the screen, instructing the user to:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

- Press Enter

MAINTAIN MASTER RECORD screen:

The fields highlighted in yellow are downloaded from the MH Registry and cannot be changed or updated in MIMS.

The fields identified with white lines or spaces are updated by entering or overtyping the information in the field space provided and pressing enter.

Refer to the MAINTAIN MASTER RECORD – Using PHIN section of the manual for updating instructions.

Refer to FIELD DEFINITIONS – Master Record section of the manual for field definitions.

MAINTAIN MASTER RECORD –
Quick Reference Guide

Master Record – Using PHIN:

On the OPERATOR PRIMARY MENU:

- Enter 1 (for **Update** users only) in the FUNCTION field
- Enter PHIN in File No. field
- Press Enter

Master Record – Using MHSC number:

On the OPERATOR PRIMARY MENU:

1. Enter 1 (for **Update** users only) in the FUNCTION field
2. Move cursor (using tab key or arrow keys) to the MHSC No. field and input MHSC No.
3. Press Enter
4. On the MHSC FAMILY DISPLAY screen, enter MEM NO in the prompted field at the bottom of the screen and press Enter
5. On the MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen, press Enter to continue

Master Record – Using Surname:

On the OPERATOR PRIMARY MENU:

1. Enter 1 (for **Update** users only) in the FUNCTION field
2. Move cursor (using tab key or arrow keys) to the Surname field and complete the required fields
3. Press Enter
4. On the MHSC REGISTRATION ALPHA DISPLAY screen, enter the select number in the prompted field at the bottom of the screen and press Enter
5. On the MHSC FAMILY DISPLAY screen, enter MEM NO in the prompted field at the bottom of the screen and press Enter
6. On the MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen, press Enter to continue

MAINTAIN IMMUNIZATION RECORD

MAINTAIN IMMUNIZATION RECORD – Introduction

The MAINTAIN IMMUNIZATON RECORD screen is used to add a new immunization event and to change or delete an existing immunization record in MIMS.

The MAINTAIN IMMUNIZATION RECORD screen is accessed using the following search methods:

- FILE No. (PHIN)
- MHSC No.
- SURNAME

MAINTAIN IMMUNIZATION RECORD – Using PHIN

To access the MAINTAIN IMMUNIZATION RECORD screen using a PHIN (File No.):

- Enter 2 in the FUNCTION field
- Enter PHIN in the FILE No. field

- Press Enter

Note: Only MIMS users with **Update** access will have MAINTAIN functions on the OPERATOR PRIMARY MENU.

MAINTAIN IMMUNIZATION RECORD screen:

This screen provides the immunization records for the individual.

If ***More appears in the upper right corner of the screen additional immunization events are displayed on the next screen. To review both screens use the following PF keys:

- **PF8:** Page forward
- **PF7:** Page back

The following functions are displayed at the bottom of the screen:

C – Change: Change an immunization record

D – Delete: Delete an immunization record

PF01 – MENU: Return to the OPERATOR PRIMARY MENU

PF05 – UPD CH: Proceed to the MAINTAIN MASTER RECORD screen

PF06 – ADD IMM: To add an immunization record

PF7 – BACK: Page back

PF8 – FRWD: Page forward

PF10 – HELP: Provides a description of the screen. In MAINTAIN FUNCTION, entering a "?" in an input field will provide additional information relating to the field in question

PF12 – EXIT: Initiate sign-off from MIMS

Step-by-step procedures to add, change or delete an immunization record are provided on the following pages.

MAINTAIN IMMUNIZATION RECORD – Adding a Record

Immunization events are entered into MIMS in two ways:

- Downloaded from the physician billing system for publicly-funded immunizations provided by physicians

- Data entry by MIMS update users (data entry clerks in each Regional Health Authority)

The information and procedures provided in this section are to be followed by MIMS update users to add a new immunization event in MIMS.

From the MAINTAIN IMMUNIZATION RECORD screen:

- Select the PF06 – ADD IMM Key

ADD IMMUNIZATION RECORD screen:

The fields identified in the middle of the screen are required to be completed when updating a new immunization record.

Screen enhancements were done in 2002-2004 in MIMS. As a result, records prior to 2002 will not display certain current required fields.

To add a new immunization event, complete the following fields:

TARIFF CODE: Enter the four-digit tariff code associated with the immunization administered. A list of tariff codes can be found in the INQUIRE GENERAL TABLE INFORMATION function (Immunization Table option) on the OPERATOR PRIMARY MENU or in the MIMS TARIFF CODES SECTION of this manual.

SERVICE DATE: Enter the date of administration of the immunization.

PROVIDER TYPE & PROVIDER NUMBER: These two provider fields identify the health care provider who administered the immunization. Entering the correct provider of the immunization is very important as these fields have funding implications for RHAs.

Table 1 – Provider Code Descriptions and Definitions

Note: Column 1 and 3 appear on the INQUIRE IMMUNIZATION screen and column 2, 4 and 5 are to provide information.

Provider Type	Provider Description	Provider Number	Example	Provider Definition
A	First Nations/ Tribal Council	5 digit code	A 80894	Immunization provided by a First Nations/ Tribal Council Health Unit
C	Primary Care	5 digit code	C 10750	Immunization provided by a Primary Care Facility (ex: nurse practitioner or salaried physician in a community health clinic)
D	Pharmacy	4 digit code *must start with "P"	D P050	Immunization provided by a pharmacist
F	Facility	4 digit code *must start with "0"	F 0041	Immunization provided by a licensed practitioner at a hospital, home care or health care facility
H	Public Funded Health Facility	5 digit code	H 30595	Immunization provided by a publicly-funded facility
O	Occupational Health	4 digit code *must start with "0"	O 0041	Immunization provided by an occupational health nurse as part of a workplace immunization program
P	Physician	4 digit code	P 0222	Immunization provided by a physician
R	Public Health Unit (RHA)	5 digit code	R 30540	Immunization provided by a public health nurse
V	Private Health Care Provider	5 digit code	V 30532	Immunization provided by a private health care Provider (ex: VON, Wee Care or Wellness Center)
U	UNKNOWN	5 digit code *must be "0's"	U 00000	Immunization provided by someone other than the providers listed above

REASON CODE: This numeric code identifies the reason the individual received an immunization. Physician administered immunizations downloaded to MIMS through the physician billing system do not require a reason code. The reason code field was introduced in October 2002; therefore, immunization events prior to this date will not have a reason code completed in MIMS.

The reason code field automatically defaults to '0' – Routine Immunization. To enter a different reason code, simply overtype the appropriate reason code number in the reason code field.

  Reason Code Options:

  0 = Routine Immunization: Indicates the individual received a <u>routine</u> infant, child or adult immunization.

  1 = Health Care Worker: Indicates the individual received an immunization as recommended because he/she is a health care worker e.g. nurse, home care worker, health care facility volunteer. This reason code is used for *INFLUENZA* immunizations only.

  2 = HIGH RISK: Indicates the individual is considered HIGH RISK as per the eligibility criteria for publicly funded immunizations. This reason code is used for *INFLUENZA* and *PNEUMOCOCCAL* immunizations only.

  3 = Household Contact: Indicates individual received an *INFLUENZA* immunization because they live with or have close contact with someone who is considered HIGH RISK. Police officers, firefighters and emergency response employees are included in this category.

  4 = NO RISK-Client Paid: Indicates an individual received an immunization for which they were not eligible for publicly-funded vaccine and therefore paid for the immunization themselves (all tariff codes are applicable).

  5 = Outbreak Immunization: Indicates the individual received an immunization as the result of a recent or regional outbreak of disease (ex: certain strains of meningitis).

  6 = Travel Immunization: Indicates the individual received an immunization due to travel.

  7 = Unknown: Immunization reason does not meet criteria as per codes zero to six. This reason code may be used when an individual moves to Manitoba from another province/country and the reason for receiving the immunization cannot be verified when historic immunizations are updated to MIMS.

Reason codes are generally listed in order of importance from zero to seven. Instances may occur when an individual has a combination of reasons for receiving an immunization. If this is the case, the reason code that first appears on the list (0 to 7) that identifies the reason the person received the immunization should be entered. For example, a person receiving an influenza immunization is a health care worker (Reason Code 1) and is also HIGH RISK (Reason Code 2). The immunization will be coded as (1) for health care worker.

If an invalid combination of tariff code and reason code is entered, an error message will be displayed to the user preventing the incorrect completion of the data entry fields.

The following information summarizes the coding options available when updating **Reason Codes** in MIMS.

Influenza Immunization updated with Reason Codes 1 to 5

    1 = Health Care Worker

    2 = High Risk

    3 = Household Contact

    4 = No Risk – Client Paid

    5 = Outbreak Immunization

Pneumococcal Immunization updated with Reason Codes 2, 4 or 5

    2 = High Risk

    4 = No Risk

    5 = Outbreak Immunization

All other Immunizations updated with Reason Code 0, 4, 5, 6 or 7

    0 = Routine Immunization

    4 = No Risk – Client Paid

    5 = Outbreak Immunization

    6 = Travel Immunization

    7 = Unknown

FUNDING CODE: This field is completed with a code for specific public health administered immunizations updated in MIMS by MIMS **Update** Users to ensure accurate funding reimbursement to the RHAs.

Health care providers other than public health are not funded by MH for providing an immunization. The funding code field is also not updated for physician billed immunization events or for events that occurred prior to September 2003 (when the field was activated in MIMS).

The funding code field is **REQUIRED** for the following vaccines:

Influenza – 8791

Pneumococcal – 8961

The funding code field is optional for the following tariff codes:

Pneumococcal Conjugate – 8681

Meningococcal Conjugate – 8685

Varicella – 8674

The following code is entered in the funding code field for the vaccines listed above as follows:

I=   **Immunization Administration:** entered when a RHA public health provider provided the immunization (five-digit provider code).

D=   **Data Entry:** input when a RHA public health office performed data entry for an immunization administered by another health care provider.

N=   **No Funding:** input when First Nations/Tribal Council health units, or other sites not reimbursed by MH. administer or enter data for an immunization.

Blank= The funding code field was activated in MIMS in September 2003, and therefore is not completed if the immunization occurred prior to that date or if the tariff code is not 8791, 8961, 8681, 8685 or 8674.

If Reason Code 4 (No Risk – Client Paid) is entered, the funding code is updated to N – (No Funding), D – (Data entry); or left blank. Funding code I – (Immunization Administration) is not used in combination with reason code 4.

RESTRICT: This field is used if an immunization is restricted (refused). Enter a "Y" (YES) in this field. An immunization may be coded as restricted for a variety of reasons: adverse reaction to a previous vaccine in a series, parental refusal, pre-existing medical condition or history of disease. If an immunization event is input as restricted the immunization fields are completed as follows:

- Tariff code field is completed with four-digit tariff code reflecting refused vaccine
- Service Date Field must be completed with zeros (0000 00 00)
- Provider Type/Number field must be blank
- Reason Code Field must be blank (delete defaulted "0")
- Funding Code field must be blank
- Enter Y (YES) in Restrict field
- Comment Field must be completed with the reason for the restriction. The comment will appear in the description field after the updated information has been recorded in MIMS

The screen below demonstrates all required fields have been completed.

The following message appears at the bottom of the screen:

PRESS ENTER KEY TO ADD IMMUNIZATION RECORD OR PF03 TO END

- Press Enter

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

MIB21          MANITOBA IMMUNIZATION MONITORING SYSTEM   TIME: 13:22:51    PAGE 01
                    MAINTAIN IMMUNIZATION RECORD          DATE: 06/10/2004

REG. NO: 000251 FILE: 100005634 BIRTHDATE: 1961 JAN 01 R.H.A.: 13 WPG W CENTR
NAME: MIMS                 MANNY              SEX: M     OFFICE: 110
ALT SURNAME:                                             SCHOOL:
PHYS:
==============================================================================
SEL TARIF    ABBREV      SRVC DATE   RESTR PROVIDER FUND REAS      DESCRIPTION
                        (YYYY MM DD)                            ----------------
 _   8791    INFLUENZA   1996 11 21        P 00931
 _   8799    INFLUENZA   1998 10 19        P 01032
 _   8799    INFLUENZA   1999 10 13        P 01032
 _   8799    INFLUENZA   2000 10 16        P 01032
 _   8961    PV          2000 10 27        R 13110
 _   8791    INFLUENZA   2001 10 31        R 13110
 _   8791    INFLUENZA   2002 10 23        R 13110          2   HIGH RISK
 _   8791    INFLUENZA   2003 10 10        R 13110     I    2   HIGH RISK
 _   8791 *  INFLUENZA   2004 03 01        P 2477      N    2   HIGH RISK
 _   8791 *  INFLUENZA   2004 05 05        R 13110     I    2   HIGH RISK
 _   8791    INFLUENZA   2004 10 01        R 13110     I    3   HOUSEHOLD CONTACT
ENTER ( "C"-CHANGE, "D"-DELETE ) IN SEL FIELD OR PF06 TO ADD IMMUN. RECORD
*** ADD SUCCESSFUL: IMMUNIZATION RECORD HAS BEEN ADDED ***
PF01-MENU PF05-UPD CH  PF06-ADD IMM  PF07-BACK PF08-FRWD  PF10-HELP  PF12-EXIT
4B                    :00.2                                              04/24
Connected to host 192.168.4.8                              NUM      1:22 PM
start       ISM MAINFRAME - EX...    62 Microsoft Word            1:22 PM
```

The MAINTAIN IMMUNIZATION RECORD screen will appear with the following message at the bottom of the screen:

ADD SUCCESSFUL: IMMUNIZATION RECORD HAS BEEN ADDED

If ***** MORE** appears in upper right corner, the individual's immunization records continue on the next screen. To view all records:

PF08 – FRWD: Page forward

PF07 – BACK: Page back

NOTE: If you have another immunization record to ADD, CHANGE OR DELETE for another individual, overtype the new PHIN in the FILE field and press enter to move to the new individual record.

Update Examples:

The following examples demonstrate different scenarios with input instructions.

Example 1:

A high-risk individual is immunized for influenza at a flu clinic by public health RHA staff:

Reason Code for Immunization: (2) High Risk

Provider Type: Enter R for RHA and provider code (5 digit)

Funding Code: I – Immunization Administration – full reimbursement to RHA

Summary: Public health provides immunizations at a flu clinic and receives full reimbursement for providing the immunization.

Example 2:

An RHA receives completed immunization input document from another provider (ex. pharmacist) for an influenza immunization:

Reason Code for Immunization: 1, 2, 3, 4 or 5 (all possible)

Provider Type: Enter D for pharmacy and provider code (4 digit)

Funding Code: D – Data Entry

Summary: The provider code for the pharmacy is linked to the RHA and the RHA will receive reimbursement for data entry of this immunization.

Example 3:

Residents of a personal care home (PCH) are immunized for influenza by PCH staff and the immunization input document is provided to the RHA for data entry.

Reason Code for Immunization: (2) – High Risk

Provider Type: Enter F for Facility and provider code (4 digit)

Funding Code: D – Data Entry

Summary: The provider code for the PCH is linked to the RHA and the RHA will be reimbursed for data entry of the immunization.

Example 4:

An immunization input document is received by a RHA, listing individuals who have paid for their own influenza shots at a flu clinic.

Reason Code for Immunization: (4) – No Risk – Individual Paid

Provider Type: Enter C for Primary Care and provide code (5 digit)

Funding Code: D – Data Entry

Summary**:** The provider code for the primary care facility is linked to the RHA and will be reimbursed for data entry of the immunization.

Example 5:

A First Nations health unit is entering immunization events from an influenza vaccine surveillance form for individuals immunized at a First Nations flu clinic.

Reason Code for Immunization: 1, 2, 3, 4 or 5 (all possible)

Provider Type: Enter A for First Nations/Tribal Council Health Unit and provider code (5 digit)

Funding Code: N – No Funding

Summary: FNIH providers are not reimbursed by MH for providing an immunization.

Example 6:

Public health nurses immunize PCH staff for influenza.

Reason Code for Immunization: (1) – Health Care worker

Provider Type: Enter R for RHA and provider code (5 digit)

Funding Code: I – Immunization Administration

Summary: The RHA indicated as the provider is reimbursed for providing the immunization.

MAINTAIN IMMUNIZATION RECORD – Change a Record

If information relating to an immunization record needs to be changed, the update user will execute a CHANGE IMMUNIZATION process.

From the MAINTAIN IMMUNIZATION RECORD screen:

- Place C in SEL column next to the record being changed
- Press Enter

If multiple immunization records require correction, insert C in the SEL field adjacent to each record being changed and press enter. The selected immunization event records will be displayed for change.

CHANGE IMMUNIZATION RECORD screen:

In this example the service date is being changed. Move the cursor (using the tab key or arrow keys) to the relevant field.

- Overtype the changes in the relevant field
- Press Enter

The MAINTAIN IMMUNIZATION RECORD screen is displayed:

The following message will appear at the bottom of the screen:

*** CHANGE SUCCESSFUL – IMMUNIZATION RECORD HAS BEEN CHANGED ***

If you have another immunization record to ADD, CHANGE OR DELETE for another individual the FILE field can be overtyped with the next PHIN.

MAINTAIN IMMUNIZATION RECORD – Delete a Record

If an immunization record has been added in error and requires deletion, the following procedures are followed.

From the MAINTAIN IMMUNIZATION RECORD screen

- Place D in the SEL column next to the record being deleted

- Press Enter

If multiple immunization records are being deleted for one individual, insert D in the SEL field next to each record to be deleted. After you press ENTER, each record will be presented on the DELETE IMMUNIZATION RECORD screen and the system will prompt the user to Press ENTER to confirm DELETE or Press PF03 to cancel DELETE.

DELETE IMMUNIZATION RECORD screen:

The following message will appear at the bottom of the screen:

PRESS ENTER KEY TO CONFIRM DELETE OR PF03 TO CANCEL DELETE

To confirm the DELETE function:

- Press Enter

The MAINTAIN IMMUNIZATION RECORD screen is displayed:

The following message appears at the bottom of the screen:

RECORD IS DELETED SUCCESSFULLY FOR TARIFF NO: _____

MAINTAIN IMMUNIZATION RECORD – Using MHSC Number.

If you are maintaining an immunization record using an MHSC number:

From the OPERATOR PRIMARY MENU:

- Enter 2 in FUNCTION field
- Enter MHSC No.
- Press Enter

MHSC REGISTRATION FAMILY DISPLAY screen:

This screen provides a list of all family members associated with the MHSC number entered. Field definitions for this screen can be found in the FIELD DEFINITIONS – MHSC Family Registration Display section of this manual.

A screen prompt appears at the bottom of the screen:

SELECT A FAMILY MEMBER TO PROCEED = = =>

- Enter the MEM NO (found on the far left of the screen) in the prompted field at the bottom of the screen
- Press Enter

MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen:

A screen prompt appears at the bottom of the screen:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

- Press Enter

MAINTAIN IMMUNIZATION RECORD screen:

The following options are presented at the bottom of the screen:

Enter C in SEL field next to a specific immunization record to change an immunization record.

Enter D in SEL field next to a specific immunization record to delete an immunization record.

> **PF01 – MENU:** Proceed to the OPERATOR PRIMARY MENU
>
> **PF5 – UPD CH:** Proceed to the MAINTAIN MASTER RECORD screen
>
> **PF06 – ADD IMM:** ADD an Immunization record
>
> **PF7 – BACK:** Page back
>
> **PF8 – FRWD:** Page forward
>
> **PF10 – HELP:** Provides a description of the screen. Enter a "?" in any input field to view information relating to the field in question.
>
> **PF12 – EXIT:** Initiate sign-off from MIMS

Complete procedures for ADDING, CHANGING and DELETING an immunization record can be found in the MAINTAIN IMMUNIZATION RECORD – Using PHIN No. section of this manual.

MAINTAIN IMMUNIZATION RECORD – Using Surname

To access the MAINTAIN IMMUNIZATION RECORD screen from the OPERATOR PRIMARY MENU using a surname:

- Enter 2 in FUNCTION field
- Enter the first six letters of the last name
- Enter the first name initial (optional)
- Enter 'm' for male or 'f' for female
- Enter the birth month and year (optional)

- Press Enter

For this example the birth date field was left blank in order to demonstrate the list that may result if optional fields are left blank.

MHSC REGISTRATION ALPHA DISPLAY screen:

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

RGA05                    MHSC REGISTRATION ALPHA DISPLAY                    01


SEL SURNAME              MM YY ADDRESS LINE 1           ADDRESS LINE 2  REG NO
 1 MIMS               M 02 61 10 VACCINATION WAY        WINNIPEG        000251
 2 MIMS               M 03 88 10 VACCINATION WAY        WINNIPEG        000251
 3 MIMS               M 04 91 10 VACCINATION WAY        WINNIPEG        000251













     SELECT A FAMILY MEMBER TO PROCEED ===> 3

          PF1-REG MAIN  PF4-EXIT PF7-BWD PF8-FWD  PF10-HELP  PF12-SIGNOFF


4B                   :03.0                                              21/43
Connected to host 192.168.4.8                              NUM    1:39 PM
```

A list is produced based on the surname criteria entered.

A screen prompt appears at the bottom of the screen:

SELECT A FAMILY MEMBER TO PROCEED = = =>

- Enter Family Member number (obtained from SEL column on the far left of the screen) in prompted field at the bottom of the screen
- Press Enter

MHSC REGISTRATION FAMILY DISPLAY screen:

```
ISM MAINFRAME - EXTRA! Personal Client
File  Edit  View  Tools  Session  Help

RGA02                   MHSC REGISTRATION FAMILY DISPLAY                    01
                            FAM      MUN            STOP            LAST
  REG.NO FAMILY SURNAME      SIZE     CODE   M.RTN   CLAIM   GROUP   ACTIVITY
  000251 MIMS               05       147                            06 10 2004
         10 VACCINATION WAY        WINNIPEG              R3W1S9

MEM SUR.                  SEX BIRTHDATE   P. HLTH   C O D E S
NO   CODE GIVEN              DD-MM-YYYY   NUMBER   REL M/R PCH
  1       MANNY           M 01 01 1961 100005634 1    0    0 COVERAGE  0  01/01/04
  2       MINDY A         F 02 02 1961 100005647 2         0 COVERAGE  0  01/01/04
  3       MISSY B         F 03 03 1988 100005650 5         0 COVERAGE  0  01/01/04
  4       MOLLY C         F 04 04 1991 100005662 5         0 COVERAGE  0  01/01/04
  5       MILLO D         M 05 05 1997 100005675 5         0 COVERAGE  0  01/01/04




  SELECT A FAMILY MEMBER TO PROCEED ===> 3

   PF1-REG MAIN  PF3-ALPHA  PF4-EXIT  PF7-BWD  PF8-FWD  PF10-HELP  PF12-SIGNOFF

                     :01.0                                          20/43
Connected to host 192.168.4.8                              NUM    1:40 PM
start       ISM MAINFRAME - EX...   87 Microsoft Word          1:40 PM
```

A screen prompt appears at the bottom of the screen:

SELECT A FAMILY MEMBER TO PROCEED = = =>

- Enter Family MEM NO in the prompted field
- Press Enter

MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen:

If the user chooses not to proceed with the selection of the individual, the following options are presented at the bottom of the screen:

PF1 – REG MAIN: Proceed to the REGISTRATION INFORMATION SYSTEM screen

PF2 – FMDS: Return to the FAMILY DISPLAY screen

PF3 – ALPHA: Return to the alphabetical list previously displayed

PF4 – EXIT: Return to OPERATOR PRIMARY MENU

PF10 – HELP: Provides a description of the screen. Enter a "?" in any input field to view information relating to the field in question.

PF12- SIGNOFF: Initiate sign-off from MIMS

To proceed with the selection of the individual, a screen prompt is displayed at the bottom of the screen:

PRESS ENTER TO CONTINUE/CONFIRM PATIENT SELECTION

- Press Enter

The MAINTAIN IMMUNIZATION RECORD screen is displayed:

At this point, the user will select the appropriate function to add, change or delete an immunization record.

Complete procedures for ADDING, CHANGING and DELETING an immunization record can be found in the MAINTAIN IMMUNIZATION RECORD – Using PHIN No. section of this manual.

MAINTAIN IMMUNIZATION RECORD –
Quick Reference Guide

Immunization Record – using PHIN:

On the OPERATOR PRIMARY MENU

1. Enter 2 in FUNCTION field
2. Enter PHIN in File No. field
3. Press Enter

Immunization Record – using MHSC number:

On the OPERATOR PRIMARY MENU

1. Enter 2 in FUNCTION field
2. Move cursor (using tab key or arrow keys) to the MHSC No. field and input MHSC number
3. Press Enter
4. On the FAMILY DISPLAY screen, input member number in the prompted field at the bottom of the screen and press Enter
5. On the MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen, press Enter to continue

Immunization Record – using Surname:

On the OPERATOR PRIMARY MENU

1. Enter 2 in FUNCTION field
2. Move cursor (using tab key or arrow keys) to the Surname field and complete the required fields
3. Press Enter
4. On the MHSC REGISTRATION ALPHA DISPLAY screen, enter the SEL number in the prompted field at the bottom of the screen and press Enter
5. On the FAMILY DISPLAY screen, input MEM NO in the prompted field at the bottom of the screen and press Enter
6. On the MHSC REGISTRATION INDIVIDUAL PERSON DISPLAY screen, press Enter to continue

Data entry summary:

Tariff Code: Four-digit code representing the immunizing agent.

Service Date: Date of immunization event.

Provider Type: Alpha code representing immunization provider.

Provider Number: Numeric Code representing immunization provider.

Reason Code: Numeric identifier representing reason for receiving the immunization:

> **0** = Routine adult & childhood immunizations (field defaults to zero)
>
> **1** = Influenza immunization provided to a health care worker
>
> **2** = Influenza or pneumococcal polysaccharide immunization administered to an individual considered high risk
>
> **3** = Influenza immunization provided to individual who is a household contact with someone considered high risk.
>
> **4** = Immunization paid for by the individual
>
> **5** = Immunization provided due to outbreak of disease
>
> **6** = Travel immunization
>
> **7** = Unknown reason for receiving immunization

Funding Code: This code identifies how an RHA will be funded for an immunization event. The field is required to be completed for influenza and pneumococcal polysaccharide immunizations only, and is optional for pneumococcal conjugate 7 valent, meningococcal C valent and varicella.

> **I** = Immunization Administration
>
> **D** = Data Entry
>
> **N** = No funding required, or provider type is FNIH or clinic or hospital

Restrict: Completed if immunization is refused.

Comment: Field is required to be completed if immunization is restricted. Field can also be completed if a comment related to the immunization event is entered.

MIMS
REPORTS
SECTION

MIMS REPORTS – Introduction

MIMS data can be used to create a variety of reports for health care providers and Manitoba residents.
Summary:

1. **MIMS Report Request Options:** Function 6 of the MIMS OPERATOR PRIMARY MENU allows the MIMS **Update** user to request two seperate reports regarding immunization information as follows:

    • Immunization Status Listing

    • Personal Identifier Listing

2. **MIMS Report Request Forms:** The following seven reports can be provided to MIMS users by faxing in a Report Request Form:

    • Regional Health Authority Table

    • Native Band Listing

    • Immunization Table

    • Municipality Table

    • MIMS Physician Table by Name (alphabetical)

    • MIMS Physician Table by Name (numerical)

    • MIMS Report of Immunization from History Tapes

    Note: the first six are similar to tables available by using the INQUIRE GENERAL TABLE INFORMATION (Function 5) on the OPERATOR PRIMARY MENU.

3. **Immunization Certificates:** may be requested by a MIMS User and are also automatically sent by MH to an individual at specific ages.

4. Reports generated by MH:

    • Reminder letters

    • Reminder letter reports

    • Physician error reports

MIMS REPORTS – REPORT REQUEST OPTIONS

The REPORT REQUEST OPTION (Function 6) is listed on the MIMS OPERATOR PRIMARY MENU for MIMS update users. The report functions may be used to provide reports to assist public health staff with immunization information for school age children within their RHAs.

The report option lists two MIMS reports:

1. Immunization Status Listing
2. Personal identifier Listing

Immunization Status Listing: By completing specific fields, a report is produced listing specific immunizations received, specific immunizations missing or a history of immunizations for a select group (by community, school, RHA or sub-office). The report can be further customized by the selection of sex and age group. Detailed information is compiled based on the criteria entered to generate the report.

Personal Identifier Listing: This report provides a listing of the individuals who meet the criteria entered to generate the report. Detailed immunization records are NOT included in this report.

Report Requests are printed at MH and mailed to the RHA within one week.

The following steps are used to select and request a report in MIMS.

From the OPERATOR PRIMARY MENU:

- Enter 6 in FUNCTION Field
- Press Enter

MIMS REPORT REQUEST screen:
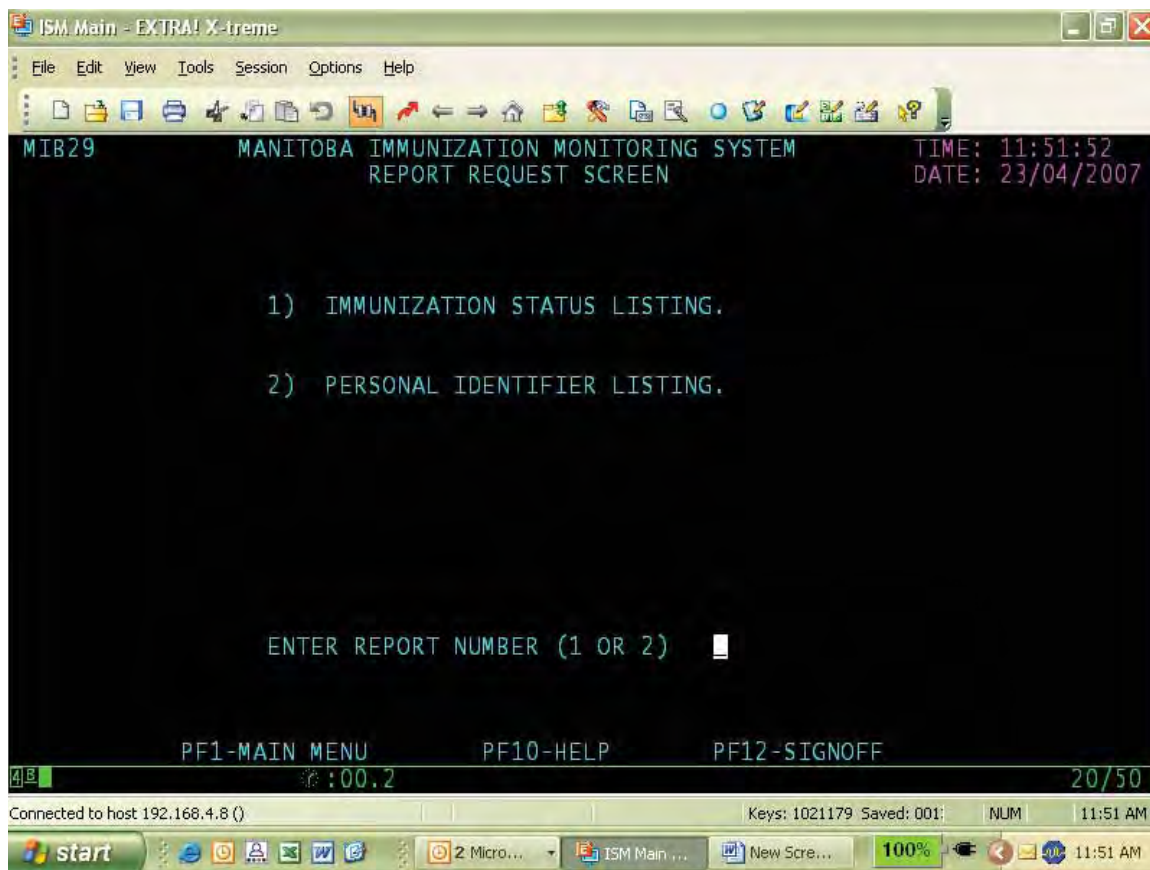
Two options are offered for selection:

1. Immunization Status Listing
2. Personal Identifier Listing

The cursor is positioned at the bottom of the screen:

- Enter REPORT NUMBER 1 or 2
- Press Enter

Instructions to generate Report 1 and Report 2 are provided on the following pages.

MIMS REPORTS – Report 1: Immunization Status Listing

IMMUNIZATION STATUS LISTING REPORT SELECTION screen:

The report fields are completed as follows:

Requesting RHA: Enter the two-digit RHA number in this field. The report will be mailed to the RHA identified in this field.

From Year of Birth: Enter the starting date (by year) for the date range you require.

To Year of Birth: Enter the end date (by year) for the date range you require. The "From Year of Birth and To Year of Birth" fields identify the required date range.

It is not required to enter a date in the "To Year of Birth" field, but a date in the "From Year of Birth" field must be entered. If you do not complete the "To Year of Birth" field, the report will generate information up to the most recent immunization event maintained in MIMS for the individuals requested.

Sex: In this field enter the following codes to customize the report based on gender:

M: Male

F: Female

B: Both

To the Attention of: Enter the name of the person to whom the report should be mailed.

Customizing the Report

The fields that follow allow the requestor to customize the report. The user will select one (only) of the following sections for completion to customize the report.

1. School Information

Division: Enter the two-digit school division number in the division field to generate a report based on school-age children for the school division identified.

The school division field requires a two-digit number; however, school division changes several years ago in Manitoba resulted in the creation of a four-digit school division coding system. At this time MIMS is operating using the former two-digit coding system.

School Number: Enter the four-digit school number in the school field to generate a report based on school age children for the school identified. School numbers can be found in the INQUIRE GENERAL TABLE INFORMATION option #5 (on the MIMS OPERATOR PRIMARY MENU) selecting the Inquire Schools Table on the MIMS OPERATOR PRIMARY MENU.

Creating a school based report requires that school numbers have been entered in each students' MASTER RECORD. If a school number was not entered the report function will not include that individual or immunization record in the report.

2. Regional Information

RHA: Enter the two-digit RHA number to generate a report based on individuals located in the identified RHA.

Health Unit: Enter the three-digit health unit number (also known as sub-offices or community health offices) to generate a report based on individuals located and serviced by the community health office identified.

3. Postal Code

Enter the six-digit postal code in the postal code field to generate a report based on individuals located in the community identified.

NOTE: Only one of the three selection criteria listed above can be used for each report.

Tariff Code: Enter the four-digit tariff code in the tariff code field to generate a report for a specific immunization (tariff code).

This field can also be left blank. If left blank, the report will generate a listing of **ALL** immunization events for all tariff codes based on the other criteria entered (date range, postal code, RHA or school).

Missing or Present: The following codes are entered in this field:

"M" – Missing: Enter "M" in this field to generate a report for the individuals who are MISSING the immunization (by tariff code) specified in the tariff code field.

"P" – Present: Enter "P" in this field to generate a report for the individuals who have RECEIVED the immunization (by tariff code) specified in the tariff code field.

A tariff code must be entered in the tariff code field if you enter "M" for missing or "P" for present. Data entered in MIMS fields (demographic information or immunization records) is downloaded monthly on the first Friday evening following the end of the previous month. Information updated to MIMS fields will display immediately, however, the updated information will not be included for report purposes until the monthly data download has occured.

A demonstration of a completed report request appears in the following screen print. In this example, a report request is completed to generate a school division report for 14-year old school age children, male and female, who are missing a Hepatitis B immunization.

To submit the report request, once all the information is entered in the required fields, press enter. A message displayed at the bottom of the screen will confirm the report request.

MIMS REPORTS – Report 2: Personal Identifier Listing

Report Option 2 generates a listing of individuals based on the criteria entered. This report does not provide immunization event information.

The field definitions for this report are the same as the field definitions listed under Report Option 1 – Immunization Status Listing.

From the Report Request Screen:

- Enter 2 in the ENTER REPORT NUMBER field at the bottom of the screen
- Press Enter
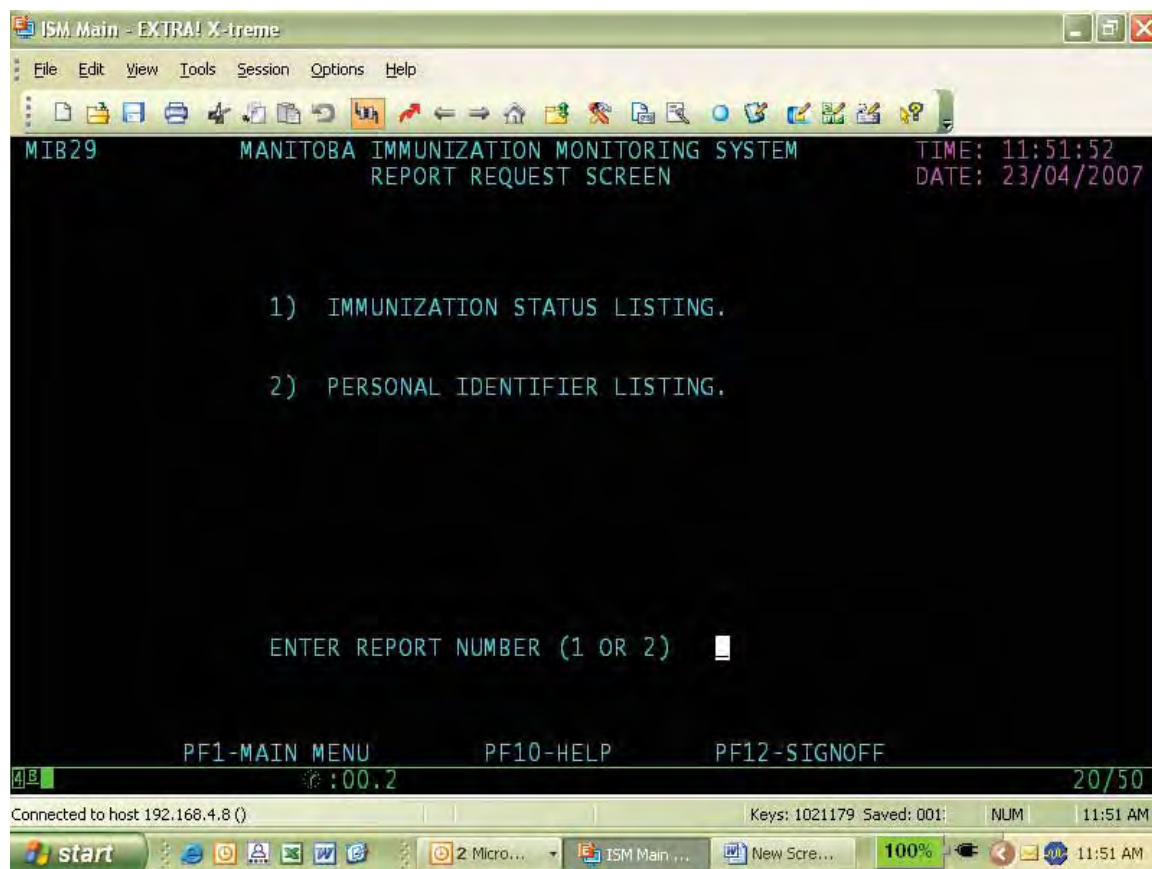
The PERSONNAL IDENTIFIER LISTING screen:

Field requirements for this screen are identical to the fields covered in Report 1 on the previous pages. Please refer to the previous pages for detailed field definitions and requirements.

Complete the fields to customize the report required.

In the following example, report listing individuals enrolled in school #1511 who are missing an MMR immunization will be produced.

Once the fields have been completed, simply press enter to generate the report.

MIMS REPORTS – MIMS REPORT REQUEST FORMS

MIMS Report Request Forms produce hard copies of specific MIMS related listings. Note: these reports (other than M1050) are also provided in the INQUIRE GENERAL TABLE INFORMATION option in MIMS. The reports are requested by the user through the process identified below and are produced at MH.

The following reports are available:

MI014   MIMS: Immunization Table Listing

MI050   MIMS: Immunization from History Tapes

MI010   MIMS: Regional Health Unit Listings

MI012   MIMS: Native Band Listing

MI022   MIMS: Municipality Listing

MI046   MIMS: Physician Listings Request (alphabetical)

MI048   MIMS: Physician Listings Request (numeric)

MIMS report request forms are completed and sent to the Supervisor/Data Control, Computer Services, 3047-300 Carlton Street Winnnipeg, Manitoba R3B 3M9 or faxed to (204) 943-0972. Once received at MH the reports are generally mailed by MH within a week.

Copies of the Report Request Forms are included here, or can be found in the Epidemiology and Surveillance section of the Manitoba Public Health website.

Examples of the Report Request Forms follow.

MANITOBA HEALTH

MIMS: IMMUNIZATION TABLE LISTING

To: Supervisor/Data Control
        Computer Services
        3047-300 Carlton St.
        Winnipeg, Manitoba R3B 3M9
        Fax: 943-0972

                                          Date: _____

JOB: A4MILSTI

PROGRAM: A4MI014 (EASYTRIEVE PLUS)

REQUIRED BY:								
	Y	Y	Y	Y	M	M	D	D

REQUESTING ORGANIZATION   **RHA / HEALTH UNIT OFFICE**

MAILING ADDRESS:
(FOR REPORT)

EMAIL ADDRESS:

SIGNATURE   **NUMBER OF COPIES**

NAME (PLEASE PRINT)   **PHONE NUMBER**

MI014

(PLEASE COMPLETE ALL APPLICABLE FIELDS BOLDLY AND CLEARLY)   **VERSION: 1.0**

MANITOBA HEALTH

MIMS: IMMUNIZATIONS FROM HISTORY TAPES

To: Supervisor/Data Control
        Computer Services
        3047-300 Carlton St.
        Winnipeg, Manitoba R3B 3M9
        Fax: 943-0972

                                        Date: _____

JOB A4MIPRTH   PROGRAMS: A4MI050, MI052

MAXIMUM NUMBER OF CARDS: 10

This section for Office Use Only:

Computer Services Control Card

[ ] = Space

1						7	8
A	4	M	I	0	5	0	[ ]

REQUIRED BY:								
	Y	Y	Y	Y	M	M	D	D

Please fill in the "PHIN NUMBER" for each request.

PHIN NUMBER										
	9	10	11	12	13	14	15	16	17	18
1										[ ]
2										[ ]
3										[ ]
4										[ ]
5										[ ]
6										[ ]
7										[ ]
8										[ ]
9										[ ]
10										[ ]

REQUESTING ORGANIZATION   **RHA / HEALTH UNIT OFFICE**

MAILING ADDRESS:
(FOR REPORT)

EMAIL ADDRESS:

SIGNATURE   **NUMBER OF COPIES**

NAME (PLEASE PRINT)   **PHONE NUMBER**

MI050.doc

(PLEASE COMPLETE ALL APPLICABLE FIELDS BOLDLY AND CLEARLY)   **VERSION: 1.0**

MANITOBA HEALTH

MIMS: REGIONAL HEALTH UNIT LISTING

To: Supervisor/Data Control
      Computer Services
      3047-300 Carlton St.
      Winnipeg, Manitoba R3B 3M9
      Fax: 943-0972

Date: _____

JOB: A4MILIST

PROGRAM: A4MI010 (EASYTRIEVE PLUS)

REQUIRED BY:								
	Y	Y	Y	Y	M	M	D	D

REQUESTING ORGANIZATION _____   **RHA / HEALTH UNIT OFFICE** _____

MAILING ADDRESS: _____
(FOR REPORT) _____
_____
_____

EMAIL ADDRESS: _____

SIGNATURE _____   **NUMBER OF COPIES** _____

NAME (PLEASE PRINT) _____   **PHONE NUMBER** _____

MI010

(PLEASE COMPLETE ALL APPLICABLE FIELDS BOLDLY AND CLEARLY)   **VERSION: 1.0**

MANITOBA HEALTH

MIMS: NATIVE BAND LISTING

To: Supervisor/Data Control
       Computer Services
       3047-300 Carlton St.
       Winnipeg, Manitoba R3B 3M9
       Fax: 943-0972

                                        Date: _____

JOB: A4MILSTN

PROGRAM: A4MI012 (EASYTRIEVE PLUS)

REQUIRED BY:								
	Y	Y	Y	Y	M	M	D	D

REQUESTING ORGANIZATION   **RHA / HEALTH UNIT OFFICE**

MAILING ADDRESS:
(FOR REPORT)

EMAIL ADDRESS:

SIGNATURE   **NUMBER OF COPIES**

NAME (PLEASE PRINT)   **PHONE NUMBER**

MI012

(PLEASE COMPLETE ALL APPLICABLE FIELDS BOLDLY AND CLEARLY)   **VERSION: 1.0**

MANITOBA HEALTH

MIMS: MUNICIPALITY LISTING

To: Supervisor/Data Control
       Computer Services
       3047-300 Carlton St.
       Winnipeg, Manitoba R3B 3M9
       Fax: 943-0972

Date: _____

JOB: A4MILSTM

PROGRAM: A4MI022 (EASYTRIEVE PLUS)

REQUIRED BY:								
	Y	Y	Y	Y	M	M	D	D

REQUESTING ORGANIZATION   **RHA / HEALTH UNIT OFFICE**

MAILING ADDRESS:
(FOR REPORT)

EMAIL ADDRESS:

SIGNATURE   **NUMBER OF COPIES**

NAME (PLEASE PRINT)   **PHONE NUMBER**

MI022

(PLEASE COMPLETE ALL APPLICABLE FIELDS BOLDLY AND CLEARLY)   **VERSION: 1.0**

MANITOBA HEALTH

MIMS: PHYSICIAN LISTING REQUEST

To: Supervisor/Data Control
Computer Services
3047-300 Carlton St.
Winnipeg, Manitoba R3B 3M9
Fax: 943-0972

Date: _____

JOB: A4MIPHYA   ALPHABETIC LIST OF PHYSICIANS

PROGRAM: **A4MI046 (EASYTRIEVE PLUS)**

REQUIRED BY:								
	Y	Y	Y	Y	M	M	D	D

REQUESTING ORGANIZATION   **RHA / HEALTH UNIT OFFICE**

MAILING ADDRESS:
(FOR REPORT)

EMAIL ADDRESS:

SIGNATURE   **NUMBER OF COPIES**

NAME (PLEASE PRINT)   **PHONE NUMBER**

MI046.doc

(PLEASE COMPLETE ALL APPLICABLE FIELDS BOLDLY AND CLEARLY)   **VERSION: 1.0**

MANITOBA HEALTH

MIMS: PHYSICIAN LISTINGS REQUEST

To: Supervisor/Data Control
      Computer Services
      3047-300 Carlton St.
      Winnipeg, Manitoba R3B 3M9
      Fax: 943-0972

                                          Date: _____

JOB: A4MIPHYN   NUMERIC LIST OF PHYSICIANS

PROGRAM: **A4MI048 (EASYTRIEVE PLUS)**

REQUIRED BY:								
	Y	Y	Y	Y	M	M	D	D

REQUESTING ORGANIZATION   **RHA / HEALTH UNIT OFFICE**

MAILING ADDRESS:
(FOR REPORT)

EMAIL ADDRESS:

SIGNATURE   **NUMBER OF COPIES**

NAME (PLEASE PRINT)   **PHONE NUMBER**

MI048.doc

(PLEASE COMPLETE ALL APPLICABLE FIELDS BOLDLY AND CLEARLY)   **VERSION: 1.0**

MIMS REPORTS – Immunization Certificates

What is an Immunization Certificate?

An Immunization Certificate is a printed copy of an individual's immunization record as recorded in MIMS. The certificate is printed at Manitoba Health and is mailed directly to the individual's address provided in MIMS.

Why request an Immunization Certificate?

Manitoba Health recommends printing certificates as the preferred method of providing individuals with their immunization records. Printing directly from MIMS can be done if there is an urgent need and only if the MIMS user is compliant with PHIA.

Who can request an Immunization Certificate?

MIMS users at the local public health office can request the immunization certificate upon an individual's or parent/legal guardian's request. Although Manitoba Health prints the certificates, any requests for immunization certificates will be redirected to the individual's local public health office or former local public health office if the individual has moved out-of-province. A list of all public health offices is available on the Manitoba Health website.

Where can someone get their Immunization Certificates?

MIMS users at the local public health office can request a certificate while in the MIMS database system. The certificates are mailed from Manitoba Health directly to the individual within a week.

When can someone get their Immunization Certificate?

Manitoba Health automatically mails out immunization certificates for children at age seven and adults at age 18. The certificate is provided for the individual's own records.

MIMS users can also request a printed immunization certificate at any time upon request. Procedures to request an immunization certificate from Manitoba Health are provided below.

How to Request a Certificate?

From the MAINTAIN MASTER RECORD or INQUIRE MASTER RECORD screens:

• Select PF06- REQ CERT (enter twice)

 The system will acknowledge that the requested certificate will be processed with a message at the bottom of the screen:

 REQUEST FOR CERTIFICATE ACCEPTED

NOTE: Any MIMS recent changes (in the last month) to an individual's record may not appear on the certificate. Immunization events have been recorded in MIMS since 1980 for children and the year 2000 for adults.

What if the individual has <u>moved</u> or <u>left the province</u>?

Immunization history records are removed from MIMS approximately two years after the termination of insured benefits. Reasons for termination include, death, employment with the Canadian Forces or RCMP, or relocation to a province or country outside of Manitoba.

Once an individual's record is removed from MIMS, it is kept in an archived record. If the record cannot be found in MIMS, a request for an archived immunization record can be processed and mailed to the local public health office. The MIMS User at the local public health office can fill out the MIMS: IMMUNIZATION FROM HISTORY TAPES form (available in the report section of this manual or on the Manitoba Health website) and fax it to Manitoba Health. The local public health office will then be responsible for providing the certificate to the individual.

If an individual has moved, they should notify Manitoba Health by filling out the change of address portion of their Manitoba Health Registration Card or by contacting Manitoba Health at the:

Registration and Client Services
300 Carlton Street
Winnipeg MB R3B 3M9
Telephone: (204) 786-7101
Toll-free (in North America): 1-800-392-1207

REQUESTING A MIMS IMMUNIZATION CERTIFICATE

A current or former resident of Manitoba would like an immunization record

↓

Individual is directed to contact the local public health office
to request immunization records

↓

The MIMS user can look up the individual in MIMS
Does the individual have a record in MIMS?

YES ————————————————— **NO**

↓

*Is the mailing address
correct in MIMS?* ——————→ **NO**

↓   ↓

YES

Instruct the individual to fill
out the change of address
portion of their Manitoba
Health Registration Card or by
calling Manitoba Health's
Registration and Client
Services Department

↓

MIMS user at the local public
health office can request a
certificate by **pressing PF06
twice** from the MAINTAIN
MASTER RECORD or INQUIRE
MASTER RECORD screens

←————

It may take up to 2 weeks
before the MIMS record is
updated with the new address

↓

The certificate is printed at
Manitoba Health and is mailed
directly to the individual's
adddress provided in MIMS

NO branch (right side):

MIMS user at the local public
health office can fill in the MIMS:
IMMUNIZATION FROM HISTORY
TAPES form (available in the report
section of the MIMS user
manual or on the Manitoba Health
website) to get a printed copy of
the archived immunization record.

*Is it possible this person
does not have a record?*
Immunization events have
been recorded in MIMS since
1980 for children and
the year 2000 for adults.

↓

Fax MIMS: IMMUNIZATION
FROM HISTORY TAPES
form to Manitoba Health
204-943-0971

↓

Manitoba health will print the
certificate and send to local
public health office

↓

Local public health office will
ensure the printed certificate is
provided to the individual

MIMS REPORTS – Reminder Letters:

MIMS has the capacity to produce reminder letters which recommend a review of an individual's immunization record. e.g. pneumococcal vaccine reminder letters for individuals 65 years of age each fall.

Children's reminder letters are issued monthly to parents of children at specific ages that may be missing a recommended immunization based on the Manitoba Recommended Routine Infant and Childhood Immunization Schedules as follows:

Presently reminder letters are issued to the parents of children at the following ages:

- 15 months
- 20 months
- 5.5 years old

A reminder letter to be issued to parents of children at 15.5 years of age currently under review.

The text portion of the reminder letters are the same for all ages; however, the required immunogen specifications are unique to the age of the child at 15 months, 20 months and 5.5 years old. The letter also provides the child's immunization history and indicates if any vaccines were restricted.

MIMS Reports - Reminder Letter Report

A monthly report is also sent to each RHA and FNIH. (by RHA community health office and FNIH) listing the children who may be missing certain immunogens. This allows RHAs and FNIH to follow-up on the individuals identified, who may be missing a recommended immunization. Report MI429RPT1 is called "Manitoba Immunization Monitoring System Listing of Reminder Letters Sent out for Individuals Whose Age is _____" (15 months, 20 months, and 5.5 years).

The data in this report is sorted in the following sequence: RHA, or FNIH health unit office, provider and PHIN. This report is run separately for each age (15 month, 20 month, and 5.5 years old).

MIMS REPORTS – Physician Error Report

When immunization events are downloaded to MIMS through the physician billing system, possible errors involving incorrect PHINs, invalid information or duplicate immunizations are identified and listed on the MIMS Physician Error Report. The error report is produced monthly and sent to each RHA to validate and resolve errors for their particular RHA or regional community health office.

The errors identified are organized as follows:

1. Duplicate immunization

2. Child not registered in MIMS

3. Service date prior to birth date

4. No match: initial, sex, birth date

The table listed on the next page was prepared to assist in determining the required action by a RHA to resolve errors identified in the MIMS Error Report. Not all investigations will result in a record being added to MIMS but it is important to discover the immunization events that require manual entry.

The following table has been created to assist in billing reconciliation.

Error	Cause	Action
Duplicate Immunization	The majority of duplicate events occur where a parent takes twins in for an immunization and both shots are recorded on one child's MIMS record.	Look up both twins in MIMS to determine that only one child's record was updated with the immunization on the service date indicated. Verify with the physician's office that both twins received an immunization and ensure the immunization event is added to the second child's record.
	Duplicate billing by physician.	The billing system will not identify a duplicate billing for one immunization event until the information is downloaded into MIMS. MIMS will not permit the entry of a duplicate immunization event if the tariff code and service date are identical. In this situation the only required action is to determine if the duplicate event involves twins.
	Physician bills for immunization event that has been previously entered in MIMS through data entry.	As the immunization event is already updated in MIMS, the only required action is to verify that this is NOT a "twins" scenario.
Child appears to not be Registered in MIMS	The billing is attempting to add an immunization event in MIMS for a individual that is currently not registered with MH.	If the PHIN identified in the billing is not in MIMS or the Individual Registry, a numerical error in the billing may have occurred. Contact the physician to identify if there is an error and advise the physician to resubmit the billing if necessary.
Service Date prior to Birthdate	The billing record indicates a service date that is prior to the birth date on the MIMS record.	The physician's office may have recorded the immunization against an incorrect individual or may have entered an incorrect birth date. Contact the physician's office to determine the best approach for correction ex: resubmitting the immunization event for billing or update by data entry.
Field matching error for the Initial, Sex, and birth date fields.	The billing record indicates an initial, sex or birth date that does not match the fields on the MIMS record for the individual.	The physician's office may have recorded the immunization against the wrong individual or may have entered an incorrect birth date. Contact the physician's office to determine the best approach for correction ex: resubmitting the immunization event for billing or by data entry.

MIMS REPORTS – MIMS Annual Report

The MIMS Annual Report, produced since 2002, includes eight separate reports that fall into two main groupings: Childhood Immunization Reports and Influenza & Pneumococcal Immunization reports (listed below). These reports provide information on immunization coverage by age or by region of residence (coverage reports), and a description of who provided vaccine doses by region of practice (vaccine doses reports).

A consistent format is followed for each report. Data is provided for Manitoba overall and then for each of the eleven RHAs. The data is grouped by First Nations status, Non-First Nations status and a total overall.

Childhood Immunization Reports:

- Complete for Age from Birth to Report Year by Immunogen & Region of Residence*

- Complete for Age from Birth to Report Year by Immunogen & Age

- Complete for Age from Birth to Report Year for all Immunogens by Region of Residence*

- Complete for Age from Birth for all Immunogens by Region of Residence, 5 year comparison

- Childhood Vaccine Doses by Provider Type & Location for the Report Year

Influenza & Pneumococcal Immunization Reports:

- Influenza & Pneumococcal Coverage Report, by Individual Age & Region of Residence* for the Report Year

- Influenza Vaccine Doses by Reason for Immunization, Provider Type & Location for the Report Year

- Pneumococcal Vaccine Doses by Reason for Immunization, Provider Type & Location for the Report Year and Cumulation?

These reports are further broken down by community/district level and are provided to each RHA and FNIH.

The MIMS Annual Reports are available at the CDC Branch website (refer to the link provided in the Resources and Contact List section of this manual).

MIMS TARIFF CODES

MH assigns a four-digit numeric tariff code to all active immunizing agents (vaccines) and most passive immunizing agents (ex: immunoglobulins, antitoxins) available in Manitoba.

Once an immunization has been administered to an individual, the immunization event is entered in MIMS by the tariff code, and the immunizing agent abbreviation and description are indentified.

The MIMS Tarriff – Quick Reference for Health Professionals is up to date as of March 2011. The Quick Reference is also available on the MH website.

Options to access a list of current tariff codes as follows:

1. For MIMS Users select selct INQUIRE GENERAL TABLE INFORMATION function from the OPERATOR PRIMARY MENU and then select MIMS: INQUIRE IMMUNIZATION TABLE.

2. For a **PRINTED** copy of all current and cancelled tariff codes, complete the **MIMS: IMMUNIZATION TABLE LISTING** form available in the Report Section of this manual, this form can also be found in the Epidemiology and Surveillance section of the Manitoba Public Health website.

MIMS Tariffs – Quick Reference for Health Professionals

Manitoba

Routine Publicly Funded Vaccines		Active Tariff	Cancelled Tariffs
DTAP-IPV	Diphtheria, Tetanus, Acellular Pertussis, Inactivated Polio	8924	
DTAP-P-HIB	Diphtheria, Tetanus, Acellular Pertussis, Inactivated Polio, Hib	8802	8804, 8806, 8807
HB	Hepatitis B	8913	8911, 8912, 8919
HPV-4	Human Papillomavirus Types 16, 18, 6, 11	8991	
INF-SEASON	Seasonal Influenza	8791	
MEN-C-C	Meningococcal Conjugate C	8685	8686, 8687, 8925
MMR	Measles, Mumps, Rubella	8670	
PNEU-C-13	Pneumococcal Conjugate 13	8896	
PNEU-P-23	Pneumococcal Polysaccharide 23	8961	
TD	Tetanus, Diphtheria	8651	8652, 8653, 8659, 8857
TDAP	Tetanus, Diphtheria, Acellular Pertussis	8907	
VAR	Varicella	8674	8914

Other Vaccines		Active Tariff	Cancelled Tariffs
AP	Acellular Pertussis	8720	
BCG	Bacillus Calmette Guerin	8731	8739
CHOL-I	Cholera Injection		8803
CHOL-O	Cholera Oral	8741	8742, 8743, 8749
CHOL-ECOLO	Cholera, E. Coli - Oral	8693	
D	Diphtheria	8711	8712, 8713, 8718, 8719
DPT	Diphtheria, Pertussis, Tetanus	8601	8602, 8603, 8609
DPTP	Diphtheria, Pertussis, Tetanus, Polio		8921, 8922, 8923, 8929
DPTP-HIB	Diphtheria, Pertussis, Tetanus, Polio, Hib		8801
DPT-HIB	Diphtheria, Pertussis, Tetanus, Hib	8781	8782, 8783, 8789
DT	Diphtheria, Tetanus (Child)	8649	8641, 8642, 8643
DTAPPHIBHB	Diphtheria, Tetanus, Acellular Pertussis, Inactivated Polio, Hib, Hepatitis B	8680	8676, 8677, 8678, 8679
DT-IPV	Diphtheria, Tetanus, Inactivated Polio (Child)	8798	
HA	Hepatitis A	8904	8698, 8906, 8965
HAHB	Hepatitis A and B	8899	8905
HA-TYPH-I	Hepatitis A, Typhoid Injectable	8774	
HIB	Haemophilus Influenzae B	8901	8902, 8903, 8909
HPV-2	Human Papillomavirus Types 16, 18	8963	
INF	Influenza		8792, 8793, 8799
IPV	Inactivated Polio Vaccine	8931	8932, 8933, 8939
JE	Japanese Encephalitis	8966	
L	Lyme	8900	
MEASLES	Measles	8621	8629
MEN-C-ACWY	Meningococcal Conjugate ACWY	8990	
MEN-P-AC	Meningococcal Polysaccharide AC	8915	8926
MEN-P-ACWY	Meningococcal Polysaccharide ACWY	8981	

Revised March 2011

MIMS Tariffs – Quick Reference for Health Professionals

Other Vaccines		Active Tariff	Cancelled Tariffs
MMRV	Measles, Mumps, Rubella, Varicella	8671	
MR	Measles, Rubella	8673	
MUMPS	Mumps	8631	8639
OPV	Oral Polio Vaccine	8611	8612, 8613, 8619, 8848
OTHER	Vaccine not listed	8800	
P	Pertussis		8721, 8722, 8723, 8729
PH1N1 ADJ	Pandemic H1N1 Influenza - Adjuvanted	8893	
PH1N1 UNAD	Pandemic H1N1 Influenza -Unadjuvanted	8894	
PNEU-C-10	Pneumococcal Conjugate 10	8962	
PNEU-C-7	Pneumococcal Conjugate 7	8681	8682, 8683, 8684
RAB-POST	Rabies Post-Exposure	8751	8752, 8753, 8754, 8755
RAB-PRE	Rabies Pre-Exposure	8761	8762, 8763, 8769
ROT	Rotavirus	8897	
RUBELLA	Rubella	8661	
SMA	Smallpox	8699	
T	Tetanus	8701	8702, 8703, 8709
TBE	Tick-Borne Encephalitis	8967	
TD-IPV	Tetanus, Diphtheria, Inactivated Polio Vaccine	8805	
TYPH-I	Typhoid - Injection	8771	8773, 8779
TYPH-O	Typhoid - Oral	8770	8772
YF	Yellow Fever	8941	
ZOS	Zoster Vaccine	8895	

Antitoxins/Antibodies		Active Tariff	Cancelled Tariffs
BATX	Botulism Antitoxin	8910	
DATX	Diphtheria Antitoxin	8928	8927
RSVAB	Respiratory Syncytial Virus Antibody	8694	

Immune Globulins		Active Tariff	Cancelled Tariffs
HBIG	Hepatitis B Immunoglobulin	8916	
IG	Immune Globulin (Human)	8920	
RABIG	Rabies Immunoglobulin	8768	
RSVIG-RG	Respiratory Syncytial Virus Intravenous Monoclonal Immunoglobulin		8697
TIG	Tetanus Immunoglobulin	8690	
VARIG	Varicella Immunoglobulin	8672	

* Note: Abbreviations in MIMS cannot be longer than 10 characters therefore they may not match vaccine abbreviations.

MIMS – Immunization Input Form for Facilities and Clinics

All immunizations should be documented by health care providers in facilities and clinics on the *Immunization Input Form*. This form is to be forwarded to the designated MIMS update user in your region. The MIMS **Update** User will enter the immunizations into the MIMS database.

This form can be found in Epidemiology and Surveillance section of the Manitoba Public Health website located at http://www.gov.mb.ca/health/publichealth/index.html

Copies are also available at no cost from Material Distribution Agency (MDA)
By email: InformationResources@gov.mb.ca
By Phone: 204-945-0570
Indicate form # MHPP38E

MANITOBA IMMUNIZATION MONITORING SYSTEM
Immunization Input Form for Facilities and Clinics

Manitoba Health

Provider Type: _____ **Provider No:** _____ **Facility/Clinic Name:**_____ **Code:** _____

1.	Surname	Given Name	PHIN	MHSC	M ☐ F ☐	BIRTHDATE YYYY/MM/DD
	Vaccine	Tariff Code	Date of Imm. YYYY/MM/DD / /	Restriction: Yes ☐ Comments:		Initial
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		

2.	Surname	Given Name	PHIN	MHSC	M ☐ F ☐	BIRTHDATE YYYY/MM/DD
	Vaccine	Tariff Code	Date of Imm. / /	Restriction: Yes ☐ Comments:		Initial
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		

3.	Surname	Given Name	PHIN	MHSC	M ☐ F ☐	BIRTHDATE YYYY/MM/DD
	Vaccine	Tariff Code	Date of Imm. / /	Restriction: Yes ☐ Reason:		Initial
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		

4.	Surname	Given Name	PHIN	MHSC	M ☐ F ☐	BIRTHDATE YYYY/MM/DD
	Vaccine	Tariff Code	Date of Imm. / /	Restriction: Yes ☐ Reason:		Initial
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		

5.	Surname	Given Name	PHIN	MHSC	M ☐ F ☐	BIRTHDATE YYYY/MM/DD
	Vaccine	Tariff Code	Date of Imm. / /	Restriction: Yes ☐ Reason:		Initial
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		
			/ /	Restriction: Yes ☐ Reason:		

	Provider Name (Print)	Contact Info:	Date: YYYY/MM/DD
	MIMS Data Entry (Print Name)	Contact Info:	Date: YYYY/MM/DD

MIMS – Field Definitions

For the purpose of this manual Field Definitions refer to an interpretation of the information, codes, and numbers presented in the MIMS database.

Field Definitions will be presented for the following screens:

1. Inquire/Update Master Record

2. MHSC Family Registry Display

3. Inquire Immunization Record

FIELD DEFINITIONS – Master Record

Below is an example of an INQUIRE MASTER RECORD. Field definitions are the same for both MAINTAIN and INQUIRE MASTER RECORDS.

The fields highlighted in yellow are downloaded from the MH Registry and cannot be changed or updated in MIMS.

The fields identified with white lines or spaces are updated by entering or overtyping the information in the field space provided and pressing enter.

MASTER RECORD screen:

The fields identified with an asterisk (*) represent fields that are populated from the MH Registry. These fields are mandatory for completion while the other fields are optional for MIMS Update users.

*MHSC NO.: Six-digit Manitoba Health registration number assigned to an individual (or family).

*BIRTHDATE: Date of birth.

R.H.A: A numerical identifier of the regional health authority (RHA) providing service to the individual (determined by the municipal code connected to the individual's address). Address changes will result in an automatic reassignment of the RHA if needed. This field can also be updated by a MIMS **Update** user.

*NAME: Name of individual assigned to the PHIN.

*SEX: Indicates "M" for male, "F" for female

OFFICE: Regional Health Unit number (community health office). This field functions similarly to the RHA field described above.

*ALT SURNAME: Alternate surname will appear if individual uses a surname different than the surname appearing in the name field identified above.

SCHOOL: Name of the school the child attends. This field is optional for completion by the RHA's. A two-digit code representing the school division and four-digit code representing the school number (school numbers can be found in the Inquire General Table Information – Option 5 from OPERATOR PRIMARY MENU). When these fields are completed, the name of the school will be displayed. Currently, the Manitoba school division numbering system uses a four-digit code. MIMS has not been updated to reflect these changes and follows the previously established two-digit school division codes.

PHYS: A four-digit physician code identifying the physician providing service to the individual.

CASE ID: Case identifier – an identifier to indicate the public health nurse who performs immunization services and/or provides services to the child (this field is rarely populated).

SERVICE INTENT: A one-digit code identified by the parent/guardian indicating the primary provider for the child's immunizations:

    1 – Physician

    2 – Public Health Nurse

    3 – City of Winnipeg Nurse (no longer applicable)

    4 – Federal Medical Services

    Blank – Unknown

SALUTATION: Salutation to be used for correspondence purposes from MH.

Codes:

0 = None	5 = Mr.
1 = Mr. & Mrs.	6 = Dr. & Mrs.
2 = Mrs.	7 = Mr. & Dr.
3 = Miss	8 = Dr. & Dr.
4 = Ms.	

*PARENT/GUARDIAN: Name of parent or legal guardian.

ALT. SURNAME: Alternate surname of parent or guardian.

PARENT/GUARDIAN CD: A code used to identify the legal guardian responsible for a child.

> **P** for PARENT
>
> **G** for GUARDIAN

*MAILING ADDRESS: Individual's address.

*MUNICIPAL CD: Municipal code assigned based on mailing address.

RES. ADDRESS: Provides the residential address for a individual whose mailing address is a P.O. Box or General Delivery. This field may also be used to indicate an alternate mailing address.

TELEPHONE NO's: Home and business telephone numbers may be listed here.

NATIVE BAND: A three-digit identifier assigned by First Nations and Inuit Health (FNIH) to each First Nations community in Manitoba.

TREATY NUMBER: A six-digit identifier assigned by FNIH to Treaty First Nations individuals in Manitoba.

UNABLE TO LOCATE: An indicator that mail sent to the address on record has been returned to MH.

> 1 – Mailing Address cannot be determined
>
> Blank – N/A

CHILD FAMILY STATUS: A code to indicate whether a child is in the care of a child care agency (including foster home placement).

Codes:

> 1 – Agency
>
> 2 – Foster Home
>
> Blank – N/A

ADDRESS CHANGE – A code to indicate a change of address has occurred.

> Y – YES
>
> Blank – N/A

CORRES. LANGUAGE: The language to be used for correspondence purposes or to discontinue any correspondence to the child's parent(s) or guardian(s).

> E – English
>
> F – French
>
> N – None (no correspondence in any form is mailed to the address on record including reminder letters and immunization certificates)

*PREVIOUS (RHA): RHA that previously serviced the individual.

*DATE: Date the individual moved to a new RHA.

HLTH PROB. (IMMUN): An indicator for caution or termination of monitoring of a child due to health problems or an adverse reaction to a previous immunization.

> A   ALL – All immunizations are allowed
>
> S   SOME – Some immunizations are allowed
>
> N   NONE – All immunizations are prohibited

ENROLL DATE: Reflects the date when the individual's record was updated by the MH Registry download into MIMS.

OTHER - IMMUNIZATION SERVICES REFUSED: A code to indicate when parents/guardians refuse to have their child immunized for the following reasons:.

> P   Parent
>
> C   Chiropractic
>
> M   Medical
>
> R   Religious
>
> O   Other
>
> Blank   N/A

*DECEASED: "Y" (yes) will appear in this field if the individual is deceased.

*TERMINATION DATE: Reflects date of termination of insured benefits from MH.

CONFIDENTIAL: A code intended to restrict the disclosure of personal file data in order to protect the interests or confidentiality of the child and/or parents/guardians. (ex: adopted child)

CAUTION: A code to advise program staff to check the individual's file for details regarding a particular health problem.

> Y – YES
>
> Blank – N/A

FIELD DEFINITIONS – MHSC Registration Family Display

This screen provides a list of all family members and related information registered under the MHSC number. The fields and codes listed on this screen are provided directly from the MH Registry and cannot be updated in MIMS.

MHSC REGISTRATION FAMILY DISPLAY screen:

Please refer to the following field definitions to assist in interpreting information on the MHSC Registration Display Family.

REG NO.: Six-digit MHSC number.

FAMILY SURNAME: Surname for individuals registered under the MHSC number.

FAM SIZE: Number of people currently registered under the MHSC number.

MUN CODE: A numeric value assigned to the municipality for the individuals' address.

M.RTN – Mail Return: An indicator to identify that mail has been returned to MH.

STOP CLAIM: This field is discontinued and no longer updated.

GROUP: Means one of the following:

BA – Indicates individual is in a provincial Corrections facility.

CA – Indicates individual is a permanent ward of Child & Family Services (CFS).

DA – Indicates individual is a non Canadian temporary resident of Manitoba

DB – Indicates individual is a dependant of NATO personnel.

LAST ACTIVITY: The most recent date a change was made to information under the MHSC number.

MEM NO.: A number given to each individual listed under the MHSC number. The first person listed (1) is the person in whose name the MHSC number was originally assigned.

SUR. CODE: Indicates a maiden name or alternate name exists.

Blank – N/A

M – Maiden

A – Alternate

MA – Maiden and Alternate

GIVEN: First name and initial of each individual listed under the MHSC number.

SEX: Identifies whether the individual listed is male (M) or female (F).

BIRTHDATE: Birth date of each individual is given in day, month, and year order.

P. HEALTH NUMBER: Nine-digit PHIN.

CODES – The next three fields include the following:

REL: The relationship code number given to family members under one MHSC number. The following list provides the available codes:

> 1 – Family Head
>
> 2 – Legal Spouse
>
> 3 – Common Law Spouse
>
> 5 – Child
>
> 6 – Step Child
>
> 8 – Grandchild

M/R: Indicates if the individual is employed by the Canadian Forces or Royal Canadian Mounted Police (RCMP).

> 4 – Canadian Forces/RCMP
>
> If an individual is employed with the military or the RCMP, they are not covered by MH for health insurance purposes and are insured by Health Canada.

PCH: Personal Care Home code: Previously collected information may be presented in this field, however, this field is now discontinued and no longer updated.

Coverage/Cancelled/Moved:

The next field will be populated with either "Coverage", "Cancelled", or "Moved" with a relevant date.
A coded value will also be presented for cancelled and coverage codes.

Cancelled Code Values:

2 - Deceased

4 - Military/RCMP

5 - Unable to locate individual on family registration number

6 - Registered in error

7 - Unable to locate

8 - Inmate of a Federal Correctional Facility

9 - Adoption

C - Left Province – Newfoundland

D - Left Province – Prince Edward Island

E - Left Province – New Brunswick

F - Left Province – Nova Scotia

G - Left Province – Quebec

H - Left Province – Ontario

I - Left Province – Saskatchewan

J - Left Province – Alberta

K - Left Province – British Columbia

L - Left Province –Yukon

M - Left Province – North West Territories

N - Left Province - U. S.A

P - Left Province – To another country

Q - Left Province – Nunavut

V - Left Province – work permit Issued

W - Duplicate PHIN

X - Coverage Cancelled – (no longer used)

Z - Non-Resident

Coverage/Code Values:

0 - Eligible Manitoba Resident

1 - Manitoba newborn until 18 years of age

2 - British Columbia previously provided coverage

3 - Alberta previously provided coverage

4 - Saskatchewan previously provided coverage

5 - Ontario previously provided coverage

6 - Quebec previously provided coverage

7 - New Brunswick previously provided coverage

8 - Nova Scotia previously provided coverage

9 - Prince Edward island previously provided coverage

A - Newfoundland previously provided coverage

B - North West Territories previously provided coverage

C - Yukon previously provided coverage

D - United States previously provided coverage

E - Other Countries previously provided coverage

F - Nunavut previously provided coverage

G - Vietnam previously provided coverage

MOVED: all individuals who have attained 18 years of age will be coded with "moved" and their new MHSC No. will be listed.

FIELD DEFINITIONS – Immunization Record

INQUIRE IMMUNIZATION RECORD screen:

Immunization events are input and recorded on the INQUIRE IMMUNIZATION RECORD screen in MIMS from two sources:

- Data entry by MIMS update users
- Download from the physician billing system for publicly funded immunizations provided by physicians

When viewing immunization records some fields for physician-billed immunization events will not be complete. Field requirements and definitions are identified on the next page.

Please refer to the following field definitions to assist in interpreting information on the IMMUNIZATION RECORD Screen.

TARIFF CODE: The four-digit numeric code in this field represents the active immunizing agent (vaccine) or passive immunizing agent (immunoglobulin) administered.

ABBREV: Abbreviation of the immunization provided.

SERVICE DATE: The date of administration of the immunization.

RESTRICT: If an individual is restricted from a specific immunization "Y" (yes) will appear in the restrict field. This may occur for a number of reasons: adverse reaction to a previous immunization in a series, history of disease, pre-existing medical condition, or parent refusal.

If a "Y" appears in the Restrict field, the other fields will be completed as follows:

- reason code field is blank
- service date field completed with zero's (0000 00 00)
- provider type/no. field is blank
- funding code field is blank
- comment field is completed

    Note: The RESTRICT field is not updated for immunizations entered into MIMS via the physician billing system.

PROVIDER CODE: The provider field is completed with the health care provider or facility that administered the immunization. The provider field has two components: provider type and provider number.

Provider Type – A code is entered in this field to indicate the type of provider who administered the immunization. Ten provider types are available as options for this field (refer Table 1).

Provider Number – This field is completed with a three, four, or five-digit number assigned to each MH health care provider (refer Table 1).

Table 1 – Provider Code Descriptions and Definitions

Note: Column 1 and 3 appear on the INQUIRE IMMUNIZATION screen and column 2, 4 and 5 are to provide information.

Provider Type	Provider Description	Provider Number	Example	Provider Definition
A	First Nations/ Tribal Council	**5 digit code**	A 80894	Immunization provided by a First Nations/ Tribal Council Health Unit
C	Primary Care	**5 digit code**	C 10750	Immunization provided by a Primary Care Facility (ex: nurse practitioner or salaried physician in a community health clinic)
D	Pharmacy	**4 digit code** *must start with "P"*	D P050	Immunization provided by a pharmacist
F	Facility	**4 digit code** *must start with "0"*	F 0041	Immunization provided by a licensed practitioner at a hospital, home care or health care facility
H	Public Funded Health Facility	**5 digit code**	H 30595	Immunization provided by a publicly-funded facility
O	Occupational Health	**4 digit code** *must start with "0"*	O 0041	Immunization provided by an occupational health nurse as part of a workplace immunization program
P	Physician	**4 digit code**	P 0222	Immunization provided by a physician
R	Public Health Unit (RHA)	**5 digit code**	R 30540	Immunization provided by a public health nurse
V	Private Health Care Provider	**5 digit code**	V 30532	Immunization provided by a private health care Provider (ex: VON, Wee Care or Wellness Center)
U	UNKNOWN	**5 digit code** *must be "0's"*	U 00000	Immunization provided by someone other than the providers listed above

FUNDING CODE: This field is completed with a code for specific public health administered immunizations updated in MIMS by MIMS **Update** Users to ensure accurate funding reimbursement to the RHAs.

Health care providers other than public health are not funded by MH for providing an immunization. The funding code field is also not updated for physician billed immunization events or for events that occurred prior to September 2003 (when the field was activated in MIMS).

The funding code field is **REQUIRED** for the following vaccines:

    Influenza – 8791

    Pneumococcal – 8961

The funding code field is optional for the following tariff codes:

    Pneumococcal Conjugate – 8681

    Meningococcal Conjugate – 8685

    Varicella – 8674

The following code is entered in the funding code field for the vaccines listed above as follows:

I=   **Immunization Administration:** entered when a RHA public health provider provided the immunization (five-digit provider code).

D=   **Data Entry:** input when a RHA public health office performed data entry for an immunization administered by another health care provider.

N=   **No Funding:** input when First Nations/Tribal Council health units, or other sites not reimbursed by MH. administer or enter data for an immunization.

Blank= The funding code field was activated in MIMS in September 2003, and therefore is not completed if the immunization occurred prior to that date or if the tariff code is not 8791, 8961, 8681, 8685 or 8674.

If Reason Code 4 (No Risk – Client Paid) is entered, the funding code is updated to N – (No Funding), D – (Data entry); or left blank. Funding code I – (Immunization Administration) is not used in combination with reason code 4.

REASON CODE: This numeric code identifies the reason the individual received an immunization. Physician administered immunizations downloaded to MIMS through the physician billing system do not require a reason code. The reason code field was introduced October, 2002; therefore, immunization events prior to this date, will not reflect a reason code in MIMS.

  Reason Code Options:

  0 = Routine Immunization: Indicates the individual received a <u>routine</u> infant, child or adult immunization.

  1 = Health Care Worker: Indicates the individual received an immunization as recommended because he/she is a health care worker e.g. nurse, home care worker, health care facility volunteer. This reason code is used for *INFLUENZA* immunizations only.

  2 = HIGH RISK: Indicates the individual is considered HIGH RISK as per the eligibility criteria for publicly funded immunizations. This reason code is used for *INFLUENZA* and *PNEUMOCOCCAL* immunizations only.

3 = Household Contact: Indicates individual received an *INFLUENZA* immunization because they live with or have close contact with someone who is considered HIGH RISK. Police officers, firefighters and emergency response employees are included in this category.

4 = NO RISK-Client Paid: Indicates an individual received an immunization for which they were not eligible for publicly-funded vaccine and therefore paid for the immunization themselves (all tariff codes are applicable).

5 = Outbreak Immunization: Indicates the individual received an immunization as the result of a recent or regional outbreak of disease (ex: certain strains of meningitis).

6 = Travel Immunization: Indicates the individual received an immunization due to travel.

7 = Unknown: Immunization reason does not meet criteria as per codes zero to six. This reason code may be used when an individual moves to Manitoba from another province/country and the reason for receiving the immunization cannot be verified when historic immunizations are updated to MIMS.

Reason codes are generally listed in order of importance from 0 to 7. Instances may occur when an individual has a combination of reasons for receiving an immunization. In this case, the reason code that first appears on the list (0 to 7) that meets the reason the person received the immunization is to be entered. For example, a person receiving an influenza immunization is a health care worker (reason code 1) and is also HIGH RISK (reason code 2). The immunization will be coded as (1) for health care worker.

The following information summarizes the reason code options available:

Influenza Immunization updated with Reason Codes 1 to 5

> 1 = Health Care Worker
>
> 2 = High Risk
>
> 3 = Household Contact
>
> 4 = No Risk – Client Paid
>
> 5 = Outbreak Immunization

Pneumococcal Immunization updated with Reason Codes 2, 4 or 5

> 2 = High Risk
>
> 4 = No Risk – Client Paid
>
> 5 = Outbreak Immunization

All other Immunizations updated with Reason Code 0, 4, 5, 6 or 7

0 = Routine Immunization

4 = No Risk – Client Paid

5 = Outbreak Immunization

6 = Travel Immunization

7 = Unknown

DESCRIPTION: A description of the immunization received is displayed in this field. If a comment has been entered it will override the description field.

ASTERISK: An asterisk * appearing between the TARIFF and ABBREV fields indicates a comment has been attached to the immunization record.

The following screen demonstrates the asterisk field and how to access the comments attached to an immunization event.

To view the message entered in the comments field:

- Select PF4- COMMENTS

The comment is displayed to the right of the FUNDING field.

```
MIB25        MANITOBA IMMUNIZATION MONITORING SYSTEM   TIME: 12:31:51   PAGE 01
                  INQUIRE IMMUNIZATION COMMENTS         DATE: 06/10/2004

REG. NO: 000251 FILE: 100005634  BIRTHDATE: 1961 JAN 01 R.H.A.: 13 WPG W CENTR
NAME: MIMS                MANNY              SEX: M      OFFICE: 110
ALT SURNAME:                                             SCHOOL:
PHYS:
==============================================================================
TARIFF  ABBREV     SRVC DATE   RESTRICT PROVIDER FUNDING  ----- COMMENTS -----
                  (YYYY MM DD)
8791   INFLUENZA   1996 11 21          P 00931
8799   INFLUENZA   1998 10 19          P 01032
8799   INFLUENZA   1999 10 13          P 01032
8799   INFLUENZA   2000 10 16          P 01032
8961   PV          2000 10 27          R 13110
8791   INFLUENZA   2001 10 31          R 13110
8791   INFLUENZA   2002 10 23          R 13110
8791   INFLUENZA   2003 10 10          R 13110     I
8791   INFLUENZA   2004 05 05          R 13110     I      THIS IS A TEST
8791   INFLUENZA   2004 10 01          R 13110     I



 PF1-MENU   PF5-INQ IMMS              PF7-BACK  PF8-FRWD  PF10-HELP  PF12-EXIT
```

List of Acronyms

CDC- Communicable Disease Control

FNIH- First Nations and Inuit Health

ISB- Information Systems Branch

ISM- Information Systems Management

MHSC- Manitoba Health Registration Number

MIMS- Manitoba Immunization Monitoring System

MH- Manitoba Health

PHIN- Personal Health Identification Number

RHA- Regional Health Authority