



POLICY: Immunization – Investigations – Public Health Information Management System (PHIMS) Access via Terms of Use Agreement

Program Area: Public Health-Healthy Living

Section: General

Reference Number: CLI.6210.PL.004

Approved by: Regional Lead – Community & Continuing Care

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PURPOSE:

To provide PHIMS Users with the information they need to:

- Understand how privacy and personal health information legislation impacts use of PHIMS
- Be aware of how user audits and disclosure directives are used in PHIMS and how they may impact public health practice
- Comply with responsibility outlined in the PHIMS Terms of Use Agreement

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients

Executive Limitation (EL-1) Treatment of Staff

Executive Limitation (EL-7) Asset Protection and Risk Management

POLICY:

1. PHIMS Users have a duty to comply with responsibilities to protect personal health information as outlined in the PHIMS Terms of Use Agreement.

DEFINITIONS:

PHIMS: A secure, integrated, web-based electronic public health record built for public health practitioners to manage: Immunizations, Vaccine Inventory, Communicable Disease Investigations and Outbreaks.

PHIMS User: Southern Health – Santé Sud employee designated by Health Services Manager Public Health-Healthy Living to require access to view and document in PHIMS for the purpose of fulfilling their role responsibilities.

Disclosure Directive: A process required by The Personal Health Information Act (PHIA) that is available for clients to request that their information be masked or hidden in any electronic health recording system, such as PHIMS.

User Roles: A set of permissions attached to a User ID that defines what actions a User can perform in PHIMS.

Approved Requestor: Designated Public Health-Healthy Living Administrative Support who has been granted the authority by a Regional Manager to make requests for new PHIMS users and/or to remove a PHIMS user.

IMPORTANT POINTS TO CONSIDER:

PHIMS Users are held accountable and responsible for any access to PHIMS information and/or documentation that is done using their User ID and passcode.

PROCEDURE:

1. Manager, Health Services-Public Health-Healthy Living identifies employees who require access to PHIMS Communicable Disease/Immunization Coordinators, generalist Public Health Nurses, Corrections Public Health Nurses, designated clerks/administrative support.
2. Manager, Health Services-Public Health-Healthy Living also identify what level(s) of User Role shall be granted to a PHIMS user based on the PHIMS Reports Security Roles required for their position.
3. If the PHIMS user is a new user to Shared Health, a Shared Health Account and Access Request form must be submitted by the new user directly to Shared Health. This allows Shared Health to set the employee up within the Manitoba provincial network. [Getting Access](#)
4. An Approved Requestor from Public Health-Healthy Living must complete and submit a Manitoba Shared Health Account and Access Request Form for the proposed PHIMS User. [PHIMS Authorized Requesters & Sponsors Information Add New, Modify or Remove Form](#)
5. As per Information Sharing Agreement (ISA) between Manitoba Health and Southern Health-Santé Sud, Users receive access to PHIMS through named Users IDs.
6. The first time the user logs into PHIMS, they will be asked to Agree with the TERMS OF USE.
7. PHIMS Users are required to participate in formal training with the regional Trainer Network prior to independent use of the electronic public health record.
8. PHIMS Users are trained in a training environment using fake clients and data. It is appropriate to provide coaching or support to new PHIMS users in the production environment so long as the client information accessed is appropriate (i.e. looking up clients scheduled for clinic to preview immunization history etc.)
9. PHIMS Users will not share their User ID or passcode with anyone

10. Regional Health Authority (RHA) Employees understand the need for, and right to, privacy and confidentiality. Users consider what information is required in order to provide service prior to accessing information in PHIMS.

SUPPORTING DOCUMENTS:

[CLI.6210.PL.004.SD.01](#) Downtime and Recovery Procedures for Public Health Information Management System (PHIMS)

REFERENCES:

[Canadian Nurses Protective Society](#)

[Disclosure Directive Information](#)

[Manitoba Health - Privacy Toolkit for Health Professionals](#)

[WRHA Privacy](#)

[Terms of Use](#)