

## Manitoba's Immunization Program INFOSHEET FOR PHARMACISTS

### REGISTRATION AND ORDERS

- In order to access publicly funded vaccines all providers must complete and submit a [New Immunization Provider Application Form](#) and submit it via email to [vaccines@gov.mb.ca](mailto:vaccines@gov.mb.ca) or fax to 204-948-2190.
- Once submitted, the pharmacy will receive an email confirmation with the location's Holding Point Code (account number) that will be used to order vaccines through the provincial vaccine warehouse (MDA).
- Once registered, pharmacies are able to order publicly funded vaccines listed in Schedule 2 of the [Pharmaceutical Regulation](#). At this time, the vaccines included are Td, Tdap, HPV, Influenza, Pneumococcal vaccines, and COVID-19.
  - **Please note: additional annual registration is required to participate in Manitoba's seasonal influenza and COVID-19 immunization program** (see section below).

### Registration for Influenza and COVID-19 vaccines

- For information on how to register for the Seasonal Influenza and COVID-19 Immunization Program, visit [www.manitoba.ca/fludistribution](http://www.manitoba.ca/fludistribution).
- Registration remains open throughout the year to accommodate those who want to register later in the season.
- Agreement with the outlined program requirements is necessary in order to participate in the program.
- Ensure the correct email address is on file to receive all communications and order surveys. If possible, use a shared mailbox to never miss a survey or an important communication.
- If you have any questions about the vaccine program or require support, please email [vaccines@gov.mb.ca](mailto:vaccines@gov.mb.ca).

### PROGRAM ELIGIBILITY AND VACCINE ADMINISTRATION

- Ensure pharmacists who are administering immunizations meet the eligibility and immunization training requirements as per the College of Pharmacists of Manitoba: [Administering Drugs and Vaccines by Injection - Requirements](#).
- Review and become familiar with Manitoba's Immunization Program. Program information is located in the [Immunization Program Manual for Providers in Manitoba](#). This includes but is not limited to:
  - The [Publicly Funded Provincial Immunization Program Standards](#).
  - The [Provincial Informed Consent Guidelines](#)
  - The [vaccine eligibility criteria for publicly funded vaccines](#)
  - Manitoba's [Routine Immunization Schedules](#) and the [Immunization Schedule for those not previously immunized](#).

- Health care provider vaccine-specific resources such as factsheets, consent forms and protocols
- Review a client's immunization and medical history prior to the administration of vaccines to determine eligibility and make any clinical assessment.
- Pharmacies with access to PHIMS can review, print, and provide an immunization record for their clients as identified within their Information Sharing Agreement.

## DATA ENTRY

### Data entry for Influenza and COVID-19 vaccines

- Report administered Influenza and COVID-19 vaccine doses within *two (2) business days* of administration directly into the Public Health Information Management System (PHIMS):
  - Immunizations administered to those with no PHIN must be submitted through the appropriate [INPUTTING FORM](#) via fax to Manitoba PHIMS Quality Assurance at 204-945-6482. All information must be completed on the forms.
  - Doses reported in DPIN are not captured in PHIMS.

### Data entry for all other vaccines (both publicly funded and non-publicly funded)

- Enter **administered** vaccines into DPIN (Manitoba's Drug Program Information Network) using the "PS" (Professional Care Service Code) intervention code.
  - **Vaccines should be entered into DPIN on the date of administration (with the PS code)**
  - **Only vaccines entered with a PS code will flow through the DPIN to PHIMS interface to the client's immunization record.**
  - **For publicly funded vaccines, only those that appear in PHIMS will be reconciled and paid accordingly.**
- Keep and maintain a record of doses administered, informed consent, AEFI, and any incidents of adverse storage conditions for auditing purposes.
- Immunizations administered to those with no PHIN must be submitted through the appropriate [INPUTTING FORM](#) via fax to Manitoba PHIMS Quality Assurance at 204-945-6482. All information must be completed on the forms.
- Vaccines that are strictly dispensed and not administered by a pharmacist should be entered into DPIN **without** the PS code.
  - W:\hltpub\Communicable Disease Control (CDC)\VPD PROGRAM\Programs & Policies\Pharmacists\4. Communication\Pharmacy Information Sheet 2024**Vaccines should be entered into DPIN on the date of dispensation (without the PS code) for administration elsewhere.**

## PHIMS REQUIREMENTS

### Pharmacies Without PHIMS Access

- Currently, PHIMS access is only available for Pharmacies that offer Influenza and/or COVID-19 vaccines.
- Once registered for the Influenza and COVID-19 Immunization Program (see above for registration instructions), you will be contacted by the Quality Assurance team to complete the following:
  - Review and confirmation that the pharmacy meets technical requirements;
  - Review and signing an Information Sharing Agreement (ISA);

- Application for Authorized Account Sponsors and Requesters of the pharmacy's PHIMS account;
- Application to PHIMS access for individuals within the pharmacy;
- Access to mandatory PHIMS LMS training for all individuals who gain access to PHIMS.
- Should you have any questions about the process once you are registered with the Vaccine Inventory Team, please email [MBPHIMSQualityAssurance@sharedhealthmb.ca](mailto:MBPHIMSQualityAssurance@sharedhealthmb.ca).

### Pharmacies with PHIMS Access

- Ensure there is an accurate and up-to-date PHIMS Information Sharing Agreement (ISA) for your pharmacy.
  - **Important:** If the current ISA signer no longer works at your pharmacy, a new ISA will need to be completed. This typically occurs with an owner or manager change.
  - Email [MBPHIMSQualityAssurance@sharedhealthmb.ca](mailto:MBPHIMSQualityAssurance@sharedhealthmb.ca) if you have any questions.
- Ensure that the pharmacy's Account Sponsor and Requester(s) are up to date. For information on this please email [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca).
- For any updates to an individual's PHIMS access (add new, modify or delete) the Authorized Account Sponsor or Requester should email the [PHIMS Request Form](#) to [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca).
- If an individual works at more than one pharmacy, they must be provisioned with PHIMS access to each individual pharmacy location.
- Ensure that all authorized users receive and complete the mandatory training modules. To set up a new training account, or if you have any questions about the training, please email [PPHTrainingteam@sharedhealthmb.ca](mailto:PPHTrainingteam@sharedhealthmb.ca).
- Resources are available to support pharmacists in receiving/managing influenza and COVID-19 vaccine inventory, reviewing clients' immunization history and forecaster, printing immunization records, and reporting doses administered. Please, review the [Pharmacy Self-Study Library](#).

### AEFI

- Report any adverse events following immunization (AEFI) as required under the Public Health Act.
- Review and follow the [AEFI reporting requirements in Manitoba](#)
  - Report an AEFI within *seven days* of becoming aware of the AEFI: [REPORTING FORM](#)
  - Report an AEFI within *one business day* in case of a serious AEFI: [REPORTING FORM](#)
- Ensure the pharmacy has an anaphylaxis management protocol/plan in place.

### VACCINE STORAGE AND HANDLING

- Review and refer to the provincial [Cold Chain Protocol - Vaccines and Biologics](#):
  - Monitor refrigerators for the storage of vaccines with an appropriate temperature-monitoring device.
  - Check and record temperatures *twice a day*;
  - Report adverse storage conditions through the [Adverse Storage Condition Form](#);
- Pharmacists holding clinics outside of their main facility, where a fridge may not be present, should review the [Packing, Storage and Handling for Off-Site Immunization Clinics](#).
- Manitoba may receive credit for the vaccines that are returned. Make arrangements with the provincial distribution warehouse (MDA) to return all expired and unusable publicly funded vaccines within *two months* of expiry, following the [Vaccine and Biologics Return Policy and Procedure](#).

- It is highly recommended that pharmacies keep their inventory in PHIMS up to date by regularly conducting physical counts.
- A [PHIMS Support Tool](#) is available to support Pharmacy professionals including conducting physical counts, documenting wastage and other PHIMS processes.

## BILLING

- Pharmacies are paid quarterly for any immunizations administered as part of the publicly funded immunization program, i.e. vaccines that pharmacies are authorized to administer as part of Schedule 2 of the *Pharmaceutical Regulation*.
- The quarterly timelines consist of: January-March, April-June, July-September, and October-December
- The Vaccine Inventory Team will download a pharmacy reconciliation report quarterly from PHIMS on the 15<sup>th</sup> day after the end of each quarter.
- Payments for administered doses are processed using the information in PHIMS at the time the report is pulled.
- Accurate and timely data entry of doses administered will ensure proper per-dose payment is received. Doses reported after the 15<sup>th</sup> day of each quarter will not be paid.
  - **Please note: You do not need to submit an invoice to Manitoba Health, Seniors and Long-Term Care in order to receive payment for publicly funded doses administered.**

## AUDITS

- All PHIMS user activities and immunization record entries are subject to privacy and quality audits.

## RESOURCES

- Please, refer to the following online resources for more information:
  - [Vaccine-Preventable Respiratory Illnesses](#)
  - [Seasonal Flu and COVID-19 Vaccine Distribution and Supply](#)
  - [Immunization Program Manual for Immunization Providers in Manitoba](#)
  - [Manitoba's Seasonal Influenza and COVID-19 Program Plan](#)
  - [College of Pharmacists of Manitoba](#)

## SUPPORT

- If you require support with DPIN claims, please contact Pharmacare at 204-786-8000 option 2.
- If you experience DPIN technical issues or require support with PHIMS access or PHIMS software-related issues, please email Shared Health Service Desk at [servicedesk@sharedhealthmb.ca](mailto:servicedesk@sharedhealthmb.ca) or call 204-940-8500 or toll-free at 1-866-999-9698.
- For any questions related to Manitoba's Immunization Program, including eligibility, billing, registration, ordering or delivery, please email [vaccines@gov.mb.ca](mailto:vaccines@gov.mb.ca). For urgent matters only, please call 204-788-6737.