



## **iPHIS Tips for PHNs**

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## # 1 Accessing your referrals in iPHIS:

When you log onto iPHIS (and you must do so using all UPPER CASE) your screen will default to the '**Outstanding Referrals**' screen. This is where you will find the referrals sent to you.

This screen is also accessed by clicking on the top navigation bar '**To Do's**' tab:

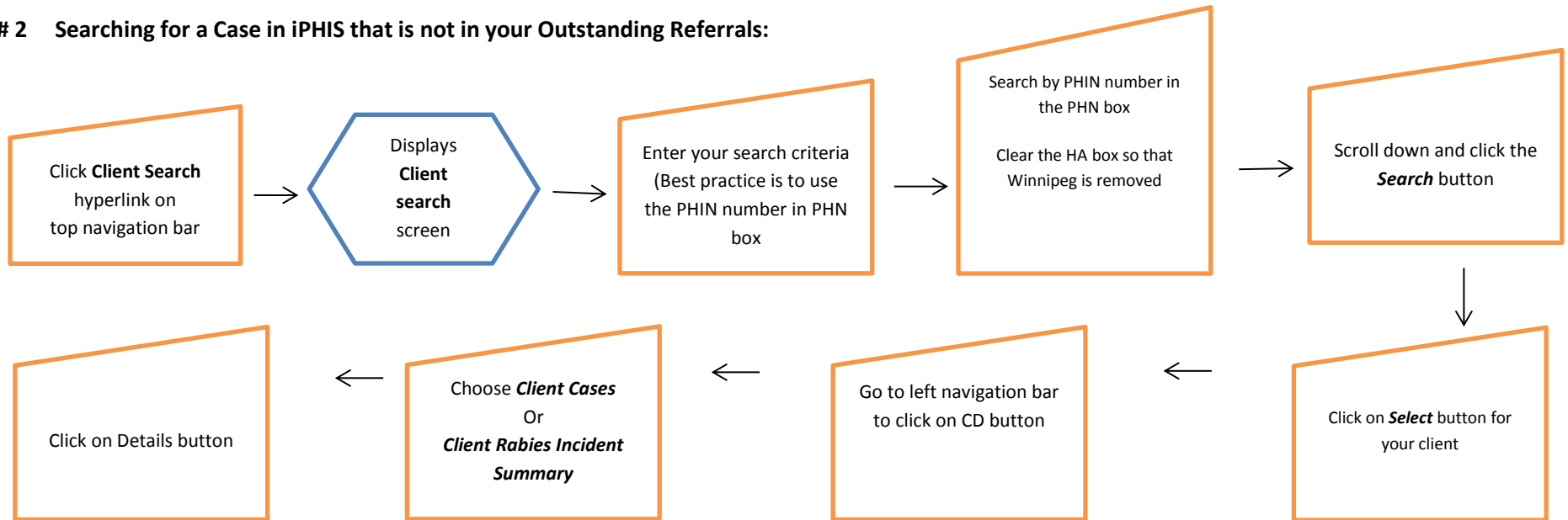
PHN	Client	HA	To	From	Subject	Status	Due Date	Priority	Type	Details
115743251	<a href="#">EFRON, ZACHARY W</a>	10	ONE, USER(10)	ADAMS, CORINNE	NEW REFERRAL	N	2014-09-03	M	FOLLOW-UP	Details
117201871	<a href="#">ANISTON, JENNIFER</a>	10	ONE, USER(10)	TWO, USER	RE: HEPATITIS B	N	2015-04-01	M	FOLLOW-UP	Details
107330410	<a href="#">WHITE, VANNA</a>	10	ONE, USER(10)	ADAMS, CORINNE	HEPATITIS B	N	2015-04-01	M	FOLLOW-UP	Details
116361258	<a href="#">FOX, MICHAEL J</a>	10	ONE, USER(10)	ONE, USER	PRE	N	2016-02-12	M	INTERNAL	Details

To access the client file, click on the client name which is hyperlinked (underlined and highlighted in blue ).

You may also click on the details button for 'memo type' of information i.e. when it was sent to you, from whom, comments for follow-up etc.



## # 2 Searching for a Case in iPHIS that is not in your Outstanding Referrals:

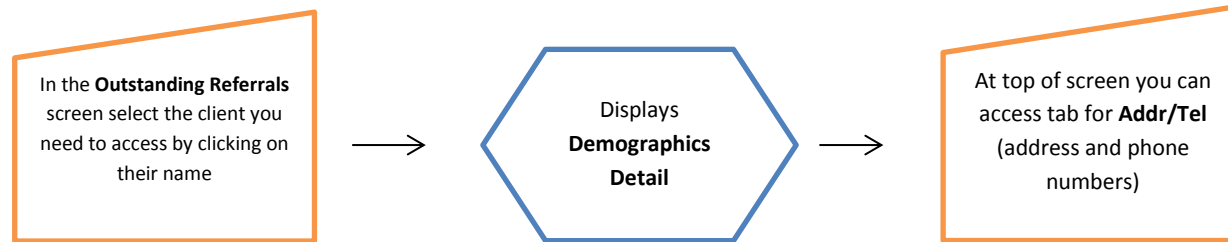


### Points to remember:

- Referrals that had been sent to you will be found in your **Outstanding Referrals** or **To Do** screen. You may need to search for an existing file on a weekend that has not been sent to you. Cases are created in iPHIS by an admin.
- Note in the Client Search screen the 'PHN' box refers to PHIN number.
- Note the 'HA' or Health Area in the Client Search screen defaults to '10 Winnipeg'; if you are not sure of a client's address set it to a blank space.
- Users should always use the PHIN # to search for a client if it is known (use only the PHIN in the search criteria). If PHIN is unknown you need to fill in at least 2 of the primary search fields. I.E. Family name, birth date or age range, gender etc. IF you are unsure of the spelling of names you can use a wildcard (%) SM%th%
- If you cannot find a client notify the CD unit. **DO NOT CREATE CLIENTS**



### # 3 Accessing Client Demographic information:

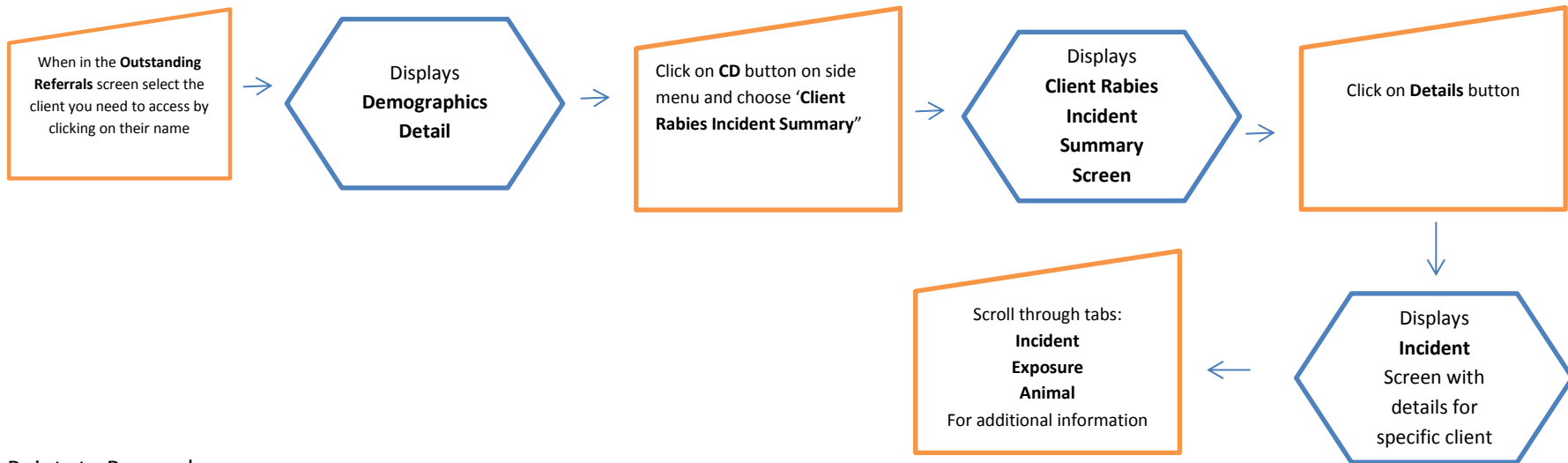


#### Points to Remember:

- When clicking on client's name in your '**Outstanding Referrals**' screen you will be in the **Demographics Detail** screen for that client. (Note if the client is a contact to another case in IPHIS you may receive a message: 'Important Client Alert' your client is a listed contact of a source case – you can press **Continue** button to get into the client's file).
- In your investigation if you become aware of a change / update for the address and or phone number(s) you can add / update the information by clicking on the **Addr/Tel** tab in **Demographics Detail** screen. After clicking on **Addr/Tel** tab select the **New Address** or **New Telephone** button and fill in the required fields denoted by the red diamonds. ◆
- Always click on the **Save** button at the bottom of the screen when you have done any documentation in iPHIS.
- Never use the notes in the **Demographic Detail** screen – as demographics screen is accessed by non-nurses. Always be sure that you are in the **Case Notes** screen for documentation of C.D. Cases or in the appropriate screen (Incident, Exposure or Owner/Animal screens) in the Client Rabies Incident Summary.



#### # 4 Accessing the Possible Rabies Exposure 'PRE' information for a client:

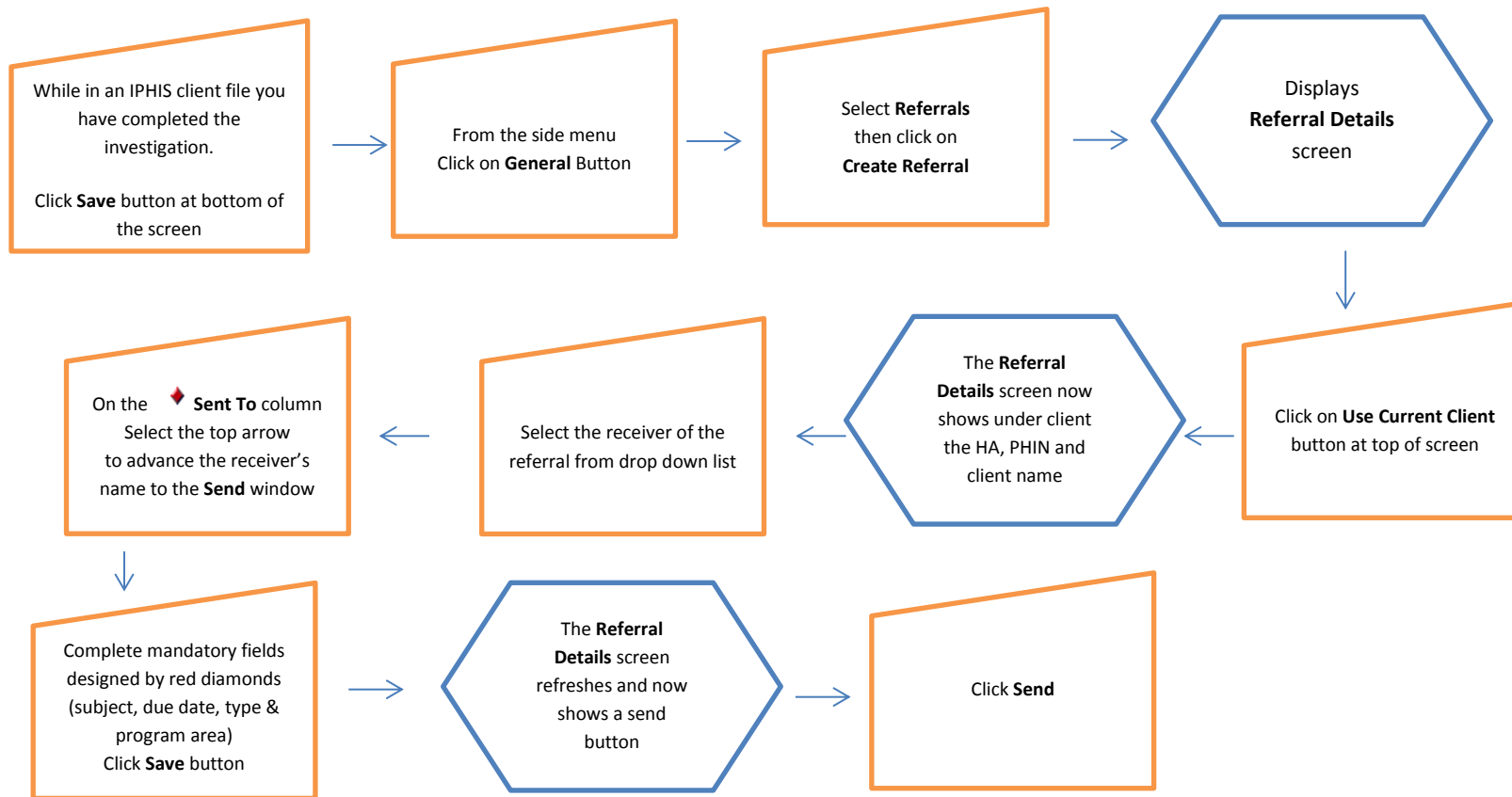


#### Points to Remember:

- Documentation in this section of iPHIS does NOT automatically add a date or your name. Be sure to date and sign your entries as well include your R.N. designation.
- High risk animal exposures if known prior to referral to Community Areas; a CD coordinator (CDC) will be in contact with the PHN. If the PHN discovers a high risk situation on interviewing a client – contact a CDC for further direction.
- Documentation is limited in the Client Rabies Incident Summary as there is a maximum value length of 4000 – use your best judgment as to which tab fits your documentation.
- Note that the computer mouse right click is disabled in iPHIS however you can cut and paste using keyboard functions:
  1. CNTRL button + C: Copy Text
  2. CNTRL button + V: Paste Text
  3. CNTRL button + X: Cut Text



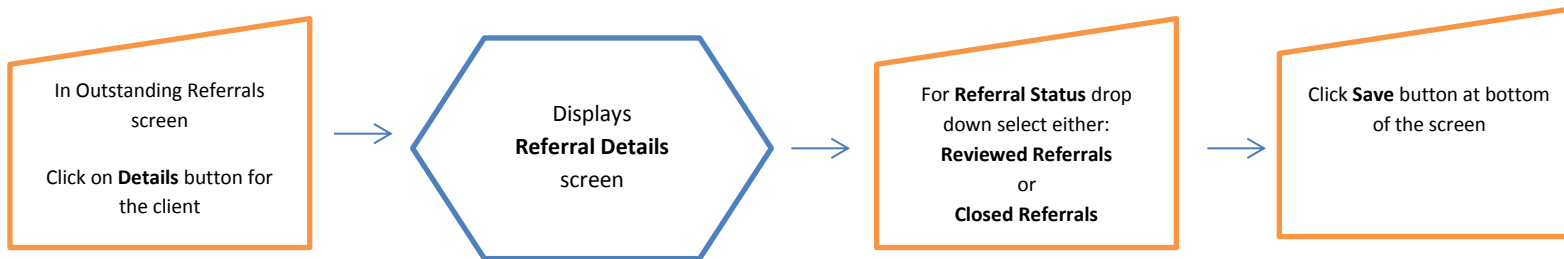
## # 5 Sending Referrals to another PHN or to your CD Coordinator:



- At times you may need to send your case to another nurse for follow-up or if you are finished your investigation you should send it to your C D coordinator for review and closure.
- Once you have sent the referral you can ensure that it has been sent while in your **Outstanding Referrals** screen. Click on the 'Sent' tab at the top of the screen to see that you have sent the referral.



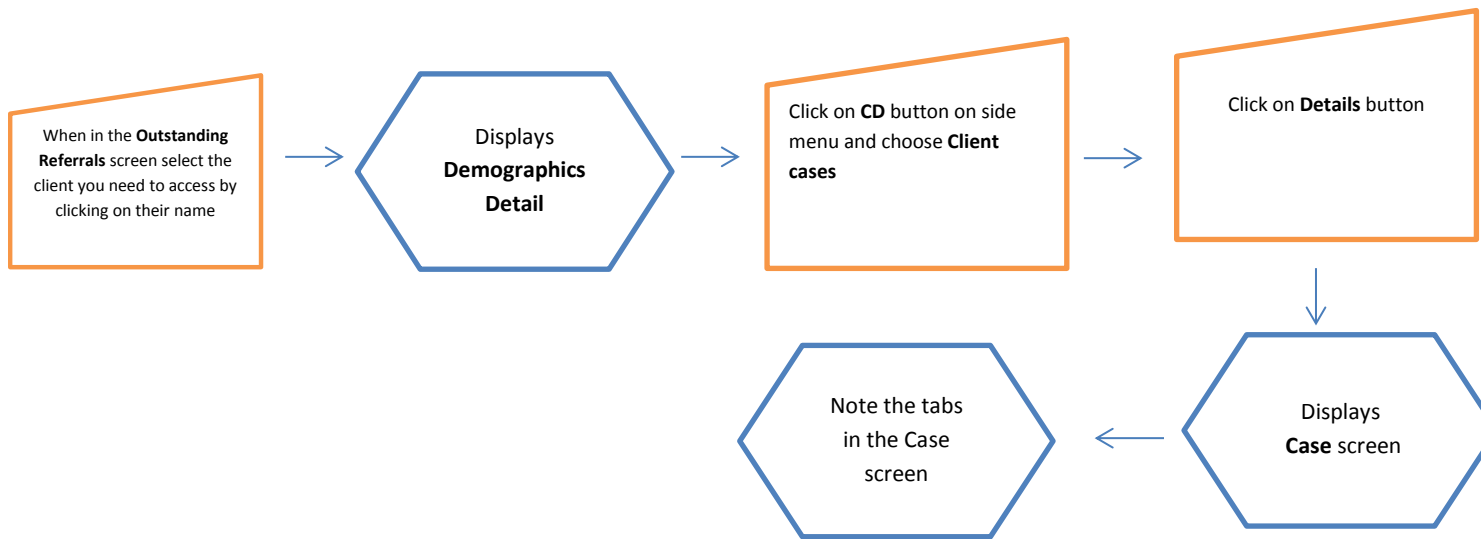
## # 6 Removing cases from your Outstanding Referrals screen (or commonly called your 'To Do's):



- Ensure that the case is closed before removing from your To Do's (never close a case that is done at the C.D. unit).
- If you remove a case from your To Do's you can search for it and sent it back to yourself.



## # 7 Accessing a new CD referral



Points to Remember:

Documentation and information about the case will be found in the 'tabs.' ( See next page)





## # 8 Documentation in CD case files:

The screenshot displays the iPHIS Application interface in a Windows Internet Explorer browser. The main content area shows a 'Case' record for Jennifer Aniston. The 'Case' tab is selected, and the 'Risk' tab is highlighted with a red X. The 'Case Details' section shows the following information:

Case ID	59341
Health Area	10 WINNIPEG
Case Reported Date	2015-04-01
Immunized Up To Date By Client Report at Case Reported Date	UNKNOWN
Follow-Up Status	OPEN - AWAITING MORE HISTORY/INFORMATION
Case Closed Date	
Disease Code	Hepatitis B: Chronic carrier
Etiologic Agent	HEPATITIS B VIRUS
Subtype	HEPATITIS B VIRUS
Further Information	

The 'Further Differentiation' section shows the following information:

Phage Type	NOT ASKED
Sero Group	NOT ASKED
Sero Type	NOT ASKED

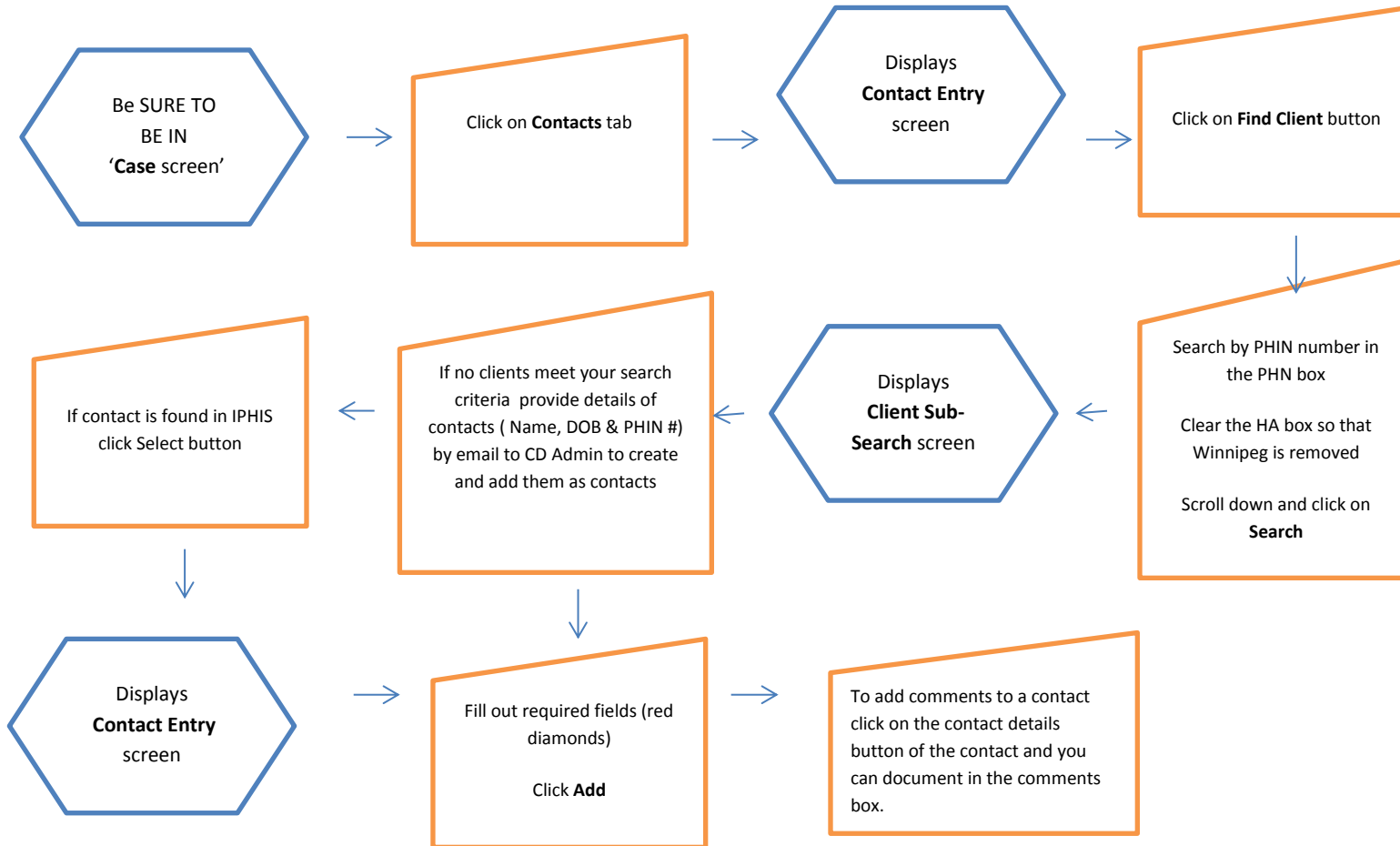
- Ensure you are in the Case screen ( not in Demographic Details screen)
- **Case** tab – will give you the information on the disease / case status ( ie confirmed, suspect ) client address and PHN assigned to this case.
- **Signs /Sym.** tab – here is where you can list the signs and symptoms. Note that in the Site/ Description box – you can add more details (i.e. for a symptom like diarrhea – here you can add a description of number of stools.
- **Comm/Inc** tab – note that once you have added symptoms in the previous tab IPHIS for some diseases will calculate the incubation period. For diseases that this feature is not enable and for communicability information consult with the disease protocol for the specific infection.
- **Risk** tab is not functional for the CD iPHIS module



- **Exposures** tab - list all possible exposures that may have been responsible for this case; exposures within the incubation period for the case. Information on incubation periods are specific to the disease you are investigating
- **Contacts** tab - are added here to a case. Definition of contact depends on the disease. For enteric infection in general household and sexual partners are considered contacts as they may have been exposure to the infection along with the case and / or they are at increased risk of secondary transmission from the case.
- **Interventions** tab – is primarily used for letters (here you can cut and paste letters to the case, contacts, physician etc) Documentation of your interventions with the client should be done in the **Notes** tab.
- **Outcome** tab – if a case is hospitalized; it should be noted here. If the case is still in hospital during your investigation you do not have to document the date of discharge.
- Imms/TST- not used in the CD module
- Physicians - not used in the CD module
- Notes – here is where you document your interactions related to the case, your education to the client about the infection, transmission, prevention etc.



# 9 Adding contacts to C D cases:



- Clients that moved to Manitoba or have been born after 2005 may not be in the iPHIS database
- Clearing the HA (Health Authority) search field ensures the search is completed for all regions in Manitoba



## # 10 Closing 'Alerts' (or 'Pop-Ups')

