

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 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 program information and to register for the Seasonal Influenza and COVID-19 Immunization Program, visit www.manitoba.ca/fludistribution.
- Registration for the Influenza and COVID-19 Immunization Program remains open throughout the year to accommodate those who want to register later in the season.
- Agreement with the outlined program requirements is required 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.

PROGRAM ELIGIBILITY AND VACCINE ADMINISTRATION

- Ensure pharmacists that are administering immunizations meets 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 the Manitoba's Immunization Program. Program information is located within 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

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 administered 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 that are strictly dispensed and not administered by a pharmacist should be entered into DPIN without 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.**
 - **Vaccines should be entered into DPIN on the date of administration or dispensation for administration elsewhere.**
- 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.

PHIMS REQUIREMENTS

Pharmacies Without PHIMS Access

- Currently, PHIMS access is only available for Pharmacies who participate in Manitoba's Influenza and COVID-19 Immunization Programs.
- Once registered for the Influenza and COVID vaccine 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.

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 if there are 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.
- 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.
- If an individual works at more than one pharmacy, they must be provisioned with PHIMS access to each individual pharmacy location.
- Ensure all users have access to [support materials](#) accessible on the PHIMS website before using PHIMS.
- 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.

AEFI

- Report any adverse events following immunization (AEFI) as required in 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 the immunizations that they have administered as part of the publicly funded immunization program for the 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 15th 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 15th 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:
 - [ProtectMB](#)
 - [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 or call 204-940-8500 or toll-free at 1-866-999-9698.
- For any questions related to Manitoba Immunization Program, including eligibility, billing, registration, ordering or delivery, please email vaccines@gov.mb.ca. For urgent matters only, please call 204-788-6737.