

**User-ImmsBC-Account-Requests:  
VIHA-Workflow-For Supervisors & Frontline Staff**



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**1. Preparation for Account Activations or Reactivations (Supervisor)**

Sequence	Task
Plan ahead	<input type="checkbox"/> New & returning ImmsBC Account-holders should log into ImmsBC prior to the date of their shift, to ensure access. <input type="checkbox"/> Allow 3 business days for accounts to become active and uploaded into ImmsBC.
Chrome	<input type="checkbox"/> ImmsBC only works within <b>Google Chrome</b> .

**2. Required Education & Declaration for Accounts (User & Supervisor)**

Person	Tasks
Affiliate Staff	<p>Access most recent instructions document from <a href="https://www.islandhealth.ca/learn-about-health/covid-19">https://www.islandhealth.ca/learn-about-health/covid-19</a></p> <p>Select: COVID-19 &amp; Influenza Vaccine Information for Long-Term Care and Assisted Living Facilities</p> <p>Select: Documentation and Reporting</p> <div style="border: 1px solid black; background-color: #008080; color: white; padding: 5px; margin: 5px 0;"> <span style="font-size: 0.8em;">^ Documentation &amp; Reporting</span> </div> <p>Select: <a href="#">Education for LTC &amp; AL Sites</a></p>

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**2. Required Education & Declaration for Accounts (User & Supervisor)**

Person	Tasks
<p><b>Island Health Staff</b></p>	<p>1. To complete the ImmsBC Education, review the following ImmsBC documents/videos found at:  <b>Go To website:</b>     <a href="#">Public Health Informatics SharePoint</a>  <b>Scroll to Category:</b>  00. ImmsBC (Covid-19 &amp; Influenza)  <b>Select Topic:</b>        ImmsBC Education</p> <p><b><u>General Education (Clerks)</u></b></p> <ul style="list-style-type: none"> <li>• ImmsBC-Education-Basic-Navigation-Quick-Guide-ByMoH</li> <li>• ImmsBC-Education-Booking-An-Appt-ByMoH</li> <li>• ImmsBC-Education-How-To-Create-A-Contact-By-MoH</li> <li>• ImmsBC-Education-Manage-Walk-In-Clients-By-MoH</li> <li>• ImmsBC-Education-User-Defaults-ByMoH</li> <li>• ImmsBC-Education-User-Tips+Troubleshooting-ByVIHA</li> <li>• Access-Help-Imms-Covid-Resources-for-Vaccine-Providers-ByVIHA</li> </ul> <p><b><u>WITH an Appointment (Clinician Role)</u></b></p> <ul style="list-style-type: none"> <li>• ImmsBC-Education-Self-Guided-Learning-To-Document-Immunizations-WITH-An-Appt-ByVIHA</li> </ul> <p><b><u>WITHOUT an Appointment (Clinician Role)</u></b></p> <ul style="list-style-type: none"> <li>• ImmsBC-Education-Self-Guided-Learning-To-Document-Immunizations-WITHOUT-An Appt-ByVIHA</li> </ul> <p>2. To complete the ImmsBC Education Declaration access the <a href="#">LearningHub (Clinician Role)</a></p> <ul style="list-style-type: none"> <li>• <b>Search</b> for Course ID# 29569 or <b>ImmsBC Education Declaration for Immunizers (Island Health)</b></li> <li>• <b>Select:</b> Register Course</li> <li>• <b>Select:</b> Start Course</li> </ul>

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**3. Requesting Access for Island Health Employee (Supervisor)**

Sequence	Tasks
<b>Complete User Account Request (UAR) Form</b>	<p>Follow the instructions in the form and complete all required fields. Can complete one form for multiple accounts.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Download Excel <b>Account Request</b> form from <a href="#">Public Health Informatics SharePoint</a> Category: <b>00. Covid Vaccine C19</b> Topic: <b>C19-ImmsBC-User-Accounts</b> Document: <b>ImmsBC-Account-Request-Form (UAR)</b></li> <li><input type="checkbox"/> <b>Save</b> Excel document to your desktop, with user's name(s) in title <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Example: ImmsBC Account Request [EDuggan]</b></li> </ul> </li> <li><input type="checkbox"/> If a top banner states "Protected View," click <b>Enable Editing</b></li> <li><input type="checkbox"/> Within the form's cells, click inside the cell to expose its drop-list. Use provided drop-lists, where provided.</li> <li><input type="checkbox"/> Must use employee's "Legal" First and Last Name.</li> <li><input type="checkbox"/> Role options: Clerk, Clinician.</li> <li><input type="checkbox"/> To repeat words (not numbers) into adjacent cells, hover mouse over cell's bottom right corner to expose the + symbol. Click, hold, &amp; drag to desired cells.</li> <li><input type="checkbox"/> Submit to <a href="mailto:PublicHealthInformatics@IslandHealth.ca">PublicHealthInformatics@IslandHealth.ca</a></li> </ul>
<b>Employee on shift But has no access</b>	<p>If a scheduled immunizer or admin does not have access to ImmsBC when they arrive for their shift, please follow these instructions:</p> <ol style="list-style-type: none"> <li>1. Ensure that they are scheduled.</li> <li>2. If staff member is an immunizer, inform them of the downtime procedures using downtime forms, and follow the procedure until access has been provided.</li> <li>3. Send completed user account request form (mentioned in row above) by email to <a href="mailto:publichealthinformatics@islandhealth.ca">publichealthinformatics@islandhealth.ca</a></li> </ol> <p>Supervisor and employee will receive an email once the account request "has been submitted" to IMIT. Note that it can take 1-2 days for upload to ImmsBC by BCVAX.</p>

**4. Requesting Access for LTC & AL Non-Island Health Employee (Supervisor)**

Sequence	Tasks
<b>Access Account Request Form</b>	<p>Follow the instructions in the form and complete all required fields. Can complete one form for multiple accounts. <b>Access most recent instructions document from <a href="#">Island Health Covid-19</a></b></p> <p><b>Select:</b> COVID-19 &amp; Influenza Vaccine Information for Long-Term Care and Assisted Living Facilities</p> <p><b>Select:</b> Documentation and Reporting</p>



4. Requesting Access for LTC & AL Non-Island Health Employee (Supervisor)	
Sequence	Tasks
Complete Account Request Form	<ul style="list-style-type: none"> <li><input type="checkbox"/> Save Excel document , with user’s name(s) in title                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Example: <b>ImmsBC Account Request [SClause]</b></li> <li><input type="checkbox"/> Example: <b>ImmsBC Bulk Account Request [Care Manor LTC]</b></li> </ul> </li> <li><input type="checkbox"/> Click in the cell expose its drop-list. Use provided drop-lists, where provided.</li> <li><input type="checkbox"/> Must use employee’s “Legal” First and Last Name.</li> <li><input type="checkbox"/> Role options: Clerk, Clinician.</li> <li><input type="checkbox"/> To repeat words (not numbers) into adjacent cells, hover mouse over cell’s bottom right corner to expose the + symbol. Click, hold, &amp; drag to desired cells.</li> <li><input type="checkbox"/> Submit to <a href="mailto:PublicHealthInformatics@IslandHealth.ca">PublicHealthInformatics@IslandHealth.ca</a></li> </ul> <p>If you are having any issues getting access to <b>ImmsBC-Account-Request-Form</b>, please seek assistance from <a href="mailto:publichealthinformatics@islandhealth.ca">publichealthinformatics@islandhealth.ca</a></p>
Employee has arrived for shift and does not have access	<p>If a scheduled immunizer does not have access to ImmsBC when they arrive for their shift, please follow these instructions:</p> <ol style="list-style-type: none"> <li>1. Ensure that they are scheduled.</li> <li>2. If they are an immunizer, inform them of the downtime procedures using downtime forms, and follow the procedure until access granted.</li> <li>3. Send completed user account request form (mentioned in row above) by email to <a href="mailto:publichealthinformatics@islandhealth.ca">publichealthinformatics@islandhealth.ca</a></li> </ol> <p>Supervisor and employee will receive an email once the account request “has been submitted” to IMIT. Note that it can take 1-2 days for upload to ImmsBC by BCVAX.</p>

5. Inactivate Account (Supervisors & Account Holders)	
ImmsBC Account In-Activations	<ul style="list-style-type: none"> <li><input type="checkbox"/> Accounts that have not been accessed within a 90-day period are inactivated.</li> <li><input type="checkbox"/> Completion of the ImmsBC-Account Request form is <b>required</b> for all account in-activations.</li> </ul> <p>Send completed in-activations to <a href="mailto:publichealthinformatics@islandhealth.ca">publichealthinformatics@islandhealth.ca</a>. Therefore, accounts can be closed and names removed from the distribution lists in a timely manner.</p>