



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



Table of Contents

1.	Preparation for Account Activations or Reactivations (Supervisor)	1
2.	Required Education & Declaration for Accounts (User & Supervisor)	2
3.	Requesting Access for Island Health Employee (Supervisor)	3
4.	Requesting Access for LTC & AL Non-Island Health Employee (Supervisor)	4
5.	Inactivate Account (Supervisors & Account Holders)	5

1. Preparation for Account Activations or Reactivations (Supervisor)

Sequence	Task
Plan ahead	<ul style="list-style-type: none"><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	<ul style="list-style-type: none"><input type="checkbox"/> ImmsBC only works within Google Chrome.



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



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

Person	Tasks								
Affiliate Staff	<p>Access most recent instructions document from https://www.islandhealth.ca/learn-about-health/covid-19</p> <p>Select: COVID-19 & Influenza Vaccine Information for Long-Term Care and Assisted Living Facilities</p> <p>Select: Documentation and Reporting</p> <div><p>Documentation & Reporting</p><p>All COVID-19 doses must be recorded in the Provincial Immunization Registry (i.e. ImmsBC).</p><p>RECEIVE ACCESS TO IMMSBC</p><p>Supervisor: complete ImmsBC User Account Request Form using the ImmsBC Request Workflow</p><p>ImmsBC User: complete Education for LTC & AL Sites</p><p>Support & Questions: email PPH.InfoSystems.Support@islandhealth.ca</p><p>Complete the COVID-19 Clinic Tally for Facilities at the end of each clinic day.</p></div>								
Island Health Staff	<p>Navigate to PPH Information Systems SharePoint and complete the education specific to each role indicated in the table below.</p> <p>Website: PPH Information Systems SharePoint</p> <p>Category: ImmsBC (Covid-19 & Influenza)</p> <p>Topic: ImmsBC Education</p> <table><tr><th>Role</th><th>Education</th></tr><tr><td>Public Health Vaccine Providers (including Public Health Clinic Leads)</td><td><ul style="list-style-type: none">ImmsBC-Education-For-Public-Health-Vaccine-ProvidersLearningHub: Course ID# 29569 : ImmsBC Education Declaration for Immunizers (Island Health)This declaration is required before we can submit your user account request for ImmsBC access. Please report back to PPH.InfoSystems.Support@islandhealth.ca once complete.</td></tr><tr><td>All Vaccine Providers (non-Public Health)</td><td><ul style="list-style-type: none">ImmsBC-Education-for -All-Vaccine-Providers-(Non-Public-Health)LearningHub: Course ID# 29569 : ImmsBC Education Declaration for Immunizers (Island Health)This declaration is required before we can submit your user account request for ImmsBC access. Please report back to PPH.InfoSystems.Support@islandhealth.ca once complete.</td></tr><tr><td>All Admin and BPMs</td><td><ul style="list-style-type: none">ImmsBC-Education-Clerk-Admin-Orientation-1-5LearningHub: Course ID# 34291 : PHSA – PPHIS – Getting Started in ImmsBCThis is suggested learning</td></tr></table>	Role	Education	Public Health Vaccine Providers (including Public Health Clinic Leads)	<ul style="list-style-type: none">ImmsBC-Education-For-Public-Health-Vaccine-ProvidersLearningHub: Course ID# 29569 : ImmsBC Education Declaration for Immunizers (Island Health)This declaration is required before we can submit your user account request for ImmsBC access. Please report back to PPH.InfoSystems.Support@islandhealth.ca once complete.	All Vaccine Providers (non-Public Health)	<ul style="list-style-type: none">ImmsBC-Education-for -All-Vaccine-Providers-(Non-Public-Health)LearningHub: Course ID# 29569 : ImmsBC Education Declaration for Immunizers (Island Health)This declaration is required before we can submit your user account request for ImmsBC access. Please report back to PPH.InfoSystems.Support@islandhealth.ca once complete.	All Admin and BPMs	<ul style="list-style-type: none">ImmsBC-Education-Clerk-Admin-Orientation-1-5LearningHub: Course ID# 34291 : PHSA – PPHIS – Getting Started in ImmsBCThis is suggested learning
Role	Education								
Public Health Vaccine Providers (including Public Health Clinic Leads)	<ul style="list-style-type: none">ImmsBC-Education-For-Public-Health-Vaccine-ProvidersLearningHub: Course ID# 29569 : ImmsBC Education Declaration for Immunizers (Island Health)This declaration is required before we can submit your user account request for ImmsBC access. Please report back to PPH.InfoSystems.Support@islandhealth.ca once complete.								
All Vaccine Providers (non-Public Health)	<ul style="list-style-type: none">ImmsBC-Education-for -All-Vaccine-Providers-(Non-Public-Health)LearningHub: Course ID# 29569 : ImmsBC Education Declaration for Immunizers (Island Health)This declaration is required before we can submit your user account request for ImmsBC access. Please report back to PPH.InfoSystems.Support@islandhealth.ca once complete.								
All Admin and BPMs	<ul style="list-style-type: none">ImmsBC-Education-Clerk-Admin-Orientation-1-5LearningHub: Course ID# 34291 : PHSA – PPHIS – Getting Started in ImmsBCThis is suggested learning								



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



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

Sequence	Tasks
Complete User Account Request (UAR) Form	<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"><input type="checkbox"/> Download Excel Account Request form from PPH Information Systems SharePoint Category: 00. ImmsBC (Covid-19 & Influenza) Topic: ImmsBC-Accounts Document: Account-ImmsBC-User-Request-Form<input type="checkbox"/> Save Excel document to your desktop, with user's name(s) in title<ul style="list-style-type: none"><input type="checkbox"/> Example: ImmsBC Account Request [BBird]<input type="checkbox"/> If a top banner states "Protected View," click Enable Editing<input type="checkbox"/> Within the form's cells, click inside the cell to expose its drop-list. Use provided drop-lists, where provided.<input type="checkbox"/> Must use employee's "Legal" First and Last Name.<input type="checkbox"/> Role options:<ul style="list-style-type: none">• Clerk – Front Line Admin Staff• Clinician – All Immunizers• ImmsBC Admin – BPMs and Leads<input type="checkbox"/> Submit to PPH.InfoSystems.Support@IslandHealth.ca
Employee on shift But has no access	<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">1. Ensure that they are scheduled.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.3. Send completed user account request form (mentioned above) by email to PPH.InfoSystems.Support@IslandHealth.ca <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>



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



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

Sequence	Tasks
Access Account Request Form	<p>Follow the instructions in the form and complete all required fields. Can complete one form for multiple accounts. Access most recent instructions document from Island Health Covid-19</p> <p>Select: COVID-19 & Influenza Vaccine Information for Long-Term Care and Assisted Living Facilities</p> <p>Select: Documentation and Reporting</p> <div><p>Documentation & Reporting</p><p>All COVID-19 doses must be recorded in the Provincial Immunization Registry (i.e. ImmsBC).</p><p>RECEIVE ACCESS TO IMMSBC</p><p>Supervisor: complete ImmsBC User Account Request Form using the ImmsBC Request Workflow</p><p>ImmsBC User: complete Education for LTC & AL Sites</p><p>Support & Questions: email PPH.InfoSystems.Support@islandhealth.ca</p><p>Complete the COVID-19 Clinic Tally for Facilities at the end of each clinic day.</p></div>
Complete Account Request Form	<ul style="list-style-type: none"><input type="checkbox"/> Download and Save Excel document , with user's name(s) in title<ul style="list-style-type: none"><input type="checkbox"/> Example: ImmsBC Account Request [SClause]<input type="checkbox"/> Example: ImmsBC Bulk Account Request [Care Manor LTC]<input type="checkbox"/> Click in the cell to expose its drop-list. Use provided drop-lists, where provided.<input type="checkbox"/> Must use employee's "Legal" First and Last Name.<input type="checkbox"/> Role options: Clerk, Clinician.<input type="checkbox"/> Submit to PPH.InfoSystems.Support@IslandHealth.ca<input type="checkbox"/> If you are having any issues getting access to ImmsBC-Account-Request-Form, please seek assistance from PPH.InfoSystems.Support@IslandHealth.ca
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">1. Ensure that they are scheduled.2. If they are an immunizer, inform them of the downtime procedures using downtime forms, and follow the procedure until access granted.3. Send completed user account request form (mentioned in row above) by email to PPH.InfoSystems.Support@IslandHealth.ca <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>



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



5. Inactivate Account (Supervisors & Account Holders)

ImmsBC Account In- Activations

- ☐ Accounts that have not been accessed within a 365-day period are inactivated.
- ☐ Completion of the ImmsBC-Account Request form is **required** for all account in-activations.

Send completed in-activations to PPH.InfoSystems.Support@IslandHealth.ca. Therefore, accounts can be closed and names removed from the distribution lists in a timely manner.