

Digital Solution COVID-19 Immunization eForm – Using Client Search

Using Client Search Feature – Reducing Client eForm Records Submitted without Personal Health Number (PHN)

Steps to use Client Search:

BC PHSA eForms sessions active

eForms Drafts Client

Client Search Provider Search

- COVID-19 Testing Assessment Form
- COVID-19 Serology Test
- COVID-19 MDS Case Report
- COVID-19 Case Report
- POC Rapid Test
- QA Testing
- Contact Monitoring
- Industrial Project Sites: Weekly Workforce Report
- COVID-19 Adverse Events Following Immunization (AEFI) Form
- COVID-19 Immunization Entry Form**
- Request Special Authority (by Medication)

1. From the Left Hand Navigation (LHN), click 'COVID-19 Immunization Entry Form.'

The Search Client Screen displays.

Search Client

2. Enter BC Personal Health Number OR Last Name, First Name and Date of Birth. Click Search.

BC Personal Health Number: Search Cancel

Last Name: First Name: Birth Date: Search Clear

PHN	Name	Birthdate	Age	Gender	Location	Contact
9875023209	JON SNOW	1995-Oct-23	25 y	male	Type: POSTAL 46-980 BEAUMONT DR, VANCOUVER, BC V2Y 7G6, CA	Type: Phone (home) 604-987-2345

3. Review List of Search Results obtained from EMPI. Note 10 results will be listed. Confirm Client details are correct and click the desired Client. If the correct Client is not returned ask the Client for a legal or alias name and search again.



Client Details

BC PHN: 9875023209
 Name: SNOW, JON
 Birth Date | Gender: 1995-Oct-23 | male
 Address: Type: POSTAL, 46-980 BEAUMONT DR, VANCOUVER, BC V2Y 7G6, CA
 Telecom: Type: Phone (home), 604-987-2345

4. Confirm Client Details are correct. Click Select.

Search Practitioner

Name Search: lee [Search] [Cancel]

LEE, BUILDAshley
 Role: Physician
 MSPID: 61239

LEE, BUILDJas
 Role: Physician
 MSPID: 61316

5. The Search Practitioner Screen displays. If the Provider was previously selected when setting practitioner defaults, click Cancel.

6. If a different practitioner is required, enter the Last Name comma Fir st Name, and click Search. Select the desired practitioner.

8. If the Client or Provider are incorrect, click the refresh button.

Client: SNOW, JON | 1995-Oct-23 (male) [Refresh] Provider: BUILDJas Lee | | 61316

Entry of patient data is prohibited at this time. Please use test data only.

Provincial eForms Solution
 Environment: CA Form: COVID-19 Immuniza

COVID-19 Immunization Entry Form

Service Delivery Location *

7. The Client and Provider will appear at the top of the screen if the search function is utilized and the form will populate with Client demographics from EMPI update as required.

- 98% of BC residents are in the BC Healthcare Identity Management (HCIM) also known as the Enterprise Master Patient Index (EMPI). The Digital Solution COVID-19 Immunization eForm **Client Search** is searching the EMPI database.
- Every citizen in British Columbia who has received healthcare services for example at a pharmacy, laboratory or hospital will have a Personal Health Number (PHN) created.
- The personal health number is not dependent on the client having a BC services card or BC Health Insurance.
- For data to flow from the eForm to the Provincial Immunization Registry (PIR) the client requires a PHN
- All clients who are immunized should have at minimum 3 searches done using the **Client Search** feature. Please ask the client if they have alternate names, the EMPI will have the client listed under their legal name, verify the address and phone number update information as required.
- If a message appears from the EMPI search indicating Duplicate PHN – do not notify the client proceed with selecting the client and documenting on the eForm.

If unable to locate the client

Click **Cancel** in the Search Client box (Step 2); the eForm will launch and you will be able to fill in the eForm.

In the **Digital Solution COVID-19 Immunization eForm Guide**, see [COVID-19 Immunization Digital Solution eForm Common Data Entry Issues](#) section “No PHN provided by the user” for instructions on how to submit the eForm.

