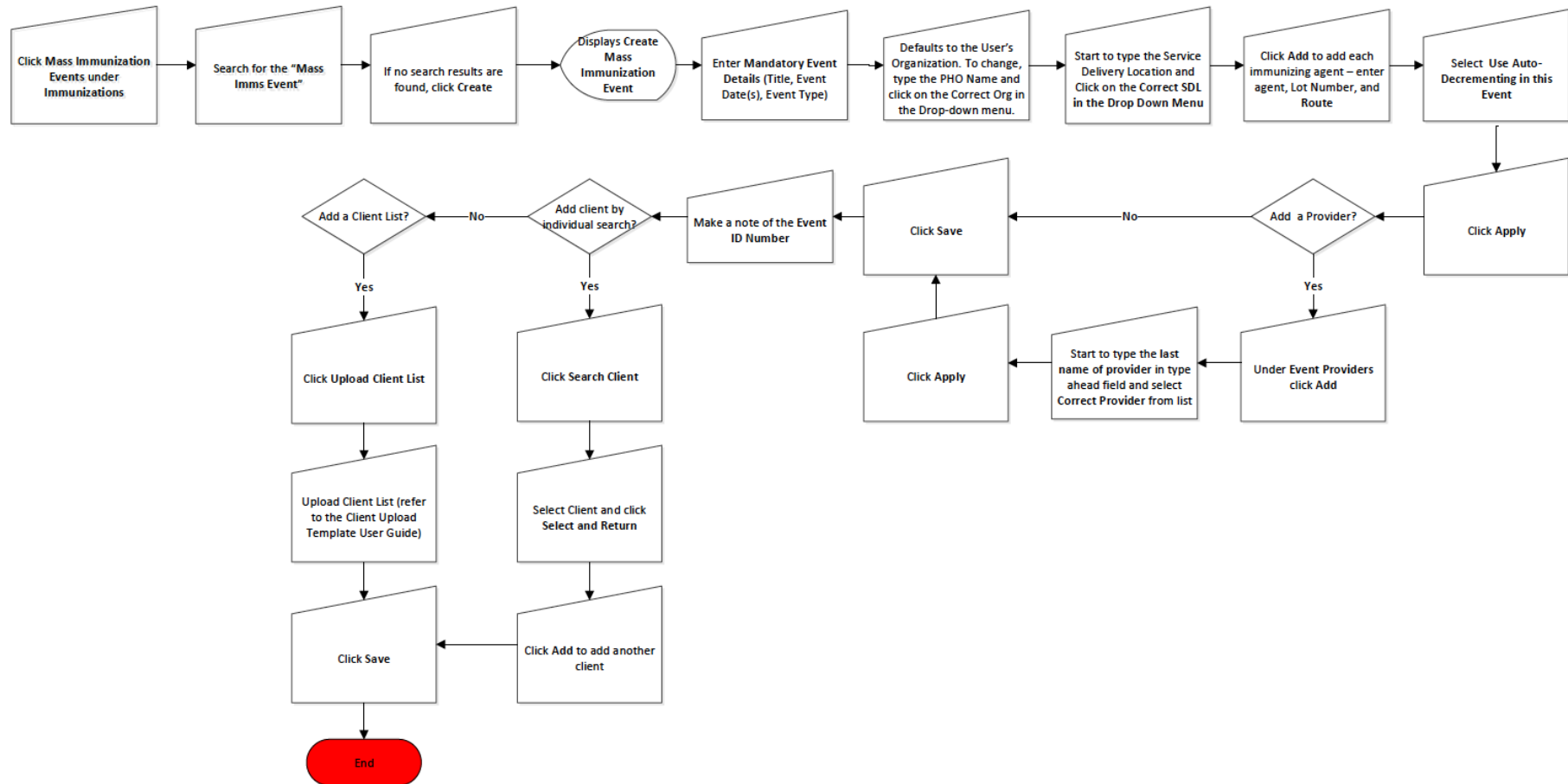


Creating Mass Imms Events - General – QRC 3.1



Points to Remember

- Users can create a Mass Imms Event in advance and fill in the details once they are known. The minimum information required is Event Title, Date, Type of Event, Agent to be administered, and the Organization. A provider must be added before clients can be added.



Panorama Quick Reference Card



- When creating a Mass Imms Event, it is essential that the Organization field be set to the Public Health Office Organization. For non-school Mass Immunization Events, the Public Health Office will be the Service Delivery Location.
- Naming conventions must be followed when creating all events. The correct format for naming general mass immunization events is **Zone-Venue-Agent-dateYYYYMMDD** (e.g., CZ-NorthwoodLongTermCareHome-Inf-20180131).
- Work with the Biological Coordinator to ensure sufficient immunization products have been ordered from the Bio Depot and ensure the products have been moved to the correct Holding Point Location for the clinic.
- If using a client list, prepare the list and format it according to the template provided. The steps are covered in CLT 103.
- For general Mass Imms Events, a client list is not required. Clients may be added to the event as they arrive.
- To add multiple event dates for one event, enter each individual date separately using the Add in the Event Date section.
- Do not select Use-Auto-Decrementing until the day of the event.
- If the user who creates the event is a health care provider, this individual will automatically be added to the event.
- To save an event, providers must be assigned to the event.
- The easiest way to find a Mass Imms Event is to reference the Event ID number. Remember to make a note of the Event ID number.