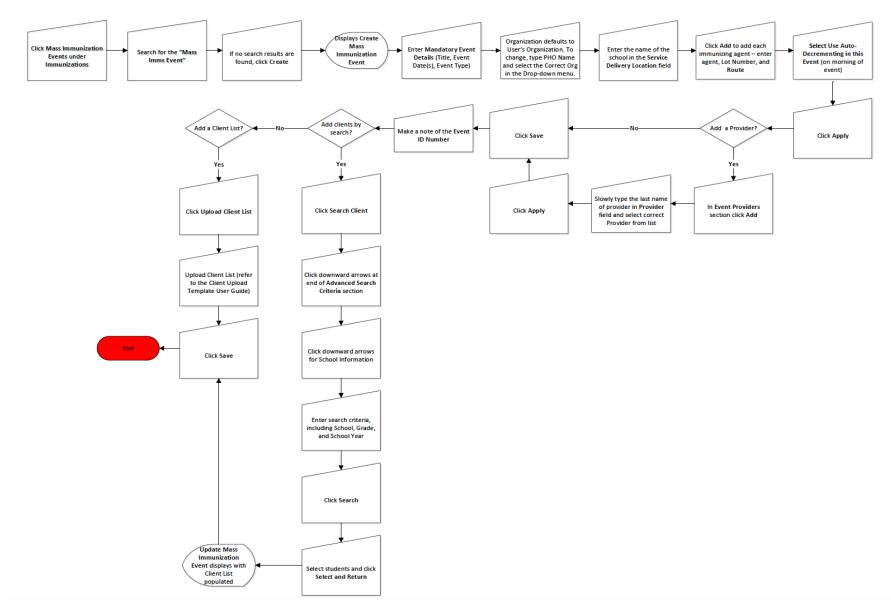
Panorama Quick Reference Card



Creating a Mass Imms Event – School – QRC 3.2





Panorama Quick Reference Card



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 the event can be saved and clients can be added.
- Multiple dates can be added to the event to allow for follow up immunizations for absent or deferred students.
- Naming conventions must be followed when creating Mass Imms Events. The proper naming format for school-based Mass Imms Events is **Zone-Venue-dateYYYYMMDD** (e.g., CZ-HalifaxCentralJuniorHigh-20180131)
- When creating a Mass Imms Event, it is essential that the Organization field be set to the Public Health Office Organization. Add the School Name in the Service Delivery Location field.
- Prior to the School Mass Imms Event, consents are requested from parents through the school. They are documented in Panorama.
- Consents entered in the Fall for Grade 7 Fall session will also apply to the Spring session.
- 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.
- Private school Mass Imms Events will require uploading a Client List. Prepare the list using the Client Upload template and provide this to the Application Support team who will upload the files. The steps are covered in CLT 103. **Note**: The Mass Imms Event for the private school must be created so Application Support can attach the client list to the event.
- The best way to add students to a School Mass Imms Event is through an Advanced Search using School, Grade and School Year. This allows a group of students who meet the criteria to be selected and uploaded to the Client List. Individual clients may still be added to the list in the Worksheet as necessary.
- 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 as a Provider.
- 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.