
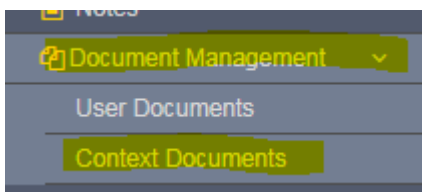


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|---|--|--|---|
|  | Name of Activity: Uploading AEFI Reports into a Client's Panorama Record | | |
| | Role Performing Activity: Public Health Nurse or appointed staff | | |
| <h1>Policy</h1> | Location: Public Health Centre | Department: Immunization - Panorama | |
| | Document Owner: Ministry of Health | | Region/Organization where this Work Standard originated: eHealth Saskatchewan |
| | Date Prepared: September 2021 | Last Revision: | Date Approved: September 2021 |

Policy: All Adverse Event Following Immunization (AEFI) reports must be uploaded into a client's Panorama profile as per the procedure outlined below. The **completed report** that includes the MHO's recommendation must **be uploaded**. All reportable AEFI reports must continue to be submitted to the Ministry of Health as per current policy.

| Sequence | Procedure |
|----------|---|
| 1. | User logs into Panorama. <ul style="list-style-type: none"> - Ensure that PDF AEFI report is available for uploading. |
| 2. | Search for client and put them into context. <ul style="list-style-type: none"> - Create a client record if non-existent. |
| 3. | From the left hand navigation bar in the client's record, expand the Document Management section and select Context Documents  |
| 4. | Click the Add New button. |
| 5. | Click the Choose File button, navigate to the location the file is saved in, select the file and click Upload File . |
| 6. | Complete all mandatory fields: <ul style="list-style-type: none"> • Document Title (AEFI unique identifier as per SIM Ch. 11 naming conventions) • Effective Date (Date of MHO recommendation) • Status (only indicate as 'Complete') Optional fields: <ul style="list-style-type: none"> • Expiration Date - do not use • Enter Key word – do not use • Description (Vaccine brand name(s)) |
| 7. | Click Submit once the required information is entered. |
| 8. | Document the AEFI as per Appendix 4.2 <i>Where do I document</i> in the Saskatchewan Immunization Manual https://www.ehealthsask.ca/services/Manuals/Documents/sim-chapter4.pdf . |