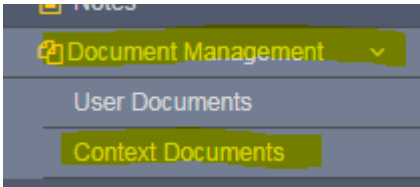
	Name of Activity: Uploading COVID-19 vaccine AEFI reports into a client's Panorama Record		
	Role Performing Activity: Public Health Nurse or appointed staff		
<h1>Policy</h1>	Location: Public Health Centre		Department: Immunization - Panorama
	Document Owner: Ministry of Health		Region/Organization where this Work Standard originated: eHealth Saskatchewan
	Date Prepared: January 2021	Last Revision: May 2021	Date Approved: May 2021

Policy: All COVID-19 vaccine AEFI reports will be uploaded into a client's Panorama profile as per the procedure outlined below. The preference is for the completed report that includes the MHO's recommendation to be uploaded. All COVID-19 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 ('Pfizer COVID-19')
7.	Click Submit once the required information is entered.