

Panorama Immunization Module Policies

TOPIC:	Management of Records for Children Who are Adopted		
APPROVED BY:	Saskatchewan Ministry of Health	DATE APPROVED:	January 20, 2015

POLICY:

A new Panorama immunization record will be created for children who have been adopted and are living in Saskatchewan.

PURPOSE:

Adopted children may have existing immunization records in Panorama. To ensure client confidentiality and privacy their existing (original) record will be inactivated. Creation of new records for adopted children will ensure that their immunization records are current and accessible using their new identifying information (e.g. HSN, name, etc.) to ensure client safety.

PROCEDURE:

1. A client's original record remains in Panorama and will become "inactive" as HSN information is updated from SCI.
2. A Basic Search will be done in the Search Clients screen using the client's new identifying information (e.g. a new HSN) and the new Panorama record will be created. Best practice is to complete this step only when a new valid HSN is presented to the PHN by the adoptive parent or as advised by Social Services. Any exceptions must be discussed with the PHN Manager/Supervisor.
3. A PHN is authorized to access the client's previous/inactive record to obtain documented immunization information for historical entry in the new Panorama record. The PHN must be confident of the connection between the previous historic record and the present record prior to initiating this step. A new parent may "offer" this information to the PHN or it may be provided by Social Services.
 - A PHN must not reveal confidential information (such as the client's pre-adoptive name, etc.) to the adoptive parent.
4. Documented Special Considerations (contraindications, precautions, and exemptions), Risk Factors, Allergies, Deferrals, and tests and titres are entered into the new Panorama record.
5. Specific RHA policies and practices are followed for the storage or handling of any existing hard copy client records.

REFERENCES & RESOURCES:

- *Panorama User Guides:*
Search Client and Put in Context -
<https://www.ehealthsask.ca/services/panorama/Pages/Access-Training-Resources.aspx>