

Home Clinic Portal: Accessing Scheduled Report: COVID-19 Unvaccinated and Unboosted Clients

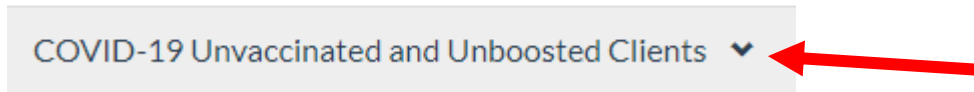
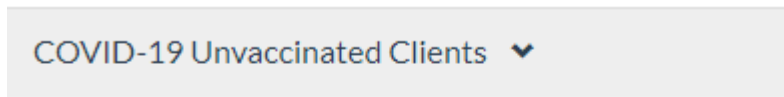
This quick reference contains instructions for viewing, printing and exporting the COVID-19 Unvaccinated Clients report.

Getting started

1. Log onto the Home Clinic Portal (<https://hcp.manitoba-ehealth.ca>).
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select the **Home Clinic** name displayed on the Home page.

Generate a scheduled report

1. Select **Scheduled Reports** from the Home page menu bar. A list of the available reports will be presented. Note: If you have access to multiple Home Clinics, reports will be grouped by Home Clinic name.



Please note as of March 6, 2022 please select the second report

2. Click the arrow next to the report name to see a list of the current and historical reports, by report run date.
3. Select either PDF or Excel formats to generate the report results. Generation of the results may take a few seconds.
4. Use the tools available when viewing the document to page up or down, print or save.

Report includes a provider-based and age-grouped list of unvaccinated and partially vaccinated patients with the addition of those age 18+ who have NOT received a third dose/booster whose last dose >6 months and are not scheduled to receive a COVID-19 vaccination in the next 30 days.

First Dose Date	First Dose Vaccine	Second Dose Date	Second Dose Vaccine	Anticipated Action
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The Anticipated Action column will include:

- **DISCUSS FIRST, SECOND, or THIRD DOSE** based on the patient’s vaccination status and;
- **DETERMINE NEXT DOSE** when the patient is identified as receiving either a non-Health Canada approved COVID-19 vaccine, a COVID-19 treatment or other dose variations. Further review may be required.

As of the report date, patients must be:

- ENROLLED to your Home Clinic (source: Home Clinic Portal),
- 5 years and older,
- NOT had a COVID-19 vaccination (source: PHIMS), OR
- HAVE received one dose of a COVID-19 vaccine (source: PHIMS), OR
- 18+ years fully vaccinated and NOT had a COVID-19 booster/third dose with the last dose being >6 months (source: PHIMS),
- NOT have a vaccination appointment at a super-site or pop-up clinic in the next 30 days (source: PetalMD).

Limitations:

- Patients may be included in the list:
 - If they have scheduled a vaccination at a primary care clinic or pharmacy;
 - If they recently received a dose which is not yet recorded in PHIMS;
 - If they recently cancelled or re-scheduled a vaccination appointment (PetalMD);
 - If they recently passed away and their deceased status has not yet been recorded in the Manitoba Health Insurance Registry.
- Please be aware that the primary series for immunocompromised patients may be 3 doses. Therefore, immunocompromised patients due for their booster/4th dose will not appear in this report. These patients require special consideration.
- Patients may or may not be included in this report if their immunization record contains errors. Once the errors are corrected in PHIMS, the information will be reflected in this report.