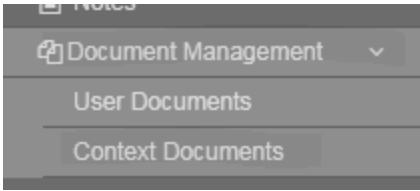
	Name of Activity: Uploading COVID-19 vaccine AEFI reports into a client's Panorama Record		
	Role Performing Activity: Public Health Nurse or appointed staff		
<h1>Policy</h1>	Location: Public Health Centre	Department: Immunization - Panorama	
	Document Owner: Ministry of Health		Region/Organization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

Policy: All COVID-19 vaccine AEFI report will be uploaded into a client's 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 document 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 (e.g., AEFI unique identifier); • Effective Date (Date of MHO recommendation); and • Status. Optional fields: <ul style="list-style-type: none"> • Expiration Date (If known); • Enter Key word; and • Description (e.g., identify vaccine agent(s) and year if event (e.g., Influenza 2019-20).
7.	Click Submit once all the required information is entered.