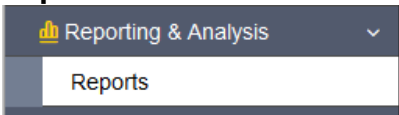





First Nations Report

RBCY FN SS002-Client List

This report can be run to see who is captured under your First Nation Health Service Organization. Only clients assigned to your Indigenous Organization will be captured. Ensure your clients' Indigenous Information is updated.

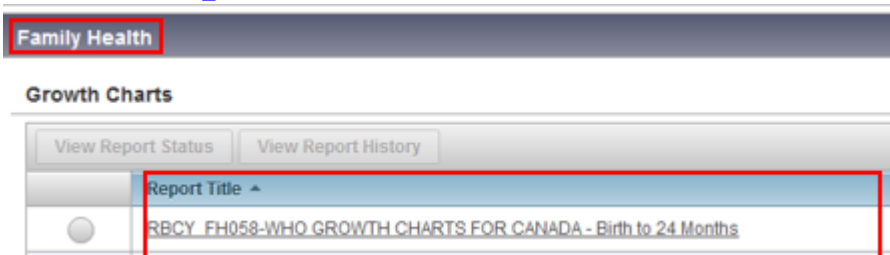
Update Client Demographics and Indigenous Information		
1.	With your client in context: LHN > Client > Client Details > Client Demographics	Edit and update the client's <i>Client Demographics</i> Ensure that <u>Health Region Organization</u> is selected to the client's branch (location of closest Public Health Unit for client location of residence) Ensure client address and phone numbers are updated
2.	LHN > Client > Client Details > Indigenous Information	Edit and update client's <i>Indigenous Information</i>. Complete questions and enter client's current Indigenous Organization. The name of your community organization will have an (A) following it's name.
*Note: If you add or update any Demographic or Indigenous information wait ten minutes prior to running a report.		
Menu/Actions		Important Notes
3.	LHN > Reporting & Analysis > Reports 	On the Reports page, expand the First Nations section using the chevron button  Under the Operational section, select the RBCY FN SS002-Client List hyperlink
4.	Complete the Report Filters page	Indigenous Organizations – select your community using the dropdown menu. Only select communities will show depending on your access level Indigenous Identity – leave blank Band: Leave dropdown blank Client DOB From and Client DOB To – enter the date range you want to view.
5.	Select GENERATE REPORT NOW to produce the report	The report will generate in PDF format. Print and/or secure save the document as required. The report may take a few minutes to be produced (dependent on the DOB range)
Are any clients missing? If you do not see all of your clients listed in this report you will need to go into individual charts of missing clients and check to see that the correct Indigenous Information has been added.		

Family Health Report

FH058-WHO Growth Charts for Canada - Birth to 24 Months

This report can only be used if you have entered in infant's weight, length and head circumference each visit under the Family Health Encounter Details. Client must be set in context to run report.

Note that only clients are assigned under your Indigenous organization will be captured. Be sure to input this under Indigenous Information! You can only capture growth chart/percentiles if you enter them in Family Health UDF

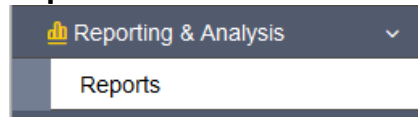

Personal and Indigenous Information		
1.	LHN > Client > Client Details > Client Demographics	<u>Edit and update <i>Client Demographics</i>.</u> <ul style="list-style-type: none"> Ensure that Health Region Information is selected to the client's branch (location of closest Public Health Unit for client location of residence) Ensure client address and phone numbers are updated
2.	LHN > Client > Client Details > Indigenous Information	<u>Edit and update client's <i>Indigenous Information</i>.</u> <ul style="list-style-type: none"> Complete questions and enter client's current Indigenous Organization. The name of your community organization will have an (A) here.
If you add or update any Personal or Aboriginal Information please wait ten minutes before trying to run a report.		
Menu/Actions		Important Notes
3.	LHN > Reporting & Analysis > Standard Reports	
4.	Select the Family Health tab > Show Report Folders	Scroll down to the Growth Chart section
5.	Under Growth Charts select FH058 WHO Growth Charts for Canada- Birth to 24 Months RBCY_FH058-WHO Growth Charts for Canada - Birth to 24 Months 	
6.	Click on the Generate Report tab	
7.	Print off charts for parents	

First Nations Report

IMM025-Client Immunization Record

This report will show you a client's immunization record history.

Note that only clients assigned to your Aboriginal Organization will be captured. Be sure to input this under the Aboriginal Information Page.

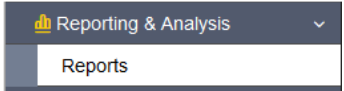
Personal and Aboriginal Information						
1.	With your client in context: LHN > Client > Client Details > Client Demographics	Edit and update the client's <i>Client Demographics</i> Ensure that <u>Health Region Organization</u> is selected to the client's branch (location of closest Public Health Unit for client location of residence) Ensure client address and phone numbers are updated				
2.	LHN > Client > Client Details > Indigenous Information	Edit and update client's <i>Indigenous Information</i>. Complete questions and enter client's current Indigenous Organization. The name of your community organization will have an (A) following it's name.				
*Note: If you add or update any Demographic or Indigenous information wait ten minutes prior to running a report.						
Menu/Actions		Important Notes				
3.	LHN > Reporting & Analysis > Reports 	On the Reports page, expand the Immunizations section using the chevron button  Under the Operations Sections, select the RBCY IMM025-Client Immunization Record hyperlink				
6.	Complete the Report Filters page <ul style="list-style-type: none">You can customize filters depending on how you want report to print out	<table><tr><th>For reports to daycare or schools:</th><th>For reports to parent, health care professional:</th></tr><tr><td><div>* Client ID: <input type="text" value="123456"/></div><div>* Include Confidential Address/Phone information: <input type="text" value="No"/></div><div>* Include Reason for Invalidation: <input type="text" value="No"/></div><div>* Include Forecaster: <input type="text" value="No"/></div><div>* Include Special Considerations: <input type="text" value="No"/></div><div>* Include Deferrals: <input type="text" value="No"/></div><div>* Include AEFI's: <input type="text" value="No"/></div><div>* Include Risk Factors: <input type="text" value="No"/></div></td><td><div>* Client ID: <input type="text" value="123456"/></div><div>* Include Confidential Address/Phone information: <input type="text" value="Yes"/></div><div>* Include Reason for Invalidation: <input type="text" value="Yes"/></div><div>* Include Forecaster: <input type="text" value="Yes"/></div><div>* Include Special Considerations: <input type="text" value="No"/></div><div>* Include Deferrals: <input type="text" value="No"/></div><div>* Include AEFI's: <input type="text" value="No"/></div><div>* Include Risk Factors: <input type="text" value="No"/></div></td></tr></table>	For reports to daycare or schools:	For reports to parent, health care professional:	<div>* Client ID: <input type="text" value="123456"/></div> <div>* Include Confidential Address/Phone information: <input type="text" value="No"/></div> <div>* Include Reason for Invalidation: <input type="text" value="No"/></div> <div>* Include Forecaster: <input type="text" value="No"/></div> <div>* Include Special Considerations: <input type="text" value="No"/></div> <div>* Include Deferrals: <input type="text" value="No"/></div> <div>* Include AEFI's: <input type="text" value="No"/></div> <div>* Include Risk Factors: <input type="text" value="No"/></div>	<div>* Client ID: <input type="text" value="123456"/></div> <div>* Include Confidential Address/Phone information: <input type="text" value="Yes"/></div> <div>* Include Reason for Invalidation: <input type="text" value="Yes"/></div> <div>* Include Forecaster: <input type="text" value="Yes"/></div> <div>* Include Special Considerations: <input type="text" value="No"/></div> <div>* Include Deferrals: <input type="text" value="No"/></div> <div>* Include AEFI's: <input type="text" value="No"/></div> <div>* Include Risk Factors: <input type="text" value="No"/></div>
For reports to daycare or schools:	For reports to parent, health care professional:					
<div>* Client ID: <input type="text" value="123456"/></div> <div>* Include Confidential Address/Phone information: <input type="text" value="No"/></div> <div>* Include Reason for Invalidation: <input type="text" value="No"/></div> <div>* Include Forecaster: <input type="text" value="No"/></div> <div>* Include Special Considerations: <input type="text" value="No"/></div> <div>* Include Deferrals: <input type="text" value="No"/></div> <div>* Include AEFI's: <input type="text" value="No"/></div> <div>* Include Risk Factors: <input type="text" value="No"/></div>	<div>* Client ID: <input type="text" value="123456"/></div> <div>* Include Confidential Address/Phone information: <input type="text" value="Yes"/></div> <div>* Include Reason for Invalidation: <input type="text" value="Yes"/></div> <div>* Include Forecaster: <input type="text" value="Yes"/></div> <div>* Include Special Considerations: <input type="text" value="No"/></div> <div>* Include Deferrals: <input type="text" value="No"/></div> <div>* Include AEFI's: <input type="text" value="No"/></div> <div>* Include Risk Factors: <input type="text" value="No"/></div>					
7.	Select GENERATE REPORT NOW	The report will generate in PDF format. Print as needed.				

Immunizations Report

IMM008-Immunization Count by Provider pdf

This report will show you how many immunizations have been done at your location during a specified period.

Note that only clients assigned to your Indigenous organization will be captured. Be sure to input this under Indigenous Information. If adding historical Immunizations be sure to input the Organization and SDL or it will not be captured in this report.

Client Demographics and Indigenous Information		
1.	LHN > Client > Client Details > Client Demographics	Edit and update <i>Client Demographics</i> <ul style="list-style-type: none"> Ensure that <u>Health Region Organization</u> is selected to the client's branch (location of closest Public Health Unit for client location of residence) Ensure client address and phone numbers are updated
2.	LHN > Client > Client Details > Indigenous Information	Edit and update client's <i>Indigenous Information</i>. <ul style="list-style-type: none"> Complete questions and enter client's current Indigenous Organization. The name of your community organization will have an (A) following it's name.
*Note: If you add or update any Demographic or Indigenous information please wait ten minutes before trying to run report.		
Menu/Actions		Important Notes
3.	LHN > Reports & Analysis > Reports 	On the Reports page, expand the Immunization section using the chevron button Select the RBCY IMM008-Immunization Count by Provider PDF link
4.	Complete the Report Filters page	Choose your JOrg Enter the Service Date To and From You can also enter the Date of Birth To and From if you would like to select a certain birth cohort or age group.
5.	Select GENERATE REPORT NOW to produce the report	The report will generate in PDF format. Print and/or secure save the document as required. The report may take a few minutes to be produced (dependent on the DOB range)



First Nations Report

IMM002-First Nations Reminder Recall Summary (Client line list) pdf

This report can tell you which of your clients are **overdue/due or up-to-date** for any immunizations. In order to have a client show up on this report they must be assigned to your **Indigenous Organization** on the Indigenous Information page. If you have several Bands/Communities under your FNHSO, you must run this query separately for each of them.

The report runs off the Forecaster, so can only be used for clients 19 years and under.

Note that only clients assigned to your Indigenous organization will be captured. Be sure to input this under Indigenous Information.

Personal and Indigenous Information		
1.	LHN > Client > Client Details > Client Demographics	Edit and update <i>Client Demographics</i>: <ul style="list-style-type: none"> Ensure that Health Region Information is selected to the client's branch (location of closest Public Health Unit for client location of residence) Ensure client address and phone numbers are updated
2.	LHN > Client > Client Details > Indigenous Information	Edit and update client's <i>Indigenous Information</i>: <ul style="list-style-type: none"> Complete questions and enter client's current Indigenous Organization (The name of your community organization will have an (I) here)
3.	LHN > Risk Factors	You must enter the Special Population- Indigenous under 19yrs (*) Risk Factor to have the forecaster include the Hep A to the client's schedule & to capture this in the report. <ul style="list-style-type: none"> Category choose Immunizations Risk Factor choose: Special Population-Indigenous under 19yrs (*) Response- choose Yes Start Date enter clients birth date Reported By choose appropriate response Do not End Date Reported Date will auto populate to today Select ADD Select SAVE
If you add or update any Personal or Indigenous Information please wait ten minutes before trying to run a report.		
Menu/Actions		Important Notes
4.	LHN > Reporting & Analysis > Standard Reports > Select Report Type > First Nations	Select the Reminder Recall Summary Report (pdf) from the list (RBCY_FN_IMM002) Fill in Indigenous Organization <ul style="list-style-type: none"> Select the appropriate Community/Band from the drop-down list. You will only have access to locations where your FNHSO provides service.



	<ul style="list-style-type: none">• Date of Birth: Select age cohort you would like to view ex: 5 yrs & under• Agent: Choose the all vaccines EXCEPT influenza option or choose ALL if you would like to include Influenza OR scroll down to choose specific agent.<ul style="list-style-type: none">○ You can select more than one Agent by using the <i>shift</i> key.• Forecast Status: Choose your selection (s) <p>Select the forward arrow to ADD or backward arrow to REMOVE until your list is correct.</p> <p>Panorama will look for immunizations according to the client's forecast.</p> <p>Select Generate Report Now button. View report.</p>
Note: the report may take a few minutes to be produced.	
	<p>Report: RBCY_FN_MM002-First Nations Reminder Recall Summary (Client line list) pdf</p> <p>* Report Output: <input checked="" type="radio"/> PDF</p> <p>Indigenous Organizations: <input type="text"/></p> <p>* Date of Birth From: yyyy/mm/dd <input type="button" value="📅"/></p> <p>* Date of Birth To: yyyy/mm/dd <input type="button" value="📅"/></p> <p>* Agent: Available : ALL All Vaccines excluding influenza BCG Cholera-Ecol-O DATx DT DTaP</p> <p>* Selected :</p> <p>* Forecast status: Available : Due Now</p> <p>* Selected :</p>
5.	<p>Reading the report:</p> <p>This report will give you Panorama ID #, First/Last names, DOB, Gender, JORG (Regional Health Authority), Relation (Mother most often), Contact information, Immunization Forecast & Contraindication Information.</p> <p>If there is a * by any information, this means there is additional information in Panorama, such as an additional address, phone number or relationship.</p>
6.	<p>You can print or save the report.</p>

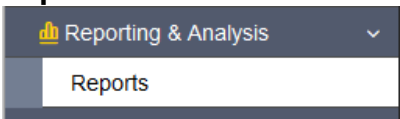



First Nations Report

RBCY FN IMM004-First Nations Immunization Coverage Report - 2 year olds

RBCY FN IMM004-First Nations Immunization Coverage Report - 7 year olds

Use this report to capture all of the 2 and 7 year-old immunizations for your annual coverage reports. Note that only clients captured under your Indigenous Organization will be captured. Ensure your clients' Indigenous Information is updated

Update Client Demographics and Indigenous Information	
1. With your client in context: LHN > Client > Client Details > Client Demographics	Edit and update the client's <i>Client Demographics</i> Ensure that <u>Health Region Organization</u> is selected to the client's branch (location of closest Public Health Unit for client location of residence) Ensure client address and phone numbers are updated
2. LHN > Client > Client Details > Indigenous Information	Edit and update client's <i>Indigenous Information</i>. Complete questions and enter client's current Indigenous Organization. The name of your community organization will have an (I) following it's name.
*Note: If you add or update any Demographic or Indigenous information wait ten minutes prior to running a report.	
Menu/Actions	Important Notes
3. LHN > Reports & Analysis > Reports 	On the Reports page, expand the First Nations section using the chevron button  Under the Operational section, select the RBCY FN IMM003-First Nations Immunization Coverage Report - 2 year olds or RBCY FN IMM004-First Nations Immunization Coverage Report - 7 year olds hyperlink
4. Complete the Report Filters page	Indigenous Organizations: Select the Organization you wish to complete a report on Date of Birth From: and Date of Birth To: Enter age range according to your coverage report year (ie. Your 2 or 7-year olds)
5. Select GENERATE REPORT NOW to produce the report	The report will generate in PDF format. Print and/or secure save the document as required. The report may take a few minutes to be produced (dependent on the number of children that fall in your inputted DOB age range)
Are any clients missing? If you do not see all of your clients listed in this report you will need to go into individual charts of missing clients and check to see that the correct Indigenous Information has been added.	

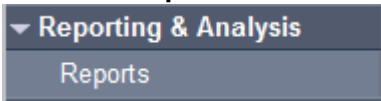



Investigations Report

TB005-Client No Active TB Letter

Use this pre-populated letter to give to agencies requiring proof of negative screen for specific clients.

Note that only clients assigned to your Indigenous organization will be captured. Be sure to input this under Indigenous Information!

Personal and Aboriginal Information		
1.	With your Subject/Client in context: LHN > Client > Client Details > Client Demographics	Edit and update the client's <i>Client Demographics</i>. Ensure that <u>Health Region Organization</u> is selected to the client's branch (location of closest Public Health Unit for client location of residence) Ensure client address and phone numbers are updated
2.	LHN > Client > Client Details > Indigenous Information	Edit and update client's <i>Indigenous Information</i>. Complete questions and enter client's current Aboriginal Organization. The name of your community organization will have an (I) following it's name.
*Note: if you add or update any Demographic or Indigenous Information wait ten minutes prior to running a report.		
Menu/Actions		Important Notes
3.	LHN > Reporting & Analysis > Standard Reports 	On the <i>Reports</i> page, expand the Investigations section using the chevron button  Under the Tuberculosis Disease section, select the RBCY TB005-Client No Active TB Letter hyperlink
4.	Complete the Report Filters page	Client ID: will automatically populate Source from Health Unit Name/Address on Letter: don't change Service Delivery Location: Will automatically populate to your SDL (can be changed) On Date Override: leave blank Signature Line Block 1: Enter your name and designation Signature Block Line 2: Leave blank Signature Block Line 3-5: Can add additional signature information (name of your clinic, etc.) Footer block Line 1-2: Can leave blank
5.	Select GENERATE REPORT NOW to produce the letter	The report will generate in PDF format. Print and/or secure save the document as required.
NOTES		
<ul style="list-style-type: none"> Your Health Centre address and clients' address will populate on the letter. You will note that there is no health information given in the letter. Only that the client was assessed and seen by the nurse. Client diagnosis, TST is <u>not</u> required for employee, school, or treatment centre letters. 		

CREATING A NEW CLIENT RECORD (or updating existing one) IN PANORAMA CHECKLIST

	Menu/Actions	Important Notes
1	Search client and set in context	If exhaustive search (basic and advanced search) does not find client, search <u>Jurisdictional Client Registry</u> (JCR) using as many identifiers as you have (PHN, last name, DOB, etc.). If client match results, <u>Create to Index</u>
2	Client details> Client Demographics > Save	Enter in all fields. Do not delete any telephone numbers or addresses. End date if adding new ones. Set each to preferred. <i>*Remember*</i> <ul style="list-style-type: none"> Health Region Information is Closest <u>Public Health Branch</u>.
3	Client Details> Indigenous Information > Apply > Save <i>*NOTE: This information must be entered in order to capture clients under your community reporting.</i>	Complete all three sections. If unsure indicate <u>Not Asked</u> <ul style="list-style-type: none"> If client is to receive the Hep A vaccine you must select Indigenous Identity : <u>First Nations</u> Indigenous Organization: <i>Select you community name with the (A) (Location where client is receiving service from)</i>
4	LHN > Client Relationships > Apply > Save	<ul style="list-style-type: none"> Select Add – Add Relationship Complete Relationship Details: Fill in: <ul style="list-style-type: none"> Relationship to in context Effective from date can include baby's DOB Related Client Source: <ul style="list-style-type: none"> Find in Index - includes individuals who are uploaded in Panorama (hyperlink). Not in Index – includes individuals who are not in Panorama.
5	LHN > Allergies	Select either <u>Set to No Known Allergy</u> or <u>Add Allergy</u>
6	LHN > Client > Risk Factors > Add > Apply > Save	This Risk Factor must be entered if child is Aboriginal and eligible for the Hep A vaccine . <ul style="list-style-type: none"> Category- <u>Immunizations</u> Risk Factor- <u>Special Population- Indigenous under 19 yrs</u> Response- <u>Yes</u> Start Date- <u>DOB</u>

CREATING A NEW CLIENT RECORD (or updating existing one) IN PANORAMA CHECKLIST

		<ul style="list-style-type: none"> Reported Date- <i>today</i>
7	<p>LHN > Family Health > Maternal Birth Event > Save</p> <p>*NOTE:</p> <p><i>The infant must be associated with the mother using the relationship link in the LHN</i></p>	<p>With Mother in context Select Create Birth Event and enter in all fields, (if you have the information).</p> <ul style="list-style-type: none"> Organizational_ Is the <i>Jurisdictional Organization Unit responsible for the birth event and follow up</i> Service Delivery Location_ The <i>SDL responsible for follow up</i> To toggle between a mother and baby(s), click on the hyperlinks in the Family Health header. <p>From the Maternal Birth Event Summary screen, click on the link to children (child's name hyperlink). The Family Health Client Summary screen displays and the child is now in context.</p>
8	<p>LHN > Family Health > Baby Birth Details > Save</p>	<p>Birth date and time auto populates based on the information entered into the Maternal Birth Event.</p> <ul style="list-style-type: none"> Enter all required field. (Birth weight is entered in kilos (kg)) If Gestation Period (weeks) < 37 weeks, the Adjusted Birth Date will automatically save when updating baby's Date of Birth If Birth Place is set to Hospital within Province/Territory, the Hospital filter displays. Enter in the hospital baby was born in. Specify an Organization; this is the Responsible Jurisdictional Organization Unit (Branch) <u>associated to the Service Delivery Location responsible for the birth event and follow-up at the time of delivery.</u> Specify a Service Delivery Location (SDL); this is the SDL where the client resides at the time of delivery.
<p>This client record is now ready for the nurse to enter historical or current immunizations, make client notes, encounters, etc. It is a good idea to write down panorama client id # on paper chart and to indicate in chart that new record has been created in Panorama for all public health recordings with date chart was created or updated.</p>		