

This quick reference provides instructions for entering an immunization administered at your facility into the Immunization Direct Submission Mechanism (IDSIM).

Access to IDSIM is provisioned through Alberta Health's Identity and Access Management (IAM) application.

### Log Into IAM

- Click the applicable login link:
  - [Log into IAM Remotely](#) (external to AHS network). Then, go to **Step 2**.
  - [Log into IAM within the AHS Network](#)
- If accessing externally, enter your RSA remote log in **username** and the **code** generated by your RSA SecurID token. Then click the **Log In** button.



**Log In**

Log in to access this protected resource. If you don't remember your login information, contact your help desk or administrator.

User ID:

Passcode:

Your Passcode is your PIN + the number displayed on your token (the Tokencode).

#### REMINDER

The RSA SecurID log in will accept either an existing remote access username or the AHS IAM username assigned for your IDSIM account.

- On the Alberta Health page enter your IAM **username** and **password** and click the **Log In** button.

Alberta Health

Enter your user name and password to authenticate:

User Name:

Password:

[Forgot Password?](#)

The "Forgot Password" link will take you to Identity Manager where you can reset your password. After finishing in Identity Manager, you will have to go back to the application you were initially trying to log on to.

Please note: Identity Manager has been migrated as of June 4. As a result, you must go to Identity Manager and select your Security Questions. These questions are used to verify your identity if you forget your password. Click here to proceed to Identity Manager's profile page. Note that you will get this login page again. Once it is re-displayed, enter your user and password and click LOG IN.

The IDSIM homepage will display.

### Enter Patient Demographics

- Click **Submission Form**.
- Enter the patient's 9-digit valid **Alberta PHN/ULI** and demographics.

Alberta PHN/ULI:  ⓘ

Last Name:  ✓ First Name:  ✓

Gender:  ✓ Date of Birth:  ✓

Postal Code:  ✓ ⓘ

#### NOTE

An Alberta PHN/ULI is mandatory to enter an immunization.

- Enter the patient's **postal code**. If unavailable, enter the postal code of the facility where the vaccine was administered.

#### TIP

Click the ⓘ next to a field for additional information regarding the entry required.

### Enter Administered Immunization

Scroll down to the **Immunization Event** tab. Any vaccine administered by the health practitioner or recently at the same facility is entered under the Immunization Event.

- 1 Enter the **immunization date** (when the vaccine was administered) in the format indicated (yyyy-mm-dd) or click within the field to select using a calendar.

#### NOTE

The date of birth and the immunization date must be entered to enable the immunization fields.

- 2 Select the **vaccine** from the drop-down list or type the name of the vaccine. The vaccine listing varies based on the immunization date.

- 3 Select the vaccine **manufacturer** from the drop-down list or type the name of the manufacturer.

- 4 Enter the **lot number** for the vaccine.
- 5 Select the **site** of injection from the drop down list.

- 6 Enter the **dosage** and the corresponding **dosage units** from the drop-down list
- 7 Select the most applicable **reason for immunization** from the drop-down.

- 8 Select the **route of administration** for the vaccine from the drop-down.

- 9 If you want the pdf batch report to show that consent was received for the vaccination, click the “**Include ‘Consent Recorded’ text in PDF?**” box.

- 10 Errors indicated in red must be corrected before the record can be successfully submitted.

Date must be in the format 'yyyy-mm-dd' and on or after Date of Birth.

- 11 Click the **Submit** button.

- 12 Click **OK** to submit.

- 13 If the batch was successfully submitted, a message containing the batch number will display.

**14** Retain the **batch ID** for your reference and for follow up with Alberta Health if required.

**15** Click **Download PDF** to open and save the pdf batch report to your computer. You will require the appropriate software such as Adobe Acrobat Reader or a standard web browser to open and view the report.

Download PDF

IMPORTANT

The batch report can only be downloaded while the batch ID message displays on the screen. Once you leave this page, the batch report cannot be retrieved.

**16** To enter another vaccine for the same client, click **Enter New Event**.

Enter New Event

**17** To enter an event for a different patient, click **Enter New Patient**.

Enter New Patient