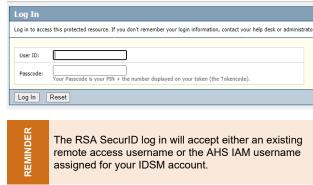**This quick reference provides instructions for entering an immunization administered at your facility into the Immunization Direct Submission Mechanism (IDSM).**

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

Log Into IAM

1 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](#)

2 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.

RSA SecurID®

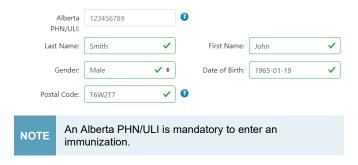| REMINDER | The RSA SecurID log in will accept either an existing remote access username or the AHS IAM username assigned for your IDSM account. |

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

The IDSM homepage will display.

Enter Patient Demographics

1 Click **Submission Form**.

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

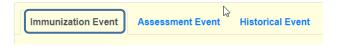| NOTE | An Alberta PHN/ULI is mandatory to enter an immunization. |

3 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.
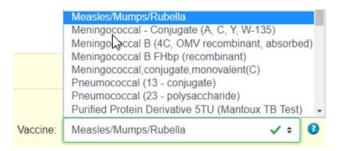
1 Enter the **immunization date** (when the vaccine was administered) in the format indicated (yyyy-mm-dd) or click within the field to select using a calendar.
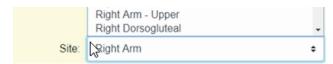

> **NOTE** The date of birth and the immunization date must be entered to enable the immunization fields.

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.
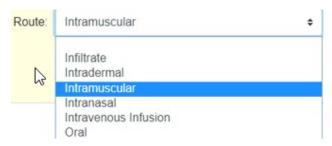

4 Enter the **lot number** for the vaccine.

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.

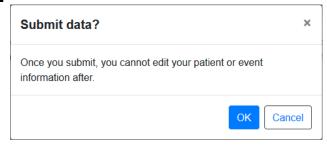**10** Errors indicated in red must be corrected before the record can be successfully submitted.

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.

The event has been submitted successfully. For reference, the Batch ID is 0000004623.

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