

This quick reference provides instructions for entering an immunization assessment at your facility using 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.



Log In

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

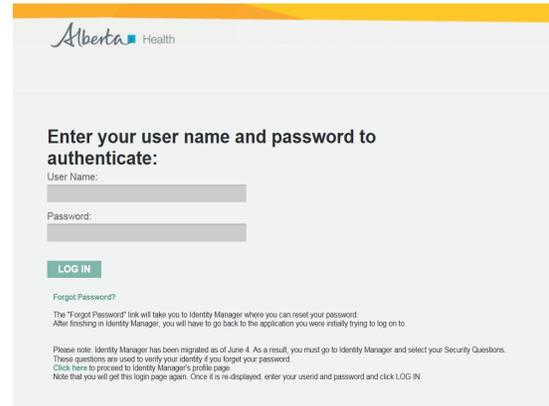
User ID:

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 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 as displayed in the example below.

Alberta PHN/ULI:	<input type="text" value="123456789"/>	?	First Name:	<input type="text" value="John"/>	✓
Last Name:	<input type="text" value="Smith"/>	✓	Gender:	<input type="text" value="Male"/>	✓
Gender:	<input type="text" value="Male"/>	✓	Date of Birth:	<input type="text" value="1965-01-19"/>	✓
Postal Code:	<input type="text" value="T6W2T7"/>	✓ ?			

NOTE

An Alberta PHN/ULI is mandatory for entry of an immunization assessment.

- 3 Enter the patient's **last name** and **first name**.
- 4 Select the **gender** from the drop-down by clicking on the arrows.
- 5 Enter the **date of birth** in yyyy-mm-dd format (e.g., 1965-01-19) or click within the date field to select using a calendar.

1998-08-30

August 1998

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						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

- 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 an Immunization Assessment:

Scroll down to the **Assessment Event** tab. Enter information here when an immunization has been offered but not administered.



- Enter the **assessment date** (when the immunization was offered but not administered) in the format indicated (yyyy-mm-dd) or click within the field to select using a calendar.

Assessment Date: ✓

Upon entry of a valid date a green check mark displays.

- Select the **antigens** from the drop-down list that were offered but not administered.

Antigen(s) Not Administered:

Click a single antigen, or to select **multiple antigens** from the list press and hold the **CTRL** key while clicking each antigen.

Antigens selected are highlighted in **blue**.

Antigen(s) Not Administered:

TIP

To de-select an antigen clicked in error, press and hold the CTRL key and click on the antigen again.

NOTE

Antigens available for selection in the list vary based on assessment date.

- Select the **Reason Not Immunized** from the drop down list.

Reason Not Immunized:

NOTE

If multiple antigens are selected and the same reason does not apply to all, then each antigen must be entered in a separate entry.

- Errors indicated in red and must be corrected before the record can be successfully submitted. Example below for incorrect date format.

❗

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

- Click the **Submit** button.

- Click **OK** to submit.

Submit data?

Once you submit, you cannot edit your patient or event information after.

- 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. ❗

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

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 assessment or immunization event for the same patient, click **Enter New Event**.

Enter New Event

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

Enter New Patient