

This quick reference provides instructions for entering a historical immunization event 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.

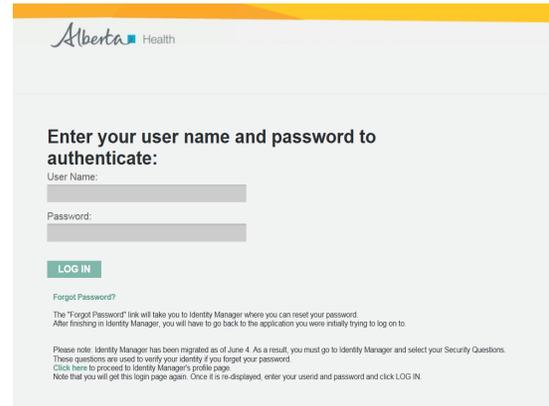
User ID:

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

**NOTE**

An Alberta PHN/ULI is mandatory for entry of an immunization administered in the past (historical).

- 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 in the date field to select using a calendar.

1998-08-30

**August 1998**

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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 a Historical Immunization Event

Scroll down to the **Historical Event** tab. Enter an immunization that was previously administered by another health care provider or from a different facility.



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

Historical Immunization Date:  ✓

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

**NOTE** A complete date consisting of year, month and day are required for entry of historical immunizations.

- Select the **vaccine** from the drop-down list that was administered in the past by another health care provider or facility.

Vaccine:  ✓ ▾

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

- To enter another immunization event for the same patient, click **Enter New Event**.

**NOTE** Vaccines available for selection in the list vary based on the historical date entered.

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