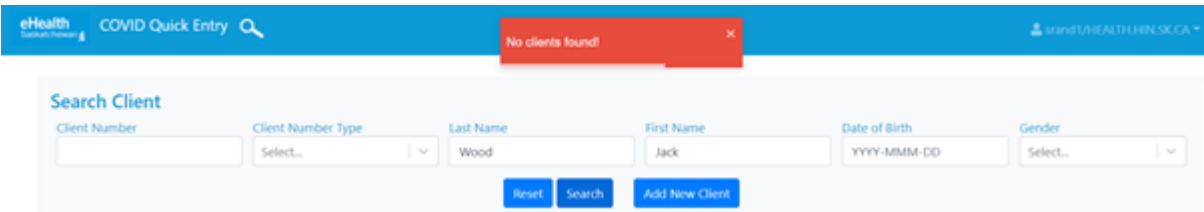
 Saskatchewan Health Authority	Work Standard #: CV-19 WS0072			
	Title:	Panorama Quick Entry Tool for COVID-19 Documentation – Creating a New Client Record		
	Role performing Activity:	COVID-19 Vaccine Booking Office & Vaccine Clinics		
<h1>WORK STANDARD</h1>	Location:	Saskatchewan Health Authority	Department/Unit:	Vaccine Clinics /Booking Areas
	Document Owner:	Digital Health	Date Prepared:	March 5, 2021
	Last Revision:		Date Approved:	March 9, 2021
	Related Policies/Documentation			

Work Standard Summary: This work standard outlines the steps (**Non-Panorama Users**) on how to create a new client record in the Panorama Quick Entry Tool being used for recording COVID-19 immunizations.

Essential Tasks:	
	Browsers – You must use Google Chrome or Microsoft Edge for this tool. Internet Explorer is unsupported and may result in errors
1.	<p>If your Client Does Not Exist...</p> <ul style="list-style-type: none"> If you are unsuccessful in your search for finding your client and you have confirmed with your client that there is a good reason for this (e.g. just moved to SK from another province), you must first create the client before recording their immunization. <p style="text-align: center;">It is critical you did a thorough search for your client.</p> <p>Duplicate client records cause downstream work, poor data quality and may result in medication errors.</p>
2.	<ul style="list-style-type: none"> Once you are certain your client does NOT exist in the application - click on Add New Client button.  <p>Record the required information in the appropriate fields ensuring you populate as much client information available to you.</p> <p>All mandatory fields have an asterisk next to them – (Last Name, First Name, Date of Birth, Community of Residence and Province/Territory).</p> <p>All of the other fields should be populated if you have the information - especially a full address and Health Care Number or other ID if your client does not have a SK HCN.</p>

3. Once you have populated the client information fields click on the **Submit** button.

The screenshot shows the 'New Client' form in the eHealth COVID Quick Entry system. The form is divided into three sections: Personal, Identification, and Address. The Personal section includes fields for Last Name (Wood), First Name (Jack), Date of Birth (1975-Dec-10), and Gender (Male). The Identification section includes Health Card Province (Saskatchewan, Canada Personal), Health Card Number, Additional ID Type (British Columbia Personal Health), and Additional ID. The Address section includes Address Type (Primary home), Unit No., Street No. (123), Street Name (Grapevine), Street Type (Road), Street Direction (Select...), Community of Residence* (Saskatoon), Province/Territory* (Saskatchewan), and Postal Code. At the bottom of the form are 'Cancel' and 'Submit' buttons.

If successful, the Client Immunization Profile will be displayed and you are now ready to record the immunization event.