

BCMHSUS COVID-19 Virtual Health

IMITS Secure File Transfer Orientation
May 2020



**BC MENTAL HEALTH
& SUBSTANCE USE SERVICES**

Provincial Health Services Authority



Welcome and Today's Agenda

- Paper to Electronic File Transfer Process
- Filling out the Documentation Request Form
- Accessing the Secure File Transfer System
- Downloading and Saving Files
- Uploading Files
- Deleting Files
- Helpful resources





Paper to Electronic File Transfer Process

- Use the Documentation Request Form to request an electronic version of patient charts/files/information
- Files will be scanned into the IMITS Secure File Transfer System
- You will receive an email with a link to the IMITS Secure File Transfer System once the documentation is uploaded





Filling out the Documentation Request Form

- Select you site at the bottom of the Excel Workbook

Remote Patient Care
Documentation Request Form

BC MENTAL HEALTH & SUBSTANCE USE SERVICES
Provincial Health Services Authority

Instructions:
This form is used to request any documentation to be scanned to support remote patient care.
Please email this form to your site administrative contact or nurse. If you do not know who to email, please contact your site for directions.

FPSC Request Form | FPH Request Form | HCW Request Form





Filling out the Documentation Request Form

- To select the priority of your request, click the information field, then click the arrow that appears
- Select an option from the drop-down menu (high, moderate, low)

Requester Information*
* Please note all fields in the section is required

Full Name:	<input type="text"/>	Preferred Phone Number:	<input type="text"/>
Role:	<input type="text"/>	Health Authority Email:	<input type="text"/>
Site:	<input type="text"/>	Priority of Request:	<input type="text" value="▼"/>

Requested Information
Patient Information *

Patient Name:	<input type="text"/>	Patient PHN:	<input type="text"/>
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Red arrow 1 points to the Priority of Request field. Red arrow 2 points to the dropdown arrow in the Priority of Request field.





Filling out the Documentation Request Form

- To select the forms you require, click a grey rectangle, then click the arrow that appears
- Select an option from the drop-down menu

20	Clinical Documentation Information*
21	* Please select a form name from the drop-down lists below. Click a grey rectangle in the relevant
22	form categories to reveal a drop-down arrow. Click the arrow and make your selection.
23	
24	Intake Assessment
25	Medication Orders
26	Laboratory Reports
27	

Medication Reconciliation /PharmaNet
Medication Orders
Intramuscular Tracking Sheet
Laboratory Reports
Mental Health Act Certificates
Face Sheet
Initial Intake Assessment Report - Case Manager
Initial Intake Assessment Report – Provider





Accessing the Secure File Transfer System

- Option 1
 - Click the link in the email sent to you after your documents are uploaded to the IMITS Secure File Transfer System website
 - The link will take you to the Secure File Transfer System
 - You will not need to enter login credentials
 - You will only see the specific documents referenced in the email

imits

REMINDER: This service is for TRANSFERRING files NOT STORING files. Files over one week old will be AUTOMATICALLY DELETED.

Jordyn.Baldry@phsa.ca

Create Folder Download User Options Search Paste Upload Rename Delete Share Add To Zip-File Basket Show Basket Logout

Add files... Drag & drop files here to upload

Filter: [] Clear Select Show 100 Items on page Thumbnail View Tree View

1 Items (1 Files) 100.01 MB available

<input type="checkbox"/>	Name	Size	Modified	Keywords
<input type="checkbox"/>	Test Document.docx	11.1 KB	05/06/20	

(Total file size in list 11.1 KB)

All files must be sent with appropriate security measures using passwords or encryption based on the sensitivity of the information. All passwords should be provided separately in a different manner (i.e., by phone, text). Please also ensure that recipients secure the information appropriately.

Proud to Serve: Provincial Health Services Authority Coastal Health British Columbia Providence

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Logged in as: jordyn.baldry@phsa.ca (Session timeout in 59 min, 43 secs.) Back to top





Accessing the Secure File Transfer System

- Option 2
 - Go to <https://sftp.phsa.ca/WebInterface/login.html>
 - Use your health authority email and password to login
 - Do this to access **all** of the documents that you have requested

imits

VCH/PHSA/PHC Email address or vendor account

Password

Remember Me

Login





Downloading and Saving Files

imits

REMINDER: This service is for **TRANSFERRING** files **NOT STORING** files. Files over one week old will be **AUTOMATICALLY DELETED**.

jordyn.baldry@phsa.ca

2

Create Folder **Download** User Options Search Paste Upload Rename Delete Share Add To Zip-File Basket Show Basket Logout

Add files... Drag & drop files here to upload

Filter: Clear Select Show 100 items on page Thumbnail View Tree View

1 Items (1 Files) 100.01 MB available

<input checked="" type="checkbox"/>	Name	Size	Modified	Keywords
<input checked="" type="checkbox"/>	Test Document.docx	11.1 KB	05/06/20	

1

3

Do you want to open or save **Test Document.docx** (11.1 KB) from **sftp.phsa.ca**? Open Save ▼ Cancel ×





Uploading Files

REMINDER: This service is for **TRANSFERRING** files **NOT STORING** files. Files over one week old will be **AUTOMATICALLY DELETED**.



jordyn.baldry@phsa.ca

- Create Folder
- Download
- User Options
- Search
- Paste
- Upload**
- Rename
- Delete
- Share
- Add To Zip-File Basket
- Show Basket
- Logout

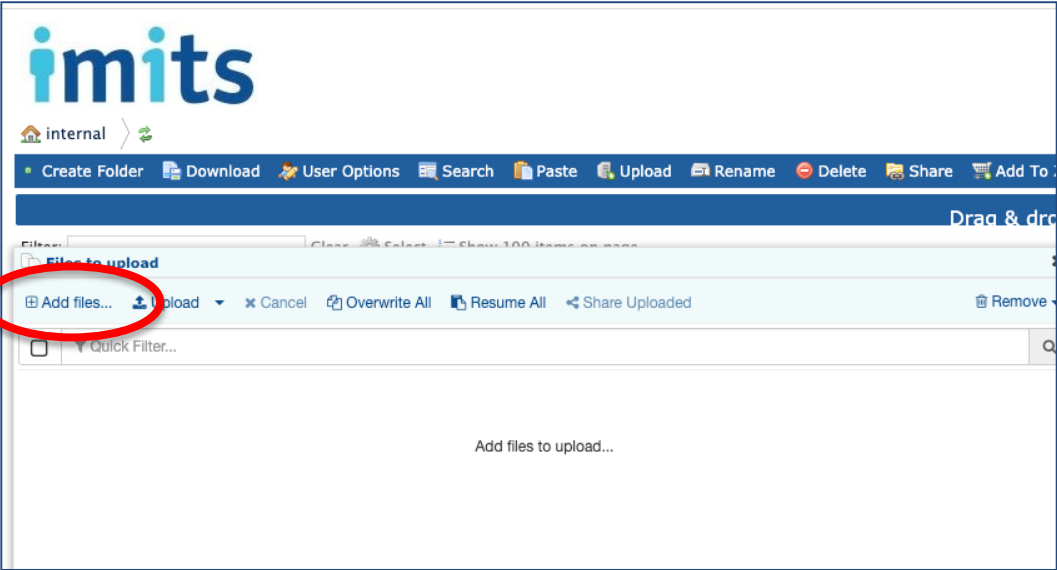
Add files...

Drag & drop files here to upload

Filter: Clear Select Show 100 items on page

Thumbnail View Tree View

1



2





Uploading Files

The screenshot displays the iMITS web interface. At the top, the logo 'imits' is visible, followed by a breadcrumb 'internal'. A dark blue navigation bar contains icons for 'Create Folder', 'Download', 'User Options', 'Search', 'Paste', 'Upload', 'Rename', 'Delete', 'Share', and 'Add To Zip'. Below this is a 'Files to upload' dialog box. The dialog has a title bar with a close button. Inside, there are buttons for 'Add file...', 'Upload', 'Cancel', 'Overwrite All', 'Resume All', 'Share Uploaded', and 'Remove'. A 'Quick Filter...' search bar is also present. A table lists the files to be uploaded:

File Name	Size	Actions
/TEST DOCUMENT #2.docx 05/14/2020 11:50 AM	11.4 KB	Upload Remove

Red annotations highlight the 'Upload' button (labeled '4') and the selected file entry (labeled '3').





Deleting Files

REMINDER: This service is for **TRANSFERRING** files **NOT STORING** files. Files over one week old will be **AUTOMATICALLY DELETED**.

2

The screenshot shows the iMITS web interface. At the top left is the 'imits' logo. Below it is the user's email address 'jordyn.baldry@phsa.ca'. A toolbar contains various actions: Create Folder, Download, User Options, Search, Paste, Upload, Rename, Delete (circled in red), Share, Add To Zip-File Basket, Show Basket, and Logout. Below the toolbar is a blue bar with 'Add files...' and 'Drag & drop files here to upload'. A filter input field is present with 'Clear', 'Select', and 'Show 100 items on page' options. View options for 'Thumbnail View' and 'Tree View' are also shown. The file list shows 1 item: 'Test Document.docx' (11.1 KB, modified 05/06/20). The checkbox for this file is circled in red.

1

- Delete documents from your computer AND recycle bin when you no longer need them
- If you need to keep a document for more than one week:
 - Download the file
 - Save the file to an encrypted hard drive or encrypted USB
 - Delete the file from your computer AND recycle bin





Helpful Resources

- There is a 15-minute [IMITS Secure File Transfer Training online course](https://learninghub.phsa.ca/Courses/8388/imits-secure-file-transfer-training) to take and can be found on the LearningHub. (https://learninghub.phsa.ca/Courses/8388/imits-secure-file-transfer-trainingIMITS Secure File Transfer Process)

- IMITS Secure File Transfer Process



Secure File
Transfer Process

- Documentation Request Forms (FPSC, FPH, and HCW)



Documentation
Request Form





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Thank You

Questions and concerns can be emailed to
bcmhsus_VH@phsa.ca

