

COVID-19 Vaccine Providers Enrollment FAQ's

Getting Started:

- All providers must enroll directly in CT WiZ to receive COVID-19 vaccines.
- You must receive a DPH provided PIN (Personal Identification Number) to complete the enrollment in CT WiZ.
- Complete the [You Call the Shots-Module Ten-Storage and Handling](#) module.
- Review the training materials provided on the [COVID-19 Vaccine Provider](#) webpage.

User Registration:

- The following clinic staff must request access to CT WiZ: Primary/Backup Vaccine Coordinator, Chief Medical Officer (or equivalent), and the Chief Executive Officer (or Chief Fiduciary).
- If you belong to multiple sites, do not register multiple times for a CT WiZ username. All your sites can be attached to one username. Make sure you include all PINs when completing your CT WiZ user registration form.
- If you already have a CT WiZ username but do not see the Clinic Tools module in the left menu, send a [helpdesk ticket](#) to have your permissions updated.

Changes to Clinic Information (Address, Delivery, Staff, Training, etc.):

- Add clinic's assets (Refrigerator, Freezer, and Thermometers)
- Review the staff listed in CT WiZ to ensure it's accurate.
- For new clinics enrolling for COVID-19 vaccine only, add all prescribing staff (i.e., MD, DO, NP, PA, RPh) to the 'Clinic Staff' screen in CT WiZ. To do this, click on "Add New Contact Type" and enter their information.
- Only the Primary and Back-up Coordinators are required to document the CDC training module [You call the Shots](#). The training must be documented in the Clinic Staff screen under training.

Completing the Enrollment:

- As you update information in the enrollment, click "Save Progress" in the upper right corner. This will ensure all your work is saved as you continue to complete the enrollment.
- All fields in the enrollment must have a value. You cannot submit the enrollment if questions are left blank. You can type UNK, NA, or 0 for questions that do not pertain to your clinic.
- The Primary Agreement attachment is NOT a fillable PDF. This document does not need to be filled out and sent to us. The Chief Medical Officer and Chief Executive Officer simply must check the box at the appropriate section to **electronically sign off on the agreement**.
- Once you are finished and have your enrollment approved, you may go to the enrollment screen and print all the submitted information for your records.