



How do I remove a patient from my clinic?

Things You Should Know

In CT WiZ, patients are affiliated to one medical home clinic.

If your patient moves to another clinics within CT or leaves Connecticut he/she should no longer be affiliated with your clinic.

You cannot move a patient to another clinic* or state but you should report the change to CT WiZ.

*Unless you are affiliated on CT WiZ with both the old and new clinics.

There are two methods to inactivate a patient from your clinic. Both are shown here.




Searching for the Patient

Getting to the Patient Search Screen

CT WiZ

WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ...

PATIENT SEARCH



It's Your Best Shot!
CT WiZ
Connecticut
Immunization Information System

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Click on the patient
search button

OR

Click Search

Provider *

WE LOVE KIDS PEDIATRICS CT

Clinic *

WE LOVE KIDS PEDIATRICS SOUTH

News

There are currently no news items available.

Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available.
[Click here to download a free copy of Adobe Reader.](#)

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Conducting a Search

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Patient Search

Links

Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
Previous Criteria			Clear	Search

Info: To the creation of duplicates and aid in the identification of existing duplicates, please initially search using the first two letters of the first and last name and the date of birth. If a duplicate is found, please

Previous criteria button pulls up the most recent search

Once you are at the patient search screen:

- Enter your search criteria
- Click on the Search button to find any matching patients

Possible search criteria:

- First 2 letters of first and names (John Smith = Jo & Sm)
- Patient ID
- Patient date of birth
- Other identifier (see Identifier Type drop down)


Up to 50 records will be displayed for a search. The more information, the better the search.

Sample Search Results

CT WIZ

WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ...

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Patient Search

Search Criteria

Patient ID

Identifier Type

Identifier Value

Last Name

First Name

Middle Name

DOB

Gender

BUNNY

BEN

GEORGE

MM/DD/YYYY

Previous Criteria

Clear

Search

Search Results - 1 record(s)

ID	Name	Gender	DOB	Action
850430	BUNNY, BEN GEORGE 182 ELM STREET ST HARTFORD, CT 06108	M	01/15/2017	<div>Demographics</div>

You may add a new patient by clicking the 'New Patient' button.

New Patient



Indicating a patient has left your clinic

2 ways a patient affiliation can change

1. The patient's new clinic administers a vaccine to the patient that is documented in CT WiZ.
2. Your clinic uses the CT WiZ Programs module to indicate that the child has moved clinics or out of CT.

Getting to the Programs Screen

CT WIZ

WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, 77... [PATIENT SEARCH](#)



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Patient Search ?

[Links](#)

Search Criteria

Patient ID	Identifier Type	Identifier Value		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Last Name	First Name	Middle Name	DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BUNNY	BEN	GEORGE	MM/DD/YYYY	<input type="text"/>
Previous Criteria			Clear	Search

Search Results - 1 record(s)

ID	Name	Gender	DOB	Action
850430	BUNNY, BEN GEORGE 182 ELM STREET ST HARTFORD, CT 06108	M	01/15/2017	Demographics


You may add a new patient by clicking the 'New Patient' button.

- Demographics
- Immunizations
- Duplicates
- Events
- Local IDs
- Notes
- Precautions / Contraindications
- Programs

Click on Programs

The Programs Screen

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BUNNY, BEN GEORGE ID: 850430 DOB: 01/15/2017 AGE: 1Y 6M 24D GENDER: M

Patient Programs Inactivate Patients

Clinic **History** **Jurisdiction** **Other Programs**

Clinic: WE LOVE KIDS PEDIATRICS SOUTH

Status: ACTIVE

As Of Date: 07/30/2018

Select Action

The patient's current affiliation is listed under the clinic tab

Affiliating a Patient to your Clinic

CT WIZ WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ... PATIENT SEARCH

BUNNY, BEN GEORGE ID: 850430 DOB: 01/15/2017 AGE: 1Y 6M 24D GENDER: M

Patient Programs i

Inactivate Patients

Clinic History Jurisdiction Other Programs

?

Clinic: WE LOVE KIDS PEDIATRICS SOUTH
Status: ACTIVE
As Of Date: 07/30/2018

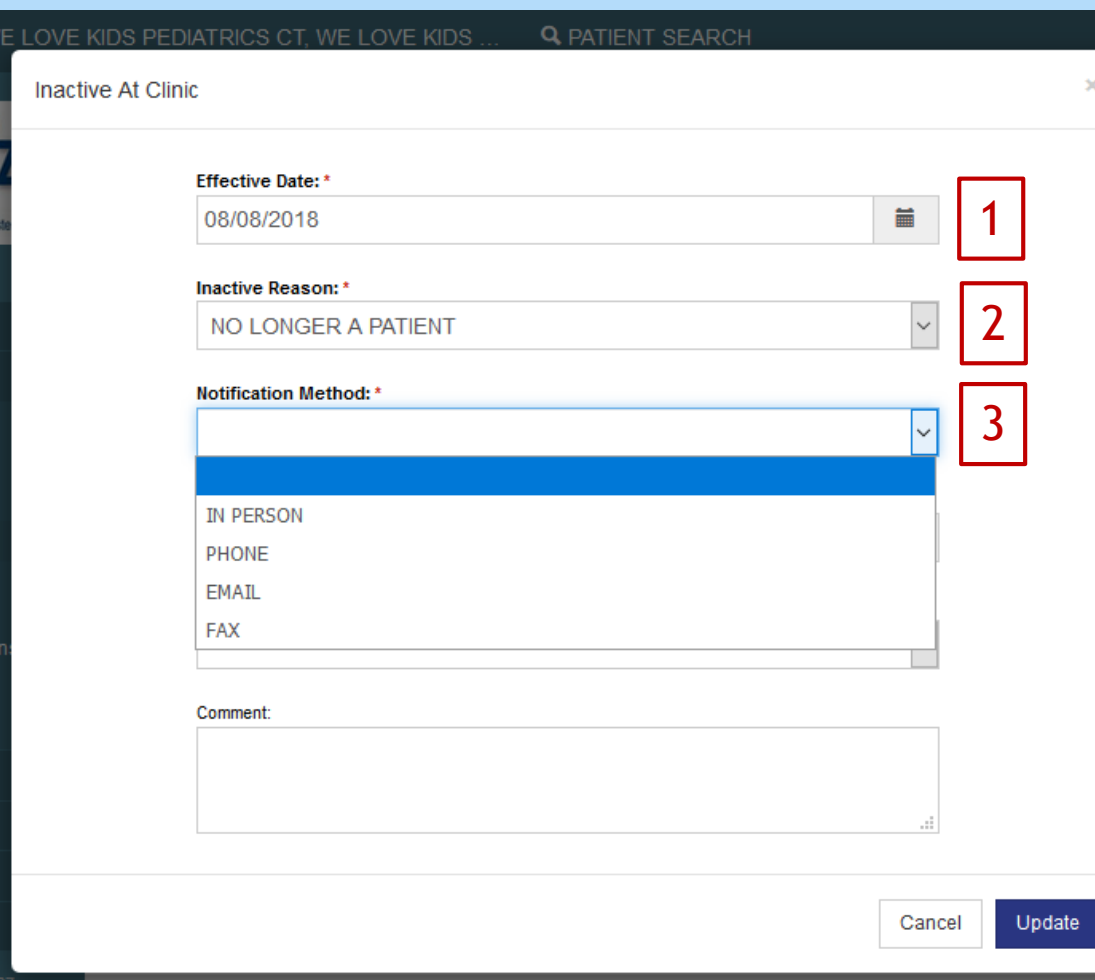
Select Action

- Patient Deceased
- Mark Patient Inactive at this Clinic
- Change Clinic

Click on Mark Patient Inactive at this Clinic

Completing the Inactive At Clinic Screen - Step 1

1. Enter the date the move is effective
2. Is auto-filled
3. Select the way you were notified of the change from the drop down.



Inactive At Clinic

Effective Date: *
08/08/2018

Inactive Reason: *
NO LONGER A PATIENT

Notification Method: *
IN PERSON
PHONE
EMAIL
FAX

Comment:

Cancel Update

Completing the Inactive At Clinic Screen - Step 2

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Inactive At Clinic

Effective Date: *
08/08/2018

Inactive Reason: *
NO LONGER A PATIENT

Notification Method: *
PHONE

Notification Date: *
08/08/2018

Reason: *
MOVED TO NEW CLINIC
MOVED OUT OF AREA
MOVED TO NEW CLINIC
OTHER

Cancel Update

4. Enter the date you were notified
5. Select 'moved out of area' or 'moved to new clinic' from the drop down

Completing the Inactive At Clinic Screen - Step 3

CT WIZ WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ... PATIENT SEARCH

Inactive At Clinic

Effective Date: *
08/08/2018

Inactive Reason: *
NO LONGER A PATIENT

Notification Method: *
PHONE

Notification Date: *
08/08/2018

Reason: *
MOVED TO NEW CLINIC

Comment:
MOVED TO ROSE GARDEN PEDIATRICS IN MIDDLETOWN

Cancel Update

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Very
important!!

1. Enter information on where the child is going, if know
2. Press Update to save

Things You Should Know

- Most reports appear in a new window
- **Make sure your internet browser is not blocking pop-ups!**
- Nearly all reports are rendered as a PDF
 - Most PDF versions provide totals and subtotals

Patient Management Reports

Select
Reports

Select
Inactivate
Patients



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Reports

Click on one of the links below to view the document or run the report.



Patient

[IZ History/Risk/Recommendations](#)
[Official Immunization Record](#)
[Patient Administrative Record](#)
[Vaccine Documentation/Consent Form](#)

Forms / Informational Documents

[ACIP Child and Adolescent Immunization Schedule](#)
[ACIP Child and Adolescent Catch-up Immunization Schedule](#)
[ACIP Adult Immunization Schedule](#)
[Clinic Contact Listing](#)
[Product Listing](#)
[Vaccine Information Statements \(VIS\)](#)

CT Forms and Resources

Report not available - No reports available

Patient Management

[Birth Vaccinations](#)
[Inactivate Patients](#)
[Patient Detail with Services](#)
[Patient List By Insurance Source](#)
[Patient List/Counts By Clinic Report](#)
[Patient Reminder/Recall](#)
[Patient Roster](#)
[Patient VFC Eligibility History](#)
[Patients By Birth Facility Type](#)
[Patients First Seen](#)
[Patients with Adverse Reactions](#)
[Patients with Notes](#)
[Patients with Vaccine Refusals](#)
[Patients with Vaccine Refusals - Datamart](#)
[Vaccine Recall](#)
[Patients with Precautions / Contraindications](#)

Inactivate Patients

Inactivate Patients ⓘ Cancel

Search Options

Provider:
 Clinic:

Age Range From:
 Age Range To:
 Unit of Measure:
☒ Show All Patients

☐ Show Only Patients That Qualify For Lost to Follow-up

[Qualifies for Lost To Follow-up settings](#) Search



Last Name	First Name	Middle Name	Patient Id	Last Vaccination Date	Qualifies for Lost To Follow-up	
<input type="text" value="BAKERY"/>	<input type="text" value="MATT"/>	<input type="text" value="M"/>	<input type="text" value="1036793"/>	<input type="text" value="MM/DD/YYYY"/>	<input checked="" type="checkbox"/>	Action
COOPER	BRADLEY		1045906	05/16/2011		
FA'KERY	M'ATT	M	1036794	01/01/1999	<input checked="" type="checkbox"/>	Action

LOST TO FOLLOW UP
 NO LONGER A PATIENT

Make
your
choice
and
click

- Searches all Active patients at the selected Clinic
- Patients can be changed to one of the following Inactive status codes:
 - Lost to Follow Up
 - No Longer a Patient

Inactive—No Longer a Patient

Name	Patient Id
MATT BAKERY	1036793
Status *	
NO LONGER A PATIENT ▼	
Effective Date *	
06/07/2018 	
Notification Method: *	
▼	
Notification Date: *	
MM/DD/YYYY 	
Reason: *	
▼	
Comment:	
<div></div>	
<div>Cancel</div> <div>Update</div>	

- Patients can be manually updated to *Inactive - No Longer A Patient*.
- To go to the screen to inactivate a patient, click the blue box at the end of the chosen patient's line.
- Complete the required fields.
- In Comment, add the clinic or state the patient is moving to, if known. If Reason OTHER is selected, a **Comment** is required.

Patients Lost to Follow Up (Inactivate Patient Report)

Lost To Follow Up

Name: MATT BAKERY Patient Id: 1036793

Status*: LOST TO FOLLOW UP

Effective Date*: 06/07/2018

Reminder Recall	Reminder/Recall Through Date	Notification Method
EXTERNAL REMINDER RECALL	08/31/2017	CHOOSE
EXTERNAL REMINDER RECALL	10/31/2017	CHOOSE
EXTERNAL REMINDER RECALL	01/30/2018	CHOOSE

Close Update

- To go to the screen to mark a patient lost to follow up, click the blue box at the end of the chosen patient's line.
- Patients who qualify for 'Lost to Follow-Up' are noted with a green checkmark icon
- Lost to Follow-Up Requirements:
 - At least 3 reminder/recall attempts. Complete all three notification attempts.
 - AND no vaccinations within the last 120 days