



How do I remove a patient from my clinic?



Connecticut Department of Public Health
Keeping Connecticut Healthy



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



Connecticut Department of Public Health
Keeping Connecticut Healthy



Home Screen - Begin Here

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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Inventory

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Reports

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Third Party Notices

Before you begin, make sure you have selected the correct Provider and Clinic

Default Provider/Clinic

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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Getting to the Patient Search Screen

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CT WiZ
Connecticut
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Contraindications

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Immunizations

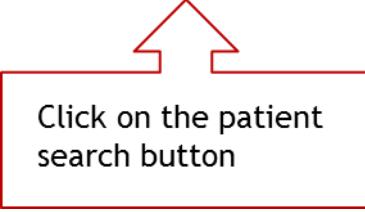
Inventory 

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Third Party Notices

Click on the patient search button 

OR

Provider *

Clinic *

News

 There are currently no news items available.

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Conducting a Search

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

Patient Search i

Links

Search Criteria

Patient ID	Identifier Type	Identifier Value	
Last Name	First Name	Middle Name	
DOB	Gender		
Previous Criteria		Clear	Search

**Info: To
for your
use**

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**

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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 last 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 ... PATIENT SEARCH

Patient Search 

Links 

Search Criteria

Patient ID	Identifier Type	Identifier Value
<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>
Last Name	First Name	Middle Name
BUNNY	BEN	GEORGE
DOB	MM/DD/YYYY	Gender
	<input type="button" value="▼"/>	<input type="button" value="▼"/>

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	 <input type="button" value="Demographics"/> 

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

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Third Party Notices



Indicating a patient has left your clinic



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Keeping Connecticut Healthy



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

Patient Search  

Search Criteria

Patient ID	Identifier Type	Identifier Value
<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>

Last Name	First Name	Middle Name	DOB	Gender
BUNNY	BEN	GEORGE	MM/DD/YYYY	<input type="button" value="▼"/>

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	 <input type="button" value="Demographics"/> <input type="button" value="▼"/>

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

Click on Programs

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Duplicates
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Third Party Notices

The Programs Screen

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

Patient Programs 



[Clinic](#)  [History](#)  [Jurisdiction](#)  [Other Programs](#)

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

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

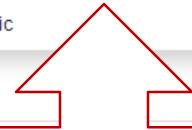
Patient Programs 

Inactivate Patients

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

 **Select Action** 

Patient Deceased
Mark Patient Inactive at this Clinic
Change Clinic



Click on Mark Patient Inactive at this Clinic

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Completing the Inactive At Clinic Screen - Step 1

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

Inactive At Clinic

Effective Date: * 1
08/08/2018

Inactive Reason: * 2
NO LONGER A PATIENT

Notification Method: * 3

IN PERSON
PHONE
EMAIL
FAX

Comment:

Cancel Update

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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.

Completing the Inactive At Clinic Screen - Step 2

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

Inactive At Clinic

Effective Date: *

Inactive Reason: *

Notification Method: *

Notification Date: * 4

Reason: * 5

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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 MIDDLETON

Cancel **Update**

Very important!!

1. Enter information on where the child is going, if known
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



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CT WIZ
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- Home
- Patients
- Immunizations
- Inventory
- Clinic Tools
- Reports**

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[Third Party Notices](#)

Select
Inactivate
Patients

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 i

[Cancel](#)

Search Options

Provider	ABC PEDIATRICS	Clinic	ABC PEDIATRICS
Age Range From	<input type="text"/>	Age Range To	<input type="text"/>
Unit of Measure	MONTHS	<input checked="" type="radio"/> Show All Patients <input type="radio"/> Show Only Patients That Qualify For Lost to Follow-up	
Qualifies for Lost To Follow-up settings			
<input type="button" value="Search"/>			

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



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:	
	 

- 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	Patient Id												
MATT BAKERY	1036793												
Status *	LOST TO FOLLOW UP												
Effective Date *	06/07/2018												
<table border="1"> <thead> <tr> <th>Reminder Recall</th> <th>Reminder/Recall Through Date</th> <th>Notification Method</th> </tr> </thead> <tbody> <tr> <td>EXTERNAL REMINDER RECALL</td> <td>08/31/2017</td> <td>CHOOSE</td> </tr> <tr> <td>EXTERNAL REMINDER RECALL</td> <td>10/31/2017</td> <td>CHOOSE</td> </tr> <tr> <td>EXTERNAL REMINDER RECALL</td> <td>01/30/2018</td> <td>CHOOSE</td> </tr> </tbody> </table>		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
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EXTERNAL REMINDER RECALL	10/31/2017	CHOOSE											
EXTERNAL REMINDER RECALL	01/30/2018	CHOOSE											
<input type="button" value="Close"/> <input type="button" value="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