



How can I access help when I am in CT WiZ?

Things You Should Know

There are 3 ways to get help while you are in CT WiZ

1. Click on



2. Click on

[Learn More](#)

3. Access the Application Help page



Clicking on the Information Icon



Getting Help by Clicking on the Information Icon

CT WIZ CT DPH CLINIC, CT DPH CLINIC PATIENT SEARCH

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

Home
Patients
Search
Demographics
Local IDs
Programs
Notes
Precautions/
Contraindications
Events
Duplicates

Links ▾

Patient Search i

Click here to access written help text

Search Criteria

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

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

Viewing the Help Text

The screenshot shows a Mozilla Firefox browser window with the URL <https://ctwiz.dph.ct.gov/ctwiz/WebCode/ViewHelp.aspx?Page=~%2fWebCode/ViewHelp.aspx>. The page title is "Help Text". The main content is titled "Searching for Patients" and contains the following text:

You can enter values in any of the search fields. If you enter a value in a field that would be unique for each person (e.g., social security number, patient ID) then only that field is required to be populated. If you search on other fields that are less likely to be unique (e.g., last name, first name, date of birth), then you must enter values in at least two fields. This restriction has been established in order to assist the user in effective searches.

1. Warning messages were added which place a limit on
 - (a) the maximum number of records that can be returned in a first-level search under any circumstance; and
 - (b) the maximum number of records that will be presented in a search result without generating a warning. The former stops the database from returning large result sets to the app server (and therefore the browser); the latter simply gives the user a notification at render time on the browser that the result set was over a pre-set limit and they may not want to bother seeing all the results.
2. The first-level search (executed by clicking Search button from Patients/Search, IZ Quick Add/Search, CRA Quick Add/Search or the lookup icon) was extended to include the following, ONLY when executing a patient first/middle/last name search without other criteria such as DOB, Gender, Local Identifiers, etc. If DOB is added, then first/last/middle + DOB and alias first/last/middle+DOB are searched, along with hyphenated last and flipped first/last.
 - (a) Swapped first/last names will be found (e.g., a search for Last Name = 'James' and First Name = 'Smith' will find 'James Smith'). The swapped values will also be compared to alias and birth record first/last.
 - (b) Hyphenated last names will be searched for the Last Name text both before and after the hyphen (e.g., a search for Last Name = 'Lee' and First Name = 'Tim' will find 'Tim Berners-Lee').
 - (c) Special characters (comma, semi-colon, period, space, dash, single quote) will be stripped from first and last names prior to comparison, in order to find matches with typos (but not alias or birth record names).
3. The second-level search (executed on clicking New Patient -> Create on the Patients/Search, IZ Quick Add/Search, CRA Quick Add/Search screens) will conduct a deeper search based on First/Last Name, and DOB to include the following:
 - (a) The First/Last names will be used as a starts-with match, SSN will be used as an exact match when available, and DOB will be compared after the other matches using a string comparison algorithm (not date difference as previously) that allows for a small number of mis-keyed numbers in the date.
 - (b) Patients with 'BABY' as the initial part of their first name will be returned in order to capture more matching imported vital records.
 - (c) Special characters (comma, semi-colon, period, space, dash, single quote) will be stripped from first and last names prior to comparison, in order to find matches with typos (but not alias or birth record names).
 - (d) Patient First Names will be compared to a new Code Table called 'First Name / Nickname Lookup' which introduces the concept of a standard first name (e.g., William) with a one-to-many relationship with common nicknames (e.g., Will, Bill, Billy, etc.). All records with matching criteria including nickname substitutions will be returned (e.g., a search for 'William Jones' would also return 'Billy Jones' using the previous example). This table will not be populated with data initially; it will

At the bottom of the browser window, there is a footer with the text: "HL7 Management", "Version 18.1.20180727", "Copyright © 2001-2018", "Envision Technology Partners", "Inc."

When you click on the information icon help text will pop-up in a new window.

Once you have finished, you can close the pop-up window.



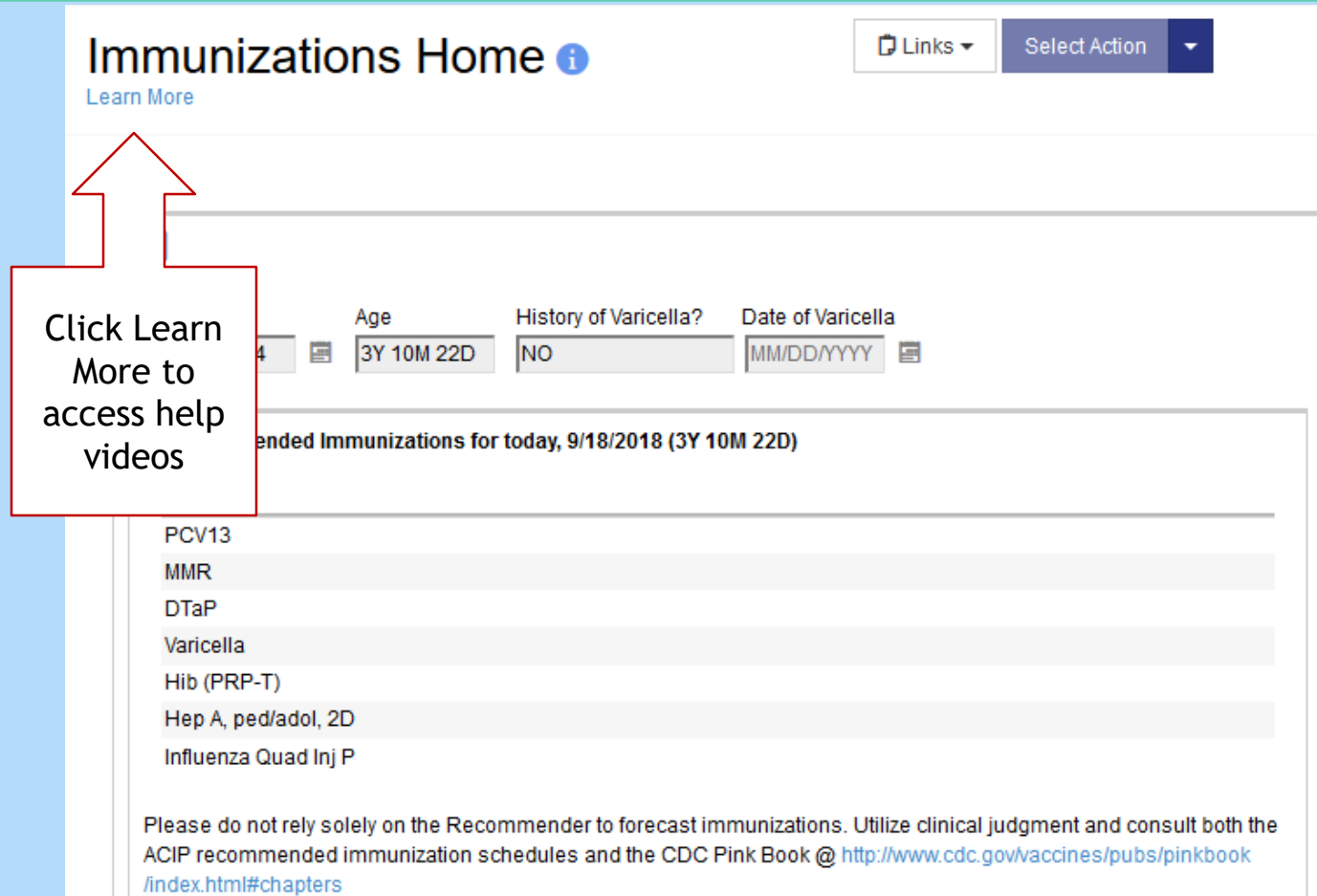
Clicking on [Learn More](#)




Connecticut Department of Public Health
Keeping Connecticut Healthy



Getting Help by Clicking on Learn More



Immunizations Home 

[Learn More](#)

Links Select Action


Age History of Varicella? Date of Varicella

4 3Y 10M 22D NO MM/DD/YYYY

Recommended Immunizations for today, 9/18/2018 (3Y 10M 22D)

- PCV13
- MMR
- DTaP
- Varicella
- Hib (PRP-T)
- Hep A, ped/adol, 2D
- Influenza Quad Inj P

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

Sometimes you will see [Learn More](#) near to . In this case you can click on [Learn More](#) to access step-by-step video help.

WebIZ Help



Browse All Topics

Topics

Add New Inventory

HL7 Messaging

Immunizations

Inventory Edits/Adjustments

Inventory Transfers

Reconciliation

Vaccine Orders

Vaccine Returns

Help Administration

Version 18.1.20180727

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Related Topics

Immunizations

[Add and Administer Vaccines](#)

[Document Adverse Reaction \(VAERS Form\)](#)

[Invalidate Dose](#)

[Record a Vaccine Refusal](#)

[Update Vaccination Details](#)

This case pop up window opens that lists a number of topic relevant to using Immunization Home.

Click on a topic to view a video.

An example of a Video Help Pop-Up

WebIZ Help
SEARCH HELP

Browse All Topics

Topics ▶

Add New Inventory

HL7 Messaging

Immunizations

Inventory Edits/Adjustments

Inventory Transfers

Reconciliation

Vaccine Orders

Vaccine Returns

Help Administration ▶

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Help / Immunizations

Record a Vaccine Refusal ? i

Topic: Immunizations

Cancel Edit

RED CLINIC, 654322 PATIENT SEARCH Support 25 WEBIZ

Vaccine Refusals
from Envision Technology

ID: 525336 DOB: 07/08/2006 AGE: 10Y 1M 14D GENDER: M

Immunizations Cancel Update

Administer

Vaccine	Administered By *	Refusal Reason *	Mfg Lot Exp Date (MMDDYY) Funding Src Inv Loc NDC Brand *
Tdap, Adorbed	ADMIN, WEBIZ (APN)		(1) SKB ABC123 09/22/18 YFC TRAI002 58160-0842-52 BOOSTRIX (.50 ML X
<input type="checkbox"/> Did not Admin <input type="checkbox"/> Delete Body Site * Route * Dosage Refusal Reason			
<input type="checkbox"/> VFC Does not have health insurance - Uninsured			
Hep A, ped/adol, 2D	ADMIN, WEBIZ (APN)		Mfg Lot Exp Date (MMDDYY) Funding Src Inv Loc NDC Brand *
<input checked="" type="checkbox"/> Did not Admin <input type="checkbox"/> Delete Body Site * Route * Dosage Refusal Reason			
<input type="checkbox"/> VFC Does not have health insurance - Uninsured			
Hep B, ped/adol	ADMIN, WEBIZ (APN)		Mfg Lot Exp Date (MMDDYY) Funding Src Inv Loc NDC Brand *
<input checked="" type="checkbox"/> Did not Admin <input type="checkbox"/> Delete Body Site * Route * Dosage Refusal Reason			
<input type="checkbox"/> VFC Does not have health insurance - Uninsured			

03:35
vimeo

Record a Vaccine Refusal when Adding or Administering Vaccines

When to use this method:

Patients and their guardians may decide to refuse a vaccine before or during when a clinician begins to administer a vaccine. It is important to document whenever a vaccine is refused in the IIS for future tracking purposes and to provide notification for other clinicians.



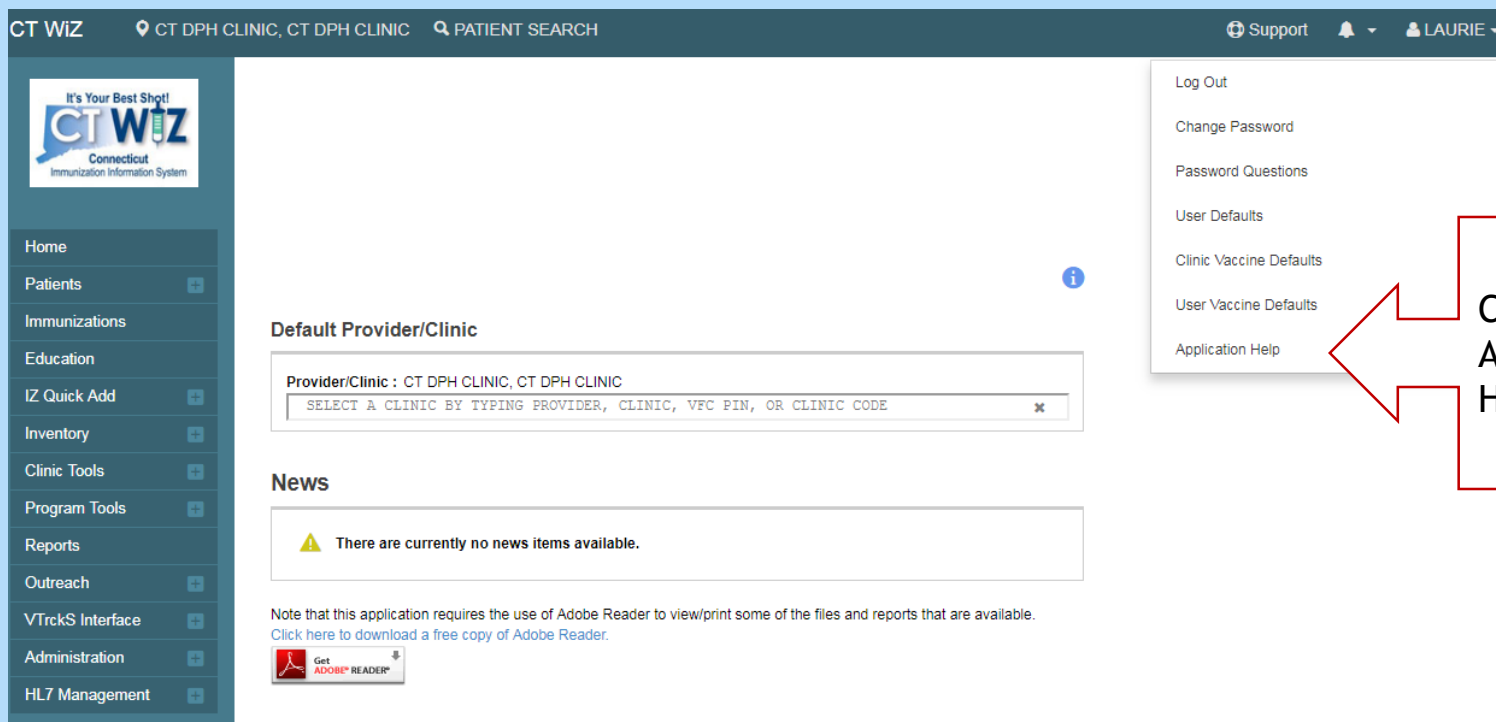
Accessing Application Help



Connecticut Department of Public Health
Keeping Connecticut Healthy



Videos with step-by-step instructions on many of the programs and reports in CT WiZ can be found at Application Help.



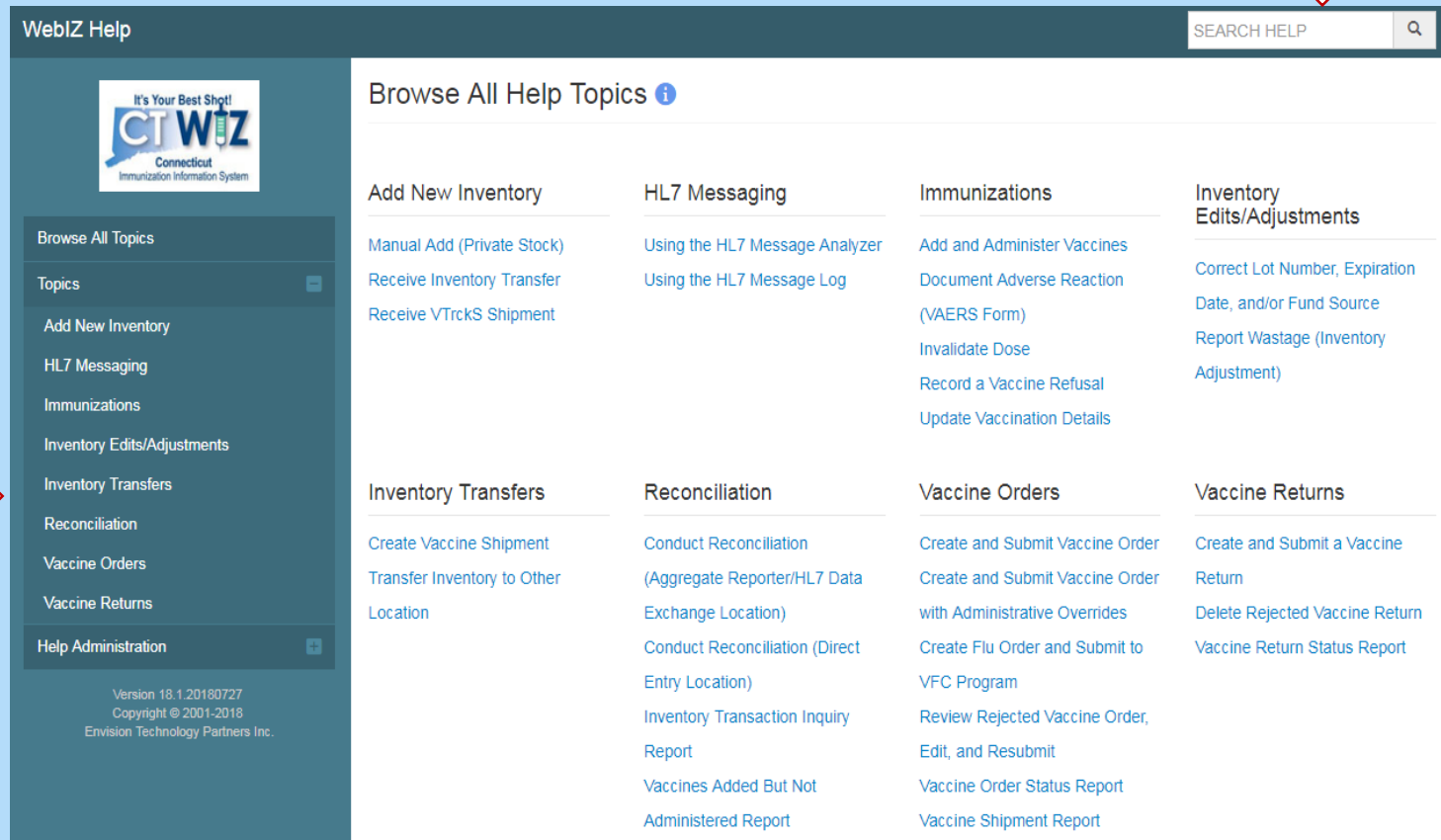
The screenshot shows the CT WIZ application interface. The top navigation bar includes 'CT WIZ', 'CT DPH CLINIC, CT DPH CLINIC', 'PATIENT SEARCH', 'Support', and a user profile for 'LAURIE'. A left sidebar contains a menu with items like Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Clinic Tools, Program Tools, Reports, Outreach, VTrckS Interface, Administration, and HL7 Management. The main content area displays 'Default Provider/Clinic' with a search box containing 'CT DPH CLINIC, CT DPH CLINIC' and a 'News' section with a warning icon and the text 'There are currently no news items available.' A dropdown menu is open on the right, listing options: Log Out, Change Password, Password Questions, User Defaults, Clinic Vaccine Defaults, User Vaccine Defaults, and Application Help. A red arrow points from a text box to the 'Application Help' option.

Click on Application Help

The Application Help Screen will open in a new window

Or you can
type in a topic

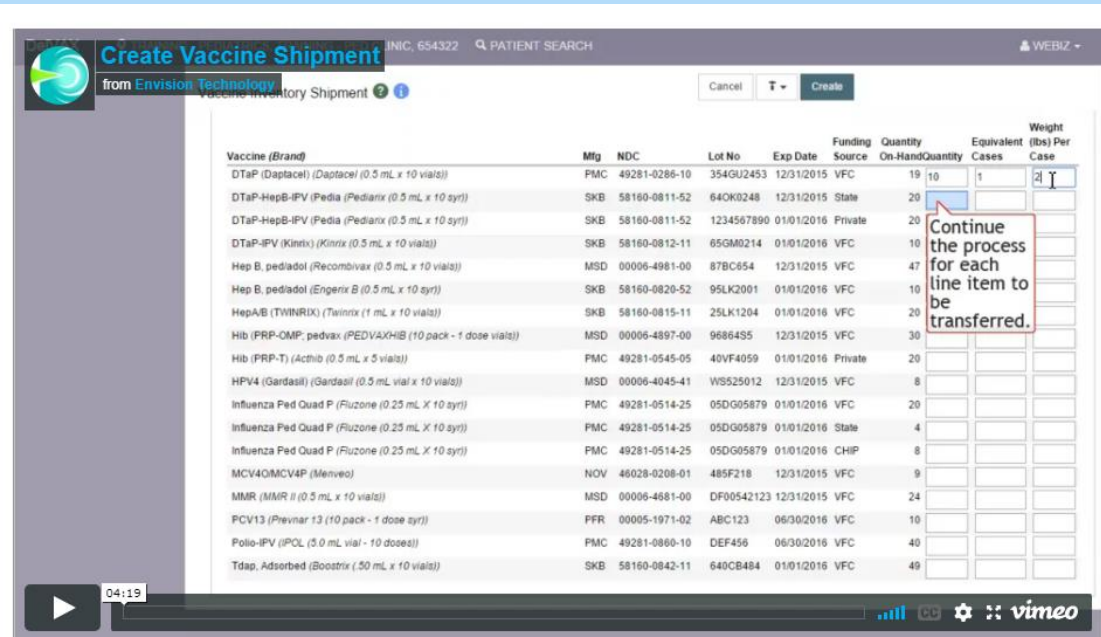
You can
choose
your
topic
from this
list



The screenshot shows the WebIZ Help interface. At the top left is the 'WebIZ Help' title and a search bar labeled 'SEARCH HELP'. Below the title is a sidebar with a 'Browse All Topics' section containing a list of topics: Add New Inventory, HL7 Messaging, Immunizations, Inventory Edits/Adjustments, Inventory Transfers, Reconciliation, Vaccine Orders, Vaccine Returns, and Help Administration. The main content area is titled 'Browse All Help Topics' and displays a grid of topic categories with their respective sub-topics. At the bottom left of the sidebar, there is version and copyright information: 'Version 18.1.20180727 Copyright © 2001-2018 Envision Technology Partners Inc.'

Browse All Help Topics			
Add New Inventory <ul style="list-style-type: none">Manual Add (Private Stock)Receive Inventory TransferReceive VTrckS Shipment	HL7 Messaging <ul style="list-style-type: none">Using the HL7 Message AnalyzerUsing the HL7 Message Log	Immunizations <ul style="list-style-type: none">Add and Administer VaccinesDocument Adverse Reaction (VAERS Form)Invalidate DoseRecord a Vaccine RefusalUpdate Vaccination Details	Inventory Edits/Adjustments <ul style="list-style-type: none">Correct Lot Number, Expiration Date, and/or Fund SourceReport Wastage (Inventory Adjustment)
Inventory Transfers <ul style="list-style-type: none">Create Vaccine ShipmentTransfer Inventory to Other Location	Reconciliation <ul style="list-style-type: none">Conduct Reconciliation (Aggregate Reporter/HL7 Data Exchange Location)Conduct Reconciliation (Direct Entry Location)Inventory Transaction Inquiry ReportVaccines Added But Not Administered Report	Vaccine Orders <ul style="list-style-type: none">Create and Submit Vaccine OrderCreate and Submit Vaccine Order with Administrative OverridesCreate Flu Order and Submit to VFC ProgramReview Rejected Vaccine Order, Edit, and ResubmitVaccine Order Status ReportVaccine Shipment Report	Vaccine Returns <ul style="list-style-type: none">Create and Submit a Vaccine ReturnDelete Rejected Vaccine ReturnVaccine Return Status Report

Video and Instructions



Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Quantity	On-Hand	Equivalent Cases	Weight (lbs) Per Case
DTaP (Daptace) (Daptace) (0.5 mL x 10 vial(s))	PMC	49281-0286-10	354GU2453	12/31/2015	VFC	19	10	1	21
DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 10 syrt))	SKB	58160-0811-52	64OK0248	12/31/2015	State	20			
DTaP-HepB-IPV (Pedia (Pediarix (0.5 mL x 10 syrt))	SKB	58160-0811-52	1234567890	01/01/2016	Private	20			
DTaP-IPV (Kinrix) (Kinrix (0.5 mL x 10 vial(s))	SKB	58160-0812-11	65GM0214	01/01/2016	VFC	10			
Hep B, pediadol (Recombivax (0.5 mL x 10 vial(s))	MSD	00006-4981-00	87BC654	12/31/2015	VFC	47			
Hep B, pediadol (Engerix B (0.5 mL x 10 syrt))	SKB	58160-0820-52	95LK2001	01/01/2016	VFC	10			
HepAB (TWINRIX) (Twinrix (1 mL x 10 vial(s))	SKB	58160-0815-11	25LK1204	01/01/2016	VFC	20			
Hib (PRP-OMP, pedvax (PEDVAXIB (10 pack - 1 dose vial(s))	MSD	00006-4897-00	9686455	12/31/2015	VFC	30			
Hib (PRP-T) (Acthib (0.5 mL x 5 vial(s))	PMC	49281-0545-05	40VF4059	01/01/2016	Private	20			
HPV4 (Gardasil) (Gardasil (0.5 mL vial x 10 vial(s))	MSD	00006-4045-41	WS525012	12/31/2015	VFC	8			
Influenza Ped Quad P (Fluzone (0.25 mL X 10 syrt))	PMC	49281-0514-25	05DG05879	01/01/2016	VFC	20			
Influenza Ped Quad P (Fluzone (0.25 mL X 10 syrt))	PMC	49281-0514-25	05DG05879	01/01/2016	State	4			
Influenza Ped Quad P (Fluzone (0.25 mL X 10 syrt))	PMC	49281-0514-25	05DG05879	01/01/2016	CHIP	8			
MCV4OMCV4P (Menveo)	NOV	46028-0208-01	485F218	12/31/2015	VFC	9			
MMR (MMR II (0.5 mL x 10 vial(s))	MSD	00006-4681-00	DF00542123	12/31/2015	VFC	24			
PCV13 (Prevnar 13 (10 pack - 1 dose syrt))	PFR	00005-1971-02	ABC123	06/30/2016	VFC	10			
Polio-IPV (POL (5.0 mL vial - 10 doses))	PMC	49281-0860-10	DEF456	06/30/2016	VFC	40			
Tdap, Adсорbed (Boostrix (5.0 mL x 10 vial(s))	SKB	58160-0842-11	640CB484	01/01/2016	VFC	49			

This will take you to a page with both video and written instructions.

Since Help opens in a new window, you can pause the video after each step to go and do that step yourself in CT WiZ module. Then, return to the video for the next step, until you are finished.

Create Vaccine Shipment

When to use this method:

When a Clinic needs to transfer multiple vaccine inventory line items to another inventory location in the IIS, users with appropriate security permissions may create a Vaccine Shipment. The inventory included in the Vaccine Shipment will automatically be decremented from the source inventory location when the shipment is created. Once the receiving inventory location accepts the transfer(s), the vaccine(s) are added to inventory on-hand.

How to use this method:

(Note: These steps reflect v16.4.20160729 functionality.)

1. Upon logging into the system, select your **Provider** and **Clinic** on the *Home* screen.
2. Navigate to the *Vaccine Inventory Shipment* screen by selecting **Inventory** > **Vaccine Shipments** from the left-hand menu.
3. Click the **Add Inventory Shipment** button.
4. Enter the **Shipment Date**, i.e., the date on which the vaccine was transferred to the Destination Inventory Location.
5. Complete any optional fields, such as **Comments**, **Carrier/Other Carrier**, **Truck Type/Other Truck Type**, **License Plate**, **Driver's Name**, and/or **Driver's Phone**.