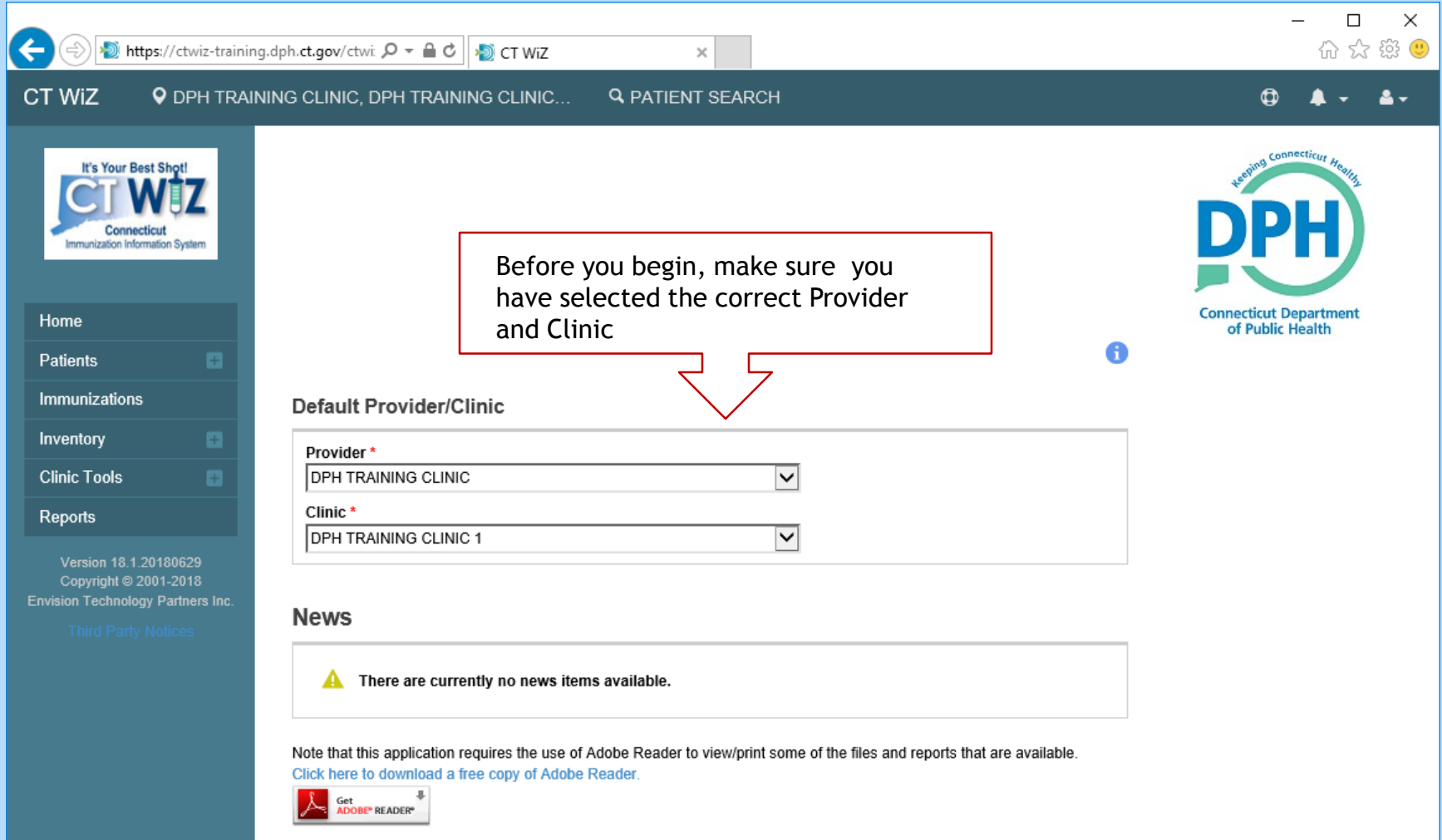




How do I change information about my clinic in CT WiZ?

Home Screen - Begin Here



The screenshot shows the CT WIZ Home Screen in a web browser. The browser address bar shows the URL <https://ctwiz-training.dph.ct.gov/ctwiz>. The page header includes the CT WIZ logo, a location pin for 'DPH TRAINING CLINIC, DPH TRAINING CLINIC...', and a search bar for 'PATIENT SEARCH'. A sidebar on the left contains navigation links: Home, Patients (+), Immunizations, Inventory (+), Clinic Tools (+), and Reports. The main content area features the DPH logo and a central message box with a red border and arrow pointing to the 'Default Provider/Clinic' section. This section contains two dropdown menus: 'Provider *' set to 'DPH TRAINING CLINIC' and 'Clinic *' set to 'DPH TRAINING CLINIC 1'. Below this is a 'News' section with a warning icon and the text 'There are currently no news items available.' At the bottom, a note states that the application requires Adobe Reader, with a link to download a free copy. A 'Get ADOBE READER' button is also visible.

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

Default Provider/Clinic

Provider *
DPH TRAINING CLINIC

Clinic *
DPH TRAINING CLINIC 1

News

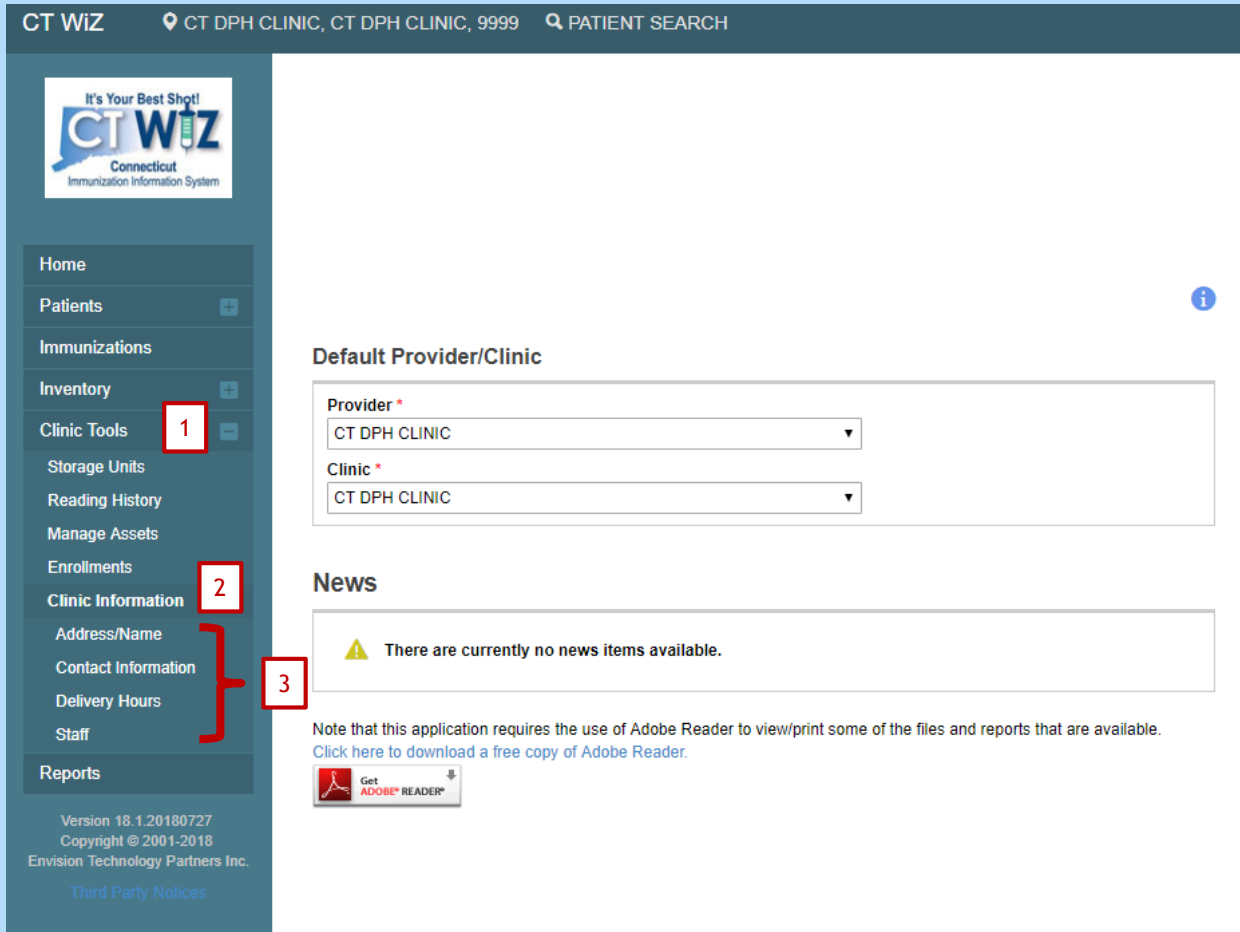
⚠ There are currently no news items available.

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.](#)

Get ADOBE READER

Navigate to the Clinic Information Page

CT WIZ CT DPH CLINIC, CT DPH CLINIC, 9999 PATIENT SEARCH



Home
Patients
Immunizations
Inventory
Clinic Tools **1**
Storage Units
Reading History
Manage Assets
Enrollments
Clinic Information **2**
Address/Name
Contact Information
Delivery Hours
Staff
Reports

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[Third Party Notices](#)

Default Provider/Clinic

Provider *
CT DPH CLINIC

Clinic *
CT DPH CLINIC

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.](#)

Get ADOBE READER

1. Click on Clinic Tools
2. Click on Clinical Information
3. Click on the type of information to be changed

When making changes, make sure to fill in the **Effective Date**.

Clinic Address / Name Change Request Update

Effective Date *
 09/20/2018

An address, name, or email change request for this clinic has been approved. A change to the Effective Date or a Cancellation can be requested until the current change is completed.

Clinic Name * WE LOVE KIDS PEDIATRICS SOUTH **E-mail** EMAIL@DOMAIN.COM

Mailing Address

Street # * 470 **Prefix** **Street Name *** CAPITOL **Type** AVE **Suffix**

Unit Number **P.O. Box**

City * HARTFORD **Out of State City** **County *** HARTFORD **Out of State County**

State * CONNECTICUT **Country** UNITED STATES **Zip Code *** 06134 **Census Tract**

Shipping Address

Street # * 470 **Prefix** **Street Name *** CAPITOL **Type** AVE **Suffix**

Unit Number **P.O. Box**

City * HARTFORD **Out of State City** **County *** HARTFORD **Out of State County**

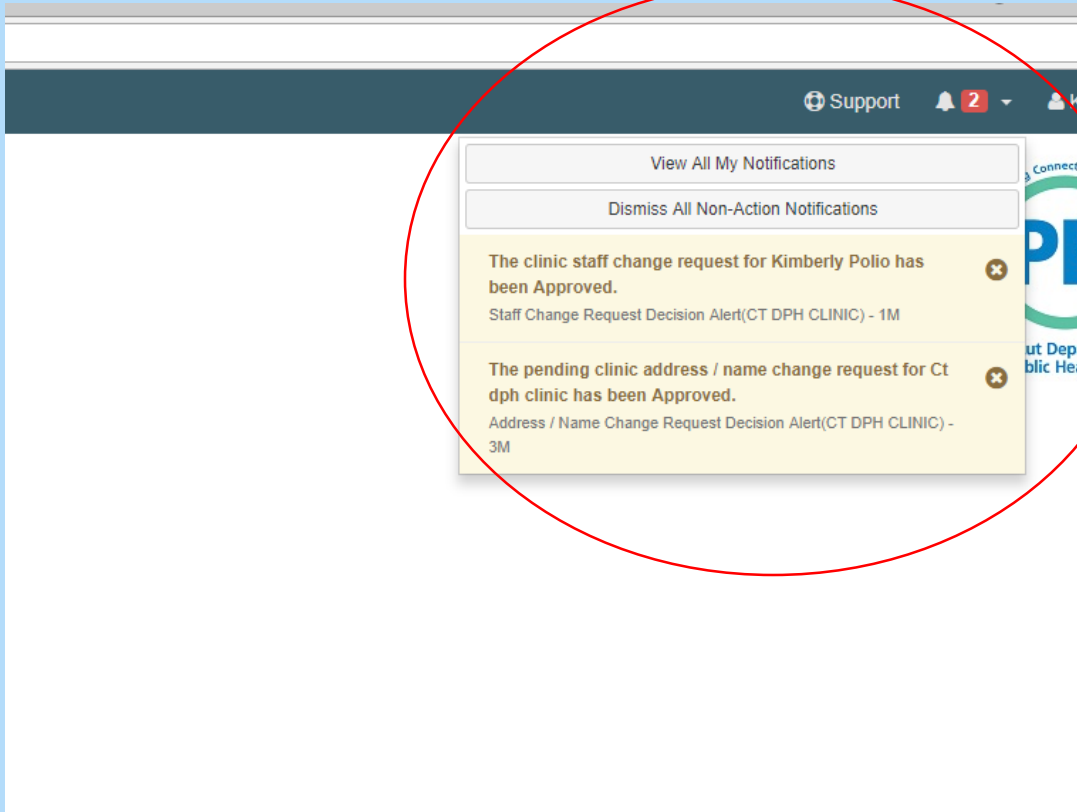
State * CONNECTICUT **Country** UNITED STATES **Zip Code *** 06134 **Census Tract**

Change Request History EDIT

Submitted On	Status	Approved/Rejected Date	Effective Date	Action
08/31/2018	APPROVED	08/31/2018	09/20/2018	

Make sure to hit **update** when finished and before switching between sections here

All changes will be listed under the **Change Request History**.



Changes to the: mailing address, shipping address, current staff, or a new staff member will require approval.

Changes to the: phone, fax, or shipping hours will not require approval, but the VFC Program will be notified.

When your changes have been approved, you will be notified through your notification drop down.