

How do I add a patient to my clinic?











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

If a patient changes clinics his/her affiliation should be changed.



Adding a Patient to your Clinic











Usually, you will not need to add a patient to CT WiZ because:

- CIRTS data was transferred into CT WiZ
- Newly born children are being entered into CT Wiz by DPH

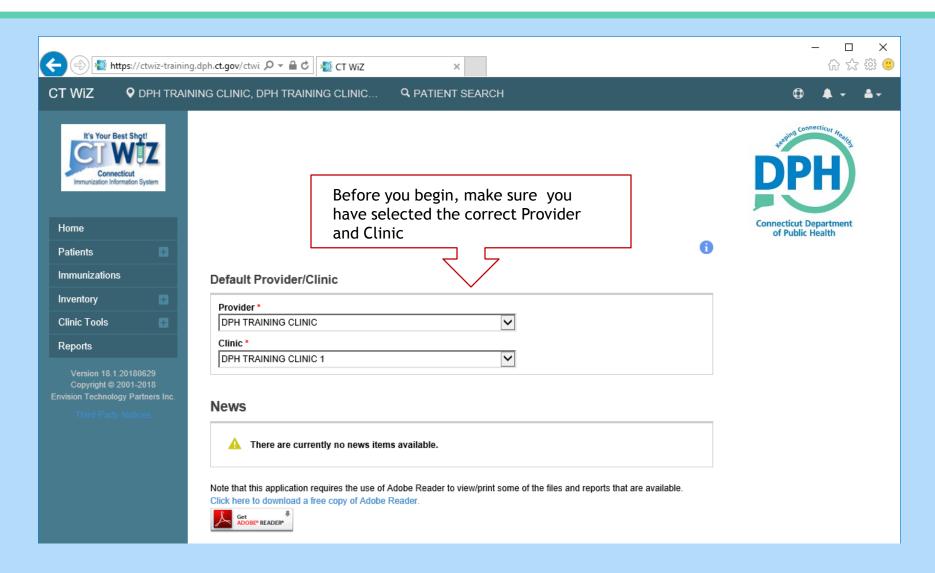
Always search for a patient before adding him/her to CT WiZ

While you will usually not need to add a patient, your new patients will have to become affiliated to your clinic.



Home Screen - Begin Here







Searching for A Patient

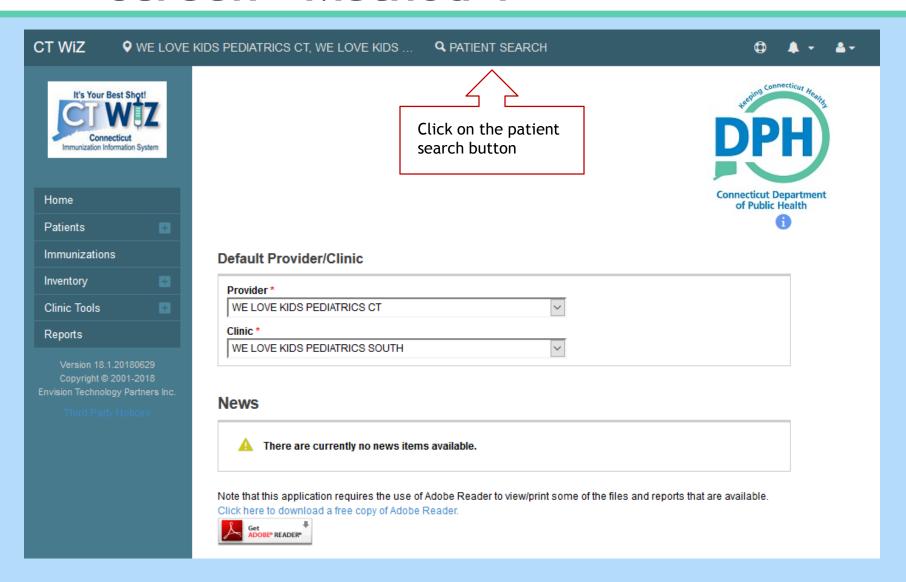






Ways to get to the search screen - Method 1

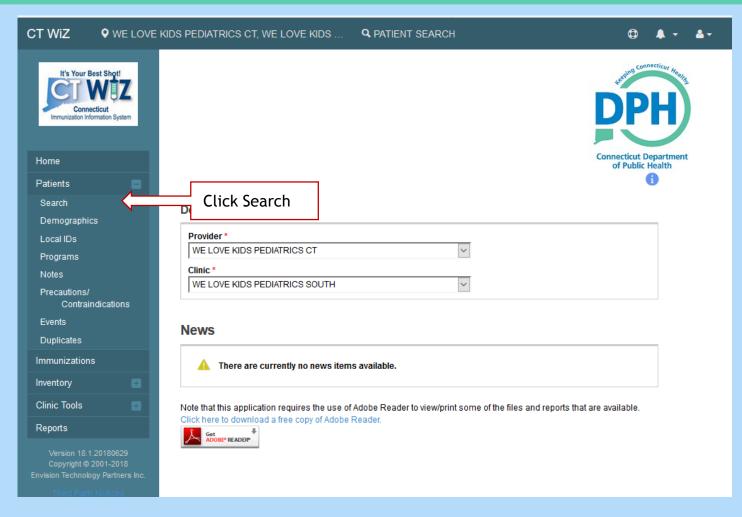






Ways to get to the search screen - Method 2





- Go to the Modules in the left side of the page
- 2. Click on the + sign next to the Patients module
- 3. Click on the Search option



Conducting a Search



| CT WiZ | KIDS PEDIATRICS CT, WE LOVE KIDS Q PATIENT SEARCH | ⊕ 🛦 - |
|---|--|-------------------|
| It's Your Best Shot! | Patient Search 1 | |
| Connecticut Immunization Information System | Search Criteria | |
| Home | Patient ID Identifier Type Identifier Value | |
| Patients | Last Name First Name Middle Name DOB Gender | $\overline{\Box}$ |
| Search | MM//DU/TTTT E | |
| Demographics | Previous Criteria Clear S | earch |
| Local IDs | | |
| Programs | | |
| Notes | Info: To the creation of duplicates and aid in the identification of existing duplicates, please initially sea | |
| Precautions/ | for your ling the first two letters of the first and last name and the date of birth. If a duplicate is found, ple | ease |
| Contraindications | Previous criteria | |
| Events | | |
| Duplicates | button pulls up | |
| Immunizations | the most recent | |
| Inventory | search | |
| Clinic Tools | | |
| Reports | | |
| Version 18.1.20180629 Copyright © 2001-2018 Envision Technology Partners Inc. | | |

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:

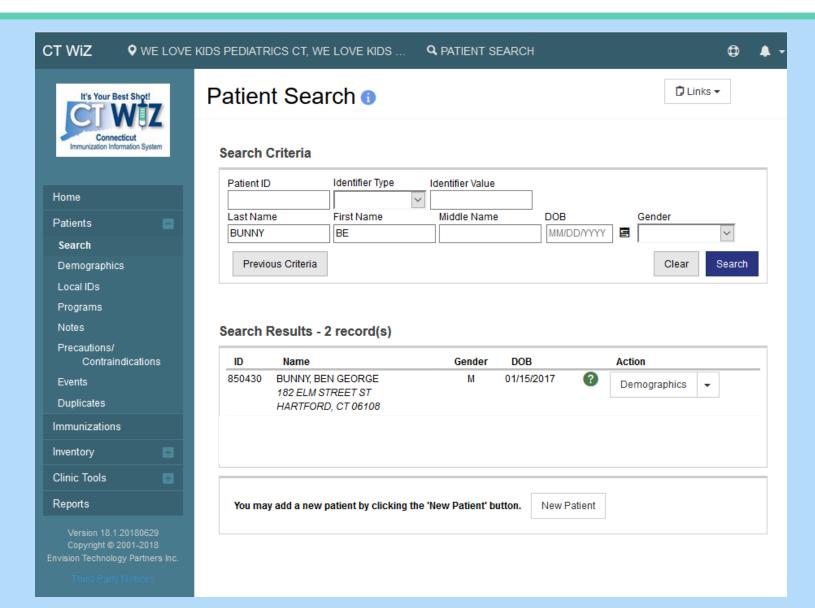
- First 2 letters of first and names (John Smith = Jo & Sm)
- Patient ID
- Patient date of birth
- Other identifier (see Identifier Type drop down)

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



Sample Search Results







Changing a Patient's Clinic Affiliation







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 claim the patient.



Getting to the Programs Screen

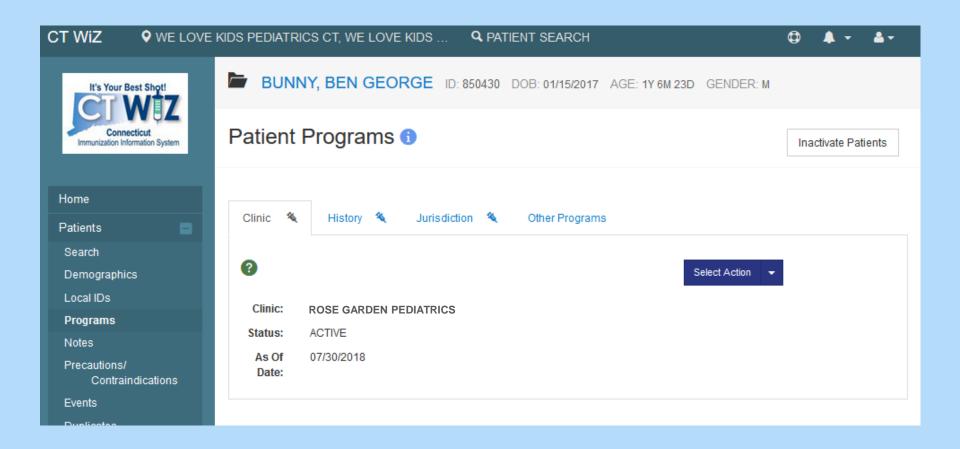


| CT WiZ ♥ WE LOVE | KIDS PEDIATE | RICS CT, WE LOVE KIDS | . Q PATIENT S | EARCH | | | ⊕ ♣ | • |
|---|--------------------------|---|----------------------|-------------------|--|-----------------------|--------|-----|
| It's Your Best Shot! | Patien | nt Search 🙃 | | | | CLinks | • | |
| Connecticut Immunization Information System | Search (| Criteria | | | | | | |
| Home | Patient ID | | Identifier Value | | | 01 | | |
| Patients | Last Nan BUNNY | | Middle Name | | OB IM/DD/YYYY | Gender | ~ | |
| Search | | | | | | ' | | |
| Demographics | Previo | ous Criteria | | | | Clear | Search | |
| Local IDs | | | | | | | | |
| | | | | | | | | |
| Programs | | | | | | | | |
| Programs Notes | Search I | Results - 2 record(s) | | | | | | |
| Notes Precautions/ | | | Gender | DOR | | Action | | |
| Notes | Search I ID 850430 | Name BUNNY, BEN GEORGE | Gender M | DOB 01/15/2017 | | Action Demographics | 1 | |
| Notes Precautions/ Contraindications Events | ID | Name BUNNY, BEN GEORGE 182 ELM STREET ST | | | ② | Demographics - | | |
| Notes Precautions/ Contraindications Events Duplicates | ID | Name BUNNY, BEN GEORGE | | | Demographi | Demographics ▼ | | |
| Notes Precautions/ Contraindications Events Duplicates Immunizations | ID | Name BUNNY, BEN GEORGE 182 ELM STREET ST | | | ② | Demographics ▼ | | |
| Notes Precautions/ Contraindications Events Duplicates | ID | Name BUNNY, BEN GEORGE 182 ELM STREET ST | | | Demographi | Demographics ▼ | | |
| Notes Precautions/ Contraindications Events Duplicates Immunizations | ID | Name BUNNY, BEN GEORGE 182 ELM STREET ST | | | Demographi Immunization | Demographics ▼ | | |
| Notes Precautions/ Contraindications Events Duplicates Immunizations Inventory Clinic Tools | ID 850430 | Name BUNNY, BEN GEORGE 182 ELM STREET ST HARTFORD, CT 06108 | М | 01/15/2017 | Demographi Immunization | Demographics ▼ | | |
| Notes Precautions/ Contraindications Events Duplicates Immunizations Inventory Clinic Tools Reports | ID 850430 | Name BUNNY, BEN GEORGE 182 ELM STREET ST | М | 01/15/2017 | Demographi Immunization Duplicates Events | Demographics ▼ | | |
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| Notes Precautions/ Contraindications Events Duplicates Immunizations Inventory Clinic Tools Reports Version 18.1.20180629 | ID 850430 | Name BUNNY, BEN GEORGE 182 ELM STREET ST HARTFORD, CT 06108 | М | 01/15/2017 | Demographi Immunization Duplicates Events Local IDs Notes | Demographics cs ns | Clic | k o |



The Programs Screen



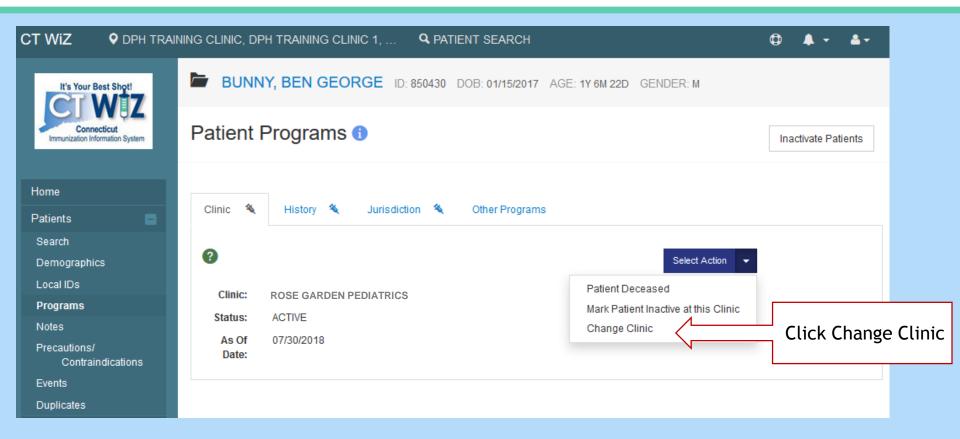


The patient's current affiliation is listed under the clinic tab



Affiliating a Patient to your Clinic







Claim the Patient for your Clinic



| Change Clinic | × |
|---|-------|
| New Clinic: * | |
| WE | 1 |
| [DPH TRAINING CLINIC] WE LOVE KIDS PEDIATRICS SOUTH - C5555P7777 (7777) | |
| 08/07/2018 | |
| Comment: | |
| | |
| | |
| .: | |
| | |
| Cancel | pdate |

- 1. Choose your clinic name from the drop down menu.
- 2. Choose the effective date.

Only enter comments directly relevant to immunization.



If You Need to Add a Patient to CT WiZ

Remember: Search first and then add if not found

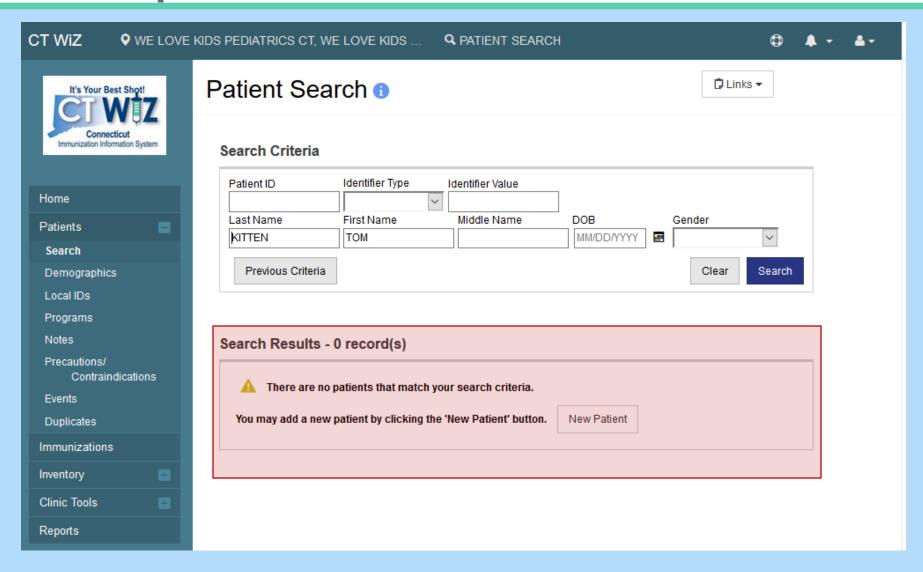






An example of search where a patient is not found

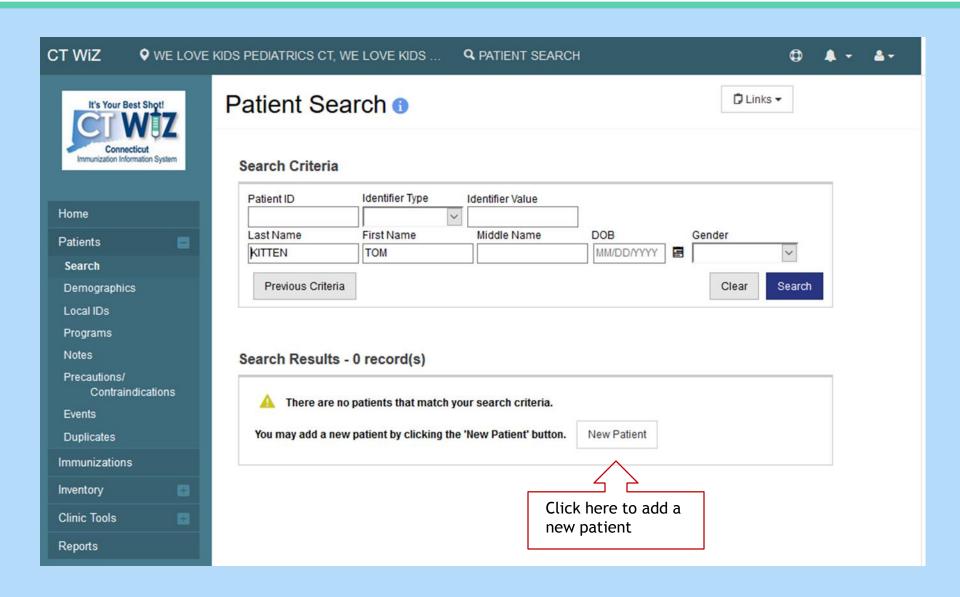






Add a New Patient

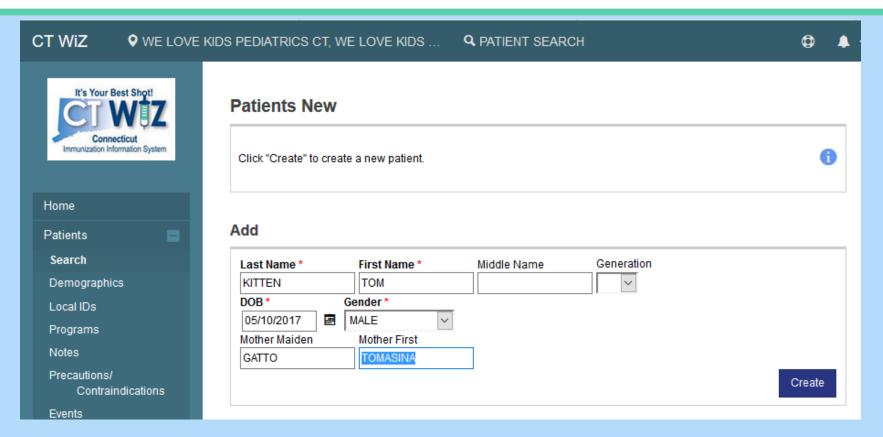






Creating a New Patient





- 1. Enter patient data.
- 2. Click on create

Remember: * = must enter



Adding Patient Demographics



| CT WiZ | | | | | | |
|--|--|--|--|--|--|--|
| It's Your Best Shot! KITTEN, TOM ID: 853427 DOB: 05/10/2017 AGE: 1Y 2M 28D GENDER: M | | | | | | |
| Connecticut Immunization Information System | Patient Demographics ② 1 Update | | | | | |
| Home | Edit | | | | | |
| Patients | | | | | | |
| Search | Patient Info Primary Contact Alias Health Ins Contact Info Address Race/Ethnicity Birth Info | | | | | |
| Demographics | Patient Information | | | | | |
| Local IDs | Last Name * First Name * Middle Name Generation | | | | | |
| Programs | KITTEN TOM | | | | | |
| Notes | Gender* DOB* Birth Time MALE DOS/10/2017 HH:MM AM/PM (HH:MM A/P) | | | | | |
| Precautions/ | Patient Eligibility * | | | | | |
| Contraindications | (V02) VFC ELIGIBLE - MEDICAID/MEDICAID MANAGED CARE | | | | | |
| Events | Language | | | | | |
| Duplicates | English Speaking? | | | | | |
| Immunizations | History of Varicella Date of Varicella | | | | | |
| | NO HISTORY OF VARICELLA | | | | | |
| Inventory | Primary Contact | | | | | |
| Clinic Tools | Relationship Type * Last Name * First Name * Middle Name Generation | | | | | |
| Reports | MOTHER GATTO TOMASINA | | | | | |

- 1. Enter patient demographic data
- 2. Click update to save.

Remember: * = must enter