



# How Do I Add A New Patient Record in CT WIZ?

## Things You Should **Know**

Patients are automatically enrolled in CT WiZ because:

- Immunization data previously sent to DPH was migrated into CT WiZ.
- CT WiZ has an interface with the State's vital records which imports all children born in Connecticut.

Patients who are born outside of Connecticut are not automatically enrolled and may not be found in CT WiZ.

Always perform a thorough search for a patient before creating a new patient record in CT WiZ. This prevents creating duplicate records.

# Conducting a Search

CT WIZ DPH TRAINING CLINIC, DPH TRAINING CLINIC 1, 7777 PATIENT SEARCH



[Links](#)

## Patient Search i

**Search Criteria**

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

Previous Criteria
Clear
Search

**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.

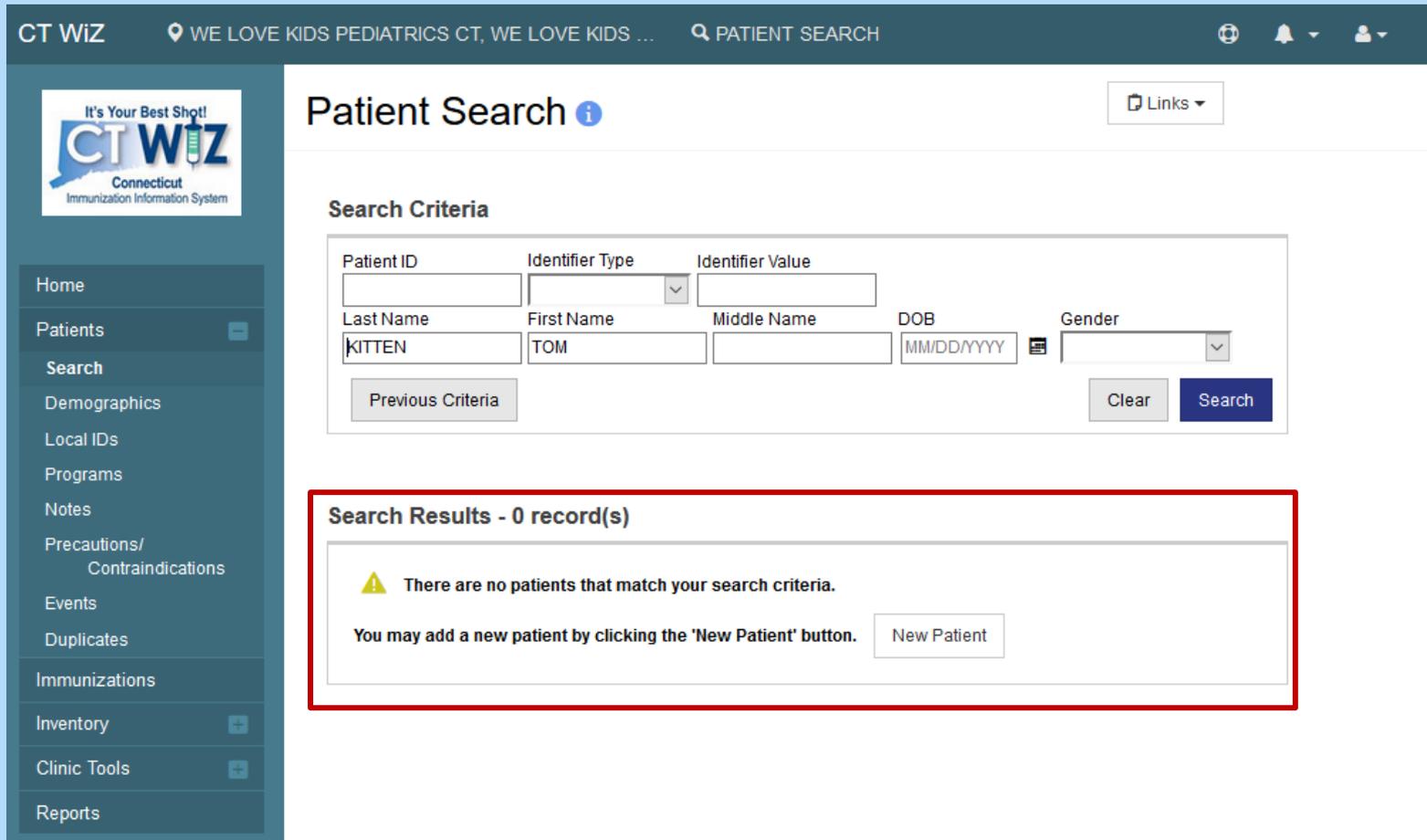
Once you are on the Patient Search screen:

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

Possible search criteria:

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

*You should perform searches a few different ways to find the patient. Using less characters will give you a larger result, which could be helpful if the patient has a hyphenated last name or a misspelling. You want to make sure you thoroughly search for patients to avoid creating duplicate patients.*



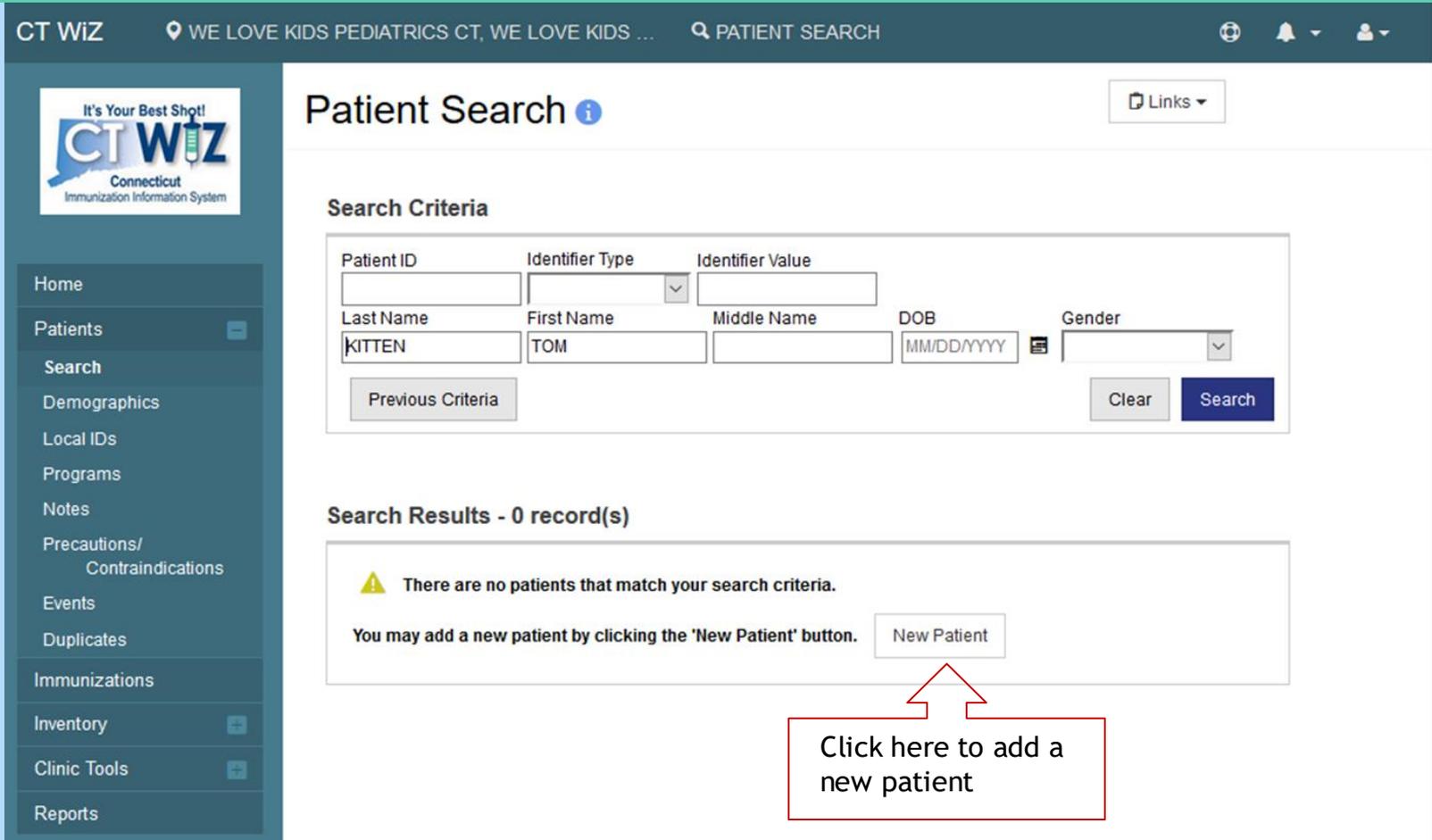
The screenshot shows the CT WIZ Patient Search interface. The top navigation bar includes 'CT WIZ', 'WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS ...', and 'PATIENT SEARCH'. The left sidebar contains a menu with options: Home, Patients, Search, Demographics, Local IDs, Programs, Notes, Precautions/Contraindications, Events, Duplicates, Immunizations, Inventory, Clinic Tools, and Reports. The main content area is titled 'Patient Search' and features a 'Links' dropdown. Below this is the 'Search Criteria' section with the following fields:

Patient ID	Identifier Type	Identifier Value	Last Name	First Name	Middle Name	DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	KITTEN	TOM	<input type="text"/>	<input type="text"/>	<input type="text"/>

Buttons for 'Previous Criteria', 'Clear', and 'Search' are located below the search criteria fields. The 'Search Results' section, highlighted with a red border, displays the message: 'Search Results - 0 record(s)' and 'There are no patients that match your search criteria.' Below this message is a 'New Patient' button.

Double check your search criteria or enter different search criteria to ensure no results are found before adding a new patient.

# Add a New Patient



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

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

## Patient Search i Links

### Search Criteria

Patient ID	Identifier Type	Identifier Value	Last Name	First Name	Middle Name	DOB	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	KITTEN	TOM	<input type="text"/>	MM/DD/YYYY	<input type="text"/>

### Search Results - 0 record(s)

 There are no patients that match your search criteria.

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

Click here to add a new patient

After a thorough search has been done and no results are found, click on New Patient.

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

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

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

## Patients New

Click "Create" to create a new patient. i

### Add

<b>Last Name *</b>	<b>First Name *</b>	Middle Name	Generation
<input type="text" value="KITTEN"/>	<input type="text" value="TOM"/>	<input type="text"/>	<input type="text" value="1"/>
<b>DOB *</b>	<b>Gender *</b>		
<input type="text" value="05/10/2017"/>	<input type="text" value="MALE"/>		
Mother Maiden	Mother First		
<input type="text" value="GATTO"/>	<input type="text" value="TOMASINA"/>		

1. Enter patient data.
2. Click on Create.

Fields with an \* are required in order to save the information.

CT WIZ

WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, 77... PATIENT SEARCH



KITTEN, TOM ID: 853427 DOB: 05/10/2017 AGE: 1Y 2M 28D GENDER: M

## Patient Demographics ? i

Cancel

Links



Update

### Edit

[Patient Info](#) | [Primary Contact](#) | [Alias](#) | [Health Ins](#) | [Contact Info](#) | [Address](#) | [Race/Ethnicity](#) | [Birth Info](#)

#### Patient Information

**Last Name \*** KITTEN **First Name \*** TOM **Middle Name** **Generation**

**Gender \*** MALE **DOB \*** 05/10/2017 **Birth Time** HH:MM AM/PM (HH:MM A/P)

**Patient Eligibility \*** (V02) VFC ELIGIBLE - MEDICAID/MEDICAID MANAGED CARE

**Language**  English Speaking?  Interpreter Needed?

**History of Varicella** NO HISTORY OF VARICELLA **Date of Varicella** MM/DD/YYYY

#### Primary Contact

**Relationship Type \*** MOTHER **Last Name \*** GATTO **First Name \*** TOMASINA **Middle Name** **Generation**

1. Enter patient demographic data
2. Click **Update** to save.

Fields with an \* are required in order to save the information.

# How To Get Help

- Click on the  located at the top of the page to get a description of whichever screen you are on.
- Some pages have a [Learn More](#) link. Click on this to see short "How to" videos. These appear on a separate page so you can play videos while navigating through CT WiZ.
- Visit the CT WiZ training page [here](#). The training page has numerous documents and step by step videos to help you.
- Still can't find an answer to your question? After you exhausted all the of the above options, submit a help desk ticket to get the quickest answer. You may do so [here](#).

