



How can I access help in CT WiZ?

Things You Should **Know**

There are 2 ways to get help while you are in CT WiZ.

- A Help icon  is located in the upper left-hand corner next to the screen name. The typical help entry will include a brief summary of the screen, a list of buttons and other navigation aids that are available, and a description of each field displayed.
- A [Learn More](#) link is located in the upper left-hand corner on most screens. Click on this link to find short “how to” videos and written instructions. This page displays in a separate window so you can watch the video, pause it, continue on your screen and then continue watching.



Click on the Help Information Icon



Click Information Icon

Patient Search 

Click here to
access written
help text

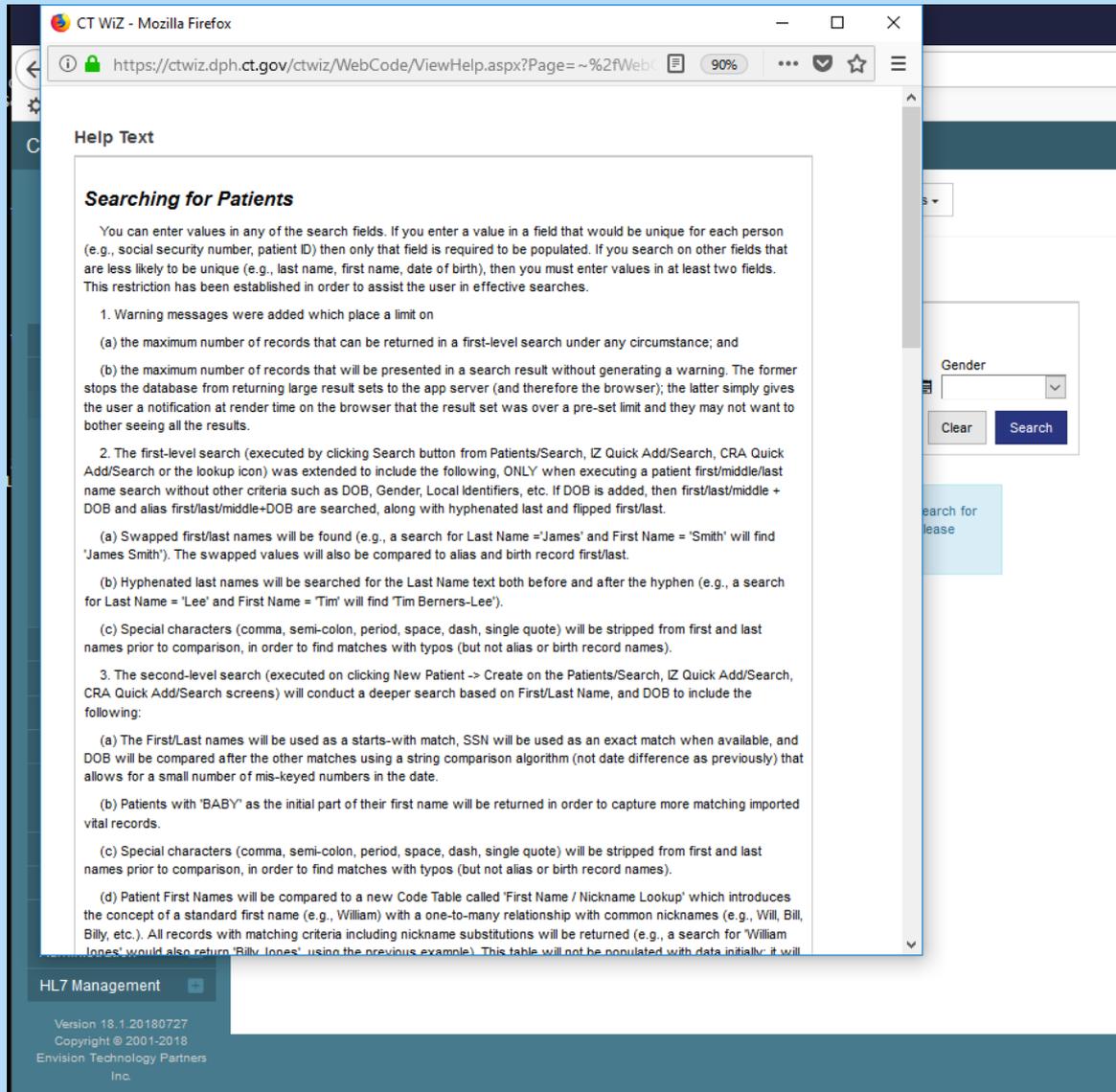
 Links ▾

Search Criteria

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

Click Information Icon



CT WIZ - Mozilla Firefox
https://ctwiz.dph.ct.gov/ctwiz/WebCode/ViewHelp.aspx?Page=~%2fWebCode/ViewHelp.aspx?Page=~%2fWebCode/ViewHelp.aspx

Help Text

Searching for Patients

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.

- Warning messages were added which place a limit on
 - the maximum number of records that can be returned in a first-level search under any circumstance; and
 - 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.
- 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.
 - 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.
 - 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').
 - 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).
- 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:
 - 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.
 - Patients with 'BABY' as the initial part of their first name will be returned in order to capture more matching imported vital records.
 - 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).
 - 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

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.



Click on [Learn More](#)

Click on Learn More

Patient Search [Learn More](#)

Click Learn More
to access help
videos

Links ▾

Search Criteria

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Last Name	First Name	Middle Name	DOB	Gender
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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.

Select a Topic/Video

WebIZ Help



Browse All Topics

Topics

Add New Inventory

ADMINISTRATIVE REPORTS

HL7 Messaging

Immunizations

Inventory Edits/Adjustments

Inventory Transfers

PATIENTS

Reconciliation

REPORTS

Vaccine Orders

Vaccine Returns

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Related Topics ⓘ

PATIENTS

[CREATING A NEW PATIENT](#)

[PATIENT PRECAUTIONS/CONTRAINDICATIONS, EVENT
AND NOTES](#)

[PATIENT SEARCH](#)

[UPDATING PATIENT STATUS](#)

A separate pop-up window displays a list of topics relevant to your access in CT WiZ. Click on a topic to view the video.

WebIZ Help

Help / PATIENTS

PATIENT SEARCH  

Topic: PATIENTS

Browse All Topics

Topics

Add New Inventory

ADMINISTRATIVE REPORTS

HL7 Messaging

Immunizations

Inventory Edits/Adjustments

Inventory Transfers

PATIENTS

Reconciliation

REPORTS

Vaccine Orders

Vaccine Returns

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PATIENT SEARCH

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Links

Patient Search

Search Criteria

Identifier Type Identifier Value

Last Name First Name Middle Name DOB Gender

DOB DON N/A/01/1977

Birth Info

Mother Last Name Mother First Name Mother Middle Name Mother Maiden Name

Father Last Name Father First Name Father Middle Name

Previous Criteria

Hovering over the patient's information will display the Patient Preview.

Search Results - 1 record(s)

ID	Name	Phone	Insurance	VFC	Gender	DOB	Action
499850	DUCK, DONALD 465 HAPPY ST CASTLE ROCK, CO 80108	555-555-5555		1	M	01/29/2011	Demographics

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

New Patient

Patient Preview

DUCK, DONALD

ID: 499850
DOB: 01/29/2011 Gender: M
Phone: 555-555-5555
Patient Eligibility: Is enrolled in Medicaid
Mailing Address: 465 HAPPY ST
CASTLE ROCK, CO 80108
Physical Address: 465 HAPPY ST
CASTLE ROCK, CO 80108
Primary Contact: DUCK, DONALD

01/29/2011

01/29/2011

Some topics include just a video and others include both a video and written instructions.

Since Help opens in a new window, you can pause the video and continue in CT WiZ. Then return to the video for the next step until you are finished.