




# How Can I Access Help in CT WiZ?

## Things You Should Know

You can find help within CT WiZ 2 ways:

- There is a Help icon  at the top of pages which describes the functionality of the screen and the fields.
- There is a [Learn More](#) link at the top of pages which brings you to instructional videos and step by step instructions.



# Click on the Help Information Icon



# Click Information Icon


Patient Search



Click here to  
access written  
help text

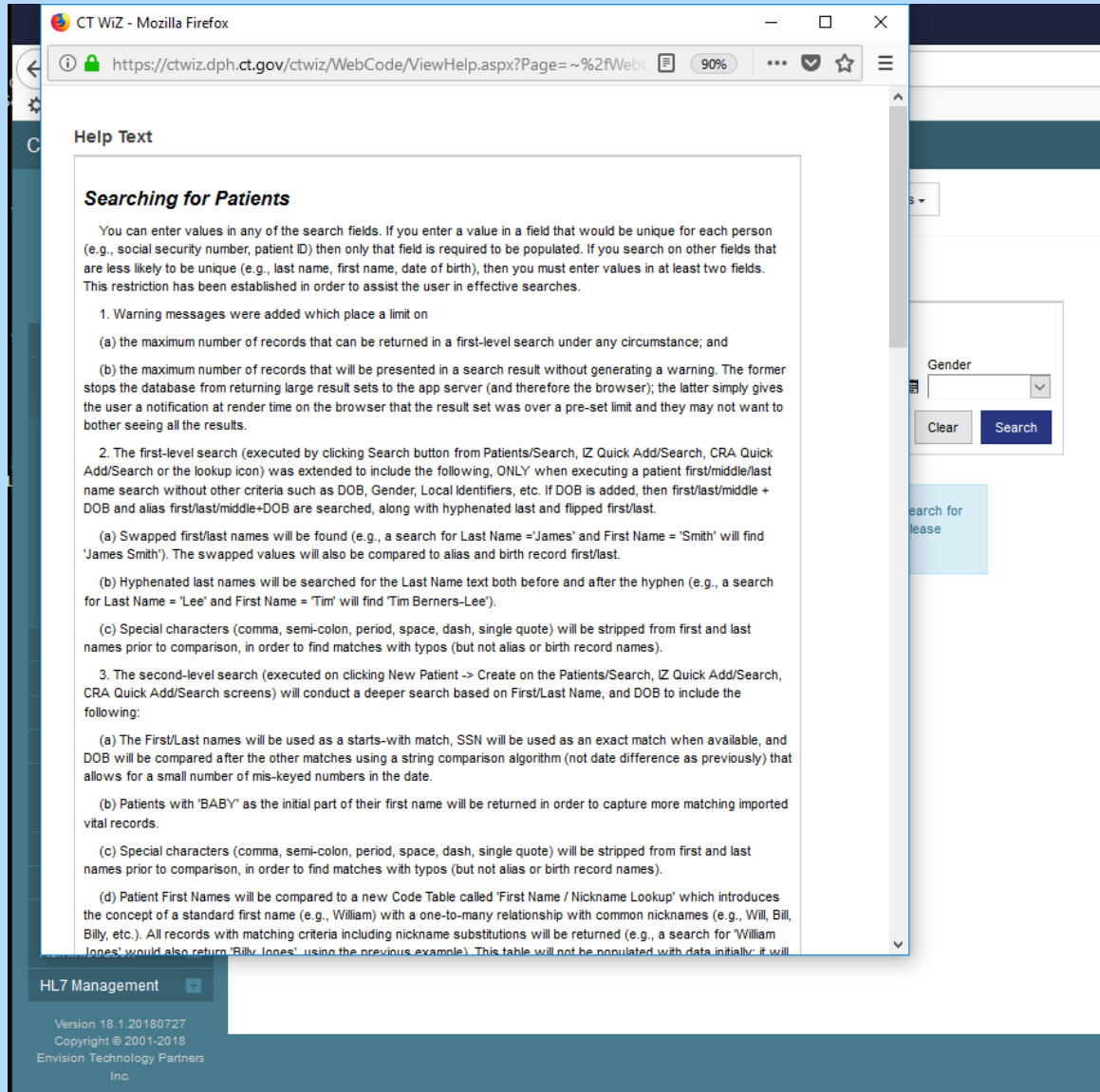
Links ▾

## 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



The screenshot shows a Mozilla Firefox browser window displaying the CT WIZ help page. The address bar shows the URL: <https://ctwiz.dph.ct.gov/ctwiz/WebCode/ViewHelp.aspx?Page=~%2fWebCode/ViewHelp.aspx>. The page title is "CT WIZ - Mozilla Firefox". The main content area is titled "Help Text" and contains a section "Searching for Patients". The text explains search criteria and restrictions, including a limit on the number of records returned and the use of a first-level search. It also mentions a second-level search based on First/Last Name and DOB. The text is organized into numbered sections and sub-sections (a, b, c, d). A search form is visible on the right side of the page, with a "Gender" dropdown menu, a "Clear" button, and a "Search" button. A blue tooltip with the text "Search for please" is visible over the search form. At the bottom of the browser window, there is a footer with the text "HL7 Management", "Version 18.1.20180727", "Copyright © 2001-2018", and "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.



Click on [Learn More](#)



Connecticut Department of Public Health  
*Keeping Connecticut Healthy*



# Click on Learn More

Patient Search [Learn More](#)

Click Learn More  
to access help  
videos

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.

# 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

Version 19.10.20200131  
Copyright © 2001-2020  
Envision Technology Partners Inc.

## Related Topics

### PATIENTS

[CREATING A NEW PATIENT](#)

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

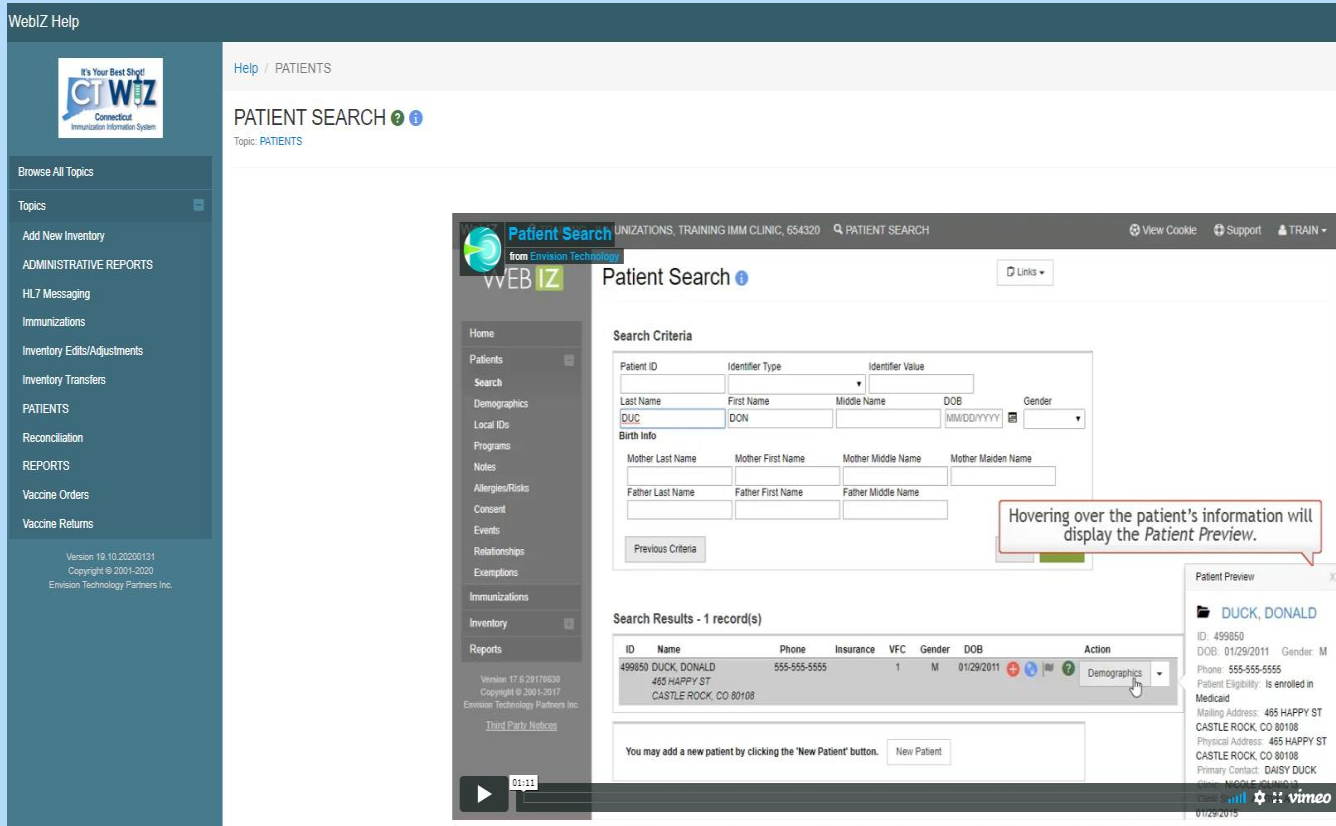
[PATIENT SEARCH](#)

[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.



# Help Topic Video



WebIZ Help

Help / PATIENTS

PATIENT SEARCH ⓘ ⓘ

Topic: PATIENTS

Version 19.10.2020131  
Copyright © 2001-2020  
Evision Technology Partners Inc.

Version 17.6.20170508  
Copyright © 2003-2017  
Evision Technology Partners Inc.  
[Third Party Notices](#)

Home

- Patients
- Search
- Demographics
- Local IDs
- Programs
- Notes
- Allergies/Risks
- Consent
- Events
- Relationships
- Exemptions
- Immunizations
- Inventory
- Reports

Version 17.6.20170508  
Copyright © 2003-2017  
Evision Technology Partners Inc.  
[Third Party Notices](#)

UNIZATIONS, TRAINING IMM CLINIC, 654320

PATIENT SEARCH

View Cookie Support TRAIN

Links

Patient Search ⓘ

Search Criteria

Patient ID	Identifier Type	Identifier Value

Last Name: DUC First Name: DON Middle Name: DOB: MMDDYYYY Gender: M

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

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: DAISY DUCK  
Phone: 555-555-5555  
01/29/2015

01:11

vimeo

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

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