It's Your Best Shot!

CT WiZ

Connecticut
Immunization Information System

How do I navigate in CT WiZ?

Things You Should Know

- You must have your own username and password to log into CT WiZ.

  - Go here to request an account: https://ctwiz.dph.ct.gov/ctwiz/Login.aspx. Click "Request New Account".

- Use a web browser to access CT WiZ. It works the best when you use:

  - Google Chrome

    - Download: https://www.google.com/chrome/

  - Mozilla Firefox

    - Download: https://www.mozilla.org/en-US/firefox/new/

- You need Adobe Acrobat Reader to view CT WiZ reports.

  - Go here to download: https://get.adobe.com/reader/

Navigation Overview

- System Requirements

- Navigation using the Module menu

- Important Icons

- Body Site Codes

- Tips and Shortcuts

Navigation in CT WiZ

- Use the Modules menu to navigate

  - Find it on the left menu in CT WiZ

- Click a Module with a + sign to expand the menu.

- Click a Module with a – sign to collapse the menu.

- **Avoid** using the browser back and forward buttons.

Important Icons in CT WiZ

🔴	**Adverse Reaction**	Vaccination has an adverse reaction documented for patient.
❓	**Audit Information**	Hover over to display user who created the record, user who last updated the record, and dates and times of changes.
📅	**Calendar**	Click to display a pop-up calendar.
❌	**Clear**	Click to clear text from data entry field.
🧍	**Current User**	Click to populate current user name into field.
⊘	**Deceased**	Patient is deceased.
❌	**Deleted**	Patient record has been deleted from the registry.

Important Icons in CT WiZ (continued)

	Dose Not Administered	Vaccination has been added to patient's record, but has not been administered and remains in on-hand inventory.
	Historical Vaccination	Vaccination has been entered as a historical record and was not administered by a clinic in the registry.
	Immunization Reconciled	Dose is included on an inventory reconciliation that has been closed.
	Invalid Dose (Manual)	Vaccination has been manually invalidated by a user.
	Invalid Dose (Recommender)	Vaccination has been marked as invalid by the recommender.
	Lookup	Click to search for a patient record.
	Notes	Patient record includes notes.

Important Icons in CT WiZ (continued)

	Online Help	Click to view online help for the page.
	Opted Out	Patient has chosen not to participate in the IIS.
	Outreach	Patient belongs to a patient outreach.
	Precautions / Contraindications	Patient has one or more allergies or risks that may impact recommended immunizations.
	Vaccination Comments	Vaccination has comments.
	Warning	Appears with a warning or other informational message.

What do the body site codes mean when giving vaccine?

Body Site Code	Body site
LA	Left Arm
LD	Left Deltoid
LG	Left Gluteus Medius
LVL	Left Vastus Lateralis
RA	Right Arm
RD	Right Deltoid
RG	Right Gluteus Medius
RVL	Right Vastus Lateralis
LLFA	Left Lower Forearm
LT	Left Thigh
RLFA	Right Lower Forearm
RT	Right Thigh
N	Nasal

Tips and Shortcuts

- Fields with a **bold** label followed by a * are required.

- Dates

  - Enter numbers only, slashes are automatically added.

  - Years must be entered in 4 digit form.

  - Double-click on a date field to enter today's date.

- Keyboard shortcuts

  - **Tab** - Go to the next data entry field

  - **Shift** + **Tab** - Go to the previous field

  - **Ctrl** + **C –** Copy text

  - **Ctrl** + **V –** Paste text

  - **Ctrl** + **X** – Cut text

Patient Search ⓘ

Links ▾

Search Criteria

Patient ID	Identifier Type	Identifier Value

Last Name	First Name	Middle Name	DOB	Gender
			MM/DD/YYYY	

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.

Default action button – Always in blue

Press the **Enter** to perform the Default Action in Blue

How to get help 24/7

- Click on the ℹ️ 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 by clicking here.