

CT WiZ

CVP Provider Re-enrollment Training Guide

State of Connecticut



October 5, 2021
Version 1.1

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Introduction

Welcome to the CT WiZ Training Guide, a detailed and user-friendly document for the clinics.

All providers must re-enroll in CT WiZ. This is an electronic form and signature. If you are currently not “live” with CT WiZ, re-enrolling **does not** automatically make you “live”.

This guide is for the CT WiZ Immunization Information System. It focuses on how to complete your enrollment into the Connecticut Vaccine Program (CVP). Additional training materials can be found on the Connecticut Immunization Program website at:

https://portal.ct.gov/DPH/Immunizations/CVP--Provider-Profile-Enrollment_Reenrollment

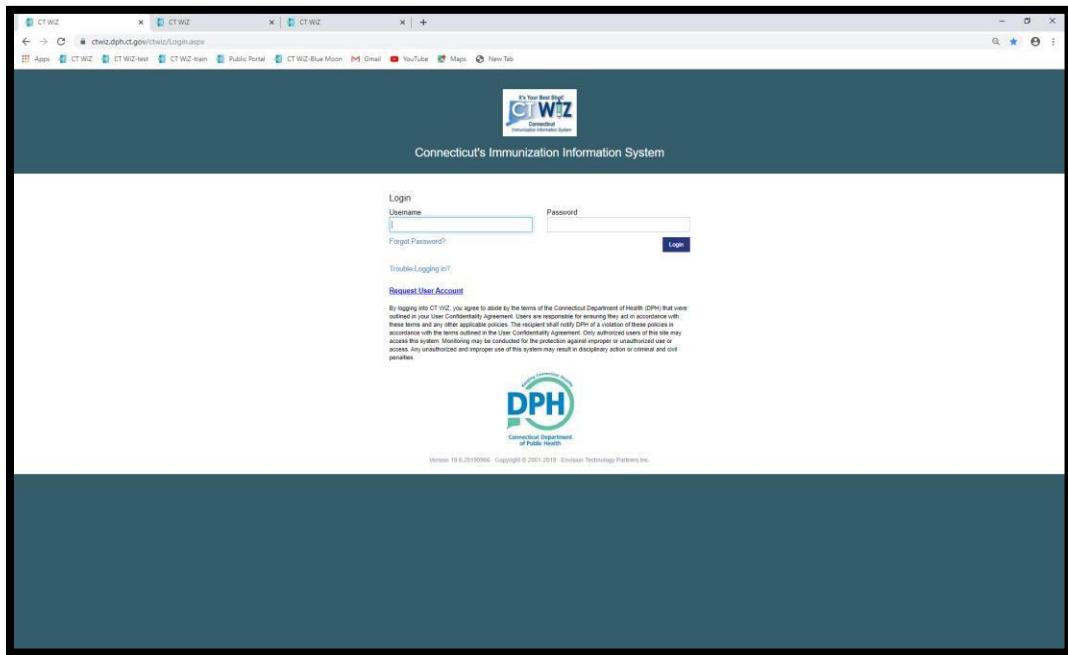
Request a User ID

Before you get started with the re-enrollment, you want to make sure you have a few things completed.

Make sure the primary coordinator and the physician signing the agreement (or equivalent) have access to CT WiZ. If you already have access, you do not need to request access again.

NOTE: If you already have a CT WiZ username but do not see the Clinic Tools module in the left menu, send a [helpdesk ticket](#) to have your permissions updated. Please indicate this is for the Provider Profile re-enrollment.

1. If you need to request access, you may do so on our website by clicking on the Request User Account link. You must have a unique email address in order to request a user account.



2. Fill in all fields with a red asterisk.
 - a. Your Access Requested depends on your role in the clinic.
 - b. Coordinators should choose Primary or Backup Coordinators from the drop down.

- c. Physicians signing the agreement or equivalent should choose Chief Medical Officer/Physician signing the agreement access.
- d. If you belong to multiple pin numbers, do not register multiple times. Complete the registration form and enter the PINs (separated by a comma) in the “Organization Name” field. We can link multiple pin numbers to your user account.
- e. Review the CT WiZ User Agreement. You must open this document, review it, close it and click accept in order to complete this section.

- 3. Move the slider until you see a green check and click on “Submit Registration”.

Once your request has been approved, you will be sent two e-mails. One e-mail contains your username, and the second email contains your password.

NOTE: You may need to check your spam or junk folder in your email if you do not receive them.

- 4. Login to CT WiZ once you receive the emails.
- 5. Once signed in, reset your password and set up your security questions.

In the future, if you forget your password, you can use your security questions to reset your password by using the “forgot my password” link.



Review the checklist

Refer to the checklist, also available on our webpage, for steps to take before you re-enroll.

Provider Profile Checklist

Please use the following checklist to help you complete all the sections in the Provider Re-enrollment process. Review the checklist to make sure your clinic has completed all the proper paperwork and steps needed.

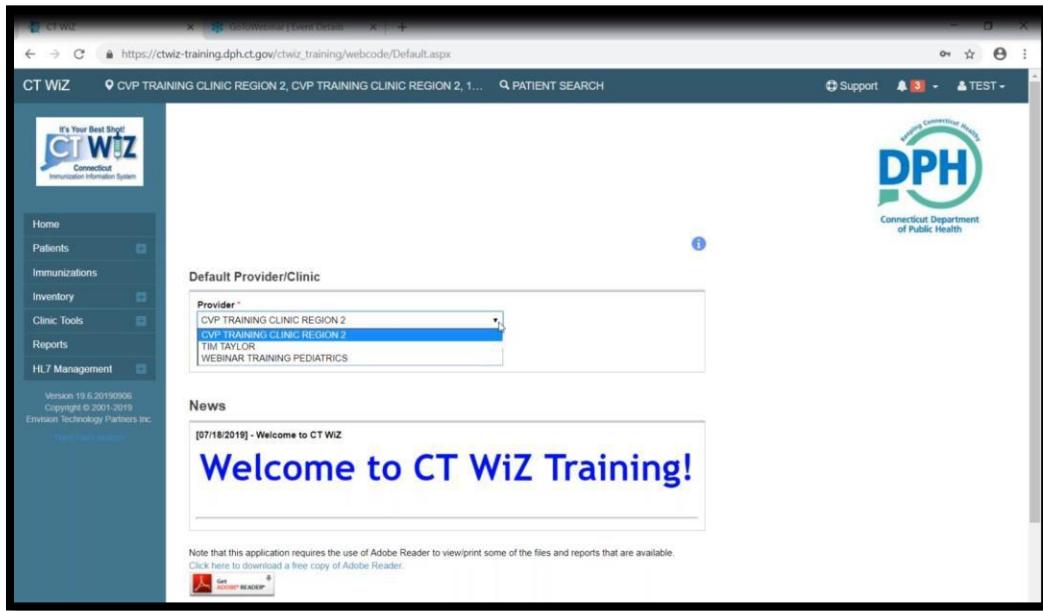
Prior to completing the Re-enrollment

- Make sure the Primary Coordinator, back-up coordinator and the Physician Signing the Agreement (or equivalent) have access to CT WiZ. If you need to request access, please visit <https://ctwiz.dph.ct.gov/ctwiz/Login.aspx> and click on "Request User Account." Coordinators should pick the appropriate "Access Requested" (primary or backup), and physician's signing the agreement (or equivalent) should choose Chief Medical Officer/Physician Signing Agreement. Please remember the CVP pin should be included with all CT WiZ requests.
- Confirm that the primary and backup have completed the Fall CVP Webinar. If your clinic was unable to attend, please watch the recorded version which can be found [here](#). Certificates are not required to be uploaded to CT WiZ, only the date in which the webinar was reviewed.
- To avoid having to do so during the re-enrollment, update all clinic information in CT WiZ using the Clinic Tools, Clinic Information screens. This includes your clinic's address, contact information, delivery hours, staff and staff training. Just a reminder, there can only be one primary coordinator, backup coordinator and physician signing the agreement.
- Gather the insurance breakdown of all children in your practice. It is important to get these amounts as accurate as possible. You may need to consult with your billing department or your EHR to complete this portion. The breakdown of the insurances are as follows:

	Birth to 1 yr.	1-6 yrs.	7-18 yrs.	Total
VFC Eligible-Medicaid/Medicaid Managed Care (Husky A)				0
VFC Eligible-Uninsured (Patients without Insurance)				0
VFC Eligible- American Indian/Alaska Native				0

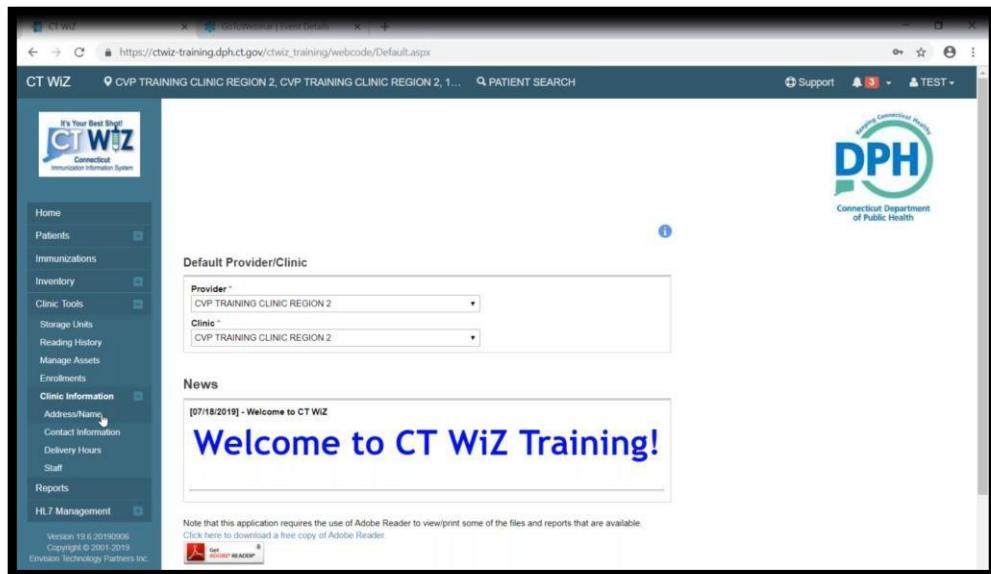
Review Clinic Information

Before you begin, make sure you are in the correct Provider and Clinic. In the Provider and Clinic dropdowns in CT WiZ, you can see all the providers and clinic's your username is associated with. A re-enrollment must be processed for each clinic.



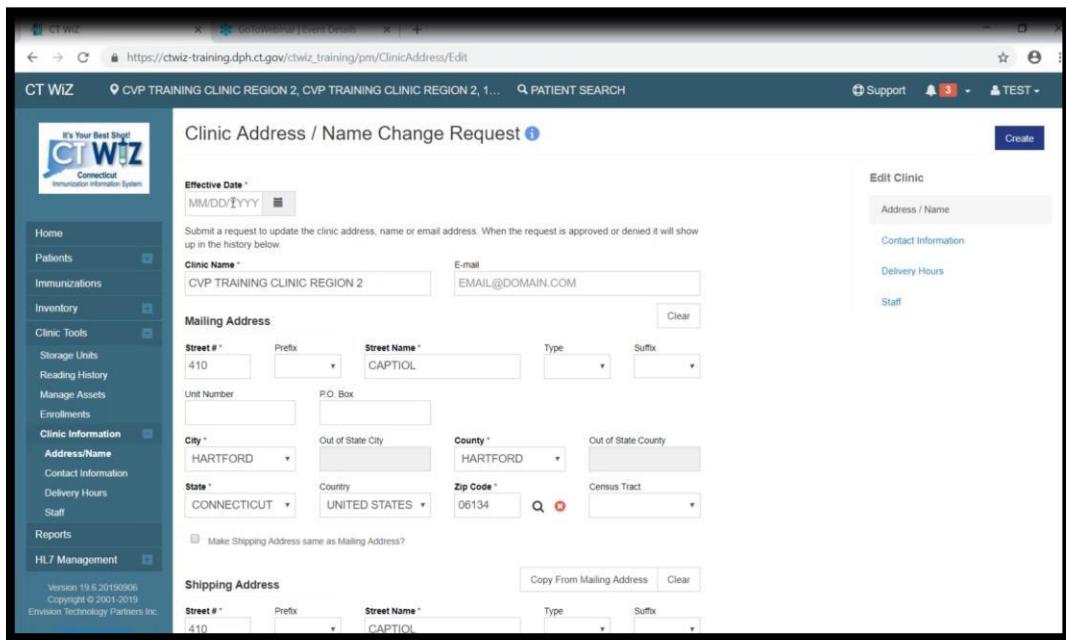
Your clinic information may be outdated so you'll want to review the information and make any needed updates. When you make changes to a clinic's information such as a name or contact, a notification is submitted to the CVP team to review and either approve or reject the change. Keep this in mind before you begin the enrollment.

In CT WiZ, click on Clinic Tools in the left navigation menu then Clinic Information. These four screens show your clinic's name and address, phone and fax numbers, shipping information and the staff in your clinic.



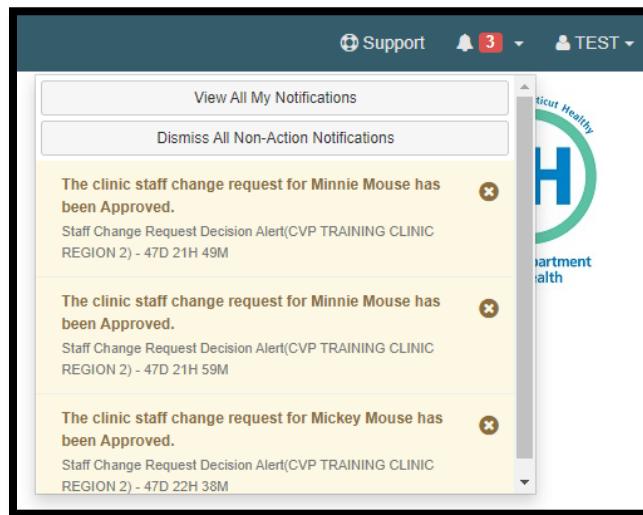
Update Clinic Address/Name

On the Address/Name screen, you can make changes to the clinic's name, email address, mailing or shipping address. Please enter the effective date the change is taking place. The shipping address is what will be used to ship your vaccines to. Click Create when finished.



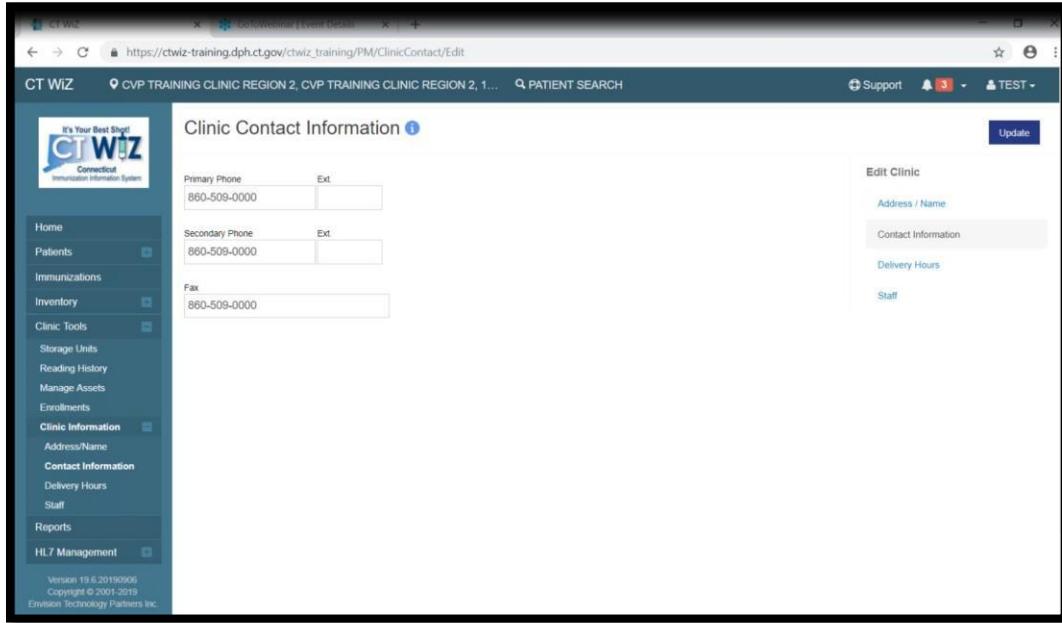
The screenshot shows the 'Clinic Address / Name Change Request' screen. The 'Clinic Name' field contains 'CVP TRAINING CLINIC REGION 2'. The 'E-mail' field contains 'EMAIL@DOMAIN.COM'. The 'Mailing Address' section includes fields for Street # (410), Street Name (CAPTIOI), City (HARTFORD), State (CONNECTICUT), Zip Code (06134), and a checked checkbox 'Make Shipping Address same as Mailing Address?'. A 'Create' button is located in the top right corner of the form area.

Changes made on this screen require CVP approval. You will receive a notification in your bell icon when the change is approved or rejected. You cannot make additional changes on this screen while the change is waiting to be approved.



Update Clinic Contact Information

Here you can update your clinic's phone and fax numbers. Click on Update when finished. These changes do not require CVP approval.



Clinic Contact Information

Primary Phone Ext.
860-509-0000

Secondary Phone Ext.
860-509-0000

Fax
860-509-0000

Address / Name

Contact Information

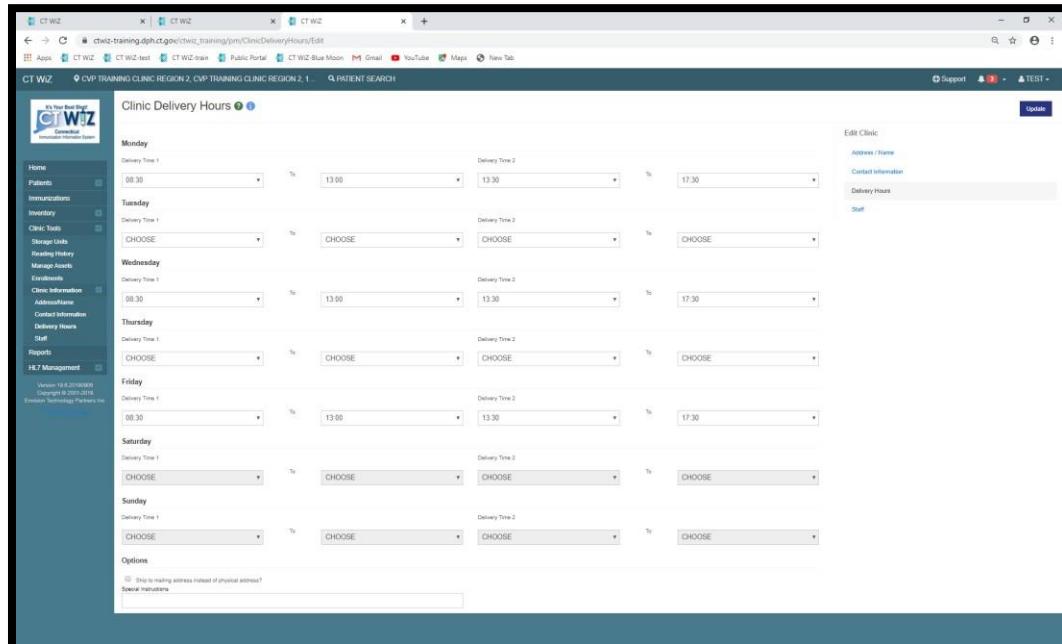
Delivery Hours

Staff

Update

Update Delivery Hours

These are the hours you are allowing vaccines to be shipped to you. As you use CT WiZ, please remember to update this section around holidays, vacations and any other times your office may be closed. You cannot put dates or date ranges so you need to remember to update these when your office will be closed. These changes do not require CVP approval.



Clinic Delivery Hours

Monday

Delivery Time 1: 08:30 To 13:00 Delivery Time 2: 13:30 To 17:30

Tuesday

Delivery Time 1: CHOOSE To CHOOSE Delivery Time 2: CHOOSE To CHOOSE

Wednesday

Delivery Time 1: 08:30 To 13:00 Delivery Time 2: 13:30 To 17:30

Thursday

Delivery Time 1: CHOOSE To CHOOSE Delivery Time 2: CHOOSE To CHOOSE

Friday

Delivery Time 1: 08:30 To 13:00 Delivery Time 2: 13:30 To 17:30

Saturday

Delivery Time 1: CHOOSE To CHOOSE Delivery Time 2: CHOOSE To CHOOSE

Sunday

Delivery Time 1: CHOOSE To CHOOSE Delivery Time 2: CHOOSE To CHOOSE

Options

Use mailing address instead of physical address?

Source instructions

Address / Name

Contact Information

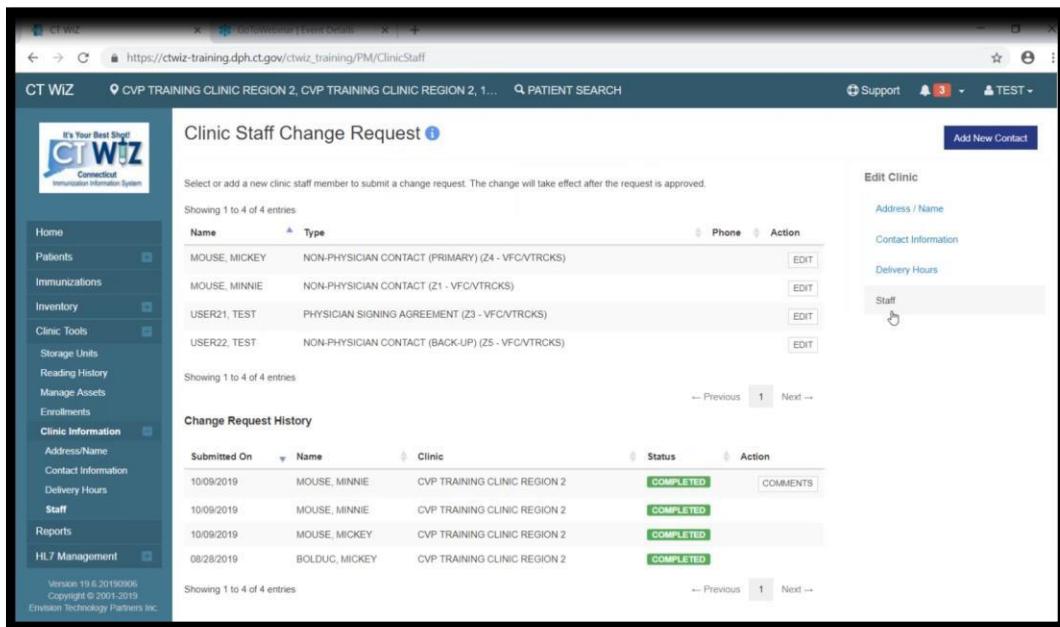
Delivery Hours

Staff

Update

Update Clinic Staff and Training

Review the list of clinic staff shown. It is important that you have a primary vaccine coordinator, a backup vaccine coordinator and a physician signing agreement listed in your contacts. Refer to the [CT WiZ User Account Roles](#) document for reference.



Name	Type	Phone	Action
MOUSE, MICKEY	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTCKS)		EDIT
MOUSE, MINNIE	NON-PHYSICIAN CONTACT (Z1 - VFC/VTCKS)		EDIT
USER21, TEST	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTCKS)		EDIT
USER22, TEST	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTCKS)		EDIT

Submitted On	Name	Clinic	Status	Action
10/09/2019	MOUSE, MINNIE	CVP TRAINING CLINIC REGION 2	COMPLETED	COMMENTS
10/09/2019	MOUSE, MINNIE	CVP TRAINING CLINIC REGION 2	COMPLETED	
10/09/2019	MOUSE, MICKEY	CVP TRAINING CLINIC REGION 2	COMPLETED	
08/28/2019	BOLDUC, MICKEY	CVP TRAINING CLINIC REGION 2	COMPLETED	

If you do not have all three contact types listed and do not document them now, you will have to leave the enrollment screens later to complete this information. Any missing information will prevent you from submitting the re-enrollment.

NOTE: Changes made on this screen require CVP approval. The CVP team receives a notification when there is a change. We review the change and approve or reject the change with a comment. When you receive a notification in the bell icon that your change has been approved, you may continue with the re-enrollment process. If you do not wait for the approval of these changes, the changes will not reflect on your enrollment.

To add new staff: (Do not overwrite existing staff with new staff):

1. Click on the “Add New Contact” button.
2. Select the correct contact type from the dropdown. If they have an alternate role, choose this from the alternate contact type dropdown.
3. Complete the remaining fields. Be sure to include the license number, NPI, specialty and title.
4. When finished, click on “Create”.

The screenshot shows the 'Clinic Staff Change Request' form in the CT WiZ software. The 'Contact Type' is set to 'NON-PHYSICIAN CONTACT (Z1 - VFC/VTR)'. The 'First Name' is 'TEST', 'Last Name' is 'USER', and 'Telephone' is '999-999-9999'. The 'Specialty' is 'CHOOSE'. On the right side, there is an 'Edit Clinic' section with tabs for 'Address / Name', 'Contact Information', 'Delivery Hours', and 'Staff'. The 'Staff' tab is currently selected. The 'Create' button is highlighted in blue at the top right of the form.

To remove staff:

The screenshot shows the 'Clinic Staff Change Request' form in the CT WiZ software. The 'First Name' is 'MINNIE', 'Last Name' is 'MOUSE', and 'Telephone' is '999-999-9999'. The 'Comments' field contains 'NO LONGER AT THIS CLINIC'. The 'Specialty' is 'CHOOSE'. On the right side, there is an 'Edit Clinic' section with tabs for 'Address / Name', 'Contact Information', 'Delivery Hours', and 'Staff'. The 'Staff' tab is currently selected. The 'Update' button is highlighted in blue at the top right of the form.

1. Click the down arrow next to "Edit" and then "Remove." This will remove the staff member from your clinic, including their access to this pin. Please do not overwrite existing contacts with new contacts information.

To make an update:

1. Click on “Edit” next to the staff’s name.
2. Type the new information over the existing information into the specific field. For example, a staff member’s last name changed due to marriage or divorce.
3. Type a note in the “Comments” field to let the CVP know of any other changes.

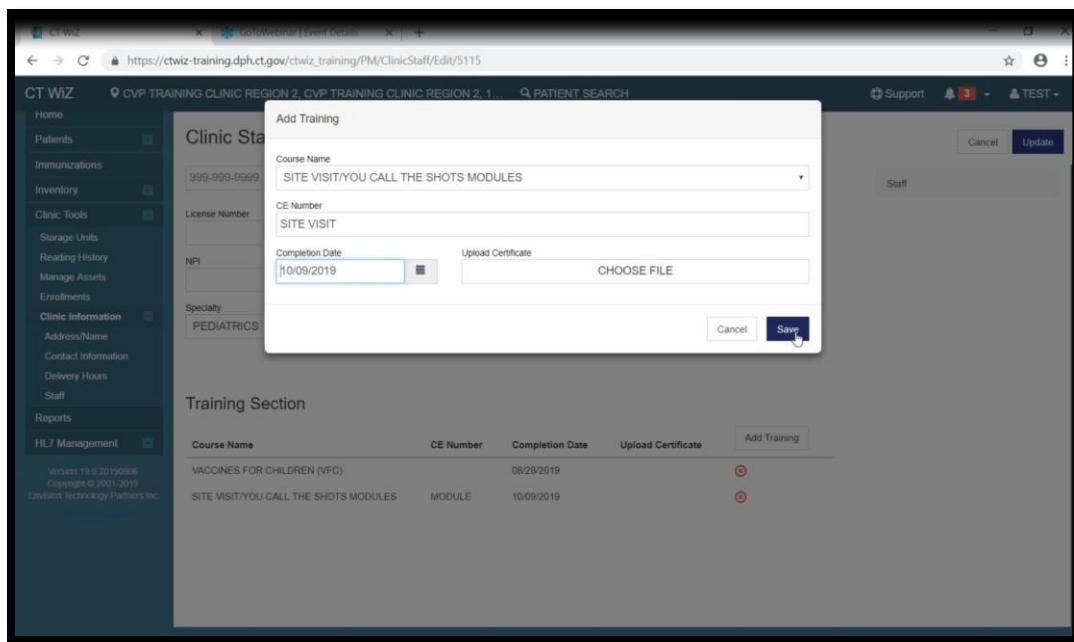
The screenshot shows the 'Clinic Staff Change Request' page in the CT WiZ system. The main form includes fields for First Name (TEST), Middle Name, Last Name (USER02), Telephone (999-999-9999), Fax Number (999-999-9999), E-mail (TESTUSER22@YAHOO.COM), and a Comments field. To the right, an 'Edit Clinic' sidebar contains fields for Address / Name, Contact Information, Delivery Hours, and Staff. Below the main form is a 'Training Section' table with a single row for 'SITE VISIT/YOU CALL THE SHOTS MODULES', showing a Completion Date of 10/09/2019. A 'Add Training' button is located at the bottom of the table.

Add Training for Clinic Staff

For the Primary and Back-up vaccine coordinators, training must also be documented in order to complete the re-enrollment. As shown on the checklist, this training is the 2021 Fall CVP Webinar.

NOTE: You must enter the training otherwise you will receive an error message when you are completing the re-enrollment.

1. Click on “Edit” next to the clinic staff.
2. Click on “Add Training” at the bottom to document training.
3. Select the course name of “Fall CVP Webinar.”
4. Enter the date the training was completed. No certificate or CE number is required.
5. Click on “Save” when finished.
6. When finished with all the updates on this screen, click on “Update” then “Cancel”.
7. Repeat the steps above to document training for additional staff.



Changes made on this screen require CVP approval. The CVP team receives a notification when there is a change. We review the change and approve or reject the change with a comment.

Review all staff and confirm their information is correct. When you receive a notification in the bell icon that your change has been approved, you may continue with the re-enrollment process. If you do not wait for the approval of these changes, the changes will not reflect on your enrollment.

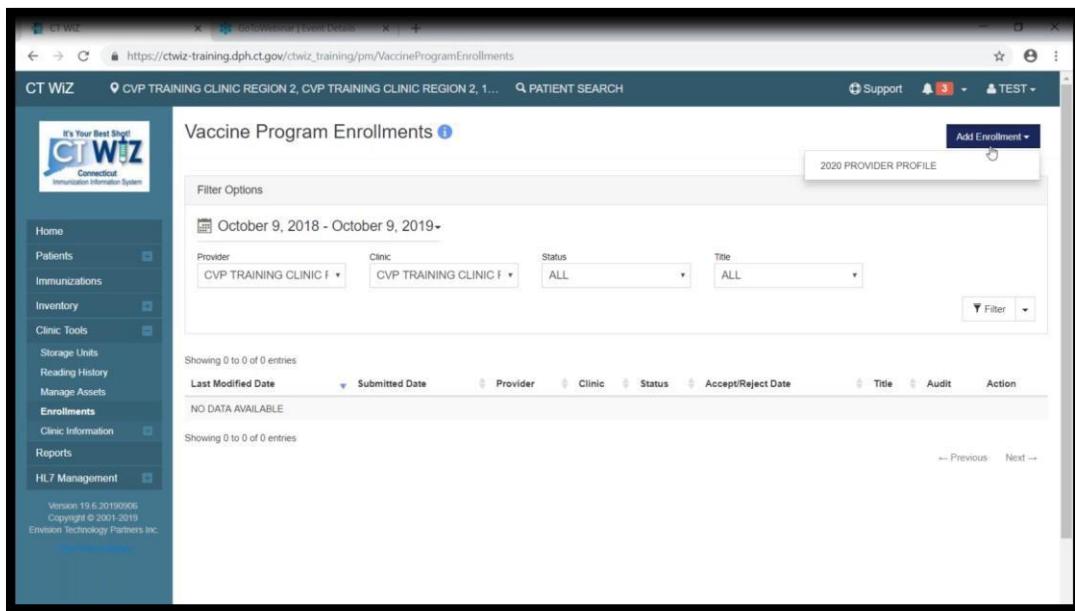
Complete the Re-enrollment

After all your clinic updates and training have been documented, you can begin the re-enrollment.

1. Click on “Clinic Tools” in the left navigation menu.
2. Click on “Enrollments”. This screen lists all your enrollments, past and present. You can also see when the enrollment was submitted as well as if it was accepted or rejected with the date.
3. If you do not see any enrollments in “Not Submitted” status, click on “Add Enrollment”.

NOTE: If you see a row with “Not Submitted” status, DO NOT start a new one. A “Not Submitted” status indicates you have already started to complete the re-enrollment. Click on “View” to the right of the “Not Submitted” one. You can continue working on this one.

4. Select the 2022 Provider Profile.



The screenshot shows the 'Vaccine Program Enrollments' page in the CT WiZ system. The left sidebar has a 'Clinic Tools' section with 'Enrollments' selected. The main area has a 'Filter Options' section with a date range from 'October 9, 2018 - October 9, 2019'. Below that is a table with columns: Last Modified Date, Submitted Date, Provider, Clinic, Status, Accept/Reject Date, Title, Audit, and Action. The table shows 'NO DATA AVAILABLE'. At the bottom, there are links for 'Previous' and 'Next'.

When in the enrollment, there are 2 modules and sections within each module that must be completed. Each section with a yellow exclamation point indicates the section has not been completed yet. A green checkmark indicates the section is complete.

CT WiZ | CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1... | PATIENT SEARCH

2020 PROVIDER PROFILE [?](#) [i](#)

Status: Not Submitted

Begin the enrollment process by viewing the Checklist and completing each section within Preparation. Next, complete the Required Forms and submit your enrollment.

1. Preparation

- [Checklist](#)
- [Required Staff And Staff Training](#)
- [Delivery Hours](#)

2. Required Forms

- [Provider / Clinic Profile](#)
- [Provider / Clinic Agreement](#)
- [Comments](#)

Cancel | Print | Save Progress

- Click on the “+” sign on the right side of each section to open it and complete the information.
- Start at the top and click on “Checklist”.

CT WiZ | CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1... | PATIENT SEARCH

2020 PROVIDER PROFILE [?](#) [i](#)

Status: Not Submitted

Begin the enrollment process by viewing the Checklist and completing each section within Preparation. Next, complete the Required Forms and submit your enrollment.

1. Preparation

- [Checklist](#)
- [Required Staff And Staff Training](#)
- [Delivery Hours](#)

2. Required Forms

- [Provider / Clinic Profile](#)
- [Provider / Clinic Agreement](#)
- [Comments](#)

Provider Profile Checklist.pdf

Close Section

- Click on the blue link for the Provider Profile checklist.
 - This opens in a separate window showing you everything that needs to be done prior to re-enrolling, as well as things to help you fill out the re-enrollment.
 - This PDF includes links to the CDC training modules mentioned earlier, as well as the insurance breakdown table.
 - Once you have reviewed this PDF you can minimize or print it.
 - You do not need to complete this checklist.



- If you are all set reviewing the information, simply close the checklist then click on Close Section.

Notice that the yellow exclamation point changed to a green checkmark.

The screenshot shows the '2020 PROVIDER PROFILE' page. The '1. Preparation' section is open, showing a checklist with three items: 'Checklist' (marked as 'Section complete' with a green checkmark), 'Required Staff And Staff Training' (marked with a green checkmark), and 'Delivery Hours' (marked with a green checkmark). The status is 'Not Submitted'.

NOTE: Click on “Save Progress” in the top right corner to save your work as you go.

- You can also print your re-enrollment. The printout shows all the information that has been entered thus far, as well as any PDF documents included in the re-enrollment.
- Click on “Required Staff and Staff Training”.
 - If all the necessary training was documented on the Clinic Staff screen for the primary and back-up vaccine coordinators, you should see a green checkmark.

The screenshot shows the '1. Preparation' section. The 'Required Staff And Staff Training' item is marked with a green checkmark. A message below states 'Requirements for this section have been met.' A 'Close Section' button is visible in the bottom right corner.

- If the training was not documented, the missing requirements for each staff member will be listed in this section. The error message specifically lists the staff contact type who is missing the training.

The screenshot shows a modal window for 'Required Staff And Staff Training'. It lists 'Missing Requirements':

- Missing the CE number for Staff Member with Contact Type of Non-Physician Contact (Primary) (Z4) or Physician Contact (Primary) (Z6) and Site Visit/You Call the Shots modules training.
- Missing the CE number for Staff Member with Contact Type of Non-Physician Contact (back-up) (Z5) or Physician Contact (back-up) (Z7) and Site Visit/You Call the Shots modules training.

 A message below says 'Information not correct?' and 'You can update this information in your clinic profile. Manage Clinic Staff'. A 'Close Section' button is visible in the bottom right corner.

- You can document the missing training by clicking on Manage Clinic Staff. This link brings you out of the Enrollment and to the Manage Clinic Staff Change Request screen where you can document the required training.



10. You'll notice there is already a green checkmark in "Delivery Hours". Since you have your delivery hours loaded in CT WiZ and reviewed them prior to completing the enrollment, no further action is required.

1. Preparation

- Checklist
- Required Staff And Staff Training
- Delivery Hours

Requirements for this section have been met.

[Close Section](#)

11. Click on "Save Progress" to save the work you have completed thus far.
12. In the "Required Forms" section, click on "Provider/Clinic Profile".
13. Click on Review Facility/Clinic Information. This shows the provider name, the clinic name, the delivery address, phone number, email and clinic type.
 - a. Verify the information is correct. If you made changes before starting the enrollment, ensure the changes you made show here. Remember, any changes to the clinic staff must be approved first by the CVP Team in order for it to reflect in the enrollment.
 - b. **If you need to make changes**, click on the blue Edit Clinic info link. Again, this link brings you out of the Enrollment and to the Manage Address Name Change Request screen where you can make changes.
 - c. **If the information is correct**, check the box confirming all information is correct. You should see a green check mark for this section.

2020 PROVIDER PROFILE [?](#) [i](#)

Status: Not Submitted

Delivery Hours

2. Required Forms

Review Facility/Clinic Information

Please review the information below to make sure it's up to date. If the information presented is not up to date, use the link at the bottom of the page to edit your Clinic information.

Provider Name TEST USER21 **Facility/Clinic Name** CVP TRAINING CLINIC REGION 2

Vaccine Delivery Address
410 CAPITOL
HARTFORD, CT 06134

Phone 860-509-0000 **Email**

Facility/Clinic Type PRIVATE PRACTICE

Information not correct?
[Click here to update your clinic profile information. Edit Clinic Info](#)

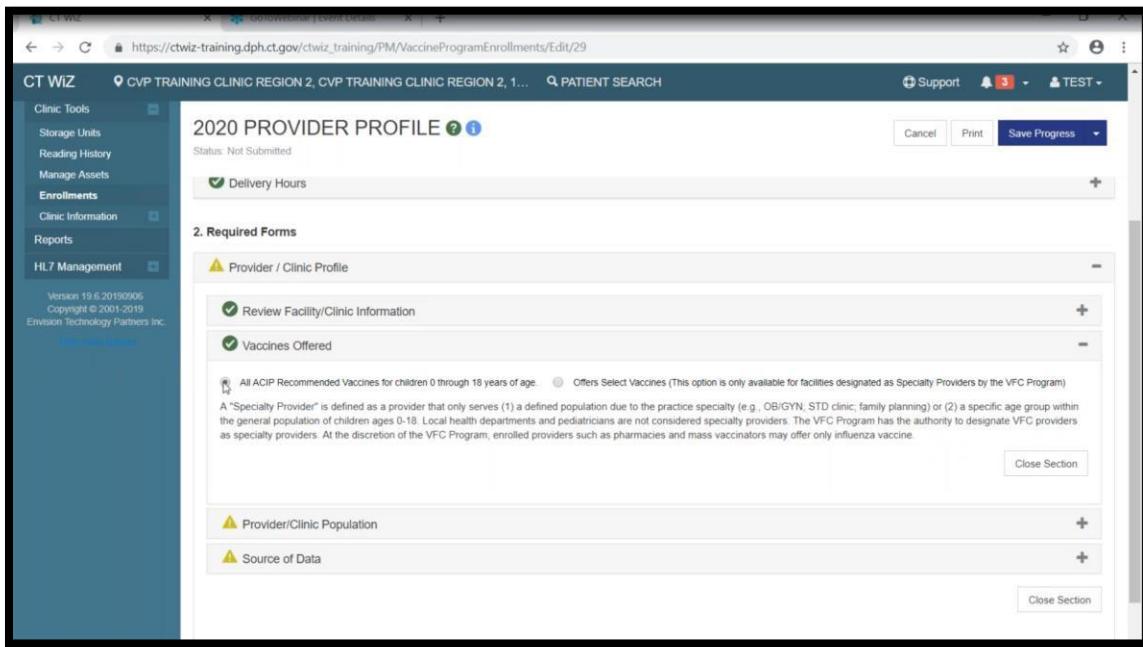
I confirm that the Facility/Clinic Information is correct.

[Close Section](#)

14. Click on “Vaccines Offered”.

a. Click on “All ACIP Recommended Vaccines for children 0 through 18 years of age”.

NOTE: The other option listed is for specialty providers only. Specialty providers are providers who only serve a defined population due to the practice specialty. If you fall under the group of specialty providers, select this option and check all vaccines you offer in your specialty practice. Once again health departments and pediatricians are **not** specialty providers and should select the All ACIP Recommended Vaccines option. You should see a green check mark for this section too.



The screenshot shows the '2020 PROVIDER PROFILE' page. The left sidebar includes 'Clinic Tools', 'Storage Units', 'Reading History', 'Manage Assets', 'Enrollments', 'Clinic Information', 'Reports', and 'HL7 Management'. The main content area is titled '2020 PROVIDER PROFILE' with a status of 'Not Submitted'. A 'Delivery Hours' section is checked. Below it, under '2. Required Forms', the 'Vaccines Offered' section is checked. A note below states: 'All ACIP Recommended Vaccines for children 0 through 18 years of age. Offers Select Vaccines (This option is only available for facilities designated as Specialty Providers by the VFC Program)'. A note at the bottom defines 'Specialty Provider' as a provider that only serves a defined population due to practice specialty or a specific age group within the general population of children ages 0-18. Local health departments and pediatricians are not considered specialty providers. The VFC Program has the authority to designate VFC providers as specialty providers. At the discretion of the VFC Program, enrolled providers such as pharmacies and mass vaccinators may offer only influenza vaccine.' There are 'Close Section' buttons for each section.

15. Click on “Provider/Clinic Population”. This table is provided in the checklist and shows the breakdown of all the insurance types in your practices. If you do not have any children in a specific age group, type a zero (0). All fields must have a number in order to continue.

NOTE: As you enter amounts, the totals automatically calculate at the bottom of each eligibility section.

2020 PROVIDER PROFILE [?](#) [i](#)

Status: Not Submitted

Provider Population
Provider Population based on patients seen during the previous 12 months. Enter the number of children who received vaccinations at your facility, by age group. Only count a child once based on the status at the last immunization visit, regardless of the number of visits made.

Patient Data

Eligibility Categories	Patient Age				Total
	>= 0 Years	>= 1 Year	>= 7 Years	Total	
VFC Eligible - Medicaid/Medicaid Managed Care	1	5	10	5	20
VFC Eligible - Uninsured		6	3	5	14
VFC Eligible - American Indian/Alaska Native		0	4	2	6
CHIP		10	11	6	27
VFC Eligible - Underinsured At FQHC		4	5	2	11
Total:		25	33	20	78

Non-Eligibility Categories	Patient Age				Total
	>= 0 Years	>= 1 Year	>= 7 Years	Total	
Not VFC Eligible		10	23	10	33
Total:		10	23	0	33

16. Remember to click on “Save Progress” during this section so your work is not lost.
17. When finished, you should see a green check mark. Remember, all fields must have a number in them.
18. Click on “Source of Data”. Select how you determined your insurance breakdown. Select all that apply. You should see a green check mark when done. This completes the Provider/Clinic Profile section.

2020 PROVIDER PROFILE [?](#) [i](#)

Status: Not Submitted

Provider/Clinic Population

Source of Data

Type of data used to determine provider population (choose all that apply)

Benchmarking
 Medicaid Claims Data
 IIS
 Doses Administered
 Provider Encounter Data
 Billing System
 Other

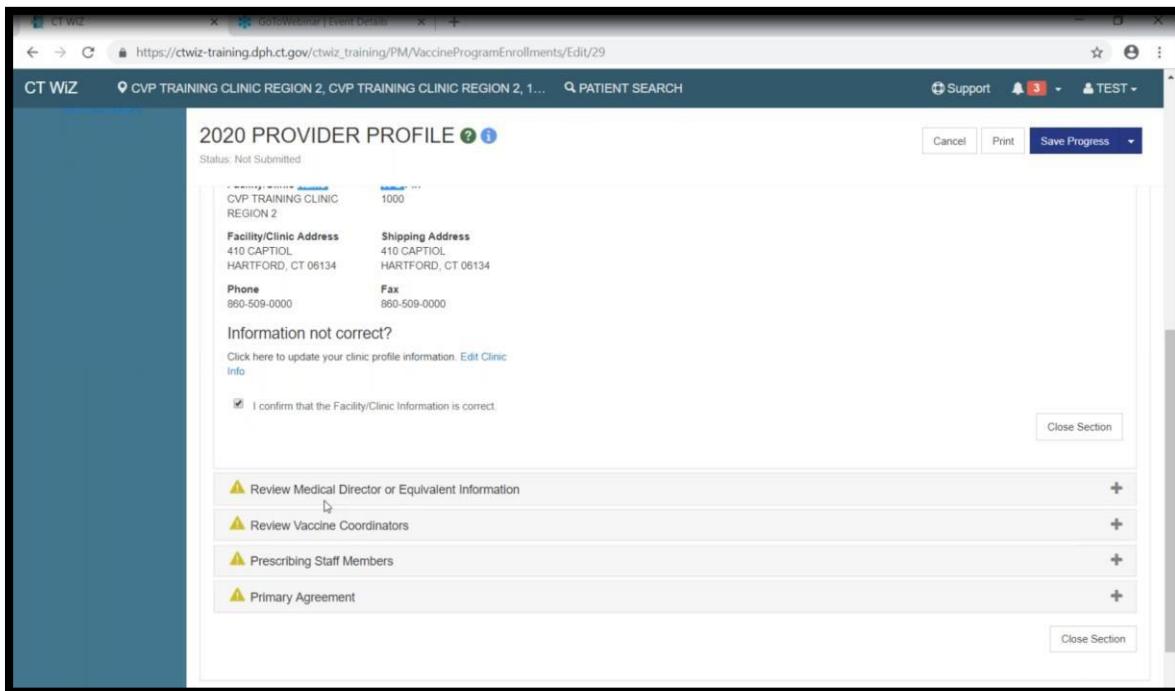
Provider / Clinic Agreement

Comments



In the Provider /Clinic Agreement section, you need to confirm the clinic information, the medical director or equivalent, vaccine coordinators, and prescribing staff members' are entered correctly in CT WiZ.

19. Click on "Review Facility/Clinic Information".
 - a. Confirm the information is correct.
 - b. If any changes need to be made, click on the blue link. Remember, this brings you out of the enrollment and to the appropriate screen.
 - c. If everything is correct, click on the "I confirm" checkbox. Green check marks should appear for each section you complete.



The screenshot shows the '2020 PROVIDER PROFILE' page. At the top, it displays the clinic's name: 'CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1...'. Below this, there are sections for 'Facility/Clinic Address' and 'Shipping Address', both listing '410 CAPTOL, HARTFORD, CT 06134'. Under 'Phone', it shows '860-509-0000' and 'Fax' as '860-509-0000'. A link 'Click here to update your clinic profile information. Edit Clinic Info' is present. A checkbox 'I confirm that the Facility/Clinic Information is correct.' is checked. Below this, there is a section titled 'Information not correct?' with a link 'Click here to update your clinic profile information. Edit Clinic Info'. At the bottom, there is a list of review items: 'Review Medical Director or Equivalent Information', 'Review Vaccine Coordinators', 'Prescribing Staff Members', and 'Primary Agreement'. Each item has a 'Close Section' button to its right.

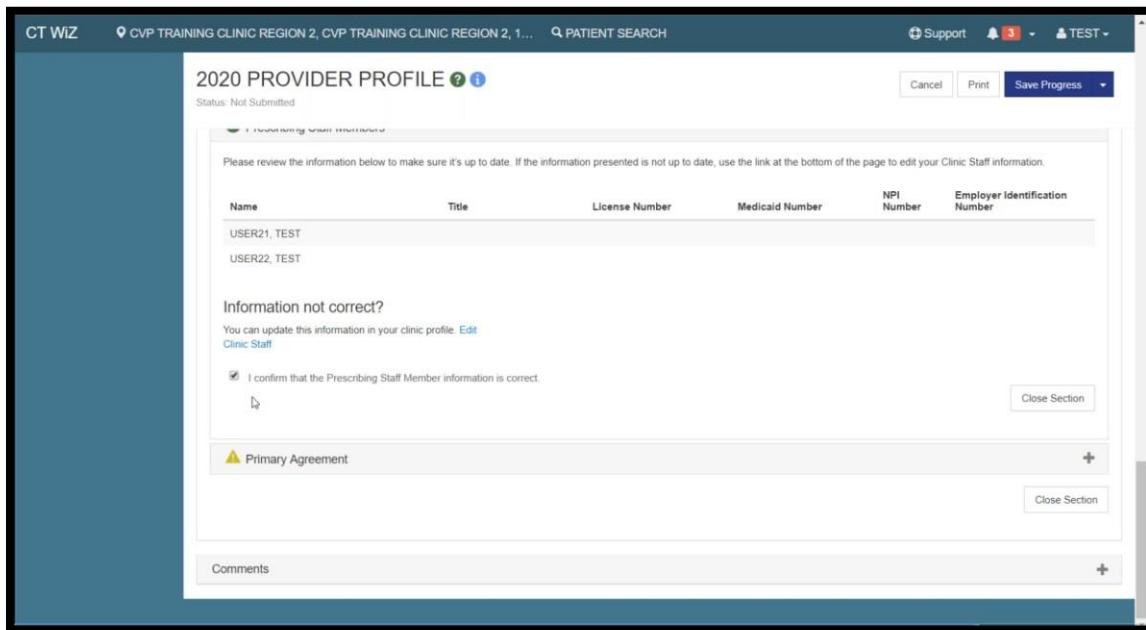
20. Click on "Review Medical Director or Equivalent Information".
 - a. Confirm the information is correct.
 - b. If any changes need to be made, click on the blue link. Remember, this brings you out of the enrollment and to the appropriate screen.
 - c. If everything is correct, click on the "I confirm" checkbox. Green check marks should appear for each section you complete.

21. Click on “Review Vaccine Coordinators”.

- Review the information.
- The Primary and Back-up Coordinators names only display when their training has been documented on the Clinic Staff screen.
- If any changes need to be made, click on the blue link. Remember, this brings you out of the enrollment and to the appropriate screen.
- When the Coordinators information is listed and training documented correctly, click on the “I confirm” checkbox. Green check marks should appear for each section you complete.

22. Click on “Prescribing Staff Members”.

- a. Confirm the information is correct.
- b. If any changes need to be made, click on the blue link. Remember, this brings you out of the enrollment and to the appropriate screen.
- c. If everything is correct, click on the “I confirm” checkbox. Green check marks should appear for each section you complete.
- d. For new prescribers or prescribers that are no longer there and are not listed on the Clinic Contacts screen, you need to document the name in the “Comments” section.



2020 PROVIDER PROFILE ? i

Status: Not Submitted

Please review the information below to make sure it's up to date. If the information presented is not up to date, use the link at the bottom of the page to edit your Clinic Staff information.

Name	Title	License Number	Medicaid Number	NPI Number	Employer Identification Number
USER21, TEST					
USER22, TEST					

Information not correct?
You can update this information in your clinic profile. [Edit Clinic Staff](#)

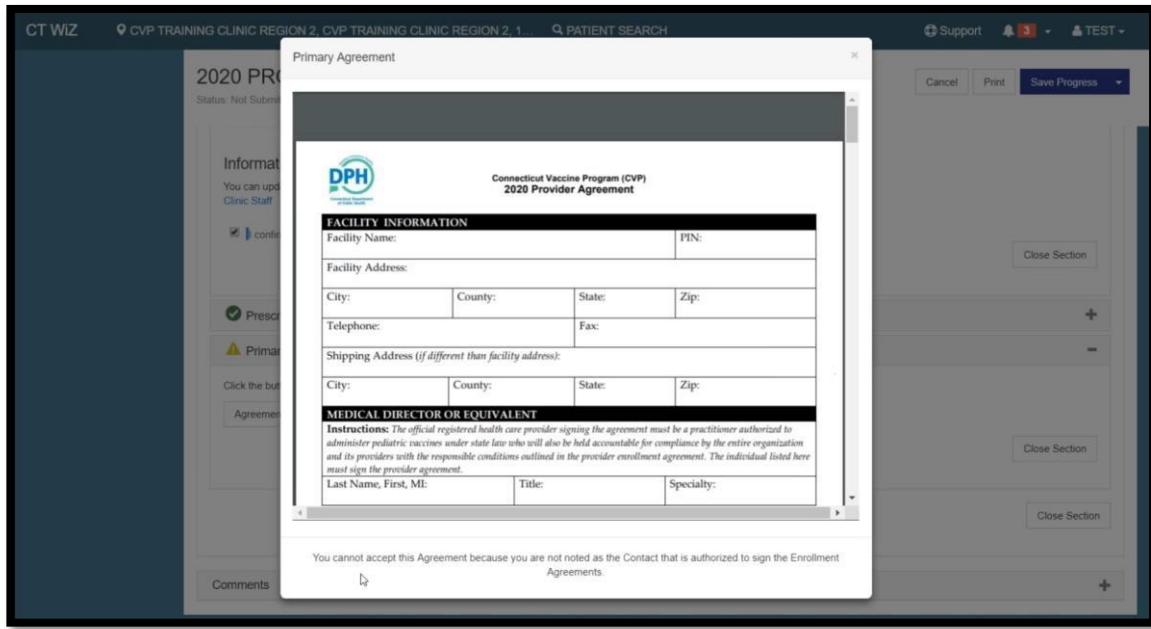
I confirm that the Prescribing Staff Member information is correct.

Primary Agreement

Comments

The next section is the Primary Agreement. Only users with the physician signing the agreement or equivalent access can electronically sign the agreement. The Primary Agreement attachment is NOT a fillable PDF. This document does not need to be filled out and sent to us. The physician signing the agreement simply has to check the box at the bottom of the section to electronically sign off on the agreement. Please click on Print to keep a copy of what you entered for your records.

The following message appears if you do not have the proper access: “You cannot accept this Agreement because you are not noted as the Contact that is authorized to sign the Enrollment Agreements”.



23. Click on the + next to additional questions. All additional questions must be completed in order to complete this section.
24. Click on “Save Progress” to save your work.

At this time, the physician signing the agreement or equivalent must complete the enrollment by logging into CT WiZ.

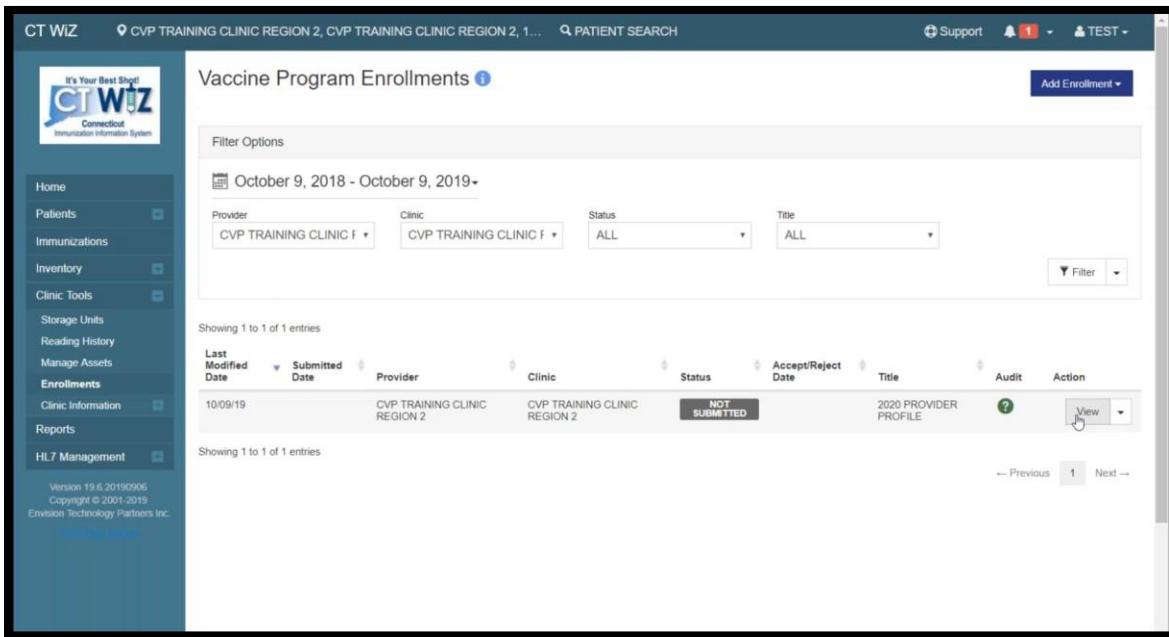
Sign the Agreement

We have provided a separate video on how to complete this available on the webpage:

https://portal.ct.gov/DPH/Immunizations/CVP--Provider-Profile-Enrollment_Reenrollment

When the physician is ready to sign the enrollment, they should see all the sections complete except for the Agreement.

1. Log into CT WiZ with your username and password.
2. Click on “Clinic Tools” in the left navigation menu.
3. Click on “Enrollments”.
4. Click on “View” for the 2022 Provider Profile. There should be one with a “Not Submitted” status.



The screenshot shows the 'Vaccine Program Enrollments' page in the CT WiZ system. The page title is 'Vaccine Program Enrollments'. At the top, there is a 'Filter Options' section with a date range from 'October 9, 2018 - October 9, 2019'. Below this are dropdowns for 'Provider' (CVP TRAINING CLINIC F), 'Clinic' (CVP TRAINING CLINIC F), 'Status' (ALL), and 'Title' (ALL). A 'Filter' button is located to the right of the filters. The main table displays one entry: 'CVP TRAINING CLINIC REGION 2' with 'CVP TRAINING CLINIC REGION 2' as the clinic, 'NOT SUBMITTED' as the status, and '2020 PROVIDER PROFILE' as the title. The 'Action' column for this entry contains a 'View' button with a dropdown arrow, which is being clicked. The left sidebar shows the navigation menu with 'Enrollments' selected. The bottom of the page includes copyright information: 'Version 19.6.20190906', 'Copyright © 2001-2019', and 'Envision Technology Partners Inc.'.

5. Click on the “Provider/Clinic Agreement” section.
6. Click on “Primary Agreement”.
7. Click on “Agreement”.

The provider agreement appears in a separate window.

8. Review the agreement and scroll to page 5.
9. Type in your name in the Medical Director or Equivalent Name field
10. Enter your name in the Signature field.
11. Enter today's date.

Please print or save a copy for your records. You do **not** need to send us a copy of the agreement.

12. Click on the checkbox, which provides your electronic signature to accept all things stated in the agreement.
13. Click on "Click to Accept."

Primary Agreement

By signing this form, I certify on behalf of myself and all immunization providers in this facility, I have read and agree to the vaccine enrollment requirements listed above and understand I am accountable (and each listed provider is individually accountable) for compliance with these requirements.

Medical Director or Equivalent Name (print):
test user

Signature: test user Date: 10-09-19

Name (print) Second individual as needed:

Signature: Date:

You agree that by selecting the "Click To Accept" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your mutual signature on this Agreement.

Cancel Click To Accept

14. Click on “Save Progress” at the top to save your work.

2020 PROVIDER PROFILE

Status: Not Submitted

✓ Success Enrollment has been updated.

✓ Delivery Hours

2. Required Forms

✓ Provider / Clinic Profile

✓ Provider / Clinic Agreement

✓ Review Facility/Clinic Information

✓ Review Medical Director or Equivalent Information

✓ Review Vaccine Coordinators

✓ Prescribing Staff Members

✓ Primary Agreement

Click the button below to view the Primary Agreement required to complete this enrollment.

Agreement

Cancel Print Save Progress

15. When you are ready to submit the re-enrollment, click on the Save Progress dropdown, and click on Submit Forms. If you do not have all the sections complete, CT WiZ will not allow you to click on this option.

CT WiZ CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1... PATIENT SEARCH

2020 PROVIDER PROFILE

Status: Not Submitted

✓ Success Enrollment has been updated.

Cancel Print Save Progress

Submit Forms

Delivery Hours

2. Required Forms

- ✓ Provider / Clinic Profile
- ✓ Provider / Clinic Agreement
- ✓ Review Facility/Clinic Information
- ✓ Review Medical Director or Equivalent Information
- ✓ Review Vaccine Coordinators
- ✓ Prescribing Staff Members
- ✓ Primary Agreement

Click the button below to view the Primary Agreement required to complete this enrollment.

Agreement

Close Section

16. Click OK to complete the re-enrollment.

CT WiZ CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1... PATIENT SEARCH

2020 PROVIDER PROFILE

Status: Not Submitted

Submit Enrollment

Are you sure you would like to submit this enrollment?
You will not be able to edit the enrollment once it is submitted.

Please select OK to continue or Cancel to return to the Enrollment page.

OK Cancel

2. Required Forms

- ✓ Provider / Clinic Profile
- ✓ Provider / Clinic Agreement
- ✓ Review Facility/Clinic Information
- ✓ Review Medical Director or Equivalent Information
- ✓ Review Vaccine Coordinators
- ✓ Prescribing Staff Members
- ✓ Primary Agreement

Click the button below to view the Primary Agreement required to complete this enrollment.

Agreement

Close Section

After you submit the re-enrollment, the CVP team is notified and reviews the submitted agreement. You can print your re-enrollment, or go back to the original enrollment screen to see your status.

When your re-enrollment was successfully submitted, the status shows Pending Review.

Vaccine Program Enrollments i

Filter Options

October 9, 2018 - October 9, 2019

Provider: CVP TRAINING CLINIC | Clinic: CVP TRAINING CLINIC | Status: ALL | Title: ALL

Showing 1 to 1 of 1 entries

Last Modified Date	Submitted Date	Provider	Clinic	Status	Accept/Reject Date	Title	Audit	Action
10/09/19	10/09/19	CVP TRAINING CLINIC REGION 2	CVP TRAINING CLINIC REGION 2	PENDING REVIEW		2020 PROVIDER PROFILE		View

Showing 1 to 1 of 1 entries

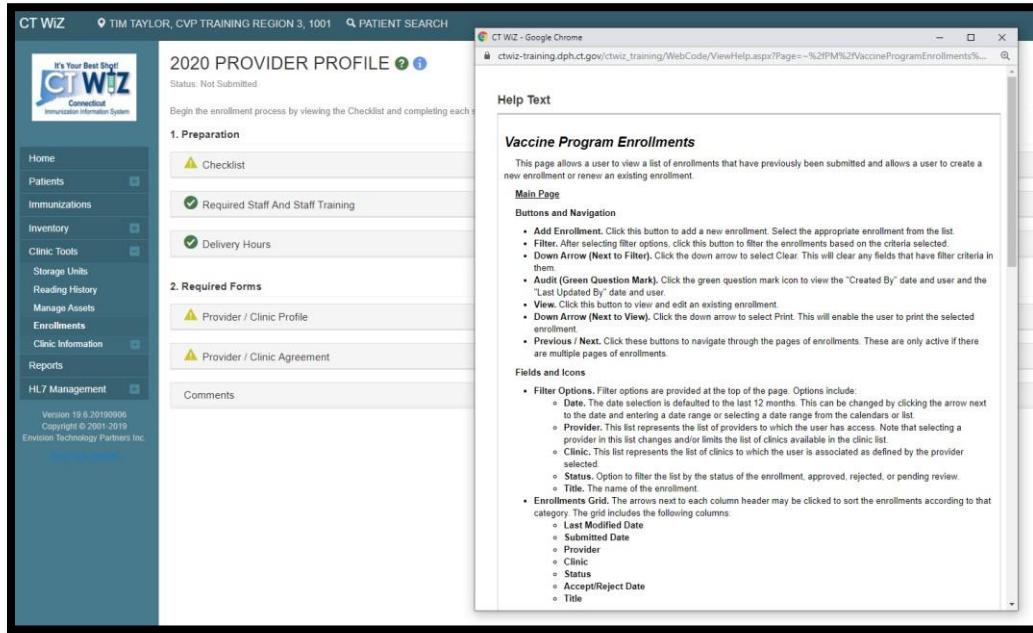
← Previous 1 Next →

If your re-enrollment was approved, the status shows Approved and the accept date is listed in the next column. If you see a rejected status, you can click on View to see the comments made by the CVP team in the “Jurisdiction Comments” field.

Help with CT WiZ

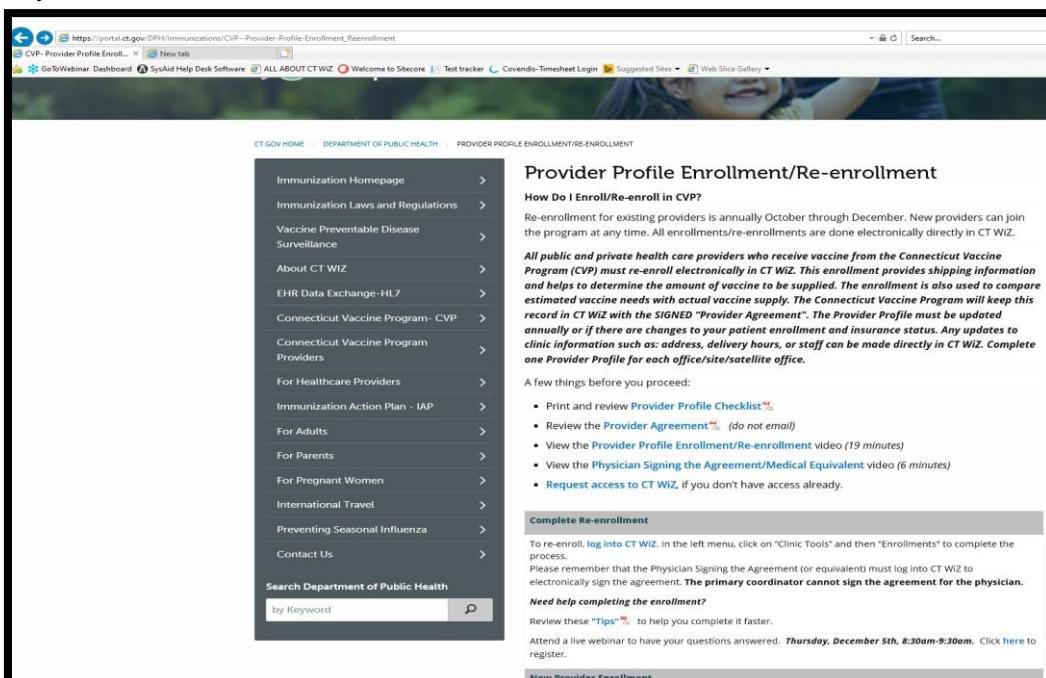
If you have additional questions about the process, there are many ways to find information and receive help.

1. In CT WiZ, there is an  icon located next to the screen name. Click on the  for a detailed explanation of the page you are on.



The screenshot shows the '2020 PROVIDER PROFILE' page. On the right, a callout box titled 'Help Text' provides detailed instructions for 'Vaccine Program Enrollments'. It covers topics like adding new enrollments, filtering, auditing, and navigating through multiple pages of enrollments. The main page shows sections for 'Preparation' (Checklist, Required Staff And Staff Training, Delivery Hours) and 'Required Forms' (Provider / Clinic Profile, Provider / Clinic Agreement).

2. On our website, we have a specific enrollment webpage for CT WiZ where you will find documents and videos to help guide you in the completion of your 2020 Provider Profile and Provider Agreement. Once you have this webpage up, we highly recommend you bookmark it to quickly find it.



The screenshot shows the 'Provider Profile Enrollment/Re-enrollment' page. It includes a sidebar with links to various immunization programs and a search bar. The main content area provides instructions for re-enrollment, details about the enrollment process, and a 'Complete Re-enrollment' section. It also features a 'Need help completing the enrollment?' section with tips and a 'New Provider Enrollment' button.



3. After you have exhausted all these help topics and still can't find your answer, simply email our helpdesk. We'll review it and respond to you in a timely manner.

The screenshot shows the 'Contact Us' page of the Connecticut State Department of Public Health (DPH) website. The page is titled 'Contact Us' and includes a sidebar with links to various immunization topics. The main content area contains contact information for the Immunization Program, including a phone number, fax number, and helpdesk information. A map of Connecticut shows the location of the Immunization Program office in Hartford. At the bottom, there are links to return to the Immunization Homepage and the DPH Homepage.

CT.GOV HOME / DEPARTMENT OF PUBLIC HEALTH / CONTACT US

Contact Us

Questions? Comments? Concerns?
We'll get back to you with the information you need.

- Phone: [860-509-7929](tel:860-509-7929), Monday- Friday 8:30am-4:30pm
- Fax: 860-707-1925
- Helpdesk: [Submit a request](#)
- Address:

State of CT, Department of Public Health
Immunization Program
410 Capitol Ave, MS #11 MUN
Hartford, CT 06134

[Return to Immunization Homepage](#)
[Return to DPH Homepage](#)