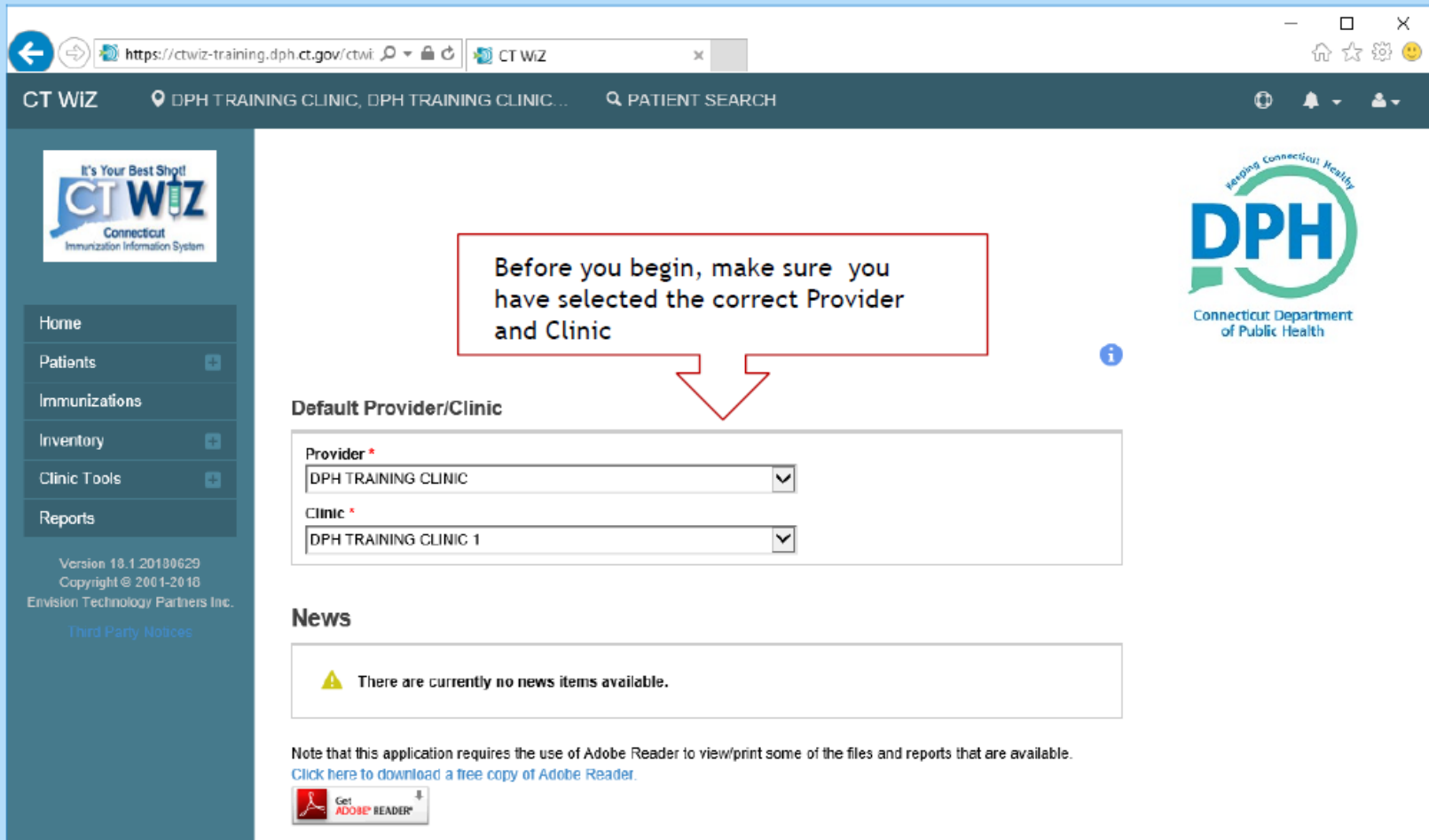




Updating Clinic Information in CT WiZ

Home Screen- Begin Here



The screenshot shows a web browser window displaying the CT WIZ Home Screen. The browser address bar shows the URL <https://ctwiz-training.dph.ct.gov/ctwi>. The page header includes the CT WIZ logo, navigation links for "DPH TRAINING CLINIC" and "PATIENT SEARCH", and user profile icons. A central red-bordered box with a downward-pointing arrow contains the text: "Before you begin, make sure you have selected the correct Provider and Clinic". Below this, the "Default Provider/Clinic" section features two dropdown menus: "Provider*" set to "DPH TRAINING CLINIC" and "Clinic*" set to "DPH TRAINING CLINIC 1". The "News" section displays a warning icon and the message: "There are currently no news items available." At the bottom, a note states: "Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available. Click here to download a free copy of Adobe Reader." A "Get Adobe Reader" button is provided.

Before you begin, make sure you have selected the correct Provider and Clinic

Default Provider/Clinic

Provider*
DPH TRAINING CLINIC

Clinic*
DPH TRAINING CLINIC 1

News

⚠ There are currently no news items available.

Note that this application requires the use of Adobe Reader to view/print some of the files and reports that are available. [Click here to download a free copy of Adobe Reader.](#)

Get Adobe Reader

Navigate to the Clinic Information module

The screenshot shows the CT WIZ web application interface. The top navigation bar includes the logo, the text 'CT DPH CLINIC, CT DPH CLINIC, 9999', and a search icon labeled 'PATIENT SEARCH'. The left sidebar contains a navigation menu with the following items: Home, Patients, Immunizations, Inventory, Clinic Tools (highlighted with a red box and the number 1), Storage Units, Reading History, Manage Assets, Enrollments, Clinic Information (highlighted with a red box and the number 2), Address/Name, Contact Information, Delivery Hours, Staff, and Reports. A red bracket groups the last four items, with a red box and the number 3 next to it. The main content area displays the 'Default Provider/Clinic' form with two dropdown menus, both set to 'CT DPH CLINIC'. Below this is a 'News' section with a warning icon and the text 'There are currently no news items available.' At the bottom, there is a note about Adobe Reader and a download link, accompanied by the Adobe Reader logo.

1. Click on Clinic Tools
2. Click on Clinical Information
3. Click on the type of information to be changed

Updating Your Clinic's Address and Name

Clinic Address/Name Change Request

When making changes, make sure to fill in the Effective Date.

Clinic Address / Name Change Request ?

[Update](#)

Effective Date *
09/20/2018

An address, name, or email change request for this clinic has been approved. A change to the Effective Date or a Cancellation can be requested until the current change is completed.

Clinic Name * WE LOVE KIDS PEDIATRICS SOUTH **E-mail** EMAIL@DOMAIN.COM

Mailing Address

Street # * 470 **Prefix** **Street Name *** CAPITOL **Type** AVE **Suffix**

Unit Number **P.O. Box**

City * HARTFORD **Out of State City** **County *** HARTFORD **Out of State County**

State * CONNECTICUT **Country** UNITED STATES **Zip Code *** 06134 **Census Tract**

Shipping Address

Street # * 470 **Prefix** **Street Name *** CAPITOL **Type** AVE **Suffix**

Unit Number **P.O. Box**

City * HARTFORD **Out of State City** **County *** HARTFORD **Out of State County**

State * CONNECTICUT **Country** UNITED STATES **Zip Code *** 06134 **Census Tract**

Change Request History EDIT

Submitted On	Status	Approved/Rejected Date	Effective Date	Action
08/31/2018	APPROVED	08/31/2018	09/20/2018	

Make sure to hit update when finished and before switching between sections here

All changes will be listed under the Change Request History.

Updating Your Clinic's Contact Information

Clinic Contact Information

Remember to click
update when any
changes are made

Clinic Contact Information ? i Update

Primary Phone	Ext.
<input type="text" value="860-649-6166"/>	<input type="text"/>
Secondary Phone	Ext.
<input type="text" value="999-999-9999"/>	<input type="text"/>
Fax	
<input type="text" value="860-649-6186"/>	

Edit Clinic

- Address / Name
- Contact Information
- Delivery Hours
- Staff

Clinic Notes Expand + Add

There are currently no notes entered for this clinic

Update the primary/secondary
phone number and fax number.

Updating Your Clinic's Delivery Hours

Delivery Hours

Clinic Delivery Hours 2 1

Monday

Delivery Time 1: 09:00 To 12:30 Delivery Time 2: 13:30 To 17:00

Tuesday

Delivery Time 1: 09:00 To 12:30 Delivery Time 2: 13:30 To 17:00

Wednesday

Delivery Time 1: 08:30 To 11:45 Delivery Time 2: 14:00 To 18:00

Thursday

Delivery Time 1: 09:00 To 12:30 Delivery Time 2: 13:30 To 17:00

Friday

Delivery Time 1: 09:00 To 12:30 Delivery Time 2: 13:30 To 17:00

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

Ship to mailing address instead of physical address?

Special Instructions

Address / Name


Contact Information

Delivery Hours

Staff

There are currently no notes entered for this clinic

Update



Remember to click update when any changes are made

Update your delivery hours.
These hours will be submitted with all vaccine orders.
Please make sure to update these hours around vacations and holidays.

Updating Your Clinic's Staff

Editing Existing Staff

Clinic Staff Change Request ?

Add New Contact

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Showing 1 to 3 of 3 entries

Name	Type	Phone	Audit	Action
USER100, TEST	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)		?	EDIT
USER21, TEST	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		?	EDIT
USER22, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		?	EDIT

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Change Request History

Submitted On	Name	Clinic	Status	Action
10/05/2020	USER101, TEST	WEBINAR TRAINING PEDIATRICS HL7	COMPLETED	
10/05/2020	USER101, TEST	WEBINAR TRAINING PEDIATRICS HL7	COMPLETED	
09/30/2020	USER22, TEST	WEBINAR TRAINING PEDIATRICS UI	COMPLETED	

Edit Clinic

Address / Name

Contact Information

Delivery Hours

Staff

Click **edit** next to the staff member you would like to change.

This will bring you to the edit screen to make any necessary changes.

Click **update** once all changes have been made.

Adding New Staff

Clinic Staff Change Request Add New Contact

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Showing 1 to 3 of 3 entries

Name	Type	Phone	Audit	Action
USER100, TEST	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)		?	EDIT
USER21, TEST	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		?	EDIT
USER22, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		?	EDIT

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Change Request History

Submitted On	Name	Clinic	Status	Action
10/05/2020	USER101, TEST	WEBINAR TRAINING PEDIATRICS HL7	COMPLETED	
10/05/2020	USER101, TEST	WEBINAR TRAINING PEDIATRICS HL7	COMPLETED	
09/30/2020	USER22, TEST	WEBINAR TRAINING PEDIATRICS UI	COMPLETED	

Edit Clinic

Address / Name

Contact Information

Delivery Hours

Staff

All current staff is listed on the top half of the screen. Staff listed under the **Change Request History** are staff that have had changes made previously. These are not necessarily current and may be past changes.

To add new staff, click the **Add New Contact** link.

Adding New Staff

Clinic Staff Change Request 1

Cancel **Create**

Contact Type *

Alternate Contact Type

First Name *

Middle Name

Last Name *

E-mail

NPI

Telephone Ext.

Fax Number

License Number

Comments

Medicaid Provider ID

Employer ID Number

Specialty

Title

Edit Clinic

Address / Name

Contact Information

Delivery Hours

Staff

Click **Create**
when finished

Training Section

Course Name	CE Number	Completion Date	Upload Certificate
-------------	-----------	-----------------	--------------------

Add Training

If you are the
primary or backup
vaccine
coordinator,
training will need
to be added here
as well

Complete all fields with a * (which means required)

Each clinic can have only 1 primary, backup, and physician signing the agreement contact type. Other contact types have no limit.

Removing Staff

Clinic Staff Change Request ?

Add New Contact

Select or add a new clinic staff member to submit a change request. The change will take effect after the request is approved.

Showing 1 to 3 of 3 entries

Name	Type	Phone	Audit	Action
USER100, TEST	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)		?	EDIT
USER21, TEST	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		?	EDIT REMOVE
USER22, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		?	EDIT

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Edit Clinic

Address / Name
Contact Information
Delivery Hours
Staff

To remove a staff member, click the down arrow next to edit and then remove.

Remove Staff Member

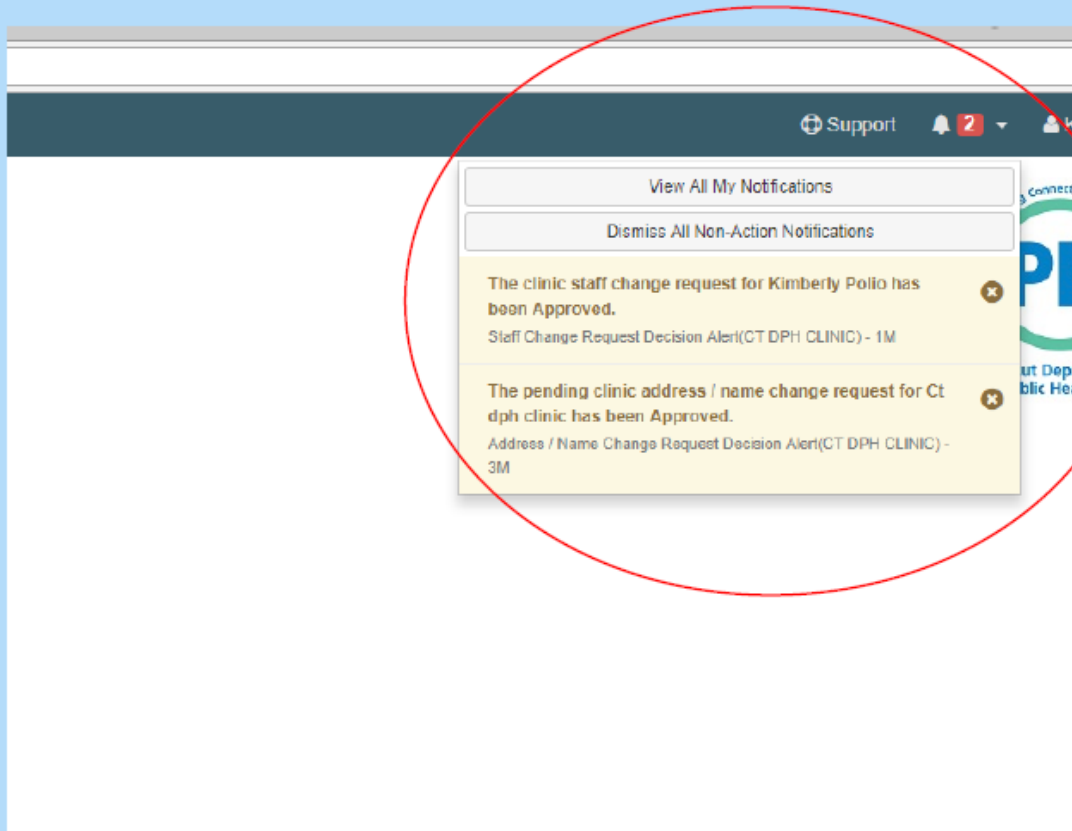
You have requested to remove TEST USER21 from the clinic staff. Select OK if this is correct and you wish to submit the change request for approval. Select Cancel to return to the Clinic Staff Change Request page.

OK

Cancel

This message will appear, click OK to continue and return to the staff screen.
The staff member will now be removed.

Notifications



Changes to the: mailing address, shipping address, current staff, or a new staff member will require approval.

Changes to the: phone, fax, or shipping hours will not require approval, but the VFC Program will be notified.

When your changes have been approved, you will be notified through your notification drop down.