Updating Clinic Information in CT WiZ
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.
Navigate to the Clinic Information module

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.

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

Update the primary/secondary phone number and fax number.

Remember to click update when any changes are made.
Updating Your Clinic’s Delivery Hours
Update your delivery hours.
These hours will be submitted with all vaccine orders.
Please make sure to update these hours around vacations and holidays.

Remember to click update when any changes are made.
Updating Your Clinic’s 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.
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

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.

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

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

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.