

PROVIDER PROFILE RE-ENROLLMENT TIPS

Getting Started:

- All providers must re-enroll in CT WiZ by December 15, 2021 for the year 2022.
- The Provider Profile is completed and signed electronically in CT WiZ. Paper enrollments are not accepted.
- If your clinic is not using CT WiZ for reporting doses administered or inventory management, re-enrolling **does not** automatically give your clinic those permissions. Please visit our [CT WiZ page](#) for more information on how to integrate patient management and inventory management in your clinic.

User Registration:

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

Changes to Clinic Information (Address, Delivery, Staff, Training):

- If a staff member is no longer at your clinic, click the down arrow next to edit and remove.
- If you need to add new staff, click on “Add New Contact Type” and enter their information.
- For training select 2021 Fall CVP Webinar with the date you completed the training. If you were unable to attend the live training, click [here](#) to review a recording. Certificates are not required to be uploaded to CT WiZ, only the date in which the webinar was reviewed.
- Only the Primary and Back-up Vaccine Coordinators are required to document the training.

Completing the Re-Enrollment:

- As you update information in the re-enrollment, click on “Save Progress”. This will ensure all your work is saved as you continue to work on it.
- On the Vaccine Program Enrollments screen, if you see a row with “Not Submitted” status, you do not need to 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.
- All fields in the Provider Population need a number. If you do not have any patients in a particular category, remember to type a zero (0).
- In the “Review Vaccine Coordinators” section, the Primary and Back-up Vaccine Coordinators’ names will only display when their training has been documented on the Clinic Staff screen.
- **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.
- Once you have completed all sections of the enrollment, click the down arrow next to save progress, and then submit. You should now see “pending review” next to your submitted enrollment. We will either approve the enrollment or reject with a reason why.
- Please click on Print to keep a copy of what you entered for your records.