

PROVIDER PROFILE RE-ENROLLMENT TIPS



Getting Started:

- All providers must re-enroll in CT WiZ by December 13, 2019 for 2020.
- The Provider Profile is completed and signed electronically in CT WiZ.
- If you are currently not “live” with CT WiZ, re-enrolling **does not** automatically change this. However, if you would like to go “live” and come on to CT WiZ to order your vaccines, report doses administered and track your inventory all in one system, visit our website <https://portal.ct.gov/DPH/Immunizations/ALL-ABOUT-CT-WiZ>.

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 [helpdesk 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, please write so in the “Comments” field of the staff member. DPH will delete them from your clinic. DO NOT OVERWRITE deleted staff with new staff names.
- If you need to add new staff, click on “Add New Contact Type” and enter their information.
- For training, you need to enter either Site Visit OR You Call the Shots in the “CE Number” field. We need to know which training you received. If you watched the “You Call the Shots” videos, just add 1 line of Training indicating this. No need to add 2 lines.
- 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.
- Remember to include your Federal Tax ID in the “Comments” field! Your Re-enrollment will not be approved until we have this information.
- 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.