



How do I change information about my clinic in CT WiZ?

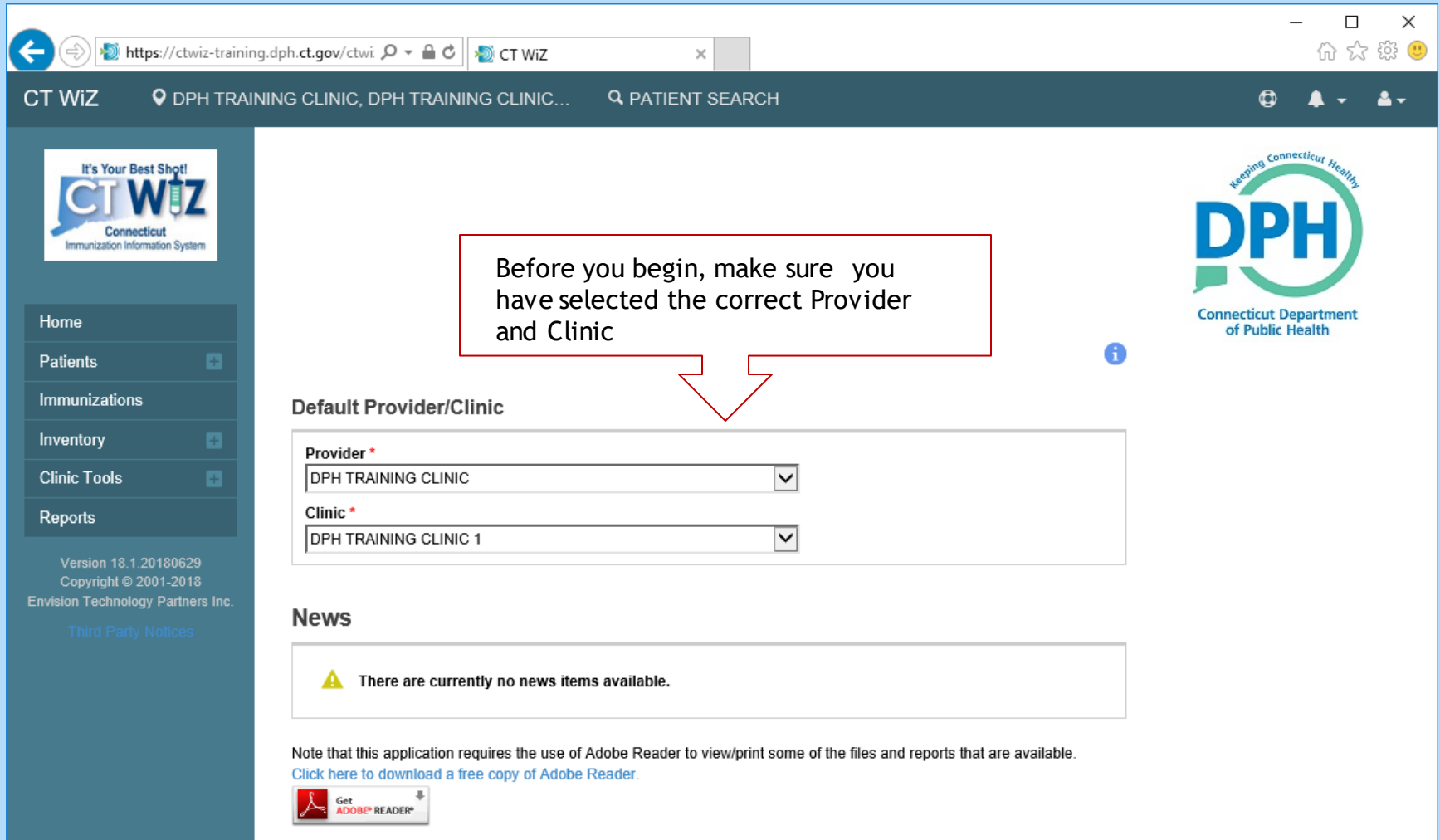


Clinic information you can change:

- Address/Name*
- Contact Information
- Delivery Hours
- Staff*
 - Update existing staff
 - Remove existing staff
 - Add training classes or a site visit
 - Add a new staff member

*Clinic Address changes, Clinic Name changes and Staff changes require approval from DPH. Clinics receive a notification when the change is approved or rejected. Changes to the phone number, fax number, or shipping hours do not require approval, but DPH will be notified.

Home Screen - Begin Here



The screenshot shows the CT WIZ Home Screen in a web browser. The browser address bar shows the URL <https://ctwiz-training.dph.ct.gov/ctwiz>. The page header includes the CT WIZ logo, a location pin icon, the text "DPH TRAINING CLINIC, DPH TRAINING CLINIC...", and a search icon with the text "PATIENT SEARCH". The left sidebar contains a menu with the following items: Home, Patients (+), Immunizations, Inventory (+), Clinic Tools (+), and Reports. Below the menu, the version "Version 18.1.20180629", copyright "Copyright © 2001-2018", and "Envision Technology Partners Inc." are listed, along with a link to "Third Party Notices". The main content area features a large red-bordered box with the text "Before you begin, make sure you have selected the correct Provider and Clinic", with a red arrow pointing down to the "Default Provider/Clinic" section. This section contains two dropdown menus: "Provider *" with "DPH TRAINING CLINIC" selected, and "Clinic *" with "DPH TRAINING CLINIC 1" selected. Below this is a "News" section with a yellow warning icon and the text "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." Below the note is a small Adobe Reader logo with the text "Get ADOBE® READER®".

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.
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Navigate to the Clinic Information screen

CT WIZ CT DPH CLINIC, CT DPH CLINIC, 9999 PATIENT SEARCH

It's Your Best Shot!
CT WIZ
Connecticut
Immunization Information System

- Home
- Patients
- Immunizations
- Inventory
- Clinic Tools **1**
- Storage Units
- Reading History
- Manage Assets
- Enrollments
- Clinic Information **2**
 - Address/Name
 - Contact Information
 - Delivery Hours
 - Staff
- Reports


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[Third Party Notices](#)

Default Provider/Clinic


Provider *
CT DPH CLINIC

Clinic *
CT DPH CLINIC

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.](#)

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

Clinic Address/Name Change

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

Clear

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

Copy From Mailing Address

Clear

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	

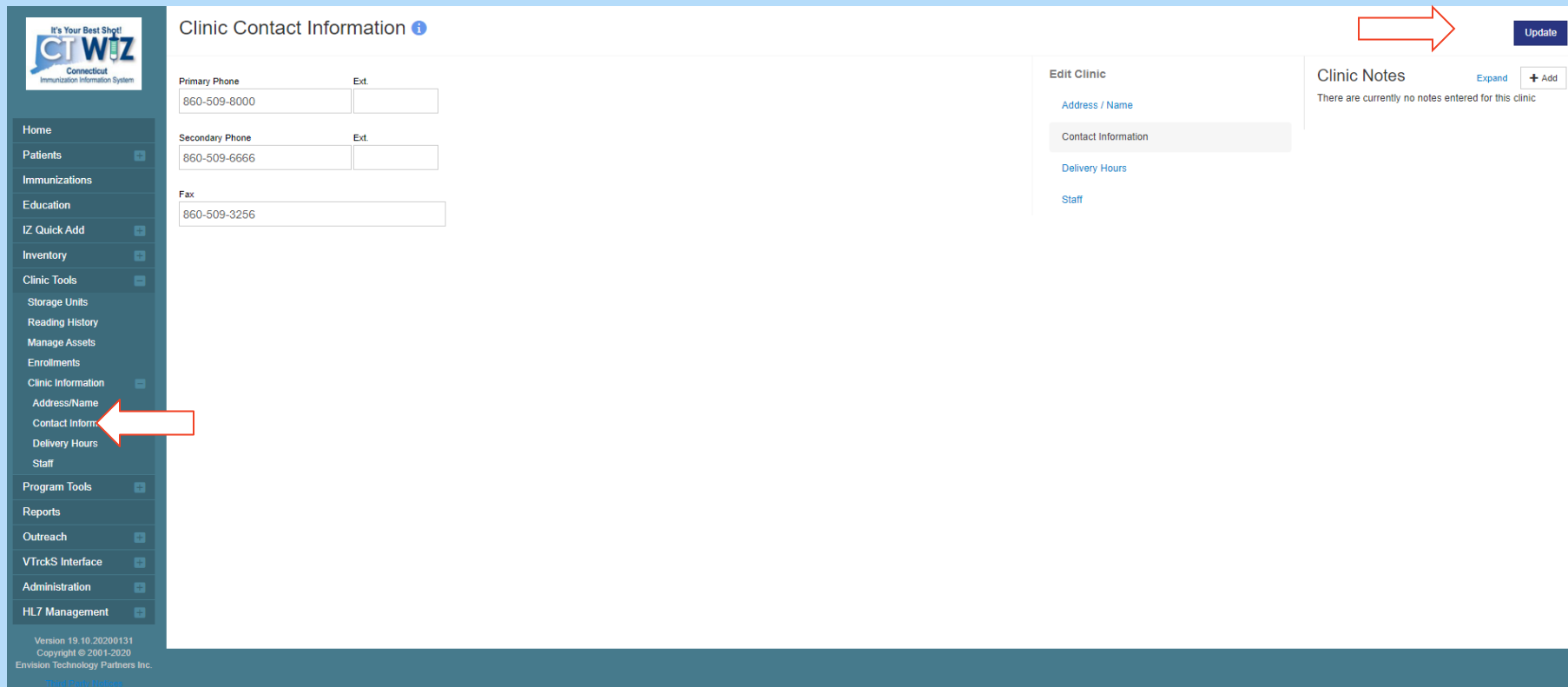
Make sure to hit **Update** when finished and before switching between screens.

All changes will be listed under the **Change Request History** section.



How do I change my contact info?

Contact Information



It's Your Best Shot! CT WIZ Connecticut Immunization Information System

Clinic Contact Information ⓘ

Primary Phone Ext.

860-509-8000

Secondary Phone Ext.

860-509-6666

Fax

860-509-3256

Edit Clinic

[Address / Name](#)

Contact Information

[Delivery Hours](#)

[Staff](#)

Clinic Notes [Expand](#) [+ Add](#)

There are currently no notes entered for this clinic

Home

Patients

Immunizations

Education

IZ Quick Add

Inventory

Clinic Tools

Storage Units

Reading History

Manage Assets

Enrollments

Clinic Information

Address/Name

Contact Information

Delivery Hours

Staff

Program Tools

Reports

Outreach

VTrackS Interface

Administration

HL7 Management


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Thank You, Nurses

1. Click Contact Information.
2. Make your changes.
3. Click **Update** to save your changes.



How do I update my Delivery Hours?

Delivery Hours



- Home
- Patients
- Immunizations
- Education
- IZ Quick Add
- Inventory
- Clinic Tools
- Storage Units
- Reading History
- Manage Assets
- Enrollments
- Clinic Information
 - Address/Name
 - Contact Information
 - Delivery Hours**
 - Staff
- Program Tools
- Reports
- Outreach
- VTrackS Interface
- Administration
- HL7 Management

Clinic Delivery Hours

Monday

Delivery Time 1: CHOOSE To CHOOSE

Delivery Time 2: CHOOSE To CHOOSE

Tuesday

Delivery Time 1: CHOOSE To CHOOSE

Delivery Time 2: CHOOSE To CHOOSE

Wednesday

Delivery Time 1: CHOOSE To CHOOSE

Delivery Time 2: CHOOSE To CHOOSE

Thursday

Delivery Time 1: CHOOSE To CHOOSE

Delivery Time 2: CHOOSE To CHOOSE

Friday

Delivery Time 1: CHOOSE To CHOOSE

Delivery Time 2: CHOOSE To CHOOSE

Saturday

Delivery Time 1: CHOOSE To CHOOSE

Delivery Time 2: CHOOSE To CHOOSE

Edit Clinic

[Address / Name](#)

[Contact Information](#)

Delivery Hours

[Staff](#)

Clinic Notes

[Expand](#) [+ Add](#)

There are currently no notes entered for this clinic

Update

1. Click on Delivery Hours.
2. Make your changes.
3. Click **Update** to save your changes.


Remember: You should update these when the office will be closed.



How do I update/remove the staff listed?

Update/Remove Existing Staff

CT WIZ
CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1...
PATIENT SEARCH
Support
TEST



[Home](#)
[Patients](#)
[Immunizations](#)
[Inventory](#)
[Clinic Tools](#)
[Storage Units](#)
[Reading History](#)
[Manage Assets](#)
[Enrollments](#)
[Clinic Information](#)
[Address/Name](#)
[Contact Information](#)
[Delivery Hours](#)
[Staff](#)
[Reports](#)
[HL7 Management](#)

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Third Party Notices

Clinic Staff Change Request

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 4 of 4 entries

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

Showing 1 to 4 of 4 entries

← Previous 1 Next →

Change Request History

Submitted On	Name	Clinic	Status	Action
10/09/2019	MOUSE, MINNIE	CVP TRAINING CLINIC REGION 2	PENDING	VIEW COMMENTS
9/2019	USER, TEST	CVP TRAINING CLINIC REGION 2	PENDING	VIEW
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	

Showing 1 to 6 of 6 entries

← Previous 1 Next →

[Add New Contact](#)


[Edit Clinic](#)
[Address / Name](#)
[Contact Information](#)
[Delivery Hours](#)
[Staff](#)

1. Click on Staff.

2. Click **Edit** next to the contact you wish to update.

Update/Remove Existing Staff

CT WIZ
CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1...
PATIENT SEARCH
Support
TEST



Home
Patients
Immunizations
Inventory
Clinic Tools
Storage Units
Reading History
Manage Assets
Enrollments
Clinic Information
Address/Name
Contact Information
Delivery Hours
Staff
Reports
HL7 Management

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Clinic Staff Change Request

Patient Search
Cancel
Update

Contact Type *
CHOOSE

Alternate Contact Type
CHOOSE

First Name *
MICKEY

Middle Name

Last Name *
MOUSE

Telephone
999-999-9999

Ext.

Fax Number
999-999-9999

E-mail
EMAIL@DOMAIN.COM

License Number

Comments

NPI

Medicaid Provider ID

Employer ID Number

Specialty
PEDIATRICS

Title
TRADE SCHOOL GRADUATE

Do not overwrite any information
with new staff member information.

Training Section

Course Name	CE Number	Completion Date	Upload Certificate	Add Training
VACCINES FOR CHILDREN (VFC)		08/28/2019		
SITE VISIT/YOU CALL THE SHOTS MODULES	MODULE	10/09/2019		


- For existing staff:
 - Fill in missing fields or change current information.
 - Click on Add Training, then enter the training type and the date.
- To remove staff, write "Remove Staff" in the **Comments** field.
- Click **Update** to save the changes.



How do I add a new staff member?

Add a new staff member to your Clinic

CT WIZ
CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1...
PATIENT SEARCH
Support
TEST



Home
Patients
Immunizations
Inventory
Clinic Tools
Storage Units
Reading History
Manage Assets
Enrollments
Clinic Information
Address/Name
Contact Information
Delivery Hours
Staff
Reports
HL7 Management

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Clinic Staff Change Request

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 4 of 4 entries

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

Showing 1 to 4 of 4 entries

Change Request History

Submitted On	Name	Clinic	Status	Action
10/09/2019	MOUSE, MINNIE	CVP TRAINING CLINIC REGION 2	PENDING	VIEW COMMENTS
10/09/2019	USER, TEST	CVP TRAINING CLINIC REGION 2	PENDING	VIEW
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	

Showing 1 to 6 of 6 entries


Edit Clinic
Address / Name
Contact Information
Delivery Hours
Staff

Add New Contact

1. Click on Staff.
2. Click on Add New Contact.

Clinic staff change request

CT WIZ
CVP TRAINING CLINIC REGION 2, CVP TRAINING CLINIC REGION 2, 1...
PATIENT SEARCH
Support
TEST



Home
Patients
Immunizations
Inventory
Clinic Tools
Storage Units
Reading History
Manage Assets
Enrollments
Clinic Information
Address/Name
Contact Information
Delivery Hours
Staff
Reports
HL7 Management

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Clinic Staff Change Request

Contact Type *
NON-PHYSICIAN CONTACT (Z1 - VFC/VTRCKS)
Alternate Contact Type
CHOOSE

First Name *
JEB
Middle Name
Last Name *
PROQUAD

Telephone
860-555-7999
Ext.
Fax Number
999-999-9999
E-mail
EMAIL@DOMAIN.COM

License Number
032165
Comments

NPI
Medicaid Provider ID
Employer ID Number

Specialty
PEDIATRICS
Title
ADVANCED PRACTICE NURSE

Edit Clinic
Address / Name
Contact Information
Delivery Hours
Staff

Add Training


Course Name	CE Number	Completion Date	Upload Certificate

Cancel

Create

1. Enter the staff's information. Fields with a red asterisk * are required.
2. Click **Create** when finished.

Changes submitted and waiting for approval



- Home
- Patients
- Immunizations
- Education
- Inventory
- Clinic Tools
 - Storage Units
 - Reading History
 - Manage Assets
 - Enrollments
- Clinic Information
 - Address/Name
 - Contact Information
 - Delivery Hours
 - Staff

Clinic Staff Change Request

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	Action
ANDERSON, LAURIE	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)	860-241-5771	EDIT
ARMBAND, VARICELLA	NON-PHYSICIAN CONTACT (Z1 - VFC/VTRCKS)	860-509-7929	EDIT
DURANTE, AMANDA	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)	860-820-3324	EDIT

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Change Request History

Submitted On	Name	Clinic	Status	Action
03/16/2020	PROQUAD, JEB	CT DPH CLINIC	PENDING	VIEW
03/16/2020	ARMBAND, VARICELLA	CT DPH CLINIC	COMPLETED	
04/17/2019	DURANTE, AMANDA	CT DPH CLINIC	COMPLETED	
04/17/2019	ANDERSON, LAURIE	CT DPH CLINIC	COMPLETED	

Edit Clinic

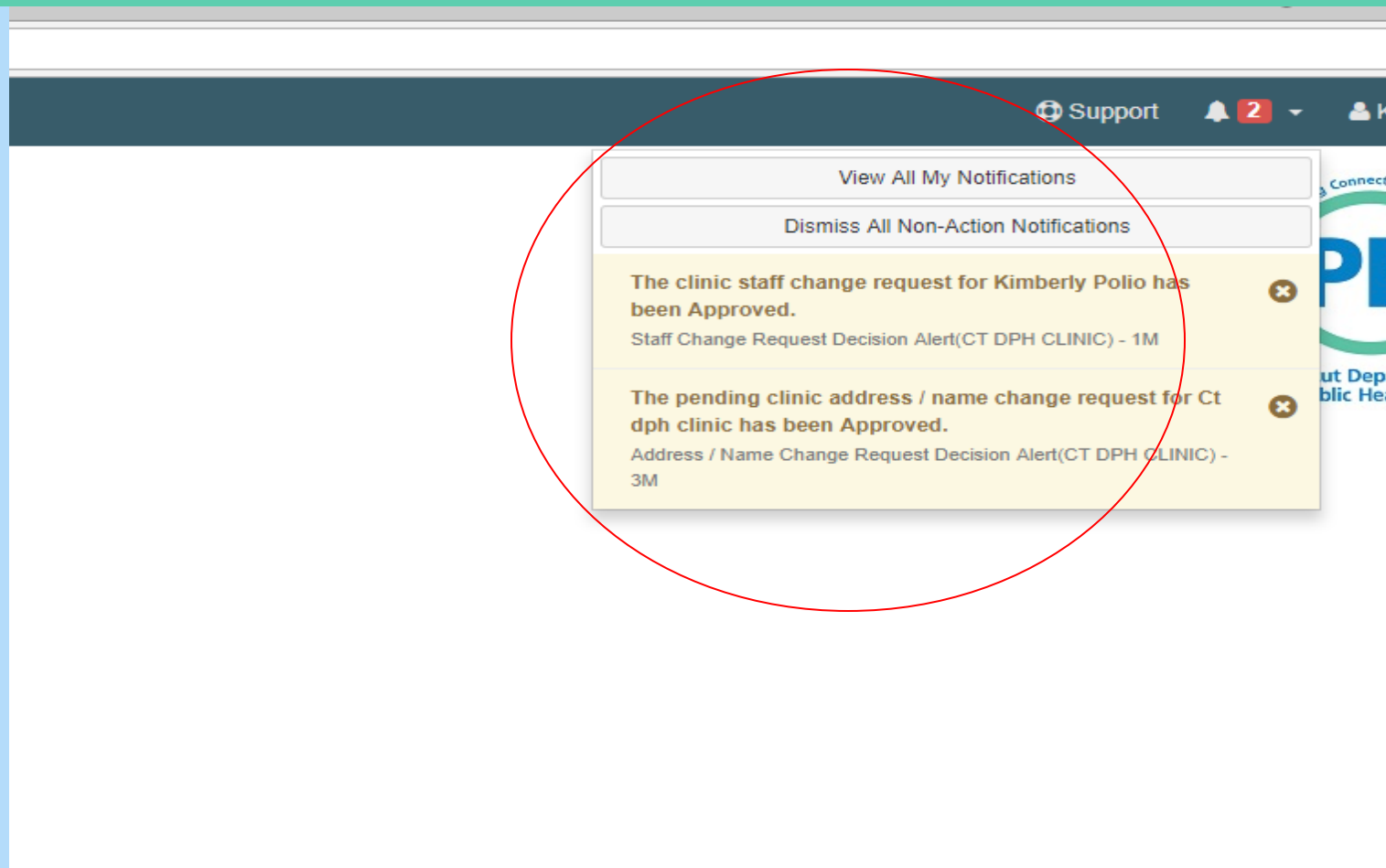
- [Address / Name](#)
- [Contact Information](#)
- [Delivery Hours](#)
- [Staff](#)

Clinic Address changes, Clinic Name changes and Staff changes require approval from DPH.

You will see the change is Pending on the applicable screen.

When new staff or existing staff changes are approved you will see a **Completed** status as stated above. Under **Change Request History** you can see all your changes that have been submitted for approval.

Notification of approval or rejection



When your changes have been approved or rejected, you will receive a notification in the bell icon at the top of the page. Click on the notification to see the decision.