

# How do I navigate in CT WiZ?











- You must have your own username and password to log into CT WiZ.
  - Go here to request an account: <u>https://ctwiz.dph.ct.gov/ctwiz/Login.aspx</u>. Click "Request New Account".
- Use a web browser to access CT WiZ. It works the best when you use:
  - Google Chrome
    - Download: <a href="https://www.google.com/chrome/">https://www.google.com/chrome/</a>
  - Mozilla Firefox
    - Download: <a href="https://www.mozilla.org/en-US/firefox/new/">https://www.mozilla.org/en-US/firefox/new/</a>
- You need Adobe Acrobat Reader to view CT WiZ reports.
  - Go here to download: <a href="https://get.adobe.com/reader/">https://get.adobe.com/reader/</a>



### **Navigation Overview**

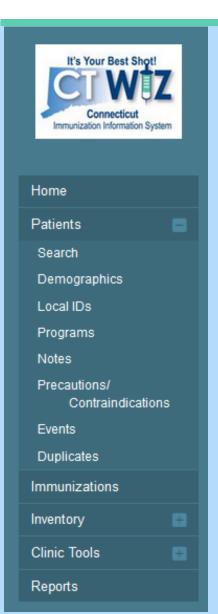


- System Requirements
- Navigation using the Module menu
- Important Icons
- Body Site Codes
- Tips and Shortcuts



#### Navigation in CT WiZ





- Use the Modules menu to navigate
  - Find it on the left menu in CT WiZ
- Click a Module with a + sign to expand the menu.
- Click a Module with a sign to collapse the menu.
- Avoid using the browser back and forward buttons.



### Important Icons in CT WiZ



0	Adverse Reaction	Vaccination has an adverse reaction documented for patient.			
3	Audit Information	Hover over to display user who created the record, user who last updated the record, and dates and times of changes.			
	Calendar	Click to display a pop-up calendar.			
8	Clear	Click to clear text from data entry field.			
0	Current User	Click to populate current user name into field.			
0	Deceased	Patient is deceased.			
8	Deleted	Patient record has been deleted from the registry.			



# Important Icons in CT WiZ (continued)



****	Dose Not Administered	Vaccination has been added to patient's record, but has not been administered and remains in onhand inventory.	
<b>(1)</b>	Historical Vaccination	Vaccination has been entered as a historical record and was not administered by a clinic in the registry.	
0	Immunization Reconciled	Dose is included on an inventory reconciliation that has been closed.	
0	Invalid Dose (Manual)	Vaccination has been manually invalidated by a user.	
!	Invalid Dose (Recommender)	Vaccination has been marked as invalid by the recommender.	
Q	Lookup	Click to search for a patient record.	
	Notes	Patient record includes notes.	



# Important Icons in CT WiZ (continued)



6	Online Help	Click to view online help for the page.		
<b>P</b> )	Opted Out	Patient has chosen not to participate in the IIS.		
0	Outreach	Patient belongs to a patient outreach.		
•	Precautions / Contraindications	Patient has one or more allergies or risks that may impact recommended immunizations.		
	Vaccination Comments	Vaccination has comments.		
A	Warning	Appears with a warning or other informational message.		



## What do the body site codes mean when giving vaccine?



<b>Body Site Code</b>	Body site		
LA	Left Arm		
LD	Left Deltoid		
LG	Left Gluteus Medius		
LVL	Left Vastus Lateralis		
RA	Right Arm		
RD	Right Deltoid		
RG Right Gluteus Medius			
RVL	Right Vastus Lateralis		
LLFA	Left Lower Forearm		
LT	Left Thigh		
RLFA	Right Lower Forearm		
RT	Right Thigh		
N	Nasal		



#### Tips and Shortcuts



- Fields with a **bold** label followed by a \* are required.
- Dates
  - Enter numbers only, slashes are automatically added.
  - Years must be entered in 4 digit form.
  - Double-click on a date field to enter today's date.
- Keyboard shortcuts
  - Tab Go to the next data entry field
  - Shift + Tab Go to the previous field
  - Ctrl + C Copy text
  - Ctrl + V Paste text
  - Ctrl + X Cut text



### Tips and Shortcuts (cont.)



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Patient ID  Last Name  Previous Criteria	Identifier Type First Name	Identifier Value  Middle Name	DOB Ger	nder V Clear Search	Default action button - Always in
			ation of existing duplicates, pl and the date of birth. If a dupli		blue

Press the Enter to perform the Default Action in Blue



#### How to get help 24/7



- Click on the 10 located at the top of the page to get a description of whichever screen you are on.
- Some pages have a Learn More link. Click on this to see short "How To" videos. These appear on a separate page so you can play videos while navigating through CT WiZ.
- Visit the CT WiZ training page <u>here</u>. The training page has numerous documents and step by step videos to help you.
- Still can't find an answer to your question? After you exhausted all the of the above options, submit a help desk ticket to get the quickest answer. You may do so by clicking <a href="here">here</a>.