



Updating Clinic Information



Home Screen- Begin Here

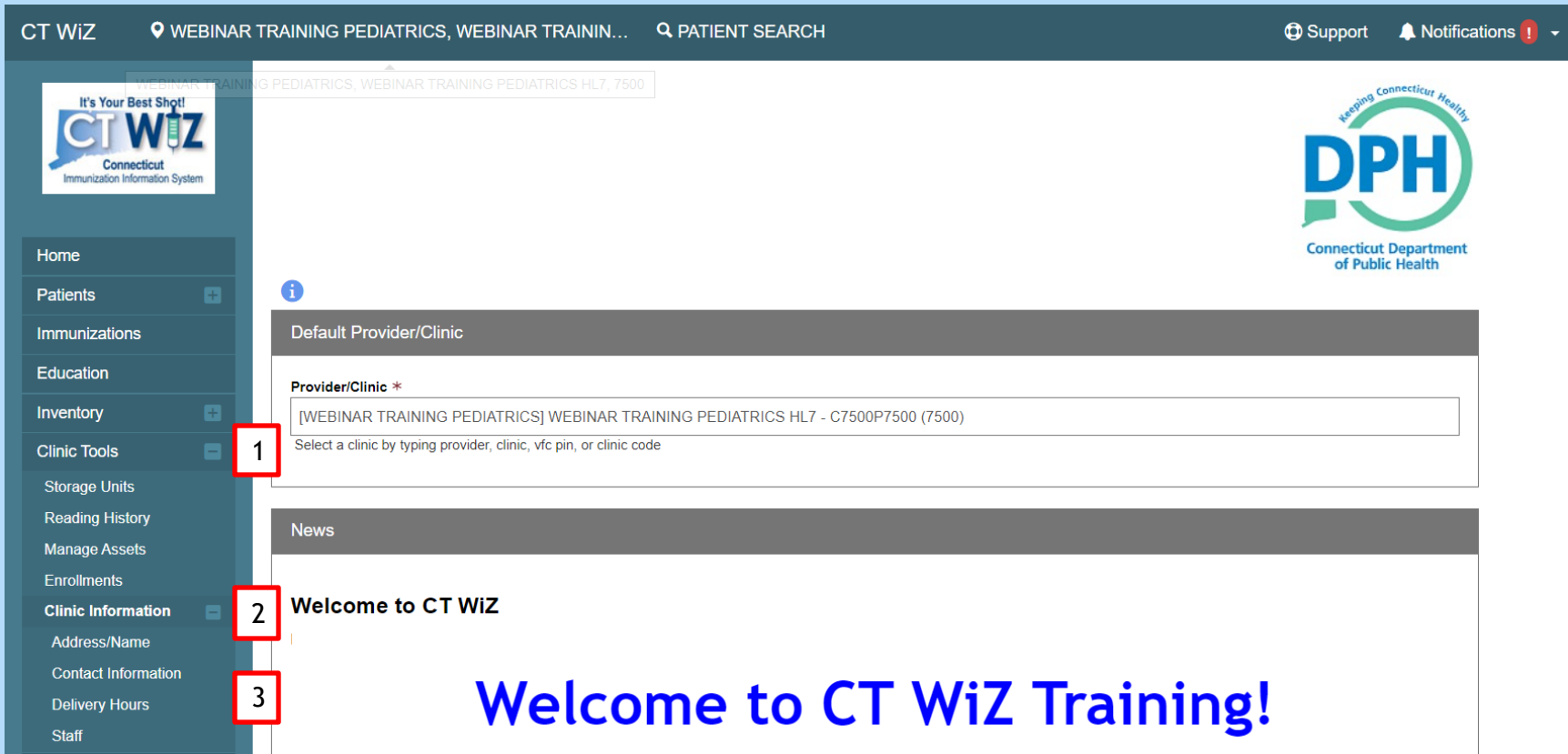


The screenshot shows the CT WIZ Home Screen. At the top, there is a dark blue navigation bar with the text "CT WIZ", a location pin icon followed by "WEBINAR TRAINING PEDIATRICS, WEBINAR TRAININ...", a magnifying glass icon followed by "PATIENT SEARCH", and icons for "Support" and "Notifications". Below the navigation bar is a light blue header area containing the "It's Your Best Shot! CT WIZ Connecticut Immunization Information System" logo on the left and the "DPH Connecticut Department of Public Health" logo on the right. A vertical sidebar on the left contains menu items: Home, Patients (+), Immunizations, Education, Inventory (+), Clinic Tools (+), Reports, and HL7 Management (+). At the bottom of the sidebar, it displays "App Version 23.3.0.0", "Recommender Version 23.4.0.0", "Copyright © 2001-2023", "Envision Technology Partners Inc.", and a link for "Third Party Notices". The main content area has a grey header "Default Provider/Clinic" with an information icon (i). Below this is a text input field labeled "Provider/Clinic *" containing "[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)". A red arrow points to the top navigation bar, and a red oval highlights the text in the input field. Below the input field is the text "Select a clinic by typing provider, clinic, vfc pin, or clinic code". Underneath is a "News" section with the heading "Welcome to CT WIZ" and the text "Posted on 07/18/2019 by ALEJANDRA ARIAS". At the bottom of the news section, the text "Welcome to CT WIZ Training!" is displayed in large blue font.

Before you begin, make sure you are in the correct clinic. If you are associated to multiple clinics, type the PIN in the provider/clinic field.

Whichever clinic you are currently working in will be displayed in the top blue banner.

Navigate to the Clinic Information module



The screenshot shows the CT WiZ web application interface. The top navigation bar includes 'CT WiZ', a breadcrumb trail 'WEBINAR TRAINING PEDIATRICS, WEBINAR TRAININ...', a search icon and 'PATIENT SEARCH', and links for 'Support' and 'Notifications'. The left sidebar contains a menu with items: Home, Patients, Immunizations, Education, Inventory, Clinic Tools (highlighted with a red box and the number 1), Storage Units, Reading History, Manage Assets, Enrollments, Clinic Information (highlighted with a red box and the number 2), Address/Name, Contact Information, Delivery Hours, and Staff. The main content area features the DPH logo and a 'Default Provider/Clinic' section with a text input field containing '[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)'. Below this is a 'News' section with the heading 'Welcome to CT WiZ' and a large blue text overlay that reads 'Welcome to CT WiZ Training!' (highlighted with a red box and the number 3).

1. Click on Clinic Tools
2. Click on Clinic Information
3. Click on the type of information that needs 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.

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

[Clear](#)

Mailing Address

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**

[Copy From Mailing Address](#) [Clear](#)

Shipping Address

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 sections here

All changes will be listed under the Change Request History.

Updating Your Clinic's Contact Information

Clinic Contact Information

Remember to click
Update when any
changes are made

Clinic Contact Information ? i Update

Primary Phone	Ext.
<input type="text" value="860-649-6166"/>	<input type="text"/>
Secondary Phone	Ext.
<input type="text" value="999-999-9999"/>	<input type="text"/>
Fax	
<input type="text" value="860-649-6186"/>	

Edit Clinic

- Address / Name
- Contact Information
- Delivery Hours
- Staff

Clinic Notes Expand + Add

There are currently no notes entered for this clinic

Update the primary/secondary
phone number and fax number.

Updating your Clinic's Delivery Hours

Delivery Hours

Clinic Delivery Hours 2 1

Monday

Delivery Time 1: 09:00 To 12:30 Delivery Time 2: 13:30 To 17:00

Tuesday

Delivery Time 1: 09:00 To 12:30 Delivery Time 2: 13:30 To 17:00

Wednesday

Delivery Time 1: 08:30 To 11:45 Delivery Time 2: 14:00 To 18:00

Thursday

Delivery Time 1: 09:00 To 12:30 Delivery Time 2: 13:30 To 17:00

Friday

Delivery Time 1: 09:00 To 12:30 Delivery Time 2: 13:30 To 17:00

Saturday

Delivery Time 1: CHOOSE To CHOOSE Delivery Time 2: CHOOSE To CHOOSE

Sunday

Delivery Time 1: CHOOSE To CHOOSE Delivery Time 2: CHOOSE To CHOOSE

Options

Ship to mailing address instead of physical address?
Special Instructions

Address / Name: There are currently no notes entered for this clinic

Contact Information

Delivery Hours

Staff

[Update](#)

Remember to click **Update** when any changes are made

Update your delivery hours. These hours will be submitted with all vaccine orders. **Please make sure to update these hours around vacations and holidays.**

Updating your Clinic's Staff

Editing Existing Staff

CT WIZ WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIATRICS H... PATIENT SEARCH Support Notifications KIMBERLY

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.

Name	Type	Phone	Main Contact/Shipping Contact	Audit	Action
MOUSE, MINNIE	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		NO	?	EDIT
USER101, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		YES	?	EDIT
USER21, TEST	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)		NO	?	EDIT

Showing 1 to 3 of 3 entries

Change Request History

Name	Submitted On	Clinic	Status	Action
USER101, TEST	10/05/2020	WEBINAR TRAINING PEDIATRICS HL7	COMPLETED	
USER101, TEST	10/05/2020	WEBINAR TRAINING PEDIATRICS HL7	COMPLETED	
USER22, TEST	09/30/2020	WEBINAR TRAINING PEDIATRICS UI	COMPLETED	
USER22, TEST	09/09/2020	WEBINAR TRAINING PEDIATRICS UI	DENIED	RESUBMIT Comments
USER21, TEST	09/11/2019	WEBINAR TRAINING PEDIATRICS UI	COMPLETED	

Showing 1 to 5 of 5 entries

Add New Contact

Edit Clinic

- Address / Name
- Contact Information
- Delivery Hours
- 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.

Editing Existing Staff

Clinic Staff Change Request ? Cancel Update

Contact Type *
 NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS) ▼

Alternate Contact Type
 CHOOSE ▼

First Name *
 DEB

Middle Name

Last Name *
 VACCINE

Email
 EMAIL@DOMAIN.COM

NPI

Telephone
 860-999-0000

Ext
 99999

Fax Number
 999-999-9999

License Number
 444444

Comments

Medicaid Provider ID





Employer ID Number

Specialty
 CHOOSE ▼

Title
 CHOOSE ▼

Administers Vaccinations
 Prescribes Vaccinations
 Main Contact/Shipping Contact

Training Section

Course Name	CE Number	Completion Date	Upload Certificate	Add Training
Vaccines for Children (VFC)	0000	05/11/2023		
VFC Storage and Handling	0000	05/11/2023		

Edit Clinic
 Address / Name
 Contact Information
 Delivery Hours
 Staff

See instructions below for these check boxes and the training section

Update any incorrect fields. All fields with a * are required.

- If the contact will be administering vaccinations and/or prescribing vaccinations check the box indicating so.
 - *If your clinic is using CT WiZ through the User Interface, these check boxes will populate your staff listing in the dropdowns when adding and administering vaccine to patient records.*
- If the contact will be the main contact/shipping contact, check the box indicating so. **There can only be one main contact/shipping contact per location.**
- Training Section: You can add training for the primary and backup vaccine coordinator. Click Add Training and answer all required questions. *Note: a certificate and CE number is **not** required, only enter the date the trainings were completed.*
- Click on **Update** to save any changes made.

CT WIZ | WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIATRICS H... | PATIENT SEARCH | Support | Notifications | KIMBERLY

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.

[Add New Contact](#)

Name	Type	Phone	Main Contact/Shipping Contact	Audit	Action
MOUSE, MINNIE	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		NO	?	EDIT
USER101, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		YES	?	EDIT
USER21, TEST	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)		NO	?	EDIT

Showing 1 to 3 of 3 entries

Change Request History

Name	Submitted On	Clinic	Status	Action
USER101, TEST	10/05/2020	WEBINAR TRAINING PEDIATRICS HL7	COMPLETED	
USER101, TEST	10/05/2020	WEBINAR TRAINING PEDIATRICS HL7	COMPLETED	
USER22, TEST	09/30/2020	WEBINAR TRAINING PEDIATRICS UI	COMPLETED	
USER22, TEST	09/09/2020	WEBINAR TRAINING PEDIATRICS UI	DENIED	RESUBMIT Comments
USER21, TEST	09/11/2019	WEBINAR TRAINING PEDIATRICS UI	COMPLETED	

Showing 1 to 5 of 5 entries

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

Clinic Staff Change Request 1

Cancel **Create**

Contact Type *
CHOOSE

Alternate Contact Type
CHOOSE

First Name *
Middle Name
Last Name *

E-mail
EMAIL@DOMAIN.COM
NPI

Telephone
999-999-9999
Ext.
99999
Fax Number
999-999-9999

License Number
Comments

Medicaid Provider ID
Employer ID Number

Specialty
CHOOSE
Title
CHOOSE

Edit Clinic

Address / Name
Contact Information
Delivery Hours
Staff

Click **Create**
when finished

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

Training Section

Course Name CE Number Completion Date Upload Certificate

Add Training

Complete all fields with a *

Each clinic can have only one primary, backup, and physician signing the agreement contact type. Other contact types have no limit.

Removing Staff

Clinic Staff Change Request ?

Add New Contact

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	Audit	Action
USER100, TEST	PHYSICIAN SIGNING AGREEMENT (Z3 - VFC/VTRCKS)		?	EDIT
USER21, TEST	NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS)		?	EDIT REMOVE
USER22, TEST	NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)		?	EDIT

Showing 1 to 3 of 3 entries

← Previous 1 Next →

Edit Clinic

- Address / Name
- Contact Information
- Delivery Hours
- Staff

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

Remove Staff Member

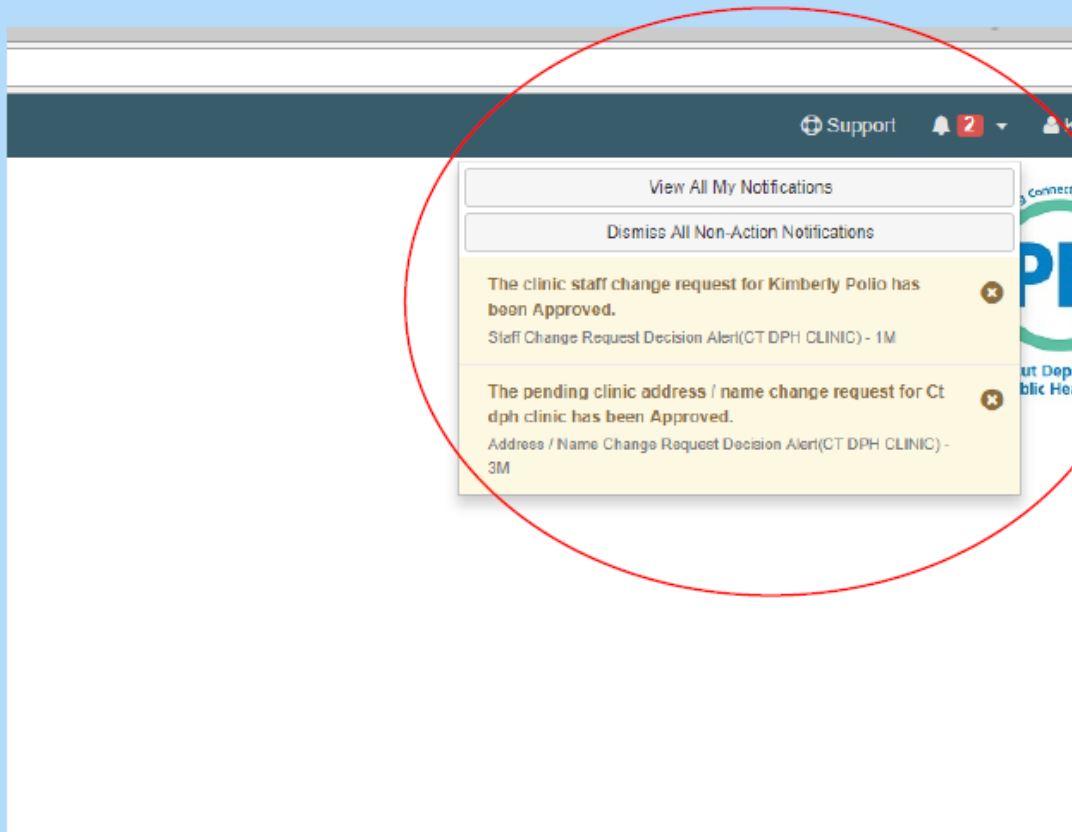
You have requested to remove TEST USER21 from the clinic staff. Select OK if this is correct and you wish to submit the change request for approval. Select Cancel to return to the Clinic Staff Change Request page.

OK

Cancel

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.