Update Clinic Information in CT WiZ

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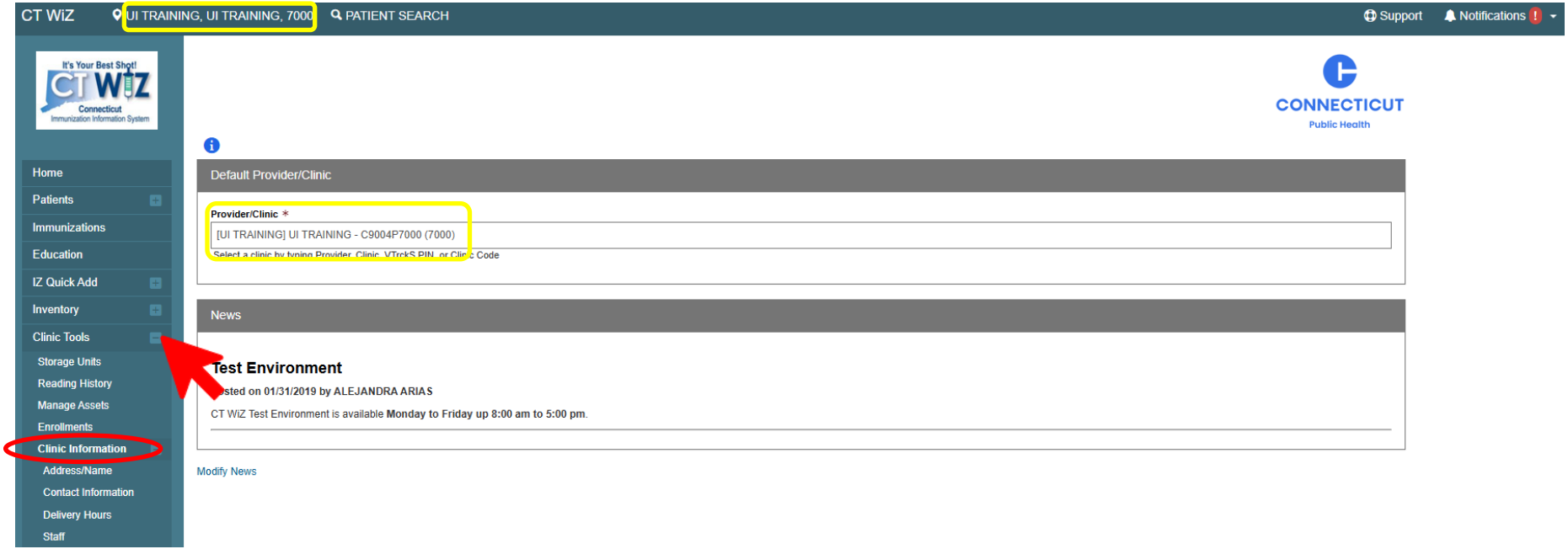
Please Read Prior to Updating Clinic Information

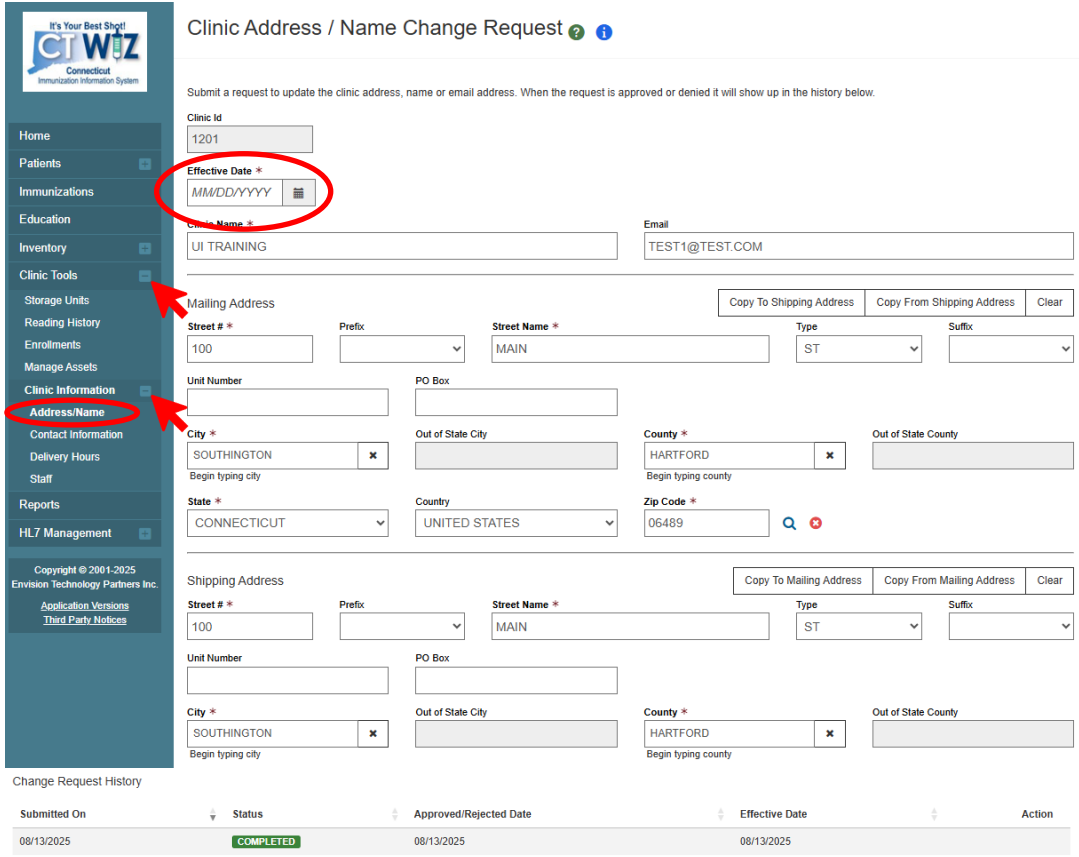


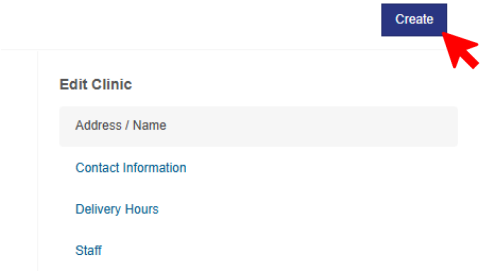
If you are associated to multiple clinics, check the Provider/Clinic search bar and blue banner at the top of the page to ensure you are in the correct clinic.

Click **Clinic Tools**. Click **Clinic Information**. Click type of information to update.

Clinic Address and Name

Clinic Address and Name





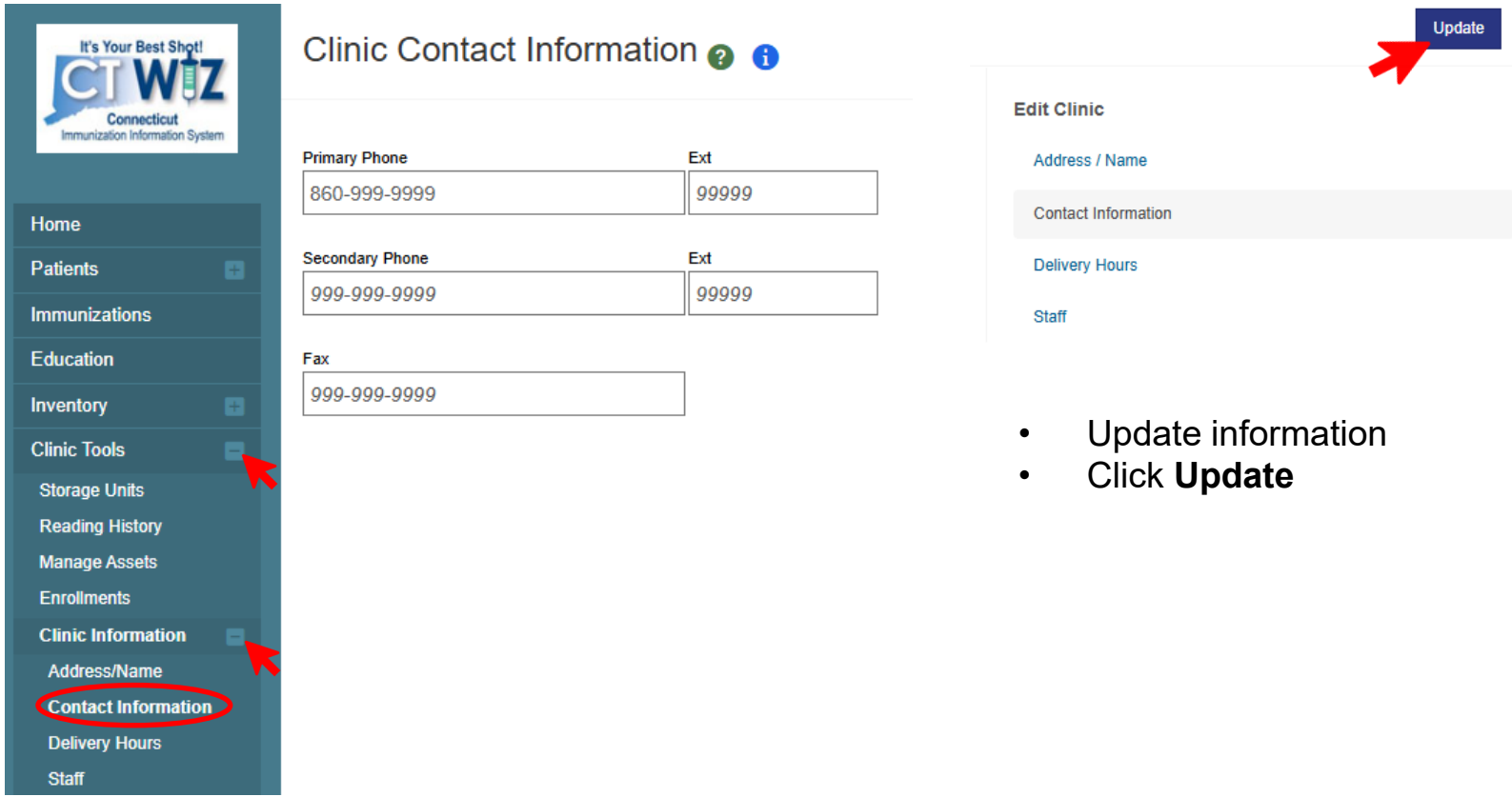
- Add an **Effective Date**.
- Update information.
- Click **Create**.

Clinic name cannot exceed 35 characters.
Email cannot exceed 40 characters.

All changes will be listed under the Change Request History at the bottom of the screen.

Clinic Contact Information

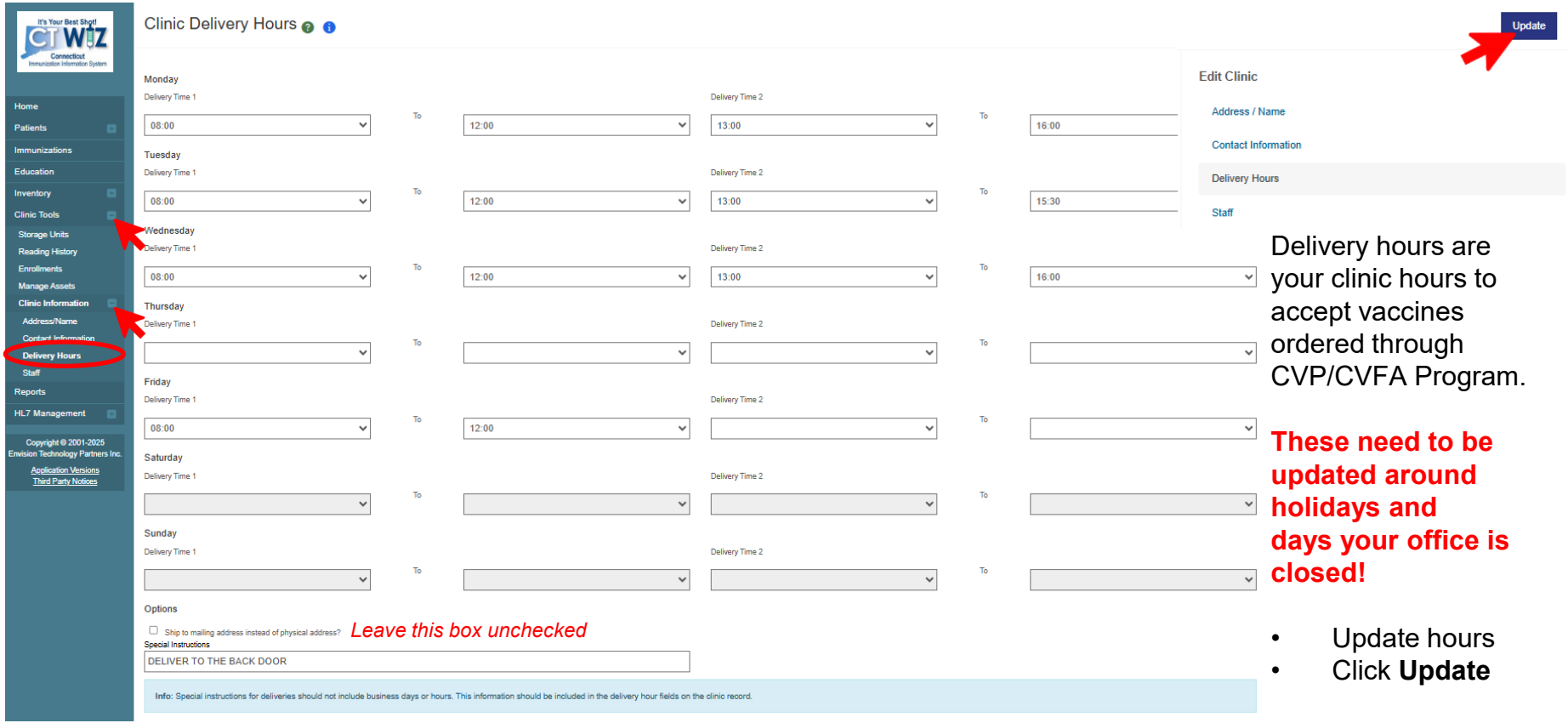
Clinic Contact Information



- Update information
- Click **Update**

Clinic Delivery Hours

Clinic Delivery Hours



Leave this box unchecked

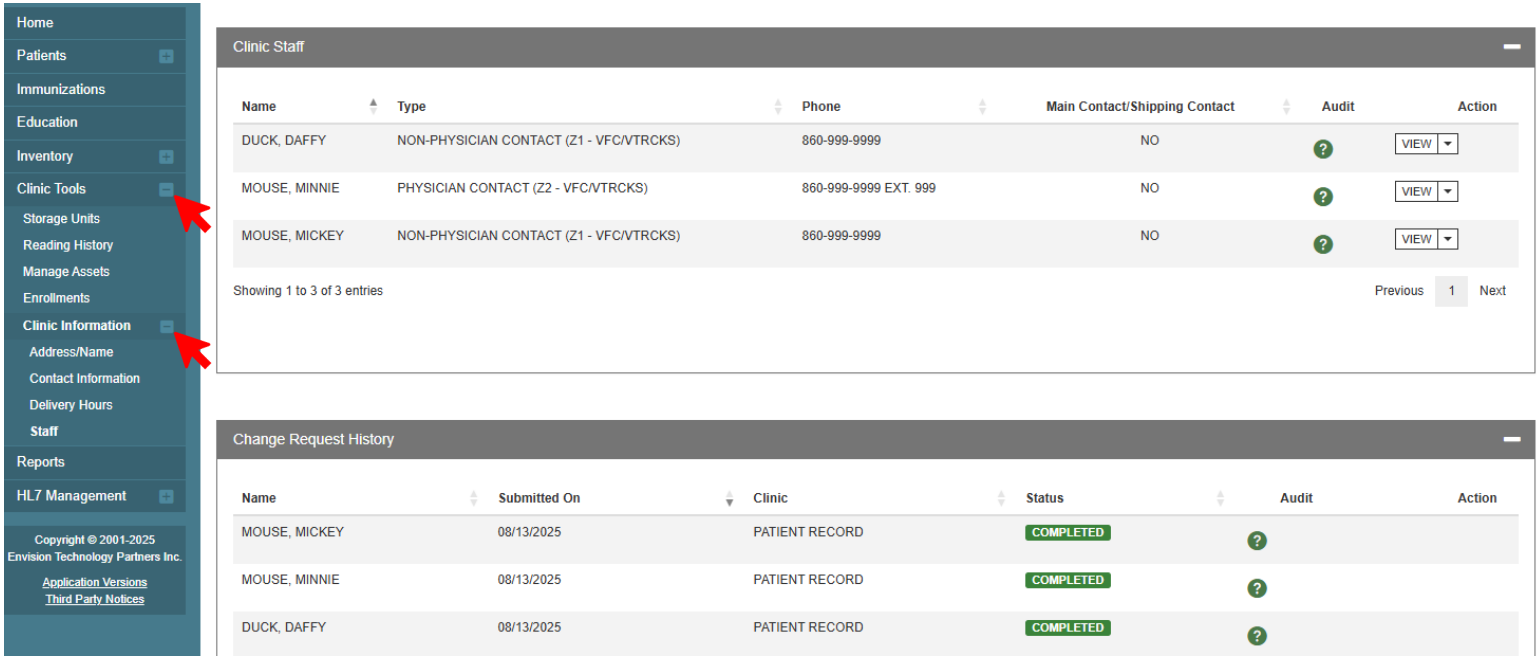
Delivery hours are your clinic hours to accept vaccines ordered through CVP/CVFA Program.

These need to be updated around holidays and days your office is closed!

- Update hours
- Click **Update**

Update
Clinic Staff

Update Clinic Staff



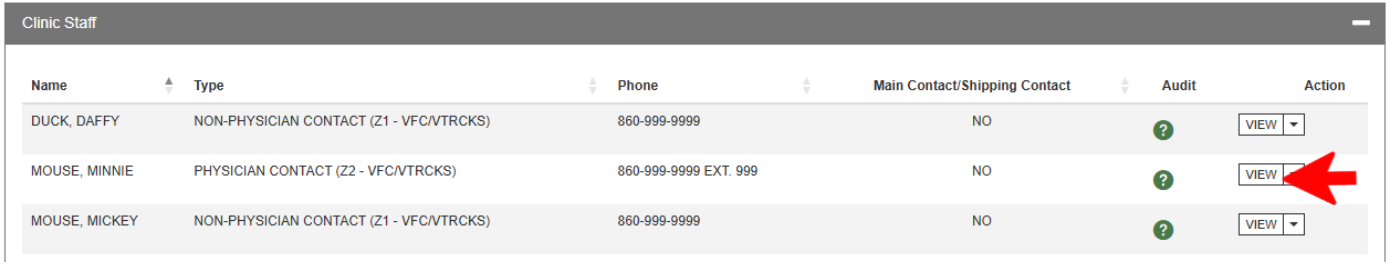
Clinic Staff lists current staff on the top half of the screen.

Change Request History lists prior submissions. These are not necessarily current and may be past changes.

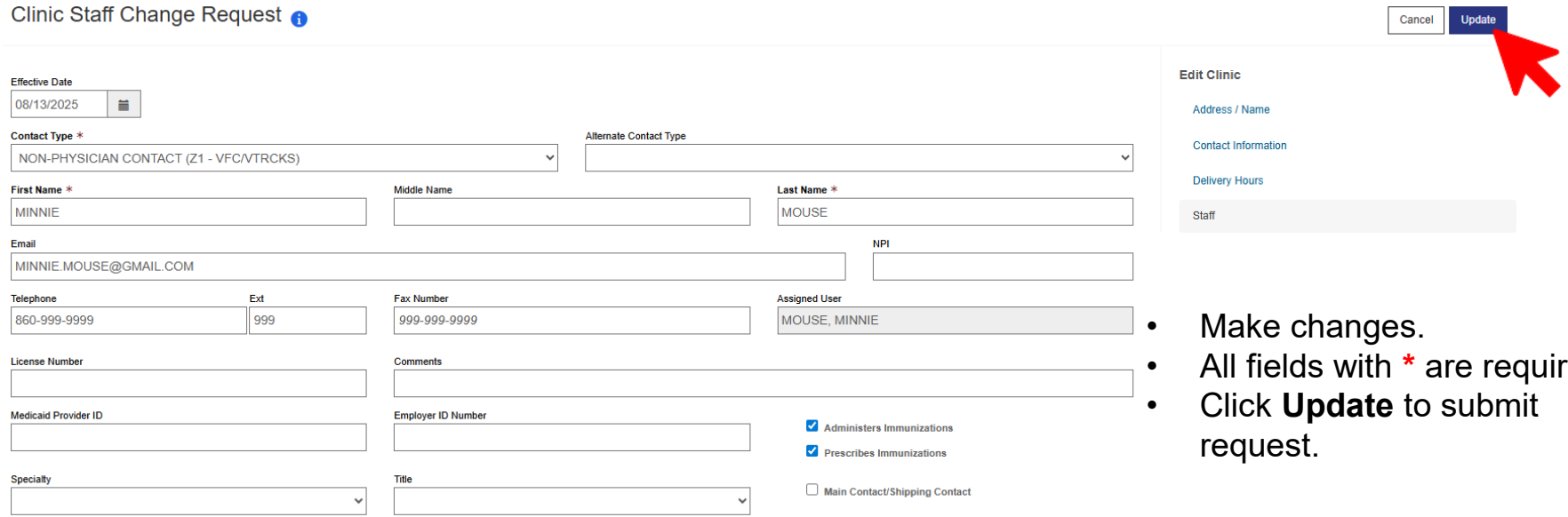
This section will also list change history for all clinics under your provider umbrella.

- Click **Clinic Tools**
- Click **Clinic Information**
- Click **Staff**

Update Clinic Staff

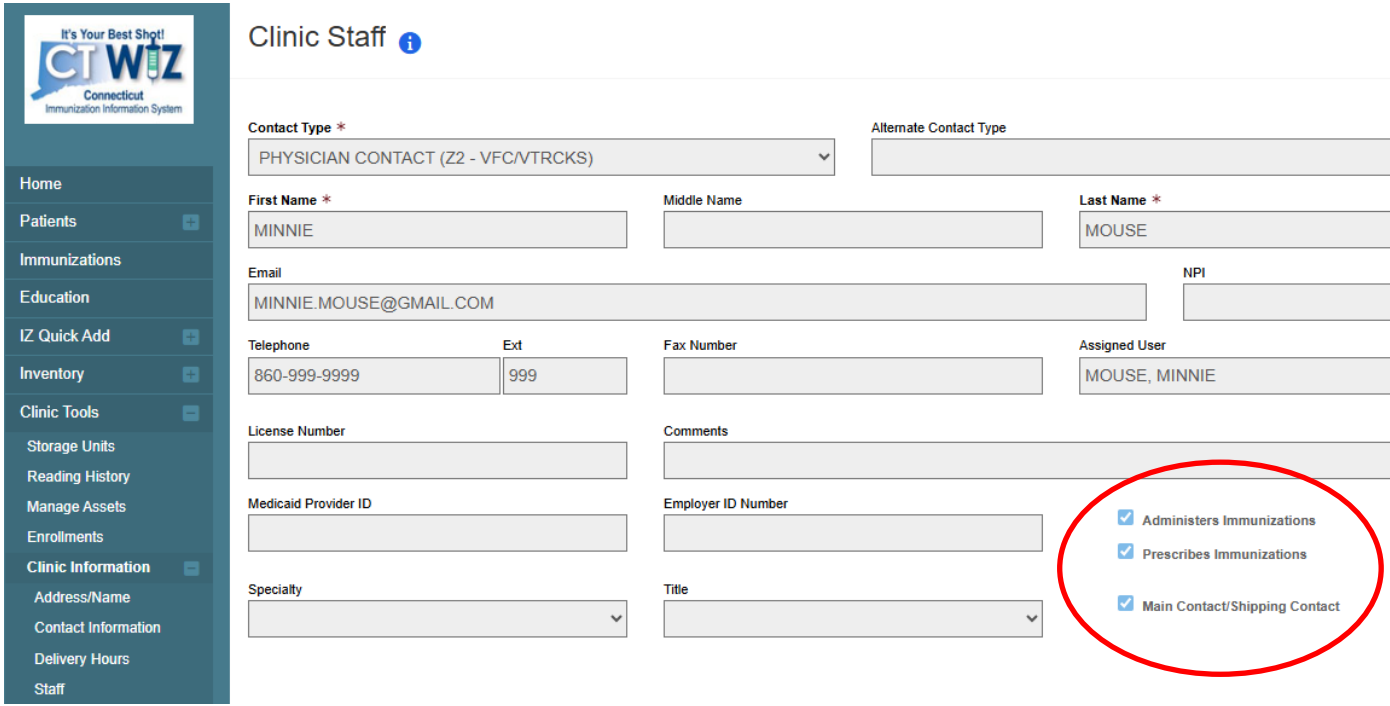


Click **View** next to the staff member you would like to update.



- Make changes.
- All fields with * are required.
- Click **Update** to submit request.

Update Clinic Staff

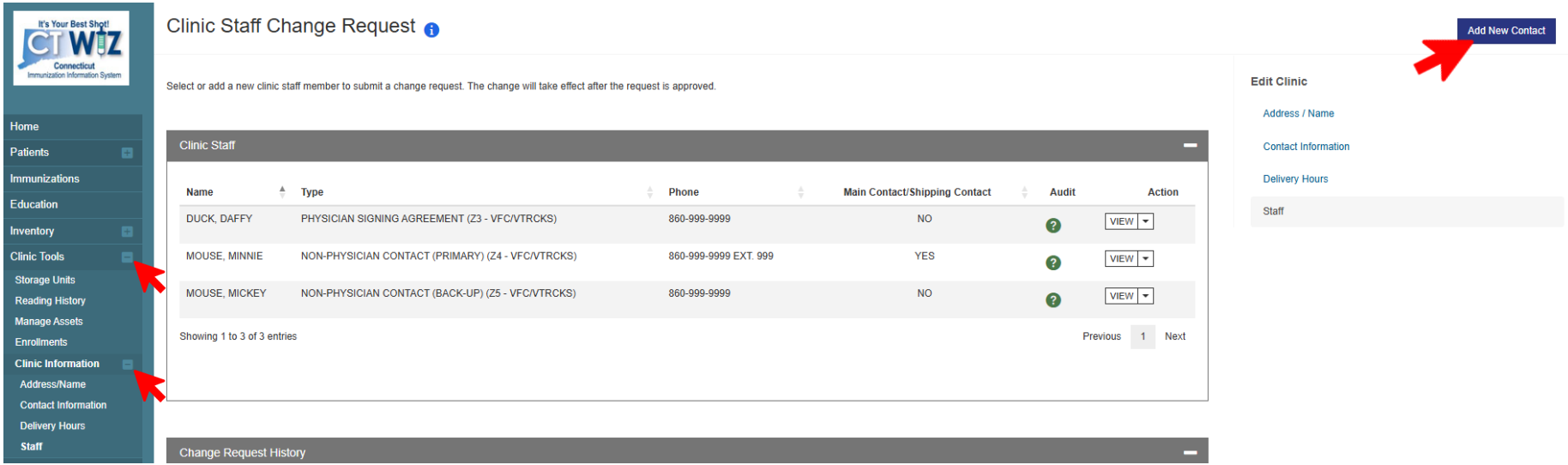


Only check one main contact/shipping contact per location.

For staff that administers vaccinations and/or prescribes immunizations **check the box**.
This will populate staff listed in the dropdown when adding and administering vaccine to patient records for clinics reporting through User Interface in CT WiZ.

Add Clinic Staff for CVP/CVFA Location

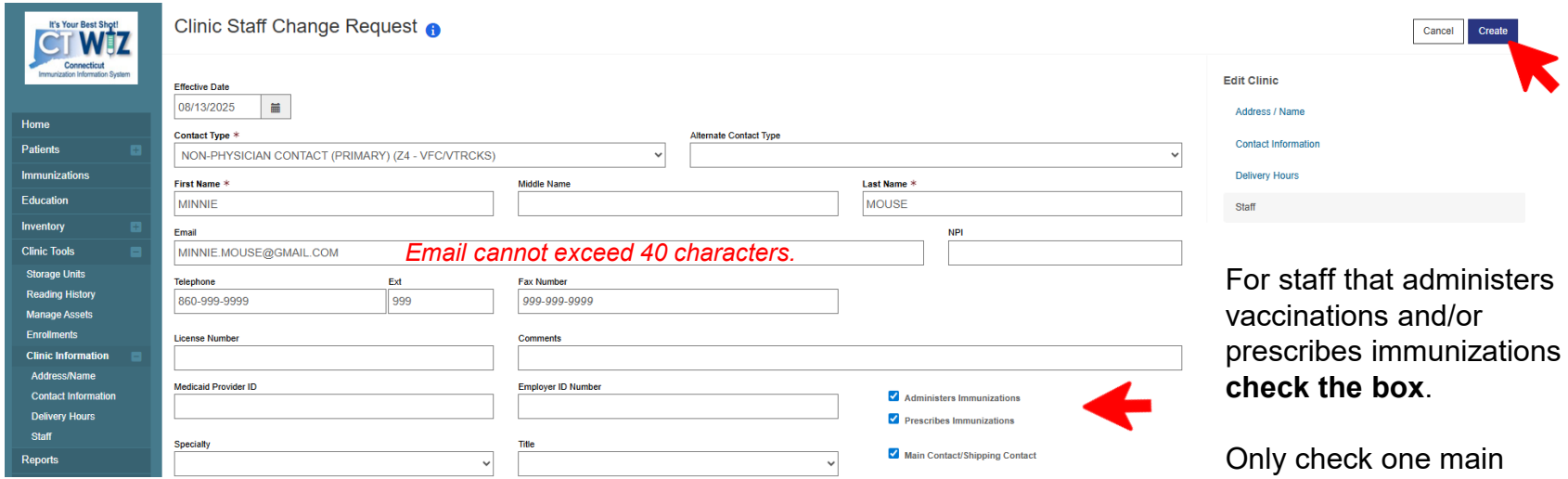
Add Clinic Staff for CVP/CVFA Location



- Click **Clinic Tools**
- Click **Clinic Information**
- Click **Staff**
- Click **Add New Contact** to add new staff

Note: All Primary Vaccine Coordinators and Backup Vaccine Coordinators are required to have an active CT WiZ username. Please visit the CT WiZ username website.

Add Clinic Staff for CVP/CVFA Location



For staff that administers vaccinations and/or prescribes immunizations **check the box**.

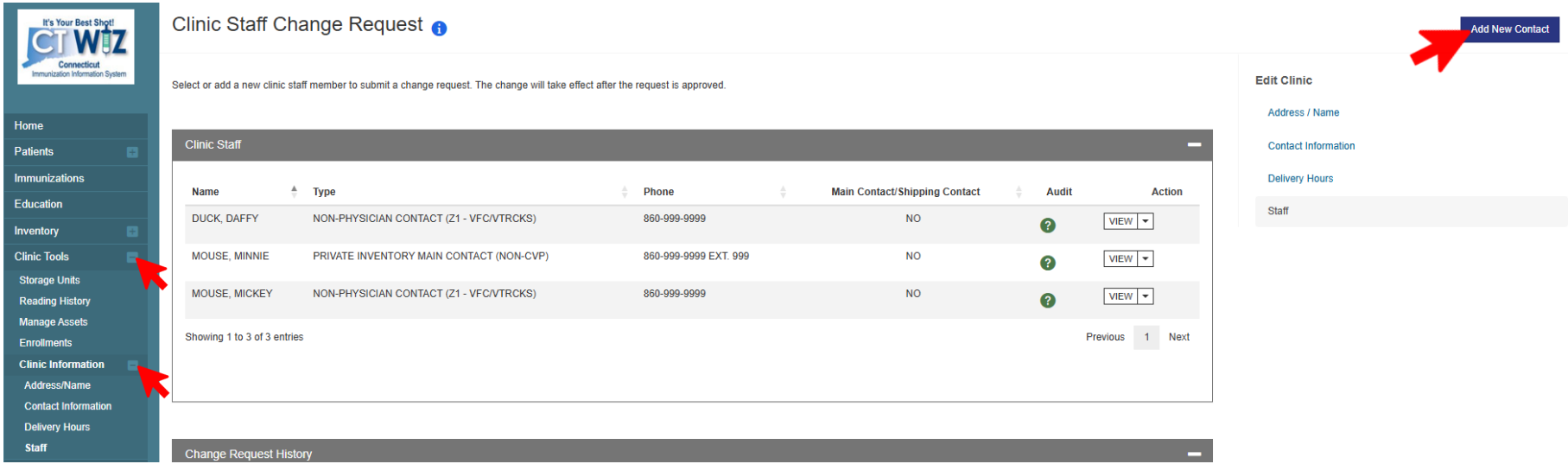
Only check one main contact/shipping contact per location.

- Complete all fields with an *
- Click **Create**.

CVP/CVFA locations can only list **one** Primary Vaccine Coordinator, Backup Vaccine Coordinator, and Physician Signing Agreement contact type in CT WiZ.
Other contact types have no limit.

Add Clinic Staff for Private Location (Non-CVP/CVFA)

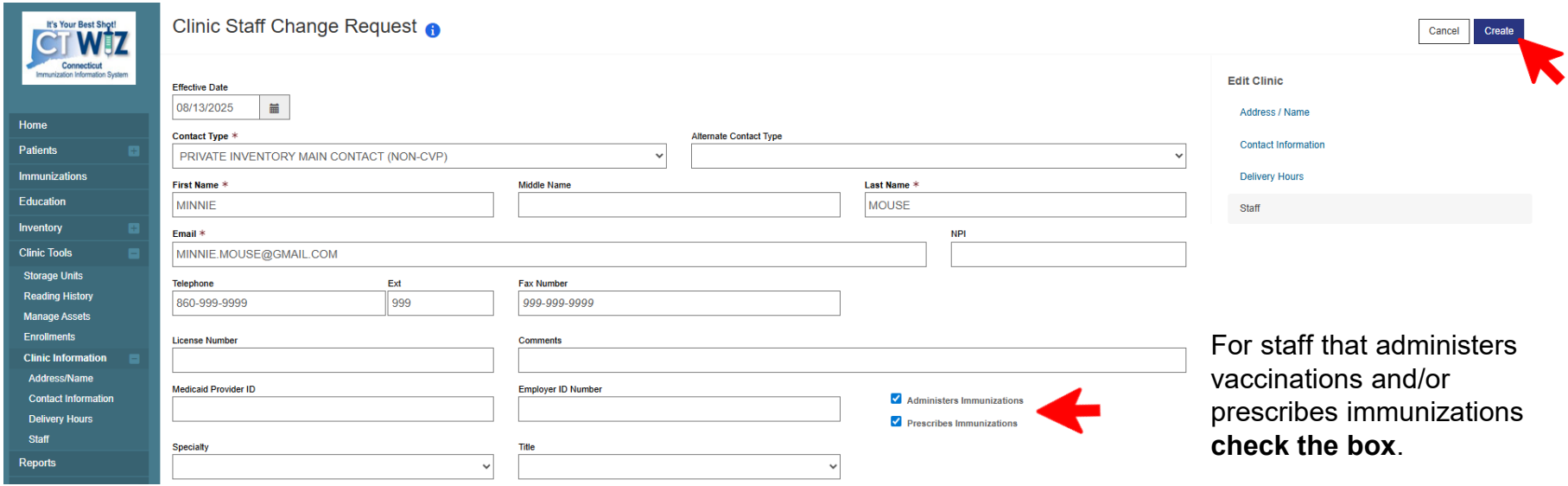
Add Clinic Staff for Private Location (Non-CVP/CVFA)



- Click **Clinic Tools**
- Click **Clinic Information**
- Click **Staff**
- Click **Add New Contact** to add new staff

Note: All Private Inventory Main Contact (NON-CVP) are required to have an active CT WiZ username. Please visit the CT WiZ username website.

Add Clinic Staff for Private Location (Non-CVP/CVFA)



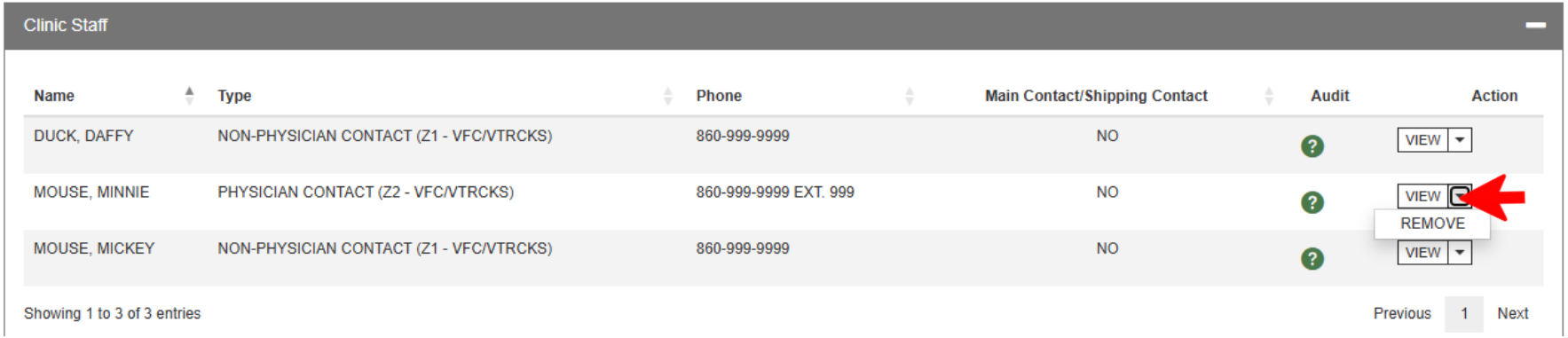
For staff that administers vaccinations and/or prescribes immunizations **check the box**.

- Complete all fields with an *.
- Click **Create**.

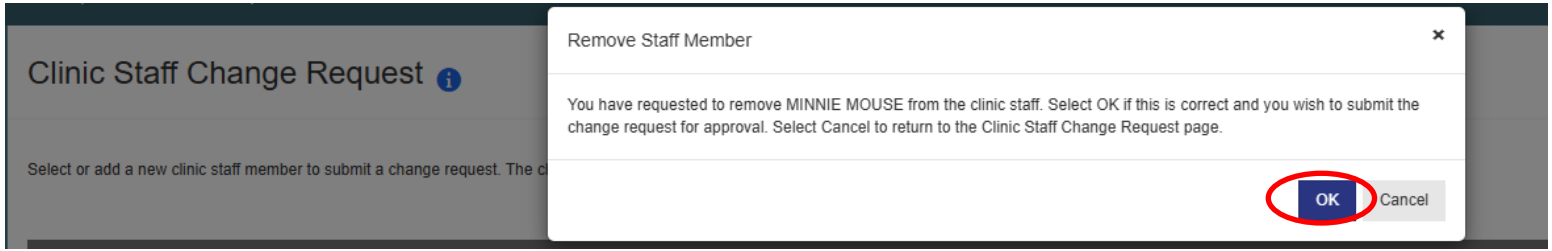
Private locations must list **one** staff member as Private Inventory Main Contact (non-CVP/CVFA) to access Data Quality Assurance (DQA) Reports in CT WiZ.

Remove Clinic Staff

Remove Clinic Staff



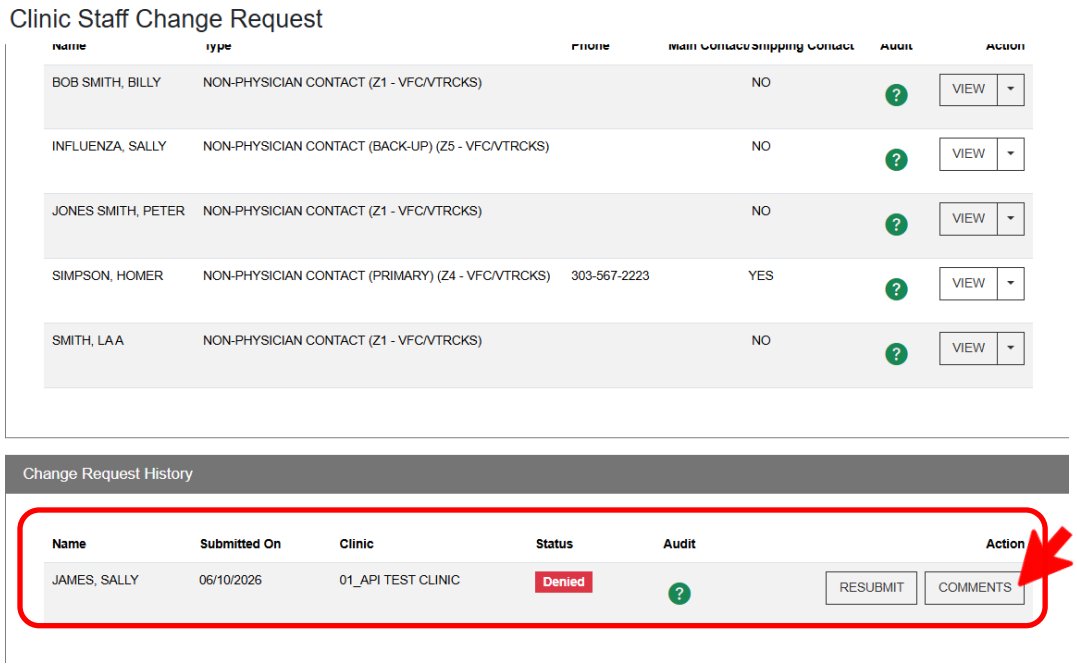
Click the **dropdown arrow** next to View. Click **Remove**.



A popup will appear, click **OK** to submit the staff removal request.

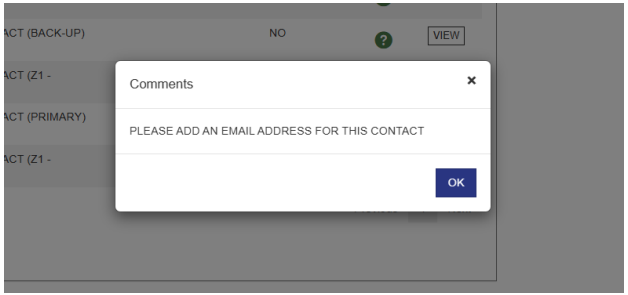
Rejected Clinic Staff Change Request

Rejected Clinic Staff Change Request

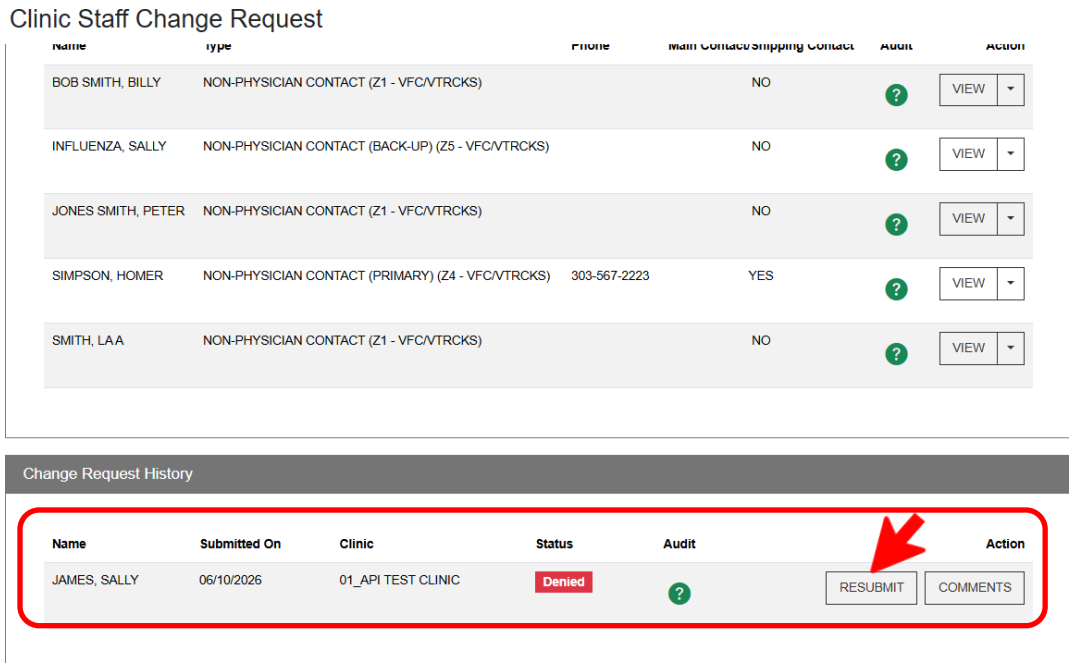


If your clinic staff change request was denied, it will display as denied under the change request history.

If you click on comments, a reason will be listed as to why the request was denied.



Rejected Clinic Staff Change Request

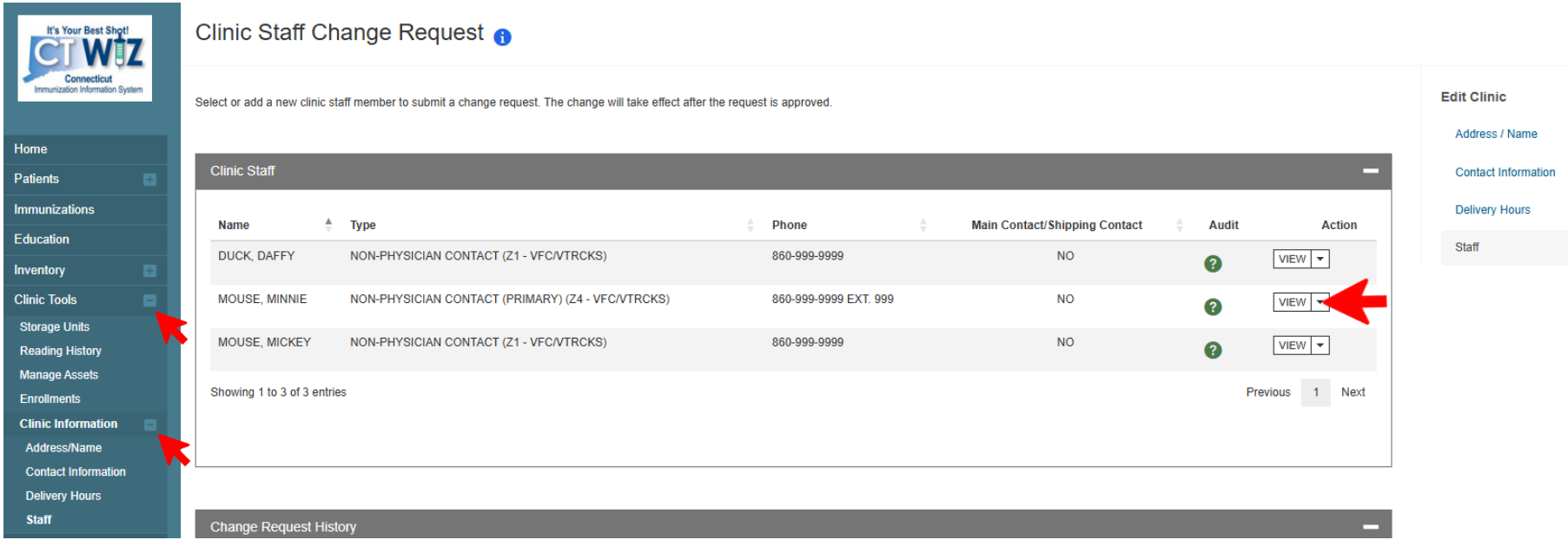


Once you review the comment, you can click on resubmit to go back to the new clinic staff request page.

Update the necessary information and click “Resubmit.” The updated request will be sent to DPH for approval.

Add Training to CVP/CVFA Clinic Staff

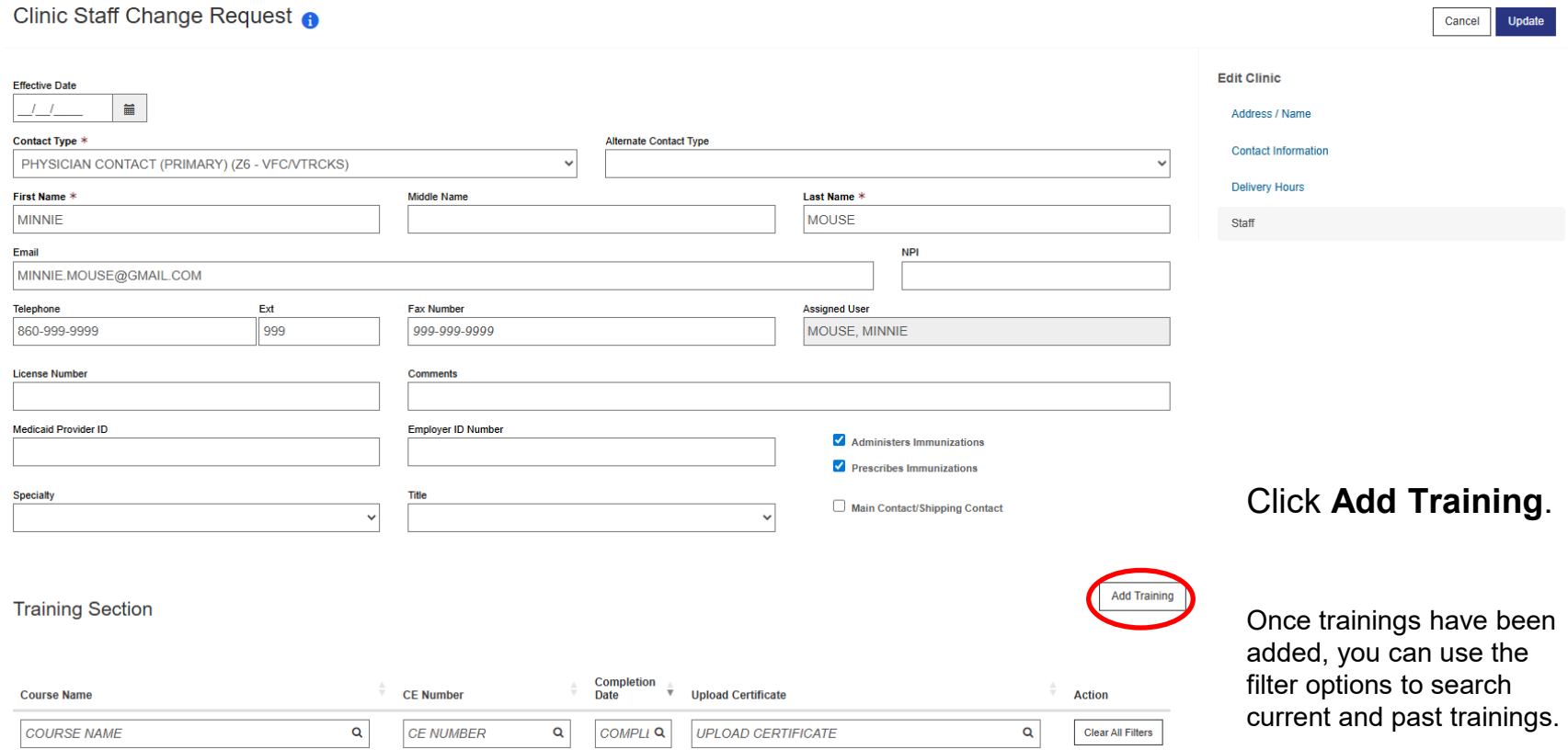
Add Training to CVP/CVFA Clinic Staff



Click **View** next to the Primary Caccine Coordinator or Backup Vaccine Coordinator.

Primary Vaccine Coordinator and Backup Vaccine Coordinator are required to add training for enrollment in the CVP/CVFA programs.

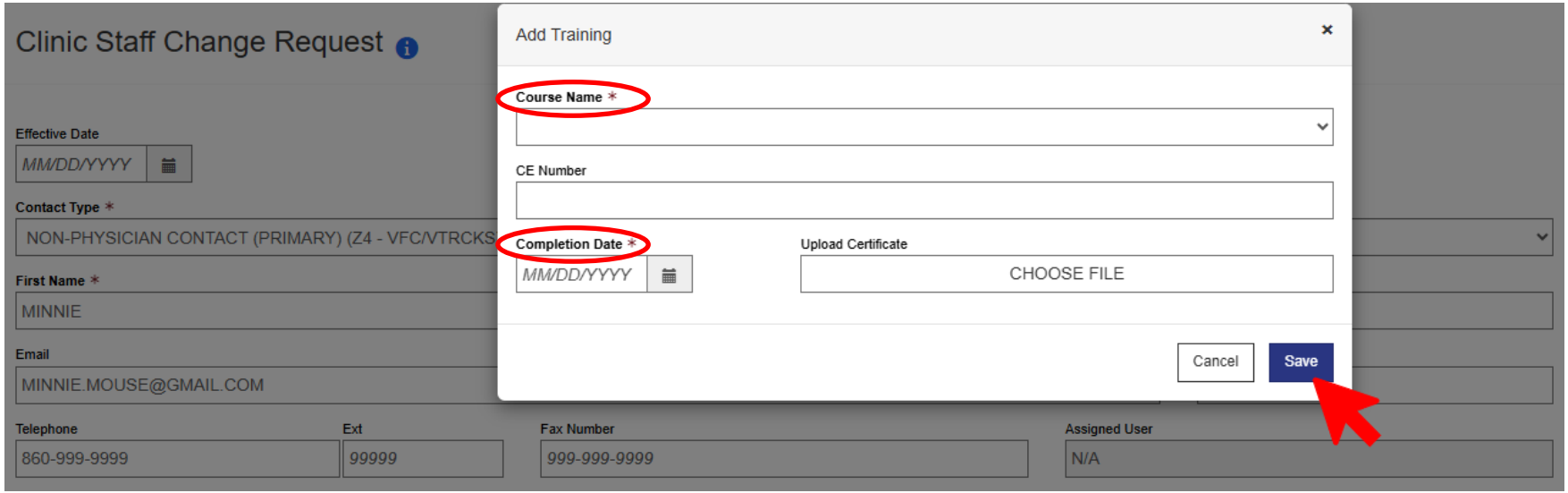
Add Training to CVP/CVFA Clinic Staff



Click **Add Training**.

Once trainings have been added, you can use the filter options to search current and past trainings.

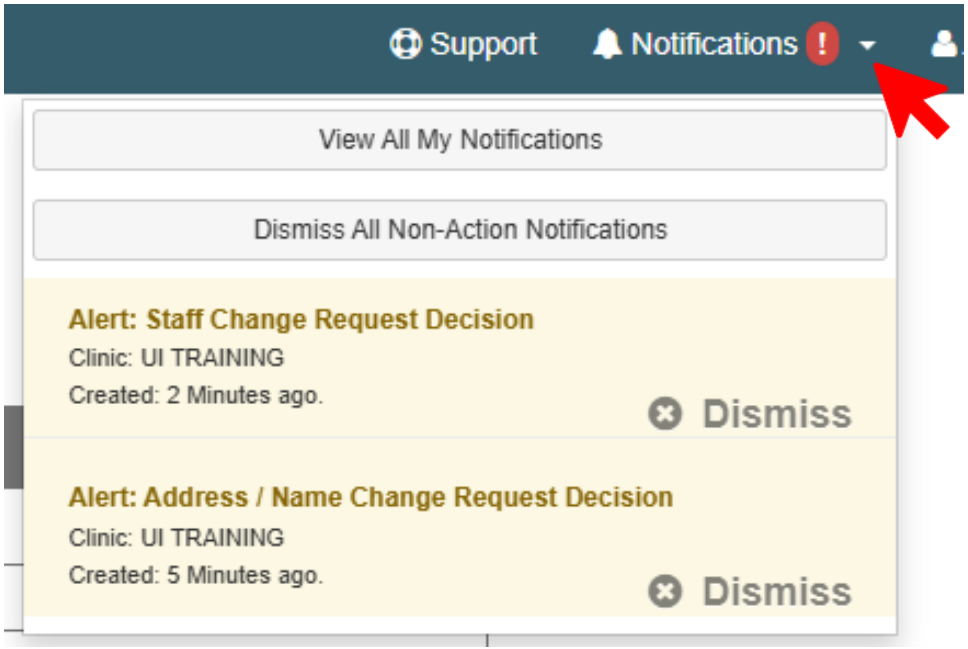
Add Training to CVP/CVFA Clinic Staff



- Select the **Course Name** from the dropdown
- Add a **Completion Date**
- Click **Save**

Bell Icon Notifications

Bell Icon Notifications



- Updates to the mailing address, shipping address, current or new staff **require** approval.
- Updates to the phone, fax or delivery hours will not require approval but the CVP Program will be notified.
- When updates requiring approval have been **approved/denied**, a notification will appear in the bell icon.
- Click the dropdown arrow to view all notifications.

How to Get Help

How to Get Help

- Visit the CT WiZ Training webpage for numerous trainings.
- Click on the "i" icon located at the top of CT WiZ pages to get a description of the screens.
- Click on the "Learn More" on top of some pages in CT WiZ to see short "How To" videos.
- Submit a help desk ticket at: https://dph-cthelpdesk.ct.gov/ select Immunizations (CT WiZ) and the applicable category, topic, and sub-topic.