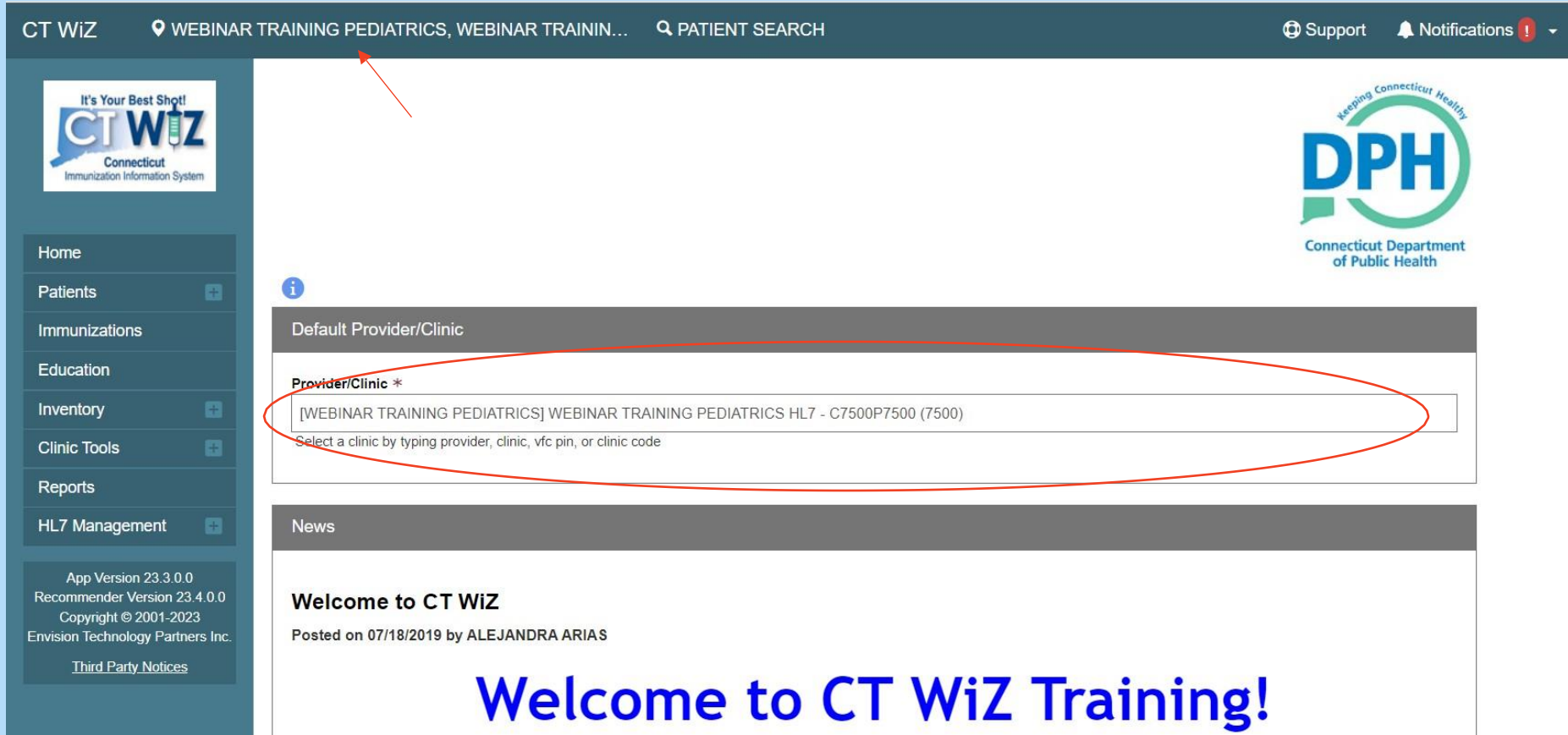




Updating Clinic Information

Home Screen- Begin Here



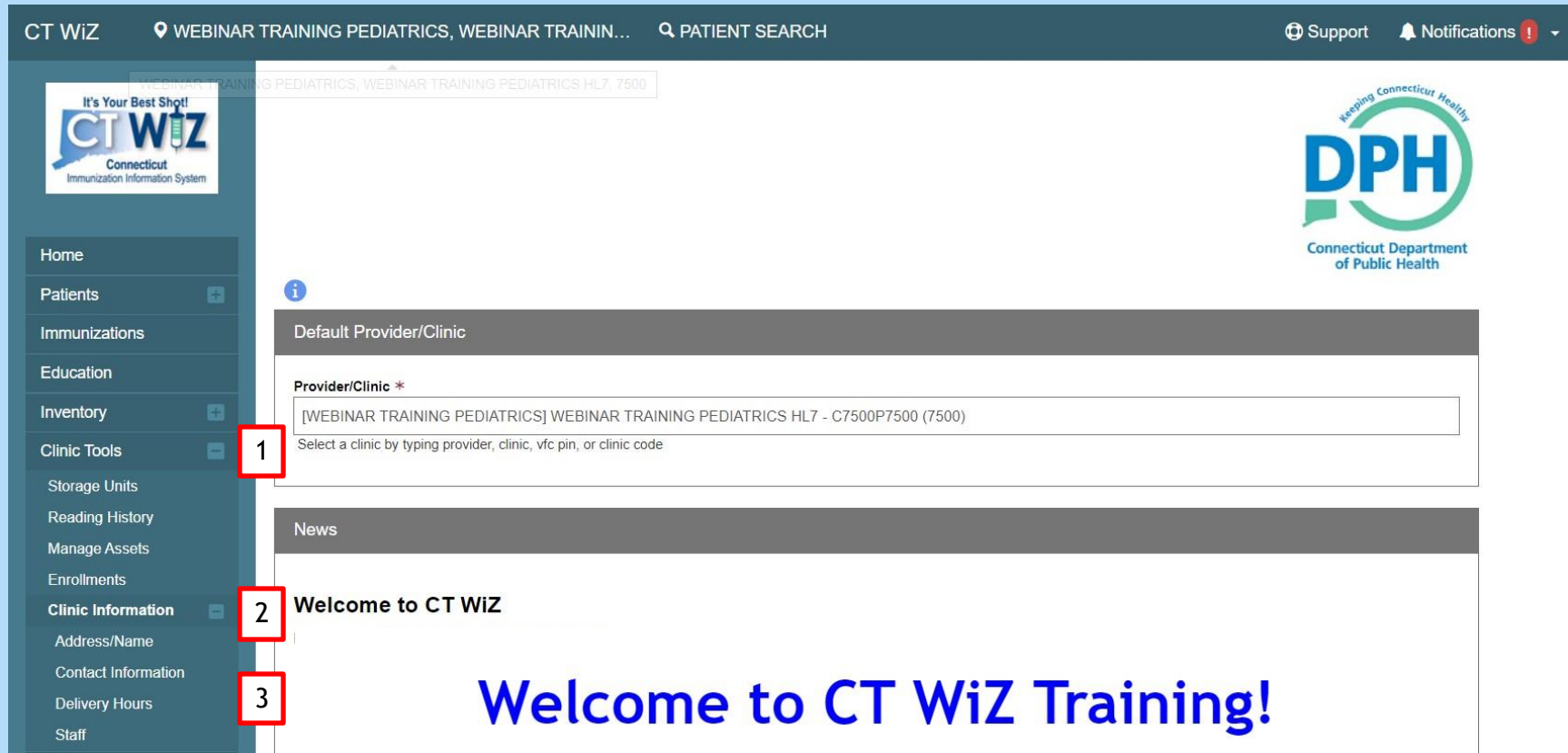
The screenshot shows the CT WIZ Home Screen. At the top is a dark blue navigation bar with the text "CT WIZ", a location pin icon followed by "WEBINAR TRAINING PEDIATRICS, WEBINAR TRAININ...", a magnifying glass icon followed by "PATIENT SEARCH", and icons for "Support" and "Notifications". On the left is a sidebar with a "CT WIZ" logo and a list of menu items: "Home", "Patients", "Immunizations", "Education", "Inventory", "Clinic Tools", "Reports", and "HL7 Management". The main content area has a "Default Provider/Clinic" section with a red circle around the "Provider/Clinic *" field, which contains the text "[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)". Below this 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 main content area, 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 links for "CT WiZ", "WEBINAR TRAINING PEDIATRICS, WEBINAR TRAININ...", and "PATIENT SEARCH". On the right, there are links for "Support" and "Notifications". The left sidebar contains a menu with the following 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 displays the "Default Provider/Clinic" section with a text input field containing "[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)". Below this, there is a "News" section with the heading "Welcome to CT WiZ" and a large blue text overlay that reads "Welcome to CT WiZ Training!". A red box with the number 3 is placed over the "Welcome to CT WiZ" text.

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 a change, make sure to include an effective date

Click Update once completed

Clinic Address / Name Change Request

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 *

CAPTOL

Type

AVE

Suffix

Unit Number

P.O. Box

City *

HARTFORD

Out of State City

Country *

HARTFORD

Out of State Country

State *

CONNECTICUT

Country

UNITED STATES

Zip Code *

06134

Census Tract

Shipping Address

Copy From Mailing Address

Clear

Street # *

470

Prefix

Street Name *

CAPTOL

Type

AVE

Suffix

Unit Number

P.O. Box

City *

HARTFORD

Out of State City

Country *

HARTFORD

Out of State Country

State *

CONNECTICUT

Country

UNITED STATES

Zip Code *

06134

Census Tract

Change Request History EDIT

Submitted On	Status	Approved/Rejected Date	Effective Date	Action
09/01/2018	APPROVED	08/31/2018	09/20/2018	

Update

All changes will be listed under the Change Request History

Updating Your Clinic's Contact Information

Clinic Contact Information

Click Update to
save any changes

Clinic Contact Information ? i

Primary Phone

Ext.

860-649-6166

Secondary Phone

Ext.

999-999-9999

Fax

860-649-6186

Edit Clinic

Address / Name

Contact Information

Delivery Hours

Staff

Clinic Notes

There are currently no notes entered for this clinic



Expand + Add

Update

Update the primary/secondary
phone number and fax number

Updating your Clinic's Delivery Hours

Delivery Hours

Clinic Delivery Hours  

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

Contact Information

Delivery Hours

Staff

There are currently no notes entered for this clinic

Update

Click Update to save any changes

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



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

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

← Previous 1 Next →

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

← Previous 1 Next →

Edit Clinic
Address / Name
Contact Information
Delivery Hours
Staff

Add New Contact

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 i

[Cancel](#)
[Create](#)

Effective Date

05/14/2025

Contact Type *

NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS)

Alternate Contact Type

First Name *

DAISY

Middle Name

Last Name *

DUCK

Email

DAISYDUCK@AOL.COM

NPI

Telephone

860-999-9999

Ext

99999

Fax Number

999-999-9999

License Number

1234567

Comments

Medicaid Provider ID

Employer ID Number

Specialty

Title

☒ Administers Immunizations

☒ Prescribes Immunizations

☒ Main Contact/Shipping Contact

Edit Clinic

[Address / Name](#)

[Contact Information](#)

[Delivery Hours](#)

[Staff](#)

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.**

Adding Training to Clinic Staff

Clinic Staff Change Request ⓘ

Cancel Create

License Number: 1234567

Comments:

Medicaid Provider ID:

Employer ID Number:

Specialty: ▼

Title: ▼

☒ Administers Immunizations

☒ Prescribes Immunizations

☒ Main Contact/Shipping Contact

Add Training

Training Section

Course Name	CE Number	Completion Date	Upload Certificate	Action
<input type="text" value="COURSE NAME"/>	<input type="text" value="CE NUMBER"/>	<input type="text" value="COMPL"/>	<input type="text" value="UPLOAD CERTIFICATE"/>	<input type="button" value="Clear All Filters"/>
VACCINES FOR CHILDREN (VFC)		05/14/2025		<input type="button" value="X"/>
VFC STORAGE AND HANDLING		05/14/2025		<input type="button" value="X"/>

Showing 1 to 2 of 2 entries


You can add required training for the primary and backup vaccine coordinator:

- Click **Add Training** and answer all required questions.
- A certificate and CE number **is not** required, only the date the training(s) were completed.

Click on **Update** to save any changes made. Once trainings have been added, you can use the filter options to search all current and past trainings.

Adding New Staff

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



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

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

← Previous 1 Next →

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

← Previous 1 Next →

Add New Contact

Edit Clinic

Address / Name

Contact Information

Delivery Hours

Staff

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 **Add New Contact**.

Adding New Staff

Clinic Staff Change Request ?

Cancel Create

Contact Type *

Alternate Contact Type

First Name *

Middle Name

Last Name *

E-mail

NPI

Telephone Ext.

Fax Number

License Number

Comments

Medicaid Provider ID

Employer ID Number

Specialty

Title

Edit Clinic

[Address / Name](#)

[Contact Information](#)

[Delivery Hours](#)

[Staff](#)

Click **Create**
when finished

Training Section

Course Name CE Number Completion Date Upload Certificate

Add Training

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

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 i

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 EDIT
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.

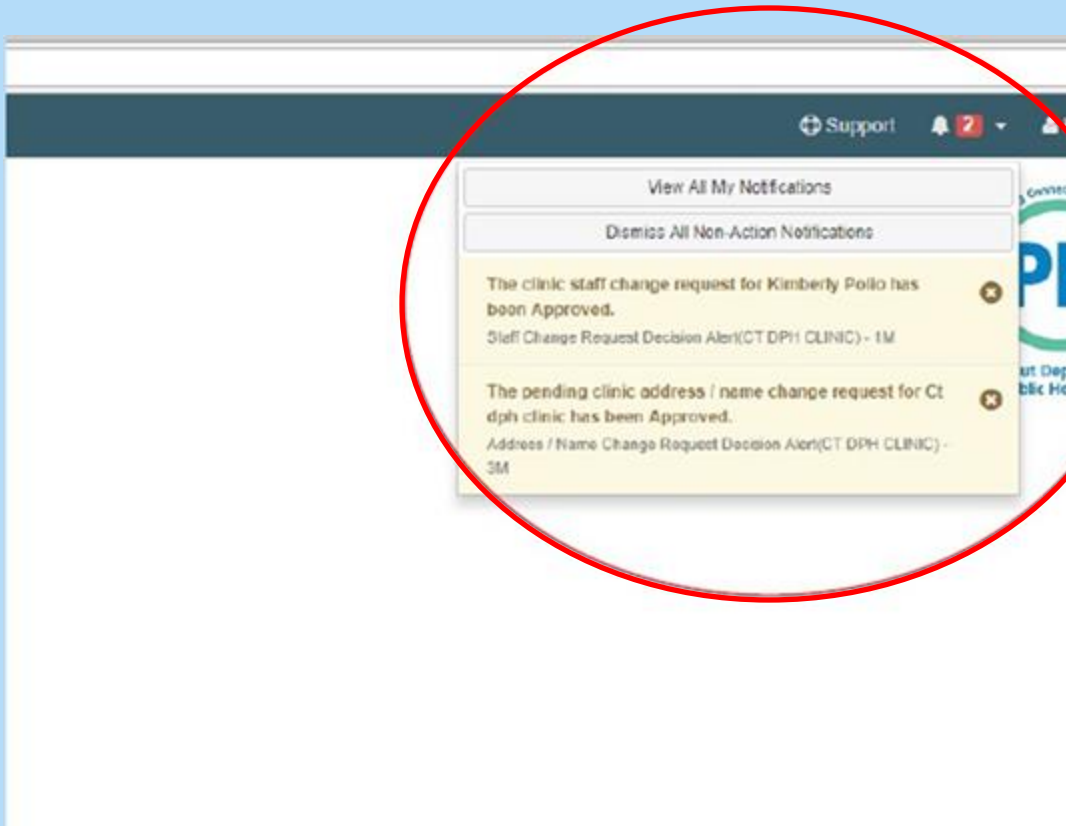
Remove Staff Member

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.

Bell Icon Notifications



Changes to the mailing address, shipping address, current or new staff will require approval.

Changes to the phone, fax or shipping hours will not require approval but the CVP team will be notified.

When your changes requiring approval have been approved/denied, a notification will appear in the bell icon. Click the down arrow to view all notifications.