



How to add Immunizations given today- *Real Time*

For User Interface/Direct Data Entry Clinics in CT WiZ

Adding Immunizations in Real Time

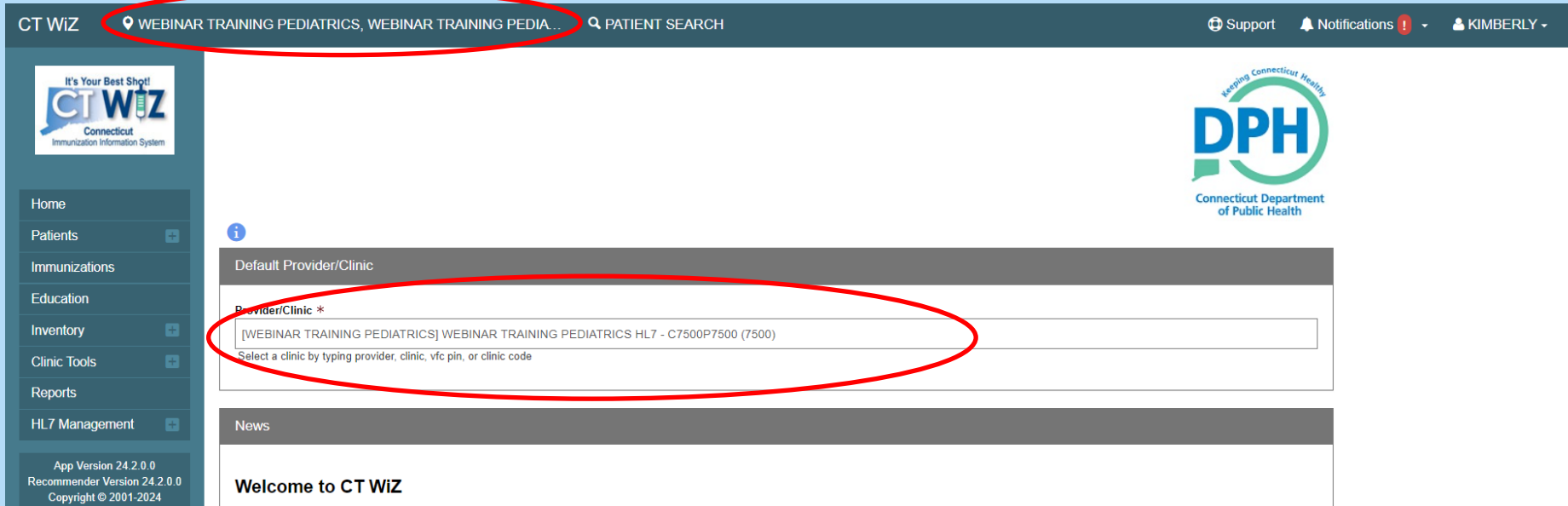
Remember for UI/Direct Entry Clinics:

- **Direct Data Entry** of vaccines on the 'AdministerVaccines' screen **WILL** deduct from your on-hand inventory.
 - Always enter the actual date the vaccination was given to the patient.
 - Properly enter eligibility at the patient and dose level.

These are important for an accurate patient record and for reconciling your inventory.



Home Screen

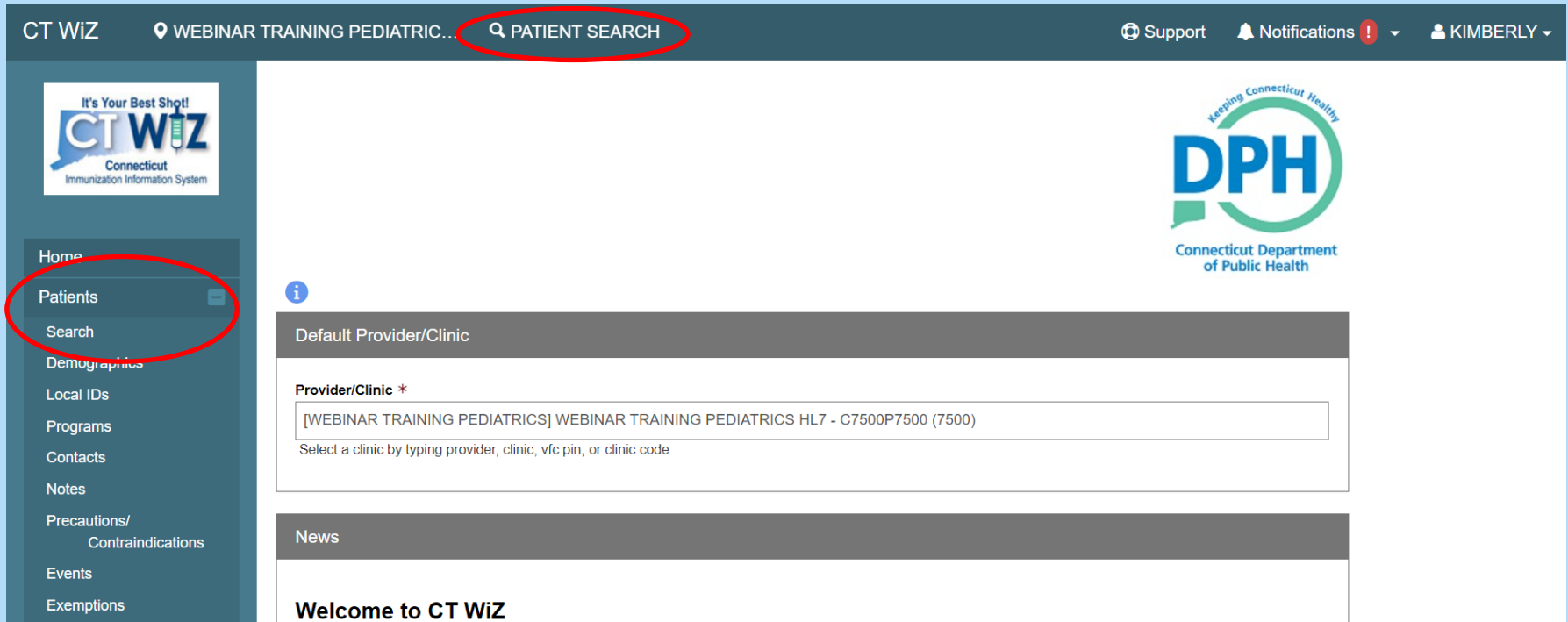


The screenshot shows the CT WIZ Home Screen. At the top, a dark blue banner contains the text "CT WIZ" on the left, a location dropdown menu showing "WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA..." in the center, and a "PATIENT SEARCH" button on the right. Below the banner is a sidebar with navigation options: Home, Patients, Immunizations, Education, Inventory, Clinic Tools, Reports, and HL7 Management. The main content area features a "Default Provider/Clinic" section with a dropdown menu currently displaying "[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)". Below this is a "News" section with a "Welcome to CT WIZ" message. The DPH logo is visible in the top right corner of the main content area.

Before you begin, make sure you are in the correct clinic. If you belong to multiple clinics, begin typing in the Provider/Clinic box the name of your clinic or the pin number.

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

Start by searching for the patient



The screenshot shows the CT WIZ web application interface. At the top, there is a dark navigation bar with the text "CT WIZ" on the left, a location pin icon followed by "WEBINAR TRAINING PEDIATRIC...", and a search icon followed by "PATIENT SEARCH" which is circled in red. On the right side of the navigation bar are icons for "Support", "Notifications" with a red exclamation mark, and a user profile icon labeled "KIMBERLY".

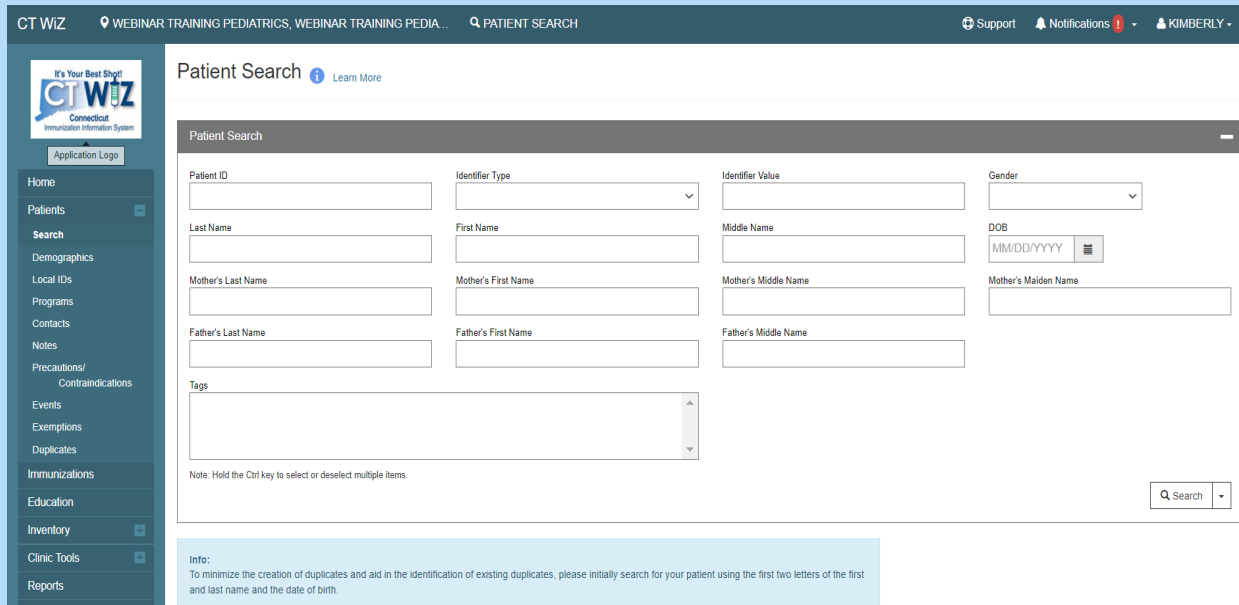
Below the navigation bar is a sidebar menu on the left with the following items: "Home", "Patients" (circled in red), "Search", "Demographics", "Local IDs", "Programs", "Contacts", "Notes", "Precautions/Contraindications", "Events", and "Exemptions".

The main content area features the "It's Your Best Shot! CT WIZ Connecticut Immunization Information System" logo at the top left and the "DPH Connecticut Department of Public Health" logo at the top right. Below the logos is a section titled "Default Provider/Clinic" with an information icon (i) on the left. It contains a "Provider/Clinic *" field with the text "[WEBINAR TRAINING PEDIATRICS] WEBINAR TRAINING PEDIATRICS HL7 - C7500P7500 (7500)" and a subtext "Select a clinic by typing provider, clinic, vfc pin, or clinic code".

Below this is a "News" section with the heading "Welcome to CT WIZ".

There are two different options where you can click to search for a patient on the home screen

Conducting a Search



The screenshot shows the 'Patient Search' screen in the CT WIZ system. The interface includes a top navigation bar with 'CT WIZ', 'WEBINAR TRAINING PEDIATRICS, WEBINAR TRAINING PEDIA...', and 'PATIENT SEARCH'. A user profile for 'KIMBERLY' is visible in the top right. The main content area is titled 'Patient Search' and contains a search form with the following fields:

- Identifiers:** Patient ID, Identifier Type (dropdown), Identifier Value, Gender (dropdown).
- Names:** Last Name, First Name, Middle Name, Mother's Last Name, Mother's First Name, Mother's Middle Name, Mother's Maiden Name, Father's Last Name, Father's First Name, Father's Middle Name.
- DOB:** Date of Birth (MM/DD/YYYY format with a calendar icon).
- Tags:** A text area for entering search tags.

A 'Search' button is located at the bottom right of the form. A note at the bottom left states: 'Note: Hold the Ctrl key to select or deselect multiple items.' An info box at the bottom left provides additional guidance: 'Info: To minimize the creation of duplicates and aid in the identification of existing duplicates, please initially search for your patient using the first two letters of the first and last name and the date of birth.'

Once you are on the PatientSearch screen:

- Enter your search criteria
- Click on the Search button to find any matching patients


Possible search criteria:

- First 2 letters of first and last names (John Smith = Jo & Sm)
- Patient date of birth
- Other identifier (see Identifier Type drop down)
- Patient ID

You should perform searches a few different ways to find the patient. Using less characters will give you a larger result, which could be helpful if the patient has a hyphenated last name or a misspelling. You want to make sure you thoroughly search for patients to avoid creating duplicate patients.

Getting to a Patient's Immunization Home Page

CT WIZ DPH TRAINING CLINIC, DPH TRAINING CLINIC 1, 7777 PATIENT SEARCH



- Home
- Patients
- Search
- Demographics
- Local IDs
- Programs
- Notes
- Precautions/Contraindications
- Events
- Duplicates
- Immunizations
- Inventory
- Clinic Tools
- Reports

Patient Search

Search Criteria

Patient ID	Identifier Type	Identifier Value			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Last Name	First Name	Middle Name	DOB	Gender	
BUNNY	BEN	<input type="text"/>	MM/DD/YYYY	<input type="text"/>	
Previous Criteria			Clear	Search	

Search Results - 1 record(s)

ID	Name	Gender	DOB	Action
850430	BUNNY, BENJAMIN 182 ELM STREET ST HARTFORD, CT 06108	M	01/15/2018	Demographics

You may add a new patient by clicking the 'New Patient' button.

- Demographics
- Immunizations
- Duplicates
- Events
- Local IDs
- Notes
- Outreach
- Precautions / Contraindications
- Programs

Once you find the correct patient, click the down arrow next to Demographics and click Immunizations.

To update demographics: (i.e., phone number, CVP eligibility, etc.) click on Demographics to make updates prior to adding immunizations.

- Note: by adding patient eligibility in the Demographics, it will populate eligibility in the Immunizations screen. It can be changed for each dose, if needed.

Adding Immunizations in Real Time

INFLUENZA, SUSANDRA ID: 896201 DOB: 04/01/2014 AGE: 5Y 11M 22D GENDER: F + Precautions / Contraindications ARE specified

Immunizations Home i Learn More

Links Select Action

- Add Vaccines
- Administer Vaccines
- Add History

View

+ Precautions / Contraindications ARE specified

DOB: 04/01/2014 Age: 5Y 11M 22D History of Varicella? LABORATORY EVIDENCE OF IMMUNITY OR CONFIRMATION OF VARICELLA DISEASE Date of Varicella: 05/01/2014

Recommended Immunizations for today, 3/23/2020 (5Y 11M 22D)

Vaccine
Hep B, ped/adol
Polio-IPV

Please do not rely solely on the Recommender to forecast immunizations. Utilize clinical judgment and consult both the ACIP recommended immunization schedules and the CDC Pink Book @ <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html#chapters>

Vaccine	Dose	Date	Age	Clinic	
DTaP / TD / Tdap					
DTaP	1	03/20/2020	5Y 11M 19D	C1001P1001	? Update
DTaP		03/23/2020	5Y 11M 22D	C1001P1001	! ? Update
Pneumococcal					
PCV13		03/23/2020	5Y 11M 22D	C1001P1001	? Update
Hep A					
Hep A, ped/adol, 2D	1	03/23/2020	5Y 11M 22D	C1001P1001	? Update
MMR					
MMR	1	03/23/2020	5Y 11M 22D	C0000PR	H ? Update

Recommend Auto-Populate Add Vaccines Screen

Click the down arrow next to Select Action and select Add Vaccines.

Depending on your connection to CT WIZ (Direct Entry or HL7), your action dropdown will differ.

If you will be administering all recommended vaccines, you can check the auto-populate box. If not, you can individually select vaccines on the next screen.

Adding Immunizations in Real Time

INFLUENZA, SUSAN ID: 896187 DOB: 04/01/2014 AGE: 5Y 11M 22D GENDER: F

Immunizations [Learn More](#) Cancel Links Create And Administer

Add

Precautions / Contraindications

Clinic * CVP TRAINING REGION 3 **Vacc Date *** 03/23/2020 **Age** 5Y 11M 22D **Prescribed By**

Do not set this clinic as the 'default clinic' for this patient

Patient is VFC eligible Display All Vaccines Clear Vaccines

Vaccine	VIS/Publication	On-Hand	If Vaccine Refused, Reason
HEP A, PED/ADOL, 2D	Select VIS	✓	✓
FLU MDCK QUAD W/PRES INJ	Select VIS	✓	✗

Remember:

- Confirm you are in the correct patient, as displayed on the top banner of the screen.
- Confirm you are in the correct clinic.

- Enter the **Vaccination Date**.
 - If it is the current date, double click in the field and it populates the record.
 - If you are not the medical home for the patient, check the "Do not set..." box.
 - If you checked the auto-populate box on the previous screen, the vaccines will be prefilled.
 - If not, click the down arrow and select the vaccine(s) you will be administering. Refer to: "[Vaccines Supplied by CVP](#)" to select the correct vaccine.
 - Do not administer if there is no inventory. A red **x** will appear if you don't have inventory. If you have the vaccine in your **On Hand** inventory, you see a **green check**.
- If applicable, add vaccine refusals. Refer to: "[Adding a Vaccine Refusal](#)."
- Once all fields are filled in, click Create and Administer.

Adding Immunizations in Real Time

INFLUENZA, SALLY ID: 879790 DOB: 01/30/2000 AGE: 22Y 0M 5D GENDER: F

Immunizations [Learn More](#) Cancel Update **8**

Administer **1**

Patient Level Eligibility * (V01) NOT VFC ELIGIBLE Vaccination Time HH:MM AM/PM (HH MM A/P)

Administered By * **2** Refusal Reason * **3**

Vaccine HPV9 **4**

Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand *



Did not Admin **6** Delete

Body Site * Route * Dosage Refusal Reason

Dose Level Eligibility * **7** (V01) NOT VFC ELIGIBLE **5**

1. Enter the actual **Vaccination Time**. If it is the current time, double click in this field.
2. Select the **Administered By** in the drop down. If a name is missing, please submit a [help desk ticket](#).
3. If you entered a vaccine refusal, it will carry onto this screen.
4. Select the correct vaccine you are administering from the drop down. This inventory is pulled directly from your on-hand inventory screen.
5. When you select a vaccine, the body site, route, and dosage automatically prefill (you can change these if they are different).
6. If you did not administer the vaccine, or need to delete the vaccine, check the appropriate box.
7. **Patient Level Eligibility** will be auto-populated from the Demographics screen onto the Immunizations Screen. Update the **Dose Level Eligibility**, *if needed*.
8. Once all information is complete, click **Update**. All administered vaccine(s) appear on the patient's Immunization Home screen.

How to get help

- Click on the  located at the top of the page to get a description of whichever screen you are on.
- Some pages have a  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 [here](#). 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 of the above options, submit a help desk ticket to get the quickest answer. You may do so by clicking [here](#).

