# How do I Navigate in CT WiZ?

# Things You Should Know

- You must have your own username and password to log into CT WiZ.
  - Go here to request an account:
- Use a web browser to access CT WiZ.  It works the best when you use:
  - Microsoft Internet Explorer (version 9 or above)
  - Google Chrome
  - Mozilla Firefox
- You need Adobe Acrobat Reader to view CT WiZ reports.
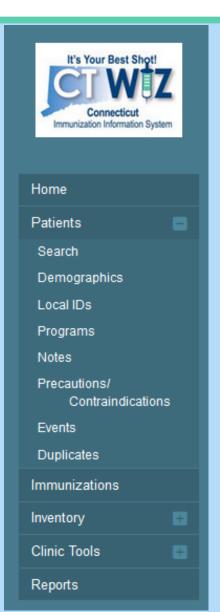  - Go here to download: https://get.adobe.com/reader/

# Navigation Overview

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

# Navigation in CT WiZ

**It's Your Best Shot!**
**CT WiZ**
Connecticut
Immunization Information System

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

- Use the Modules menu to navigate

  - Find it on the left here and in CT WiZ

- Click a Module with a + sign to expand the menu.

- Click a Module with a – sign to collapse the menu.

- **<u>Avoid</u>** using the browser back and forward buttons.

# Important Icons in CT WiZ

| | | |
|---|---|---|
| ⛔ | **Adverse Reaction** | Vaccination has an adverse reaction documented for patient. |
| ❓ | **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. |
| ❌ | **Clear** | Click to clear text from data entry field. |
| 👤 | **Current User** | Click to populate current user name into field. |
| ⊘ | **Deceased** | Patient is deceased. |
| ❌ | **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 on-hand inventory. |
| | **Historical Vaccination** | Vaccination has been entered as a historical record and was not administered by a clinic in the registry. |
| | **Immunization Reconciled** | Dose is included on an inventory reconciliation that has been closed. |
| | **Invalid Dose (Manual)** | Vaccination has been manually invalidated by a user. |
| | **Invalid Dose (Recommender)** | Vaccination has been marked as invalid by the recommender. |
| | **Lookup** | Click to search for a patient record. |
| | **Notes** | Patient record includes notes. |

# Important Icons in CT WiZ (continued)

| | | |
|---|---|---|
| (i) | **Online Help** | Click to view online help for the page. |
| 👎 | **Opted Out** | Patient has chosen not to participate in the IIS. |
| 🌐 | **Outreach** | Patient belongs to a patient outreach. |
| ➕ | **Precautions / Contraindications** | Patient has one or more allergies or risks that may impact recommended immunizations. |
| 🖨 | **Print** | Click to view a PDF of the associated report, which can then be printed. |
| 📝 | **Vaccination Comments** | Vaccination has comments. |
| ⚠ | **Warning** | Appears with a warning or other informational message. |

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

| Body Site Code | 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 |
| NS | Nasal |

# Tips and Shortcuts

- Fields with a **bold** label followed by a <span style="color:red">*</span> are required.

- Dates

  - Enter numbers only, slashes are automatically added.

  - 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.)



Patient Search

**Search Criteria**

| Patient ID | Identifier Type | Identifier Value |
| | | |

| Last Name | First Name | Middle Name | DOB | Gender |
| | | | MM/DD/YYYY | |

Previous Criteria          Clear    Search

**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. If a duplicate is found, please notify the helpdesk.

Default action button – Always in blue

Press the **Enter** to perform the Default Action in Blue