

CT WiZ

EHR HL7 Onboarding Go-Live Checklist

GO-LIVE DATE: _____

Please complete the checklist in order to successfully enter and remain in the CT WiZ Production environment for HL7 messaging.

MOVE TO PRODUCTION

DAY BEFORE GO-LIVE

Switch all computers to the CT WiZ Production environment endpoint.

All appropriate Clinic users have successfully logged into CT WiZ and viewed the training material at <https://portal.ct.gov/DPH/Immunizations/CT-WiZ-Training>.

A Clinic Contact has been identified to resolve errors found in the HL7 messages.

Review Roles & Responsibilities Document

GO-LIVE DAY

Remind Clinic Staff of switch to Production and the importance of data quality in the EHR.

MONITORING & MAINTAINING The clinic is responsible for verifying that the number of immunizations administered and recorded in your EHR matches with the number of immunization records submitted to CT WiZ. This monitoring must continue for the life of the interface.

FIRST 2 WEEKS-On a Daily Basis

Review the ACK messages in your EHR and address any errors or warnings.

Run the Dosage Report in CT WiZ located in the Coverage Statistics section. Verify the number of immunizations administered that day and recorded in your EHR match the number that went into CT WiZ.

Run the Patient Detail with Services Report in CT WiZ located in the Patient Management section. Determine if any immunizations/patients are missing from CT WiZ. The missing immunizations/patients must be manually entered in CT WiZ or resubmitted from your EHR.

AFTER 2 WEEKS-On a Weekly Basis

Run the Dosage Report in CT WiZ located in the Coverage Statistics section. Verify the number of immunizations administered that week and recorded in the EHR match the number that went into CT WiZ.

Run the Patient Detail with Services Report in CT WiZ located in the Patient Management section. Determine if any immunizations/patients are missing from CT WiZ. The missing immunizations/patients must be manually entered in CT WiZ or resubmitted from your EHR.

AFTER 4-6 WEEKS and FORWARD-On a Monthly Basis

Once you're ordering vaccines in CT WiZ, complete the inventory reconciliation prior to submitting your next vaccine order.

Review the Patient Reminder/Recall Report in CT WiZ in the Patient Management section to manage:

- Your patients that may need to be inactivated from your clinic or jurisdiction (CT) in CT WiZ.

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- Your patients who are due or overdue for immunizations.

Review the Invalid Doses Report in CT WiZ in the Coverage Statistics section. And if it is a data entry error correct the information in both your EHR and CT WiZ.

Review the Patients with Possible Duplicate Vaccinations Report in the Data Quality-User section in CT WiZ and correct the information in the patient's record in CT WiZ.

If your EHR system allows vaccination administered date before the date of birth, review the Shots Before Date of Birth Report in the Data Quality-User section in CT WiZ and correct the information in both your EHR and CT WiZ.

CONTACT US

Please email HelpDesk.dph@ct.gov and include your complete name, organization/clinic name, email and phone number with your details.

- If you have any questions or need help.
- If there is any interruption of reporting the data via the EHR interface.
- If there are any issues or errors the practice identified that DPH needs to fix or correct.