



State of Nevada Immunization Information System

Data Entry & Patient Record Management Type 2 – Training Manual

<https://webiz.nv.gov>

Help Desk

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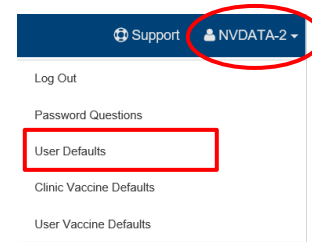
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Settings Module

Settings are accessed via a drop-menu on the upper right corner of the screen (to access, click on your name). The following links are available under the drop-down menu:

Change Password

- Password Questions
- User Defaults
- Clinic Vaccine Defaults
- User Vaccine Default



Set Your User Defaults for Ease of Data Entry:

Immunization Screen

- Auto-Populate Recommended Vaccines = **NO**
- Display Today's Recommendations = Yes or No, this is your personal preference

Immunization History Screen Preferences (Refer to page 10 & 11 of this manual)

Mode: Apply your History defaults to a single clinic or all clinics

Recommended Settings: Type of Boxes = Date Boxes Number of Boxes = 6

Demographic Defaults

- Set per the location of the majority of your patients. Do not fill in Zip Code if in multi zip code city.

Administered By

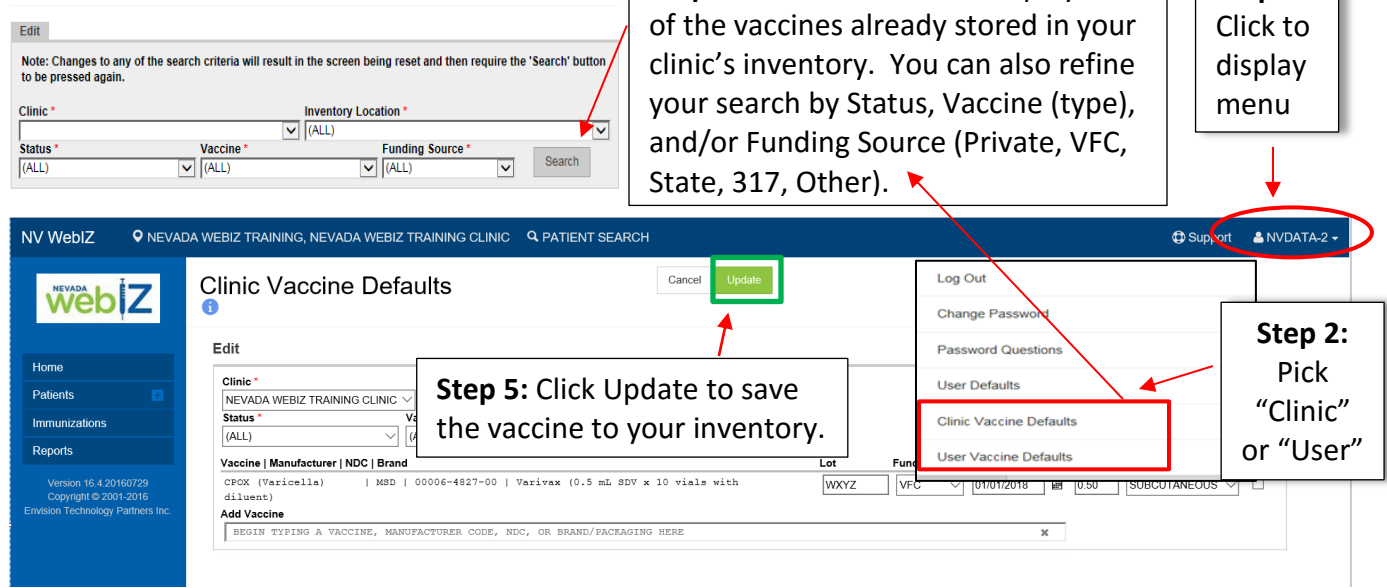
- Set the "Immunization Administered by" field to you or whomever in your office will be recorded as the 'shot giver' or leave blank if there are several in your office.

Clinic Vaccine Defaults

Adding Your Initial Vaccines and Each New Shipment: *Follow steps 1-5*

- Navigate to the Clinic Vaccine Defaults screen by clicking on your name (displayed on the right side of the header bar) This will then display your user settings, including Log Out, Change Password, Password Questions, User Defaults, and User/Clinic Vaccine Defaults.

Clinic Vaccine Defaults



Step 1: Click to display menu

Step 2: Pick "Clinic" or "User"

Step 3: Click on Search to display a list of the vaccines already stored in your clinic's inventory. You can also refine your search by Status, Vaccine (type), and/or Funding Source (Private, VFC, State, 317, Other).

Step 4: Begin typing the vaccine name in the "Add Vaccine" line for a list of possible results, matches by Type, Manufacturer, NDC and Brand / Trade Name. If you do not see the NDC you are looking for, please contact the Help Desk.

Step 5: Click Update to save the vaccine to your inventory.

Add Vaccine

DTaP-HEP B-IPV	SKB		
DTaP-HEP B-IPV	SKB	58160-0811-01	Pediarix (0.5 mL SDV x 1 vial)
DTaP-HEP B-IPV	SKB	58160-0811-11	Pediarix (0.5 mL SDV x 10 vials)
DTaP-HEP B-IPV	SKB	58160-0811-41	Pediarix (0.5 mL SD syr x 1 syr)
DTaP-HEP B-IPV	SKB	58160-0811-43	Pediarix (0.5 mL SD syr x 1 syr)
DTaP-HEP B-IPV	SKB	58160-0811-46	Pediarix (0.5 mL SD syr x 5 syr)
DTaP-HEP B-IPV	SKB	58160-0811-51	Pediarix (0.5 mL SD syr x 10 syr)
DTaP-HEP B-IPV	SKB	58160-0811-52	Pediarix (0.5 mL SD syr x 10 syr)

Once you have chosen the proper combinations above, allow the screen a moment to refresh. You will notice after the screen is refreshed, it automatically filled in the Dosage and Route fields based on your vaccine selection. Then fill in the Lot Number, Funding Source and Expiration Date Fields. **Click Update** to add this vaccine.

Note: Vaccines will automatically be unavailable to administer the day after their expiration date. If you have dispensed all doses prior to the expiration date, you can delete it by clicking on the Delete check box displayed to the far right of the vaccine line item. **MAKE SURE** all doses have been recorded in WebIZ prior to deleting!

Adding A New Patient

Adding your new patient:

If after a thorough search you cannot find your patient (refer to Best Practice Patient Searching on pages 7-8 in the Common Features Training Manual), proceed with creating a new patient record by clicking on the New Patient button:

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
WOODPECKER	WOODY	<input type="text"/>	07/01/1940	<input type="text"/> ▼

Birth Info

Mother Last Name	Mother First Name	Mother Middle Name	Mother Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search Results - 0 record(s)

⚠ There are no patients that match your search criteria.

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

You will then be taken to the Add screen to fill-in all required data fields:

Add

Last Name *	First Name *	Middle Name	Generation
WOODPECKER	WOODY	<input type="text"/>	<input type="text"/> ▼
DOB *	Gender *	SSN	
07/01/1940	MALE ▼	999-99-9999	
Mother Maiden	Mother First		
<input type="text"/>	<input type="text"/>		

Then select *Create*.

Note:

Required fields are indicated with a red asterisk*

If available, for children per Nevada State Law = Mother's Full Name

Optional = Social Security Number (SSN); Entry allows for better record identification and is protected from view once saved in Nevada WebIZ (displays only as ###-##-####).

Once you select Create, the system will check the entire database to see if your newly created patient may be a possible duplicate of another patient already in the system. If any potential duplicates are found, Nevada WebIZ displays a list of those patients for your review, so you can verify for a 2nd time whether or not your patient is already in the system. Please review this list very closely to avoid creating duplicate patient records. If the database does not see any possible potential duplicates, the previous step will be skipped and you will be taken directly to the new patient's Demographics screen.

Here we see a verification list of patients with closely related names and dates of birth as the new patient. If your new patient does not match any shown in this list, then click on the Proceed with Create button.

Add

Last Name *
WOODPECKER

First Name *
WOODY

Middle Name

Generation

DOB *
07/01/1940

Gender *
MALE

SSN
999-99-9999

Mother Maiden

Mother First

Proceed with Create

Possible Duplicates

The following patients have been found with similar criteria. If any of the following record(s) are the patient you are trying to create, select the patient below.

	ID	Name	Phone	Insurance	VFC	Gender	DOB		
<input type="radio"/>	2379031	WOOD PECKER, WOODY			99	M	07/01/1940		?
<input type="radio"/>	2378114	WOODPECKER, WOODY			5	M	07/01/1940		?
<input type="radio"/>	2379027	WOODPECKER, WOODY 2202 SPICE WOOD ST NORTH LAS VEGAS, NV 89084	702-557-2233		5	M	07/01/1940	Multiple Birth Patient	+

Demographics

Local IDs

Programs

Allergy / Risks

Notes

Events

Immunizations

Duplicates

Once you click the Proceed with Create button, you will be taken to the Demographics screen where the unique WebIZ Patient ID# was created and now you are able to complete the additional required fields.

WOODPECKER, WOODY

ID: 2379372
DOB: 07/01/1940
AGE: 75Y 4M 1D
GENDER: Male

Edit

Update
Cancel

Patient Info
Alias
Health Ins
Contact Info
Address
Race/Ethnicity
Recommender
Provider Information
Birth Info

Address History

Insurance History

Default Clinic

Contacts

Set Defaults

Patient Information

Last Name *
WOODPECKER

First Name *
WOODY

Middle Name

Generation Title/Credential

Gender *
MALE

DOB *
07/01/1940

Birth Time

Patient Demographics Screen

When adding a new patient or updating the data on an existing patient, make sure all required fields are completed.

Patient Eligibility - When a new patient record is created, their Eligibility is automatically assigned a status of (99) Unknown. If your office is enrolled in the Vaccines for Children (VFC) Program, you should make it your first priority to change the VFC Eligibility field to reflect the current eligibility status for your patient. Remember, once a patient is 19 years of age or older, they are no longer eligible for the program and their VFC Eligibility Status should be changed to (5) Not VFC Eligible (Example on page 8).

Eligibility Status Options:

- | |
|--|
| <ul style="list-style-type: none">(1) VFC Eligible: Medicaid Eligible or Enrolled(2) VFC Eligible: Uninsured(3) VFC Eligible: American Indian or Alaskan Native(4) VFC Eligible: Underinsured(5) Not VFC Eligible: If patient has health insurance which covers vaccines or is 19 years of age or older(6) Nevada Checkup: If patient is enrolled in this state-sponsored insurance program(23) 317 (adults-only; may also select "Not VFC Eligible")(24) Medicare (adults-only; may also select "Not VFC Eligible")(25) State(99) Unknown: Use only if eligibility cannot be determined or if office is not VFC-enrolled |
|--|

Additional mandatory and suggested optional fields:

- (Optional) "History of Varicella dropdown and Date" fields. If a patient has had chickenpox, document the appropriate selection from the dropdown choices, displayed on the patients' demographics page. A patient's history of varicella illness is then printed on the Official Immunization Record under the "Varicella (Cpox)" section (Example on page 8).
- (Optional) If a patient is known to have an Alias name or had a name change, please record previous name in the Alias section (both the Last Name and First Name fields). If an alias name is entered in the patient search screen, then WebIZ will retrieve the proper person (Example on page 8).
- Complete and accurate addresses (required) and telephone numbers (optional) are important for future reporting and statistical purposes, and are valuable to both the Centers for Disease Control and Prevention (CDC) and the State of Nevada in the event of a vaccine recall or public health emergency.

Patient Demographics ? i

Cancel Links [Settings] Update

Address History
Insurance History
Default Clinic
Contacts
Set Defaults

* Fills in Demographic Defaults referred to on page 2.

Fields discussed on page 7

Edit

Patient Info | Alias | Health Ins | Contact Info | Address | Race/Ethnicity | Recommender | Provider Information

Patient Information

Last Name * First Name * Middle Name

WOODPECKER WOODY

Gender * DOB * Birth Time

MALE 07/01/1940 HH:MM AM/PM (HH:MM A/P)

Patient Eligibility *

(5) NOT VFC ELIGIBLE

SSN

999-99-9999

Language English Speaking? Interpreter Needed?

History of Varicella

HEALTHCARE PROVIDER VERIFIED HISTORY OF OR DIAGNOSIS OF VARICELLA Date of Varicella 01/01/1944

HIPAA Notice Status Date Given Last Notice Given:

MM/DD/YYYY No Notice Given

Alias

Last Name First Name Middle Name Generation

Adding Local ID, Notes, Allergy/Risk

How to Add a Local Identifier to a Patient Record:

- Select "Local IDs" from the Patient Menu.
- Select "Add Local Identifier."
- Fill in the required information and select "Create."

Note: Local IDs are clinic specific. Only users assigned to your clinic will be able to search for the patient using your Local ID (Examples of: EMR or Billing Record Number).

NEVADA webIZ

WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Cancel **Create**

Patient Local Identifier ? i

Add

Provider *

NEVADA WEBIZ TRAINING

Clinic *

NEVADA WEBIZ TRAINING CLINIC

Local Identifier *

123456789

How to Add a Note to a Patient Record:

- Select “Notes” from the Patient Menu.
- Select “Add Note.”
- Fill in the Type of note from the drop-down list. Some notes can be printed on the Official Immunization Record if you select that option. Type your text in the Note field and select “Create.” Remember that medically sensitive information should not be entered as a Note!

NEVADA webIZ

WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Patient Notes ? i

Cancel Create

Add

Date * 09/06/2016 Type * PROVIDER SPECIFIC

Author * NVDATA-2, NVDATA-2 (ADMIN) Provider * NEVADA WEBIZ TRAINING

Note * PATIENT IS AFRAID OF NEEDLES AND MAY NEED TO RECLINE WHEN ADMINISTERING VACCINES

How to Add an Allergy/Risk to a Patient Record:

- Select “Allergies/Risk” from the Patient Menu.
- Select “Add Allergy/Risks.”
- Select the allergy or risk type from the Allergy/Risk drop-down field. Write any supporting documentation in the Comments field. Then select “Create.” Any vaccine contraindications will be listed for the Allergy/Risk option that you selected.

Note that an Expiration Date may be appropriate for your selected allergy or risk (Examples: chemo treatments or pregnancy).

NEVADA webIZ

WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Patient Allergy / Risks ? i

Cancel Create

Add

Author * NVDATA-2, NVDATA-2 (ADMIN) Effective Date 09/06/2016 Expiration Date MM/DD/YYYY

Provider * NEVADA WEBIZ TRAINING

Allergy / Risks * EGG (SEVERE ALLERGY)

Comments WRITE COMMENTS HERE

Associated Vaccine(s) Influenza Inj MDCK P, Influenza Quad Inj P, Influenza Quad W/Pre, Influenza w/preserv., Influenza, High Dose, Influenza, Intraderm, Influenza, P-Free, Influenza-LAIV Quad

Some Helpful Data Entry Tips & Tricks:

Press **Enter** on your keyboard to trigger **"The Default"**. Default function is bolded.

Calendar Icons - Clicking on the calendar icon opens up a calendar to select a date. Double-click date fields for today's date.

Save = Update, Add, Create

Saved records are date/time stamped in green at the top of a screen.

Delete if available as an option, will always appear in the lower left corner of the display.

Recording Historical Vaccinations:

Clicking on the Add History button takes you to the historical entry screen. **Note:** This process is only used to enter historical data from past immunization paper records or out of state immunization records!

NEVADA webIZ

Home
Patients
Immunizations
Reports

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WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Immunizations Home

Links Select Action

Add Vaccines
Administer Vaccines
Add History

View

Allergy / Risks ARE specified

DOB: 07/01/1940 Age: 76Y 2M 5D Reminder Date: History of Varicella? HEALTHCARE PROVIDER VERIFIED HISTORY OF DIAGNOSIS OF VARICELLA Date of Varicella: 01/01/1944

This historical entry screen represents the six date boxes that you defined on the User Defaults screen on page 3. Once entered, the **H** symbol appears next to each historical immunization.

NEVADA webIZ

Home
Patients
Immunizations
Reports

Version 16.4.20160729
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WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Immunization History

Cancel Create

View

Show: ALL VACCINES

History of Varicella? * HEALTHCARE PROVIDER VERIFIED HISTORY OF DIAGNOSIS OF VARICELLA

Past Vaccination Clinic * PARENTAL RECORD

Depending on the age of patient, this screen will either default to the list of **Child Vaccines** for a child or **All Vaccines** for an adult.

Vaccine	Dates of Past Immunizations (order not important)						Vaccine
Adenovirus, type 4	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Adenovirus, type 4	
Adenovirus, UF	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Adenovirus, UF	
Anthrax	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Anthrax	
BCG	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	BCG	
Cholera	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Cholera	
CPOX (Varicella)	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	CPOX (Varicella)	
Diphtheria antitoxin	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY	Diphtheria antitoxin	


1. Find your vaccine in the far right or left columns and enter the date administered in the corresponding date box. As displayed, you can enter up to six dates in a series for the same vaccine. Do not worry about entering them in any order. WebIZ will place them in chronological order when they are recorded on the immunization screen.
2. WebIZ always defaults to the Child Vaccine list (Child and Adolescent) per ACIP Schedule, so if you are working with an adult or overseas record, change the drop down box to ALL vaccines to see the list of all vaccines.
3. Click Add to enter all these historical vaccines to your patient's record.

Recording Vaccinations:

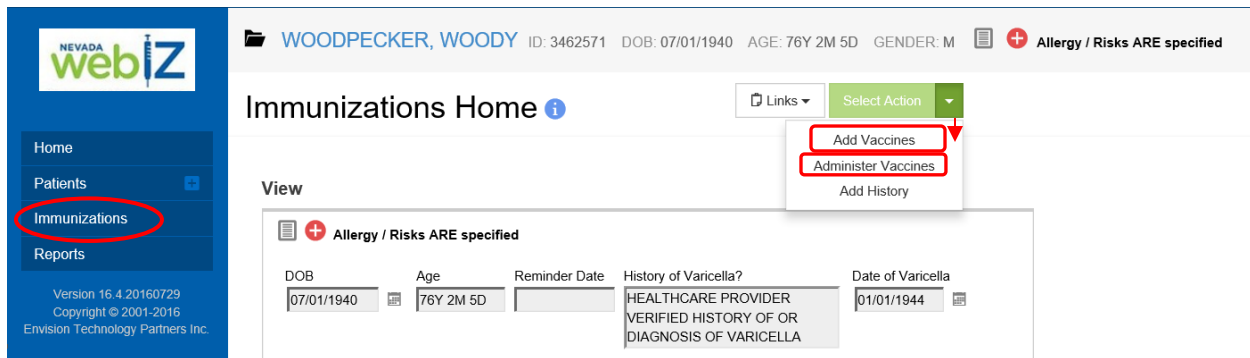
NV WebIZ records all vaccinations as a two-step process:

- Step (1) Add
- Step (2) Administer

When your immunization selection ("Add") is successfully matched to an in-stock inventory item loaded in your "NV WebIZ refrigerator", Step 2 ("Administer") is automatically initiated.

When NV WebIZ is unable to match your immunization selection with an in-stock inventory item, the Administer part of the process remains incomplete. The system then generates a syringe icon  viewable from within the patient's Immunizations page. (The requested vaccine was *added*, but could not be *administered*).

Note: Vaccines added are matched with the user's Clinic Vaccine Default inventory. If no match can be made, the vaccine "Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | NDC |" line will indicate **No Inventory Available** (see page 14). See page 4 of this guide to add vaccines to Clinic Vaccine Defaults.



NEVADA webIZ

WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Immunizations Home

Links Select Action


Add Vaccines
Administer Vaccines
Add History


View

Allergy / Risks ARE specified

DOB	Age	Reminder Date	History of Varicella?	Date of Varicella
07/01/1940	76Y 2M 5D		HEALTHCARE PROVIDER VERIFIED HISTORY OF OR DIAGNOSIS OF VARICELLA	01/01/1944

Always make sure the Auto-Populate box is UNCHECKED




 This patient does not have any immunizations


Recommend

☐ Auto-Populate Add Vaccines Screen

How to add a vaccine:




WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified





Immunizations 

Cancel  Links **Create And Administer**

Add

Allergy / Risks
Healthcare provider verified history of or diagnosis of Varicella, Egg (severe allergy)

Clinic * NEVADA WEBIZ TRAINING CLINIC **Vacc Date *** 09/06/2016 76Y 2M 5D
☐ Do not set this clinic as the 'default clinic' for this patient
Reminder Date MM/DD/YYYY    Display All Vaccines Clear Vaccines

Vaccine	VIS/Publication	If Vaccine Refused, Reason
		
		
		
		

Check to make sure that this is the proper clinic – if not, go back to the Home Page and select the appropriate clinic location.

1. The **Vacc Date** field is the date that the actual vaccination was given. Remember to change and verify that this is the correct date. Do not accept the default (today's date) if you are recording vaccinations given on a previous day.
2. If you are **not** the patient's primary physician, then make sure to click on the check box **Do not set this clinic as the default clinic for this patient**. i.e., hospitals, urgent care, non-profit immunization fairs/clinics – always make sure that your staff checks this box! By checking this box, WebIZ will not assign this patient to your Patient Roster however, the vaccinations you administered will be counted in *your* dosage reports.
3. **Administered By** is the name of the actual person at your office who gave the vaccination.
4. Click on the **Vaccine** drop down box for a list of all vaccines appropriate for this person based on their age and the ACIP schedule.

The vaccines listed on this screen are filtered by age. If a vaccination is administered outside of the licensed age range, or "off label," it will not appear under Vaccine. Click on "Display All Vaccines" to allow all available vaccines to appear in the Vaccine dropdown field. **NOTE:** A vaccination given outside of the recommended age range may still be noted as "invalid" by Nevada WebIZ.

- You can enter up to six vaccines on this page per patient, as long as the vaccines were given on the same date.
- When finished, click Create and Administer.
- If you made a mistake, you can click on the Clear Vaccines button and start over.

VIS Documentation:

- The method for documenting vaccine information statements (VIS) underwent a major change in late 2015. This change was made to support provider responsibility to comply with federal law (National Vaccine Childhood Injury Act; NCVIA – [42 U.S.C. § 300aa-26](#)) and Centers for Disease Control and Prevention (CDC) recommendations. Per the CDC, healthcare providers should make a notation in each patient's record- requiring providers to actively document the VIS given, rather than allowing the system to automatically record what was given supports this concept.
 - In the previous version, Nevada WebIZ recorded by default the currently active VIS associated with the vaccine. The user could edit the VIS if corrections were necessary.
 - In the current version of Nevada WebIZ,
 - Buttons were added to the “Add” screen next to each vaccine indicated (per line) for use in selecting the VIS given to the patient.
 - Users must select a VIS before moving forward to the “Administer” screen. When the checkbox next to the “Select VIS” button is green, ✓ it means a VIS has been selected. When the checkbox next to the “Select VIS” button is red, ⚠ it means a VIS has not yet been selected.

WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Immunizations

Cancel Links **Create And Administer**

Add

Allergy / Risks
Healthcare provider verified history of or diagnosis of Varicella, Egg (severe allergy)

Clinic *
NEVADA WEBIZ TRAINING CLINIC

Vacc Date *
09/06/2016 76Y 2M 5D

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

Reminder Date
MM/DD/YYYY

Vaccine

Vaccine	VIS/Publication
TDAP	Select VIS ⚠

If Vaccine Refused, Reason

Select VIS Options

TD/DTAP	ENGLISH	01/24/2012
TD/DTAP	ENGLISH	11/18/2008
TDAP	ENGLISH	07/12/2006
TD/DTAP	SPANISH	01/24/2012
TD/DTAP	SPANISH	11/18/2008

Note: Hold the Ctrl key to select multiple items.

☐ The VIS given is not in the list above. Please be sure to manually update the vaccine record with the correct information or contact your system administrator for assistance.

Close **Save changes**

VIS/Publication

Select VIS ✓

How to Administer a Vaccine:

WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Immunizations Cancel Update

Administer

Vaccination Time (HH:MM AM/PM) (HH:MM A/P)

Administered By *

Vaccine

Tdap

Refusal Reason *

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

(C) SKB | XYZABC | 01/01/18 | PRIVATE | 58160-0842-52 | BOOSTRIX (0.5 ML SD SYR X 10 SY

Body Site * Route * Dosage Refusal Reason

LD INTRAMUSCULAR 0.50

Did not Admin ☐

Delete ☐

VFC:Not VFC Eligible

Will display Patient is VFC eligible here if Demographics screen shows patient is eligible

Indicates if patient is not VFC Eligible.

This screen is where you log the information about the vaccine that you administered to your patient.

1. **Administered By** is the name of the actual person at your office who gave the vaccination.
2. Click on the **Mfg/Lot/Exp/Funding/NDC/Brand** link for a list of vaccine types associated with your clinic. This is where the data you entered under Clinic Vaccine Defaults on page 4 will be shown. The Dosage and Route fields will be auto populated based on the information you entered under Clinic Vaccine Defaults. If your manufacturer and lot number information is not available in the drop-down, that means the vaccine was not added in Clinic Vaccine Defaults (page 4).

Multi-colored Funding Sources: To aid in differentiating between lot numbers of various funding sources, each funding source displays as a different color on the Administer Vaccinations screen. This is helpful, as many providers may have vaccines from the same lot, but two (2) or more different funding sources. The colors are as follows: Private = Black, VFC = Red, 317 = Blue, Other = Orange. **Note:** the funding sources listed are not necessarily used by every provider.

3. Select the **Body Site** location where the vaccine was given. A description of each code is available from the Standard Forms section on the Reports menu.
 - If a patient refuses a vaccine, you can enter the refused reason.
 - Click Update to enter this vaccine on the patient's record.


Note: If you do not complete the necessary required information on this screen, the vaccination will show on the immunization screen with the syringe icon, meaning it has not been administered. In addition, incomplete vaccine entries **will not print on the Official Immunization Record** and may lead to over or under immunization. Nevada State Law also requires entry of certain vaccine details, such as manufacturer and lot number. Please make sure that you do not have any un-administered syringes on your patient records!

Data Management:


Updating and Editing an Administered Vaccine:

Everyone within a clinic location has the ability to update and/or edit a previously administered vaccine that was recorded by anyone else within your clinic. Contact the Help Desk to correct any errors you find from other providers/clinics.

To update or edit any vaccine, click on the Update button next to the specific vaccine on the patients Immunization Screen.

Vaccine	Dose	Date	Age	Clinic	
DTaP/Td/Tdap					
Tdap	1	09/06/2016	76Y 2M 5D	NVWEBIZTR	 Update

You will be taken to the Vaccine Details screen where you can update or edit existing information.


Home
Patients
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Reports

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WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Immunizations ? i

Cancel Links Update And Return

Edit

Allergy / Risks

Healthcare provider verified history of or diagnosis of Varicella, Egg (severe allergy)

Clinic

NEVADA WEBIZ TRAINING CLINIC

Administered By *

NVDATA-2, NVDATA-2 (ADMIN)

Vaccine *

TDAP

Manufacturer

GLAXOSMITHKLINE

Lot/Serial

XYZABC

Funding Src

PRIVATE

Expiration Date

01/01/2018

NDC #

58160-0842-52

Vaccination Date *

09/06/2016

Vaccination Time

76Y 2M 5D

Patient Eligibility *

(5) NOT VFC ELIGIBLE

Dosage

0.50

Body Site *

LD

Route *

INTRAMUSCULAR

Health Insurance

Insurance ID

Date Last Verified

MM/DD/YYYY

We will discuss in the training class which fields can and cannot be edited.


Once you make the necessary corrections, click the Update button, or if you are finished on this screen, click Update and Return to go back to the main immunization screen.

Invalidate a Vaccine:

Making a vaccine invalid is completed on the same previous screen by clicking on the Invalidate button.

When would you want to mark a dose invalid?

- 1.
- 2.



-  Remember that when you mark a vaccine invalid, this icon appears on the Immunization Screen as well as being printed on the Official Immunization Record.




Recording an Adverse Vaccine Reaction to a Patient's Record:




Recording an adverse reaction to a specific vaccine is done on the same Vaccine Details screen where we can update / edit / or make invalid. Scrolling down on that screen allows you to enter up to three different reactions for a specific vaccine.

Adverse Reaction 1


☐ Adverse Reaction? (Note: Reaction Date, Reaction, Severity, and Clinic must all be specified)

Reaction Date * **Date Reported To VAERS**
MM/DD/YYYY  MM/DD/YYYY 

Reaction * **Severity *** Consequence
   


Clinic * Recorded By  
 

Note: If this patient's adverse event is also an Allergy / Risk to future vaccinations, please record the appropriate entry in the following field to create an Allergy / Risk entry for the patient.

Allergy / Risks
 

Comments

Complete the required information (bolded fields), then click Update at the top or bottom of this full screen. You can also print out the completed VAERS Form from this page as well and fax to CDC.

-  Remember that when you mark a vaccine as having an adverse reaction, this icon appears on the Immunization Screen.

Programs:

When a clinic administers a vaccine to a patient in WebIZ or creates a new patient record, the patient is automatically placed on that clinic's patient roster and the clinic is listed as that patient's default clinic. To view the default clinic for a particular patient –Go to the patients Demographics page, click “Settings button”, then select the Default Clinic tab from the dropdown menu. If just adding to clinics patient roster stop at step 1.

(*unless you checked the “Do not set this clinic as the patient's default” when adding a vaccine)

NEVADA webIZ

WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Patient Demographics ? i

Cancel Links Settings Update

Address History
Insurance History
Default Clinic
Contacts
Set Defaults

Generation Title/Credential

Edit

Patient Info | Alias | Health Ins | Cont

Patient Information

Last Name * WOODPECKER

Gender * MALE DOB * 07/01/1940

Patient Eligibility * (5) NOT VFC ELIGIBLE

Patient Default Clinic

Click "Update" to save the record or "Close" to return to the previous page.

Information

Provider NEVADA WEBIZ TRAINING

Clinic NEVADA WEBIZ TRAINING CLINIC

To close a patient and remove them from your clinics patient roster, skip above step to select Default Clinic and click on the patients Programs link on the Main Menu (as shown below).

NEVADA webIZ

WOODPECKER, WOODY ID: 3462571 DOB: 07/01/1940 AGE: 76Y 2M 5D GENDER: M Allergy / Risks ARE specified

Patient Programs i Add Program

View

Program	Open Date	Close Date	Close Reason
Immunization	09/06/2016		

? View

When would you want to close a patient out of the immunization program and remove them from your patient roster?

1. Moved out of area
2. One Time Visit
- 3.
- 4.

Click on the View button to enter the Close Reason and Date. Additional comments can be added at your discretion as well. Click Update to complete the process.

The screenshot displays the Nevada WebIZ interface. On the left is a blue sidebar with navigation links: Home, Patients, Search, Demographics, Local IDs, Programs (highlighted), Notes, Allergies/Risks, Events, and Duplicates. The main content area shows patient information for 'WOODPECKER, WOODY' (ID: 3462571, DOB: 07/01/1940, AGE: 76Y 2M 5D, GENDER: M) with a note 'Allergy / Risks ARE specified'. Below this is the 'Patient Programs' section with 'Cancel' and 'Update' buttons; the 'Update' button is circled in red with an arrow pointing to it from the instructional text above. The 'Edit' form contains fields for 'Program' (set to 'IMMUNIZATION'), 'Open Date' (09/06/2016), 'Close Date' (09/06/2016), and 'Close Reason' (MOVED OUT OF AREA). A 'Comments' text area contains the text 'PATIENT RELOCATED TO TEXAS'.

Note: Viewing and printing your Patient Roster in advance from the Reports section will assist you in determining which patients you need to close.

Reports:

Patient

- Official Immunization Record
- IZ History / Risk / Recommendations (Recommender Tool)

Forms / Informational Documents

- ACIP Schedules
- VIS – Vaccine Information Statements
- Product Listing

Patient Management

- Patient Reminder / Recall
- Patient Roster

Coverage Statistics

- Dosage Report

Data Quality User

- Patients With Possible Duplicate Vaccinations
- Possible Patient Duplicates
- User Vaccination Details
- Vaccines Added But Not Administered (aka Syringe Report)

Standard Forms

- Body Site Code Legend
- CDC Manufacturer Codes
- Enrollment Form (New Provider Location / Clinic)
- Registry Law: How to comply with the new law (English & Spanish)
- Registry Law: Disclosure Poster (English & Spanish)
- Registry Law: Participation Form [Opt In or Out] (English & Spanish)
- User Confidentiality Agreement (New users to get username/password)

Nevada WebIZ offers an Advanced Level Reports and Data Management class. Please check for the next class in your area. This class will allow your practice to maximize its use of Nevada WebIZ and allow VFC providers to better track their immunization rates.

Nevada WebIZ Quick Start Guide

Type 2 Provider Data Entry

STEP 1

- To access WebIZ type in the following URL: <https://webiz.nv.gov>
- Login to WebIZ using your unique Username and Password. First time users automatically have to establish a password unique to them and answer password security questions.
- Home Screen appears – **Note:** News etc. Your assigned provider will be listed at the top left of your screen. Remember if you document immunizations at one or more clinic, select the clinic for which you are entering the data.

STEP 2

IMMUNIZATION – Inventory Entry

Prior to documenting immunizations for your patients you must enter your vaccine lot #'s in the system.

- To begin, go to the upper right hand side of your screen and select the dropdown under your User Name (Settings Module).
- Select Clinic Vaccine Defaults.
- Select the vaccine and manufacturer of the vaccine.
 - The dosage and route are automatically filled in based on the vaccine selected.
 - You must fill in the **LOT #, FUNDING SOURCE, and EXPIRATION DATE.**
 - Select UPDATE

STEP 3

PATIENT - Select the Plus + sign next to patient.

- Select Search
- Type in a combination of First Name, Last Name and Date of Birth (Note: Must fill in at least two fields; may also search with only Patient ID# if known).
- Didn't find your patient? Try again with a different combination. If you still don't find your patient: Select: New Patient
 - Fill in Date of Birth and Gender.
 - Select *Create!* When you select Create, the system will either show you potential matches or take you to the Demographics screen.

Type 2 Provider Data Entry – con't

STEP 4

PATIENT DEMOGRAPHICS Screen is the default screen that appears when you select *Create from the Add Patient screen*.

Make sure the bolded **FIELDS** are filled in. The required fields are: **Last Name, First Name, DOB, Gender, VFC Eligibility and Address**. To save time under *User Defaults* you can preselect city, county, state and country. You can also copy from the mailing address down to the physical address and in reverse if the information is the same. Don't forget to select **UPDATE** to save your work.

STEP 5

IMMUNIZATION – Administering To Patient. Select this feature to record immunizations for your patient.

At the IMMUNIZATION Screen: Select **Add Vaccines**.

- Ensure the Vacc date is correct (Vacc Date = date the vaccine was given)
- Select the administered vaccine from the drop down box.
- Select **Create and Administer**
 - This opens the Administer screen which lists the details of the corresponding vaccine lot #'s you added in the Settings screen. Choose the proper Lot # that was given to the patient.
 - Fill in the site (i.e. where on the body the shot was given)
 - Fill in the Administered by field with the shot giver (**defaults for this fields may be set in the User Default screen**).
 - Select **UPDATE**.

If you document a refusal on the Vaccination screen, a **NOTE** is automatically created and will be documented on the Official Immunization Record.

ADDITIONAL FEATURES

- **EVENTS** - Documents specific occurrences for your patient.
- **PROGRAMS:** This is an automatic feature that is filled in once you document your first immunization. However, when you want to disassociate the patient from your clinic, you would close the Program. Select a close date and reason.
- **NOTES:** This feature is used to document anything specific that you want to note regarding a patient and their immunizations. Be careful to guard the privacy of your patient.
- **ALLERGIES & RISKS:** Select this feature if you want to note an allergy/risk for your patient. When selecting an allergy, the system will generate a list of Immunizations that ***SHOULD NOT*** be given to your patient.

Type 2 Provider Data Entry – con't

ADD HISTORY

- Select Add History when you want to document shots given prior to your clinic utilizing WebIZ or the patient's immunization history from other providers.
- After entering the information, select Add to save the information you have recorded. The default for historical information is "Parental Record."
- When you return to the Immunization screen you will see the historical information recorded with a clinic code of "PR."

Immunization Record: Where do you find it?

The immunization record can be accessed in several different ways.

1. After searching for your patient, you are at the Patient Search Results screen. At the top and bottom of this screen is a hyperlink titled "Official Immunization Record."
2. At the Patient Search Results screen, select the patient, then select Immunizations. On the top and bottom of the Immunizations screen is a hyperlink titled "Official Immunization Record."
3. Select Reports. The 1st report under Patient is the "Official Immunization Record". Please note that when selecting the immunization record from this area, the system will generate a record for the last patient record you worked with. If you have not yet worked with a patient record during your login session, the system will default to the Search screen where you may complete steps one or two.