

Maintenance

Purpose of this document

Background: The Maintenance function in the Wisconsin Immunization Registry (WIR) allows users with the IR (Immunization Registry) Administrator user role to add and manage physicians, sites, clinicians, and schools. Physicians are chosen from a list on the client record to indicate the primary care provider (PCP) of the client receiving the immunizations. Sites are used to organize and track inventory within the organization. Clinicians are individuals within the organization who administer and/or approve immunizations. Schools are chosen from a list on the client record to associate a client with a particular school. Schedules are used internally by WIR staff to add or update vaccine schedules.

Topics Covered: Creating and maintaining physicians, sites, clinicians, schools, and schedules

After reviewing this document, you should understand the purpose, benefit, and method of maintaining this information for your organization in WIR.

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The maintenance section

Once you log in, one of two things will be displayed:

- A user with only one organization, will see this screen. The **Maintenance** section will be on the left menu panel.



WIR
Wisconsin
Immunization
Registry

Training Region 12.9.0

Maintenance
manage schools
manage physicians
manage sites
manage clinicians
manage schedules

inventory
barcode reports
manage inventory
manage orders
manage transfers
shipping documents
transaction summary
trans summ status
vaccine usage

organization **Central City Hospital** • user [redacted] • role **IR Administrator**

announcements:

10/30/2023 ~ [WIR Scheduled TRN/PRD Maintenance Sunday November 5, 2023](#)
 10/16/2023 ~ [COVID 19 dose level eligibility codes](#)
 09/14/2023 ~ [Vaccine Overages](#)
 09/12/2023 ~ [WIR Scheduled TRN/PRD Maintenance Sunday, September 17, 2023](#)
 08/03/2023 ~ [Wisconsin COVID-19 Vaccine Exchange](#)
 07/28/2023 ~ [Vaxneuvance Recall](#)
[more announcements](#)

release notes:

10/23/2023 ~ [Release Version 12.9.0](#) Official WIR Record/HL7 2.5.1 r1.5 improvements

- A user with more than one organization, will select the organization name from the list of their organizations to get to the **Maintenance** section.



Wisconsin Immunization Registry

HOME FORMS RENEWAL/REGISTRATION RELATED LINKS

Training Region

Welcome
[redacted]
Logout

Applications
WIR

Central City Clinic
Central City Hospital

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Once there, the **Maintenance** section will be on the left menu panel.

Maintenance
manage schools
manage physicians
manage sites
manage clinicians
manage schedules

Manage physicians

Purpose: Administrators use the **Manage Physician** screen under the **Maintenance** section to enter new and update existing primary care providers. Health care organizations or clinic names may also be entered in the **Add Physician** screen. Providers or health care organizations entered on this screen will be available for selection as primary care providers from a drop-down menu on the **Client Information** tab on the **Manage Client** screen, as highlighted in the image below.

Benefit: Reports may be generated from this data. Select reports will allow you to use the **Provider-PCP** field to run select cohorts of clients, if you wish. When entering a provider or health care organization in the **Add Physician** screen, keep in mind that how you organize this information will be a factor in how you will be able to generate recall and reminder notices for your clients.

Personal Information

Last Name

TESTCLIENT

First Name

KATELYN

Middle Name

CHARLIE

Suffix

Mother's Maiden Last

Mother's First Name

SSN

Gender

☐ M
 ☐ F
 ☒ Unknown

Birth Date

01/15/1989

County

DANE

Country of Birth

UNITED STATES

Last Notice

Save

History/Recommend

Record Immunization

Reports

Cancel

Last Updated by: KH Test Org on 11/17/2022

Client Information

Responsible Person(s)

Client Comment(s)

Chart #

Ethnicity

Race

Provider-PCP

Walker, Sally

School

Tracking Schedule

ACIP

Status

Active

Allow Sharing of Immunization Data?

Yes

Allow Reminder and Recall Contact?

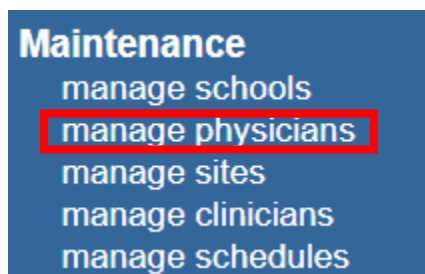
Yes

Adding physicians

Important: Adding a physician is **not** the same as adding a user. A user is an individual who has access to log in to WIR; a clinician is an individual who administers vaccine and/or orders the administration of vaccines; and a physician is an individual that is available for selection as a client's primary care provider on the **Manage Client** screen. **Adding an individual as a physician does not automatically add them as a user in WIR.**

For more information on how to add or manage users, refer to the **Manage Access** training.

- 1) Select **Manage Physicians** under the **Maintenance** section of the menu panel.



- 2) On the **Manage Physicians** screen, select **Add Physician**.

Select a Physician to Edit

Physician Name **Add Physician**

Physician Listing

Name	Street	City/State/ZIP	Email
Jingleheimer-Schmidt, John J.	1 W Wilson St	MADISON, WI 53701	drjohn@email.com
Walker, Sally	1 W Wilson St	MADISON, WI 53701	swalker@email.com

- 3) Fill in as much information as possible about the provider on the **Add Physician** screen. Last Name is the only required field. Include the individual's prefix/title and professional suffix if you know this information. To add a clinic name, type the site name in the Last Name field and the location in the First Name field. Then select the **Save** button.

Add Physician

Prefix/Title

First Name

Middle Name

Last Name

Suffix

Street Address

Other Address

City State Zip

Email

Save

- 4) After the new physician record has been saved, ****Physician Added**** will appear in the upper right corner of the **Edit Physician** box.

Edit Physician
Physician Added

- 5) Select **Cancel** twice to return to the Manage Physicians screen. When you select the **List All** button or select **Manage Physicians**, the updated information will display in the physician listing.

Select a Physician to Edit

Physician Name

Name	Street	City/State/ZIP	Email
Jingleheimer-Schmidt, John J.	1 W Wilson St	MADISON, WI 53701	drjohn@email.com
Storm, Dave	1 W Wilson St	MADISON, WI 53701	dave@khtest.org
Walker, Sally	1 W Wilson St	MADISON, WI 53701	swalker@email.com

Editing physicians



Each organization's IR Administrator is responsible for maintaining accurate physician information in WIR.

- 1) Select **Manage Physicians** under the **Maintenance** section of the menu panel.

Maintenance

manage schools
manage physicians
manage sites
manage clinicians
manage schedules



- 2) Select a physician to edit from the **Physician Name** drop-down menu at the top of the screen or select the physician from the **Physician Listing** at the bottom of the screen.

Select a Physician to Edit

Physician Name

Pick a Physician

Pick a Physician
Jingleheimer-Schmidt, John J
Storm, Dave
Walker, Sally

Add Physician

List All

Physician Listing

Name	City/State/ZIP	Email
Jingleheimer-Schmidt, John J.	1 W Wilson St MADISON, WI 53701	drjohn@email.com
Storm, Dave	1 W Wilson St MADISON, WI 53701	dave@khtest.org
Walker, Sally	1 W Wilson St MADISON, WI 53701	swalker@email.com

- 3) Make your changes to the physician record and select the **Save** button.

Select a Physician to Edit

Physician Name

Pick a Physician

Add Physician

List All

Add Physician

Prefix/Title

First Name

Sally

Middle Name

Last Name

Walker

Suffix

Jr

Street Address

1 W Wilson St

Other Address

City

MADISON

State

WI

Zip

53701

Email

swalker@khtest.org

Save

Delete

Cancel

- 4) After the changes to the record have been saved, ****Physician Updated**** will appear in the upper right corner of the **Edit Physician** box.

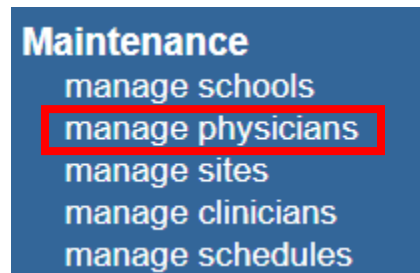
Edit Physician

Physician Updated

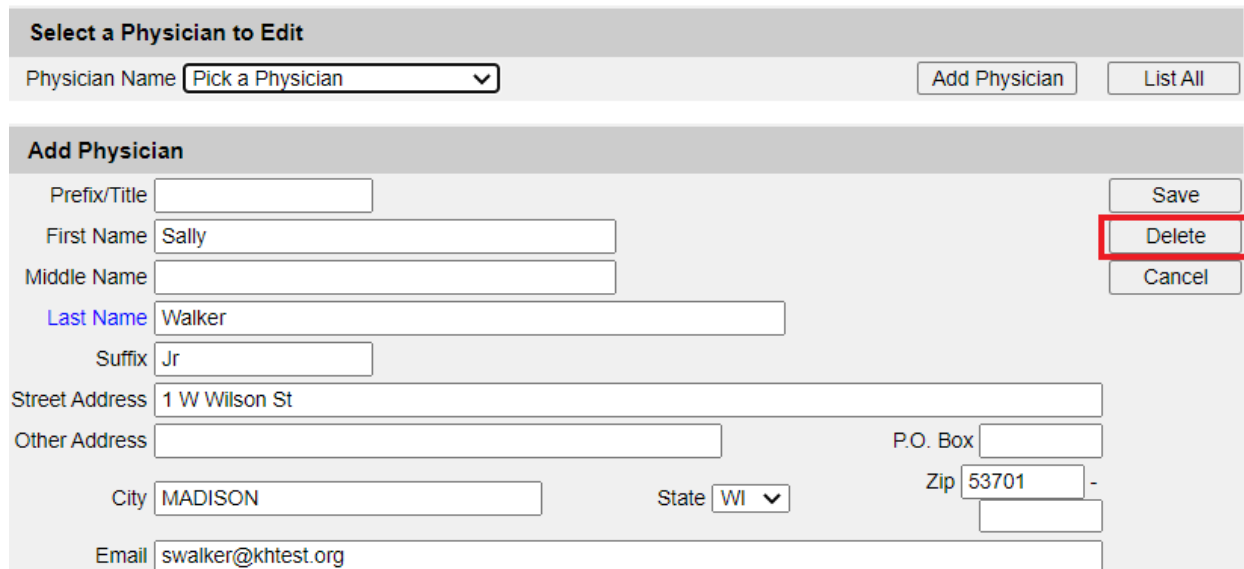
- 5) Select **Cancel** twice to return to the Manage Physicians screen. When you select the **List All** button or select **Manage Physicians**, the updated information will display in the physician listing.

Deleting physicians

- 1) Select **Manage Physicians** under the **Maintenance** section of the menu panel.

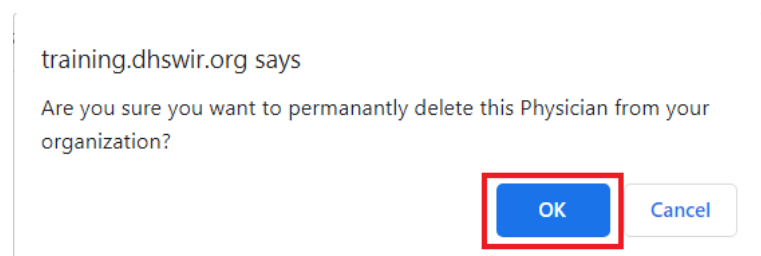


- 2) Select a physician to delete from the **Physician Name** drop-down menu at the top of the screen or select the physician from the **Physician Listing** at the bottom of the screen.
- 3) In the **Add Physician** box, select the **Delete** button.



A screenshot of the 'Add Physician' form. At the top, there is a section 'Select a Physician to Edit' with a dropdown menu labeled 'Pick a Physician' and buttons 'Add Physician' and 'List All'. Below this is the 'Add Physician' section with various input fields: Prefix/Title, First Name (Sally), Middle Name, Last Name (Walker), Suffix (Jr), Street Address (1 W Wilson St), Other Address, City (MADISON), State (WI), Zip (53701), and Email (swalker@khtest.org). On the right side of the form, there are three buttons: 'Save', 'Delete' (highlighted with a red rectangular box), and 'Cancel'.

- 4) A pop-up message will appear, "Are you sure you want to permanently delete this physician from your organization?" Select **OK**.



- 5) ****Physician Deleted**** will appear in the upper right corner, and you will automatically return to the **Manage Physicians** screen.

Select a Physician to Edit

Physician Deleted

Physician Name

Note: When you delete a physician record from the physician listing, it is ***permanently*** deleted. The physician will no longer be listed in the physician listing on the Manage Physicians screen. However, they will continue to be listed as the client's Provider-PCP on the Client Information tab on the Manage Client screen until a new Provider-PCP is selected for the client in WIR.

The physician will not be available for selection under the "Provider-PCP" filter on the Reminder/Recall Report, but the physician will continue to be available for selection under the "Primary care Physician" filter on the Ad Hoc Reports.

Manage sites

Purpose: Administrators use the **Manage Sites** screen to add new and update existing sites within an organization. Once a site is added to WIR, it is available from several drop-down menus used for immunization recording and reporting.

Benefit: Sites allow users to accurately organize and track inventory storage at multiple storage locations within an organization, which is typically a single facility. Site can be used as a filter in several reports.

Sites are used on both the **Manage Inventory** and **Add Immunization** screens, as well as other screens throughout WIR.

After going into the **Manage Inventory** screen and selecting **Show Inventory** as pictured below:

Manage Inventory	
Show Inventory for Sites....	<input type="button" value="Show Inventory"/>
Show Transactions for Sites....	<input type="button" value="Show Transactions"/>
Update inventory Alerts....	<input type="button" value="Update Alert Prefs"/>
Return to the Previous Screen....	<input type="button" value="Cancel"/>

You can then select a site:

Manage Inventory

Add Inventory for Site (KH Test Site Peds)....
Add Inventory

Modify Quantity On Hand for Selected Sites....
Modify Quantity


Show Transactions for Sites....
Show Transactions

Return to the Previous Screen....
Cancel

Site: KH Test Site Peds
Show
☒ Active
☐ Inactive
☐ Non-Expired
☐ Expired

Select	Trade Name	Lot Number	Inv On Hand	Active	Public	Exp Date
<input type="checkbox"/>	ACAM2000	FAKE20221121XFER	1	Y	N	12/31/2023
<input type="checkbox"/>	Attenuvax	356784	2	Y	Y	07/06/2023
<input type="checkbox"/>	Boostrix	FAKEBOOST	9	Y	N	07/06/2023

In order to select a site using the **Add Immunization** screen, first select **Manage Immunizations** under Immunizations on the left menu panel. Enter the client information and select find. Once you select your client, under History of the client record, select **Add Immunization**:



Training Region 12.9.0

Maintenance

- manage schools
- manage physicians
- manage sites
- manage clinicians
- manage schedules

r/r
home
manage access/account
forms
related links
logout
help desk
training

organization WIR Physicians
user
role IR Administrator

Client Information

Client Name (First - MI - Last)
DOB
Gender
Mother's Maiden
Tracking Schedule
Chart #

KATELYN C. TESTCLIENT
01/15/1989
U
TESTMAIDEN
ACIP

Address
1 W Wilson St, MADISON, WI 53711 (414) 266-2000

Comments

History

Add Immunization
Edit Client
Reports
Print
Print Confidential

After selecting **Add Immunization**, the Organization Site is shown on the Client Information screen below Active immunization inventory:

Client Information

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
KATELYN C. TESTCLIENT	01/15/1989	U		ACIP	
Address 1 West Wislon, MADISON, WI 53711					
Comments					

Funding Programs/Eligibilities

Eligibility Not Det/Unknown
Medical Assistance
No Insurance

Add >

< Remove

Selected Programs/Eligibilities

Insured, Vaccine covered

Active immunization inventory on : 12/09/2022

OK

Cancel

Unselect All

Immunization	New	Hist #
COVID-19	<input type="checkbox"/>	
Influenza	<input type="checkbox"/>	
Measles	<input type="checkbox"/>	
MMR	<input type="checkbox"/>	
Pertussis/Tdap	<input type="checkbox"/>	
Polio	<input type="checkbox"/>	
Smallpox	<input type="checkbox"/>	
Td	<input type="checkbox"/>	
Varicella	<input type="checkbox"/>	

Defaults for new immunizations

Organization Site

KH Test Site Peds

Ordering Authority

Unknown

Administered By

Unknown

Date Administered

Activate Expired

Organizations and sites

Organization is the basic unit by which WIR access is set up. Typically, an organization is a facility (location) at a specific street address.

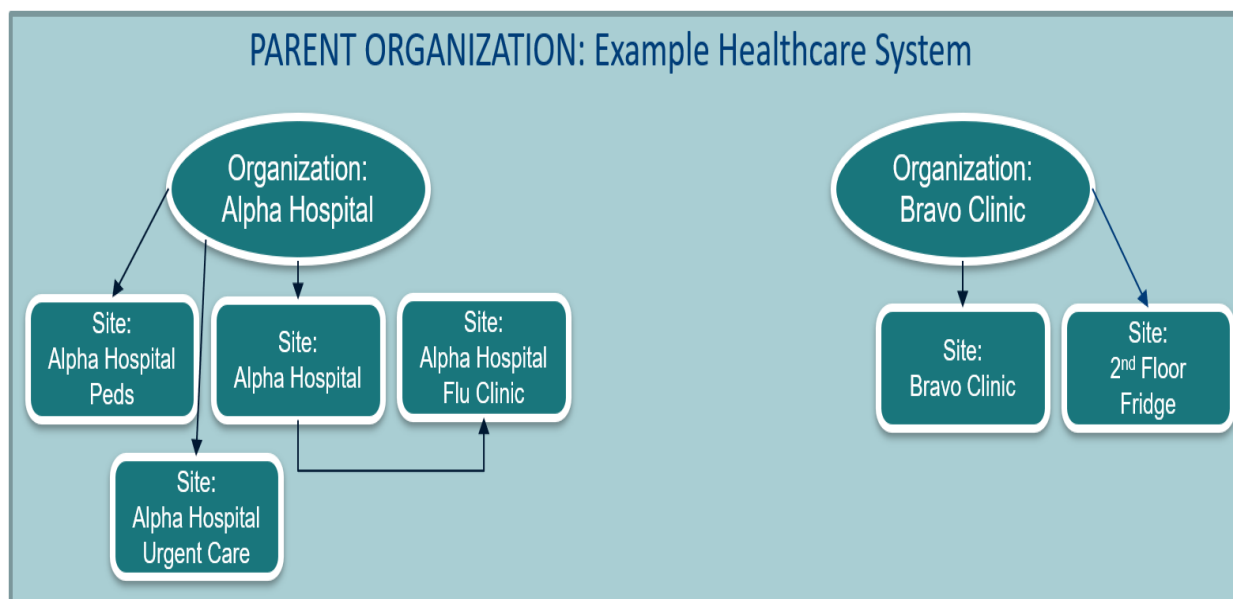
Examples of organizations in WIR are hospitals, clinics, pharmacies, health departments, long term care facilities, and other health care facilities who administer vaccines.

A parent organization may be the umbrella over one or more child organizations. A common example of a parent organization is a health care system. The individual hospitals or clinics within the health care system would be set up as child organizations. Not all organizations in WIR have parent organizations, but many do.

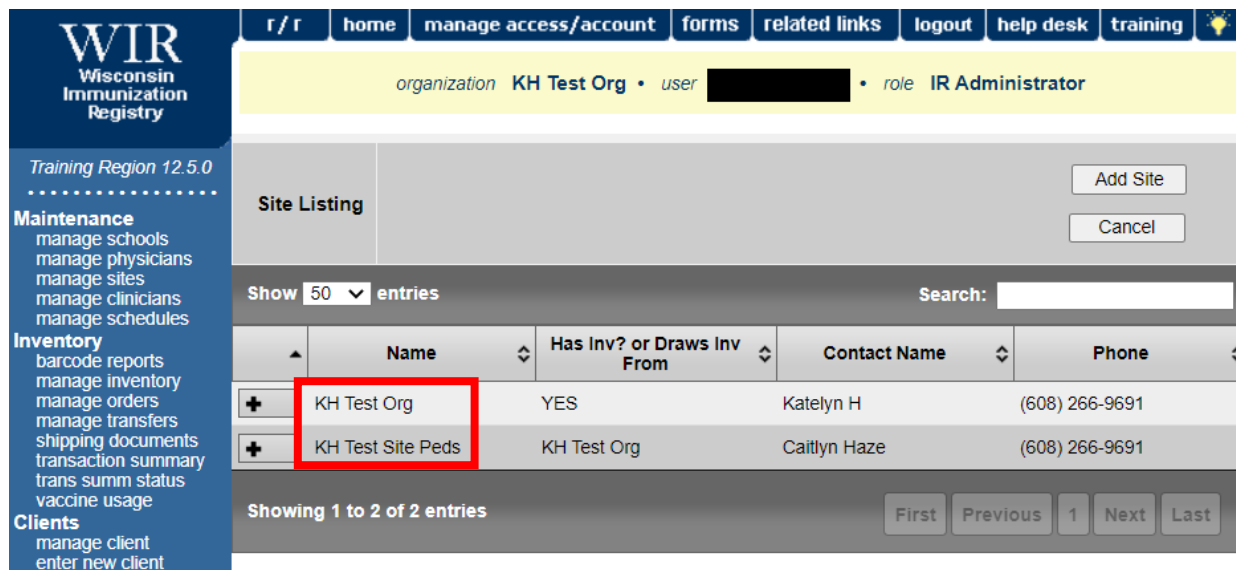
Sites set up within organizations make tracking vaccine inventory within the organization (facility) easier. Sites can be considered separate storage locations or refrigerator locations within the organization. For example, a clinic may have two refrigerators for vaccine storage: the main fridge, and another fridge on the second floor. Each refrigerator would be considered an individual site within the organization (the clinic).

By default, each organization will contain one automatically created site that has the same name as the organization. Other sites may be added if there are other sites within the organization that store vaccine.

An example of a parent organization, organization, and site structure is displayed below. Both the Alpha Hospital and Bravo Clinic organizations are part of their parent organization, Example Healthcare System. You can consider each vaccine storage location within a facility to be a site. In the Alpha Hospital, there is the main site, a pediatric site, an urgent care site, and a site designated for the offsite flu clinic event that the hospital is running. The Alpha Hospital Flu Clinic does not have its own inventory, but instead draws inventory from the main Alpha Hospital site. In the Bravo Clinic, there is the main site and a site for the second-floor fridge.



Below, you can see that the organization "KH Test Org" has two sites in the Site Listing: "KH Test Org" and "KH Test Site Peds."



WIR Wisconsin Immunization Registry

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Maintenance
manage schools
manage physicians
manage sites
manage clinicians
manage schedules

Inventory
barcode reports
manage inventory
manage orders
manage transfers
shipping documents
transaction summary
trans summ status
vaccine usage

Clients
manage client
enter new client

r / r home manage access/account forms related links logout help desk training

organization KH Test Org • user [redacted] • role IR Administrator

Site Listing

Add Site

Cancel

Show 50 entries Search:

	Name	Has Inv? or Draws Inv From	Contact Name	Phone
+	KH Test Org	YES	Katelyn H	(608) 266-9691
+	KH Test Site Peds	KH Test Org	Caitlyn Haze	(608) 266-9691

Showing 1 to 2 of 2 entries

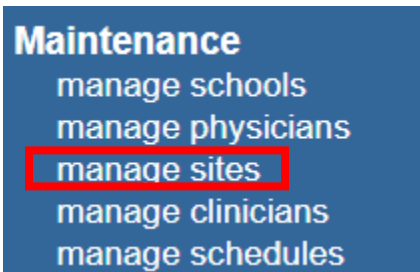
First Previous 1 Next Last

Adding sites



Note: By default, each site will have one site that has the same name as the organization name. Please leave this site as-is and do not rename this site. This site is considered the "main site." If you do not store vaccine in any additional locations, you do not need to add another site.

- 1) Select **Manage Sites** under the Maintenance section of the menu panel. If you have access to more than one organization, verify you are adding the site to the correct organization that will house your inventory.



Maintenance

manage schools

manage physicians

manage sites

manage clinicians

manage schedules

- 2) On the **Site Listing** page, select **Add Site**.



organization Central City Hospital • user [REDACTED] • role IR Administrator

Site Listing Add Site
Cancel

Show 50 entries Search:

▲	Name	Has Inv? or Draws Inv From	Contact Name	Phone
---	------	----------------------------	--------------	-------

- 3) Within the **Basic Information** section, fill in the following information. Fields in blue are required.
- Site Name:** In this example, a site called "Central City Urgent Care" will be created.
 - Has Inventory or Draw Inv From:** Indicate whether the site maintains its own vaccine inventory or whether it draws inventory from another source by selecting the Yes or No radio button under **Has Inventory**. If the site draws inventory from another source, choose the source from the **Draw Inv From** drop-down menu.
 - All sites with inventory must be created prior to setting up a site that draws from another site.
 - It is important to tie sites that draw inventory to their inventory sources. This way, the registry will be able to keep an accurate count of all vaccines.
 - In this example, the Central City Urgent Care site will have its own inventory.
 - Address, Telephone, Fax, and Email** is necessary for those sites that will be listed as a delivery address for vaccines ordered through WIR.

Site Name Save

Has Inventory ☒ Yes ☐ No Cancel

Draw Inv From

Address 1

Address 2

P.O. Box

City

State Zip Code -

County

Telephone - - Ext

Fax - - Ext

Email

- 4) Select **Save**. You will see the alert ****Site Created** in the upper right corner.

Basic Information

** Site Created

Site Name

Central City Urgent Care

Save

Has Inventory

☒ Yes ☐ No

Cancel

Draw Inv From

- 5) The **Delivery Windows** section is on the bottom of the screen. The site delivery times need to be specified in a 24-hour format. There needs to be at least a one-hour break between Delivery Window 1 and Delivery Window 2. Special shipping instructions for the delivering courier are helpful.

Delivery Windows

	Delivery Window 1		Delivery Window 2	
<input checked="" type="checkbox"/> Monday	0800 ▼	to 1100 ▼	1300 ▼	to 1500 ▼
<input checked="" type="checkbox"/> Tuesday	0900 ▼	to 1200 ▼	1400 ▼	to 1600 ▼
<input type="checkbox"/> Wednesday	0000 ▼	to 0000 ▼	0000 ▼	to 0000 ▼
<input checked="" type="checkbox"/> Thursday	0700 ▼	to 1100 ▼	1200 ▼	to 1600 ▼
<input checked="" type="checkbox"/> Friday	0800 ▼	to 1200 ▼	1300 ▼	to 1500 ▼
<input type="checkbox"/> Saturday	0000 ▼	to 0000 ▼	0000 ▼	to 0000 ▼
<input type="checkbox"/> Sunday	0000 ▼	to 0000 ▼	0000 ▼	to 0000 ▼

Special Shipping Instructions

Deliver to Front Door

Limit 35 characters.



Only sites that order vaccines through WIR are required to add their delivery days and times in this section. Sites that order vaccines through WIR include Vaccines for Children (VFC), Vaccines for Adults (VFA), and COVID-19 vaccine providers.

- 6) Select **Manage Sites** under the **Maintenance** section of the menu panel to view the site listing. In this example, the site "Central City Urgent Care" has been added to the organization Central City Hospital's site listing.

organization **Central City Hospital** • user **[REDACTED]** • role **IR Administrator**

Site Listing

Add Site
Cancel

Show 50 entries
Search:

	Name	Has Inv? or Draws Inv From	Contact Name	Phone
+	Central City - COVID-19	YES	John Doe	(608) 266-9691
+	Central City Hospital	YES	John Doe	(608) 266-9691
+	Central City Hospital ER	YES	Jane Doe	(608) 266-9691
+	Central City Hospital Pediatrics	YES	Jane Doe	(608) 266-9691
+	Central City Oncology	YES	Jane Doe	(608) 266-9691
+	Central City Urgent Care	YES	Jane Doe	(123) 456-7899
+	Eastside Clinic	YES	Susan Coordinator	(999) 999-9999
+	Vaccination	YES	Jane Doe	(333) 333-3333
+	VFC Site	YES	Harry Potter	(555) 555-5555
+	Central City ICU	Central City Hospital ER		(608) 266-9691

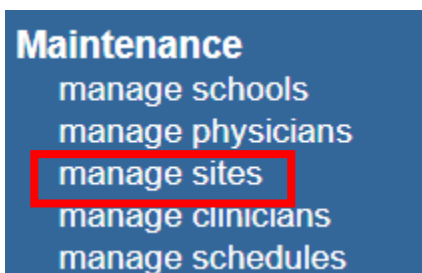
Showing 1 to 10 of 10 entries
First Previous 1 Next Last

Editing sites



Each organization's IR Administrator is responsible for maintaining accurate site and inventory information in WIR.

- 1) Once a site has been created, it requires updating the following information: **Basic Information, VFC Information, Contacts, and Delivery Windows.** Select **Manage Sites** under the **Maintenance** section of the menu panel.



- 2) Select the **+ symbol** (plus sign) in front of the site you wish to update. Each site has four sections with an arrow in front of it. Select each arrow to open the section and complete or edit the information pertaining to the site.

	Central City Urgent Care	YES	(123) 456-7899
▶ Basic Information			
▶ VFC Information			
▶ Contacts			
▶ Delivery Windows			

- a. **Basic Information** displays the site name, address, contact phone and email information. It also displays whether the site has its own inventory or not. If the site does not have its own inventory, you can set which site it draws inventory from. This information was added when you created the site, but the information can be edited in this section.
 - i. Select **Save** to save the information.
 - ii. Select **Inactivate** to inactivate the site.

+	Central City Urgent Care	YES	Jane Doe	(123) 456-7899
---	--------------------------	-----	----------	----------------

Basic Information

Site Name: Central City Urgent Care Save

Has Inventory: ☒ Yes ☐ No Inactivate

Draw Inv From: ▼

Address 1: 1 W Wilson St

Address 2:

P.O. Box:

City: MADISON

State: WI ▼ Zip Code: 53701 -

County: DANE ▼

Telephone: 123 - 456 - 7899 Ext:

Fax: - - Ext:

Email: dr@urgentcare.com

- b. **VFC Information** displays the site's VFC information if the site has registered as a VFC provider. VFC information is read-only. If your site wants to become a VFC provider, please email the [Wisconsin Vaccines for Children Program \(dhsvfc@dhs.wisconsin.gov\)](mailto:dhsvfc@dhs.wisconsin.gov) or call 608-267-5148 for more information.



If you are a COVID-19 provider: Pay special attention to the **VFC Permission** field under the **VFC Information** section. If you are a registered COVID-19 provider, you should see **Prebook Pandemic** in the right box. Also, the **Special Project Provider** button should be flagged "Yes," and the field should be filled in with a "2." The site with the COVID-19 provider PIN is where all your COVID-19 vaccine inventory should be managed. If the site is not set up correctly for COVID-19 vaccine ordering, please contact the [WIR Help Desk](mailto:DHSWIRHelp@dhs.wisconsin.gov) at DHSWIRHelp@dhs.wisconsin.gov or 608-266-9691 to correct.

In the example below, the site has both Pediatric Vaccine and Prebook Pandemic Vaccine ordering permissions. The "2" in the Special Project Provider field means they are a COVID-19 vaccine provider.

VFC Information

VFC Status	Active		
Public Or Private	Private		
Please Specify a Facility Type	Other-Private		
Specify a Facility Type if Other			
VFC Pin	575675		
VFC Permission	Adult Vaccine Prebook Flu	Remove Add Remove All	Prebook Pandemic Pediatric Vaccine
VFC Pin Type	HepB Birthing Hospital Tdap Cocoon University with Outbre FQHC	Remove Add Remove All	
Medicaid ID	57567500		
VFC Certification Date	10/16/2020		
VFC Recertification Date	10/16/2020		
Facility/Physician License Number			
Special Project Provider	<input checked="" type="radio"/> Yes 2 <input type="radio"/> No		

- c. **Contacts** contains four drop-down subpanels: Primary Contact, Backup Contacts, Delivery Contacts, and Signing Authority. Select **Add New** to add a new contact. In the window that appears, enter the contact information, then select **Save**.

+ Central City Urgent Care YES Jane Doe (123) 456-7899

▸ Basic Information

▸ VFC Information

▼ Contacts

Add new...

▸ Primary Contact

▸ Backup Contacts

▸ Mailing Contacts

▸ Signing Authority

Add Contacts

Name:

Prefix: First: Middle: Last:

George Doe

Suffix:

Email Address:

gdoe@email.com

Phone #:

(XXX) XXX - XXXX Ext:

123 456 7899

Address:

Address Line 1: 1 W Wilson St P.O. Box:

Address Line 2:

City: State: County: Zip Code:

Madison WI DANE 53701

☒ Site Default ☒ Orders Default ☒ Return Default

Contact Type Assignment:

Backup Contacts

Mailing Contacts

Primary Contact

Signing Authority

Add >

< Remove

<< Remove All

Save Cancel

- i. Each site can have a primary, two backup contacts, two delivery contacts, and a signing authority contact. Select the arrow in front of each contact type to edit the contact information.



All sites should have at least a primary contact to allow the site to create and accept inventory transfers. If the site is a VFC, VFA, or COVID-19 vaccine site, the site is required to have both a primary contact and a backup contact listed in the Contacts section. These two contacts are often referred to as the primary and backup VFC coordinators.

- ii. Fill in the contact information completely. The default check boxes at the bottom are important. There are some communications that may not come from WIR, but from the vaccine distributors. In those situations, the email address used by the distributor is the email address listed under the **Basic Information** section, because this contact information is sent from WIR to the CDC VTrckS system.
 1. If the **Site Default** box is checked, the contact's information will be shared with the CDC VTrcks system and vaccine distributors.
 2. If the **Order Default** box is checked, the contact will receive information about vaccine orders from the distributor.
 3. If the **Returns Default** box is checked, the contact will receive information about vaccine returns from the distributor.
- iii. Under **Contact Type Assignment**, indicate the type of contact entered by selecting a contact type in the left column to highlight and then select **Add**. This will move the contact type to the right column. To remove a contact type, select one or more types in the right column and select **Remove** or **Remove All** as appropriate. A contact may be assigned more than one contact type.
 1. Select **Save** to add the new contact information.
 2. Select **Delete** to delete the contact completely.

Add new...

▼ Primary Contact

Name:
 Prefix: First: Middle: Last: Suffix:
 Jane Doe

Save

Email Address:
 janedoe@gmail.com **Delete**

Phone #:
 Area Code XXX - XXXX Ext:
 123 456 7899 123

Address:
 Address Line 1: 1 W Wilson St P.O. Box:
 Address Line 2:

City: MADISON **State:** WI **County:** DANE **Zip Code:** 53701 -

☒ Site Default ☒ Orders Default ☒ Return Default

Contact Type Assignment:

Backup Contact	Add >	Primary Contact
Mailing Contact	< Remove	
Signing Authority	<< Remove All	

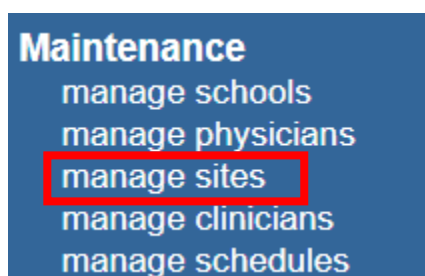
- d. **Delivery Windows** displays the times that the site can accept deliveries of vaccine. This information was added when you created the site, but the information can be edited in this section.
- Providers who order vaccine through WIR are responsible for maintaining accurate delivery windows in this section.**
 - There needs to be at least a one-hour break between Delivery Window 1 and Delivery Window 2.
 - Special shipping instructions for the delivering courier are helpful.

Inactivating sites

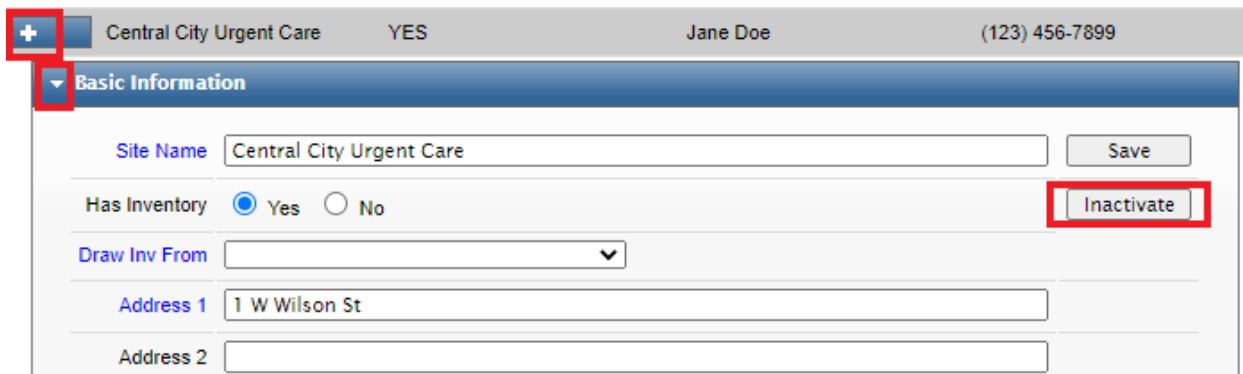
You may inactivate a site in your organization if that site is no longer used for inventory tracking. Inactivation of a site is a "soft delete," meaning it will no longer show up in any drop-down menus where inventory should be chosen, but reports can still be run with that site as a filter. Sites with PINs (such as VFC or COVID PIN) may only be inactivated by contacting the [WIR Help Desk](#) at DHSWIRHelp@dhs.wisconsin.gov or 608-266-9691.

To inactivate a site with no PIN:

- 1) Transfer all inventory in the site to another site that will remain active.
- 2) Select **Manage Sites** under the **Maintenance** section of the menu panel.



- 3) Select the **+** symbol (plus sign) in front of the site you wish to inactivate. Select the drop-down arrow next to **Basic Information**.
- 4) Select **Inactivate** to inactivate the site.



The image shows a web interface for managing sites. At the top, there is a header bar with a plus sign icon in a red box, followed by the site name 'Central City Urgent Care', status 'YES', user 'Jane Doe', and phone number '(123) 456-7899'. Below this is a section titled 'Basic Information' with a dropdown arrow in a red box. The form contains several fields: 'Site Name' (Central City Urgent Care), 'Has Inventory' (radio buttons for Yes and No, with Yes selected), 'Draw Inv From' (a dropdown menu), 'Address 1' (1 W Wilson St), and 'Address 2' (empty). A red box highlights the 'Inactivate' button in the top right corner of the form.

- 5) A popup message will display, "Do you want to Inactive Site?" Select **OK**. The site will no longer appear in the Site Listing.

Do you want to Inactive Site ?



The image shows a confirmation dialog with two buttons: 'OK' (a blue button) and 'Cancel' (a white button with a blue border).

Manage clinicians

Purpose: Administrators use the **Manage Clinicians** function to add new and update existing clinicians within the organization. Clinicians are the individuals within the organization who administer and/or approve the administration of vaccines. A clinician can be associated to one or multiple sites. Clinicians added to the registry through this function will be available for selection from the "Ordering Authority" and "Administered By" drop-down menus on the **Add Immunization** screen.

Benefit: This function allows users to record which ordering authority or clinician ordered or administered the immunization. Reports may then be generated from this data. "Administering clinician" and "Ordering authority" can be used as filters in several reports.

A clinician will appear on the **Add Immunization** and **New Immunizations** screens found within a client immunization record. Along the left menu panel, under Immunizations, select **Manage Immunizations**. Search for the client, then select the client by clicking the blue hyperlink, as seen in the screen below:

Client Search Criteria


Last Name / Barcode

First Name

Middle Name

Mother's Maiden Last

Mother's First Name

Birth Date 

Gender ☐ M ☐ F ☐ N/A
SSN - -
Phone - -
Chart #


Possible Matches: 5

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Telephone
TEST	SHELLY		03/07/1984				F	987-2490

Then select **Add Immunization**:

Client Information

School Release on File: No

Client Name (First - MI - Last)	DOB	Gender	Mother's Maiden	Tracking Schedule	Chart #
SHELLY TEST	03/07/1984	F		ACIP	
Address 123 MAIN ST, MINERAL POINT, WI 53565 (608) 987-2490					
Comments 					

History

Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
---------------	-------------------	--------	----------------------	------	--------	----------	-------	------

The ordering authority and clinician are reflected on the screen below:

Active immunization inventory on : 12/21/2022 OK Cancel

Unselect All

Immunization	New	Hist #
COVID-19	<input type="checkbox"/>	
HepB	<input type="checkbox"/>	
Influenza	<input checked="" type="checkbox"/>	

Defaults for new immunizations

Organization Site: KH Test Org

Ordering Authority: Dr. Phone, Banana MD

Administered By: Ha, Kat

Date Administered: 12/21/2022 Activate Expired

New Immunizations (1)

Date Provided: 12/21/2022 Ordering Authority: Dr. Phone, Banana MD

Remove	Immunization	Trade Name-Lot Adjuvant (Optional)	Dose	Administered By Dose Eligibility	Body Site Immunization Route
<input type="checkbox"/>	Influenza		Full	Ha, Kat	
				Medical Assistance	

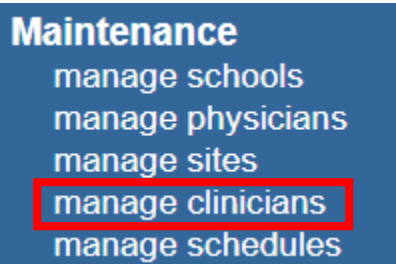
OK Cancel

Adding clinicians

Important: Adding a clinician is **not** the same as adding a user. A user is an individual who has access to log in to WIR; a clinician is an individual who administers vaccines and/or orders the administration of vaccines; and a physician is an individual that is available for selection as a client's primary care provider on the **Manage Client** screen. **Adding an individual as a clinician does not automatically add them as a user in WIR.**

For more information on how to add or manage users, refer to the **Manage Access** training.

- 1) Select **Manage Clinicians** under the **Maintenance** section of the menu panel.



2) Select **Add Clinician**.

Organization Name: KH Test Org

Site List: ▼

Add Clinician

Find Clinician

Clinician List

3) The **Edit Clinician Information** screen displays.

Edit Clinician Information

☒ Role ☐ Clinician ☐ Ordering Authority ☐ Ordering Authority / Clinician

Prefix
 Last Name
 First Name
 Middle Name
 Suffix

Complete Site Listing
 KH Test Org
 KH Test Site Mobile Unit
 KH Test Site Peds

Selected Sites

Address Information

Street 1
 Street 2
 PO Box
 City
 State ▼
 Zip -
 Email

Area Code Phone Number - Ext.

Signature Information

Signature not on file.

- Record Updated

Page 27 of 43

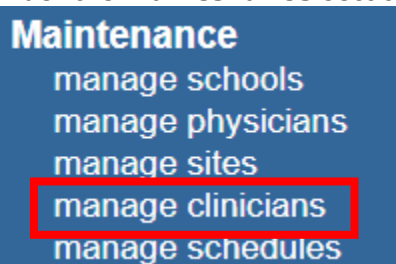
Editing clinicians

Sometimes you may need to edit information on a clinician record, like a misspelled name or to change a professional suffix (for example, change R.N. to RN for consistency).



Each organization's IR Administrator is responsible for maintaining accurate clinician information in WIR.

- 1) Select **Manage Clinicians** under the **Maintenance** section of the menu panel.



- 2) Find the clinician to edit one of two ways:
 - a. Select **Find Clinician** and type in the first few characters of the clinician's last or first name, select **Find**, and then select the clinician's name from the Search Results.

Clinician Search

Last Name:

First Name:

Find

To get a complete list of clinicians, leave both fields blank and press the find button.

Merge

Cancel

Search Results		Count: 1	
Select	Clinician Name	Role	Active
<input type="checkbox"/>	Ha, Kat	Ordering Authority / Clinician	Y



- b. Alternatively, choose a site from the **Site List** and select the name of the clinician you wish to edit from the bottom table of the page.

Organization Name: KH Test Org

Site List: KH Test Site Peds ▼

Add Clinician
Find Clinician
Clinician List

Clinician Name	Role	Signature
Ha, Kat Dr. Phone, Banana MD	Ordering Authority / Clinician	N
	Ordering Authority	N

- 3) Make any necessary changes to the clinician and select **Save**. The message **Record Updated** will appear at the top of the screen. In this example, Kat Ha's role was changed from Ordering Authority / Clinician to only Clinician, and she is now associated with all the organization's sites.

- Record Updated

Edit Clinician Information

Role ☒ Clinician ☐ Ordering Authority ☐ Ordering Authority / Clinician

Prefix

Last Name

First Name

Middle Name

Suffix

Complete Site Listing

Selected Sites
KH Test Org
KH Test Site Peds
KH Test Site Mobile Unit

Add >
Add All >>
< Remove
<< Remove All

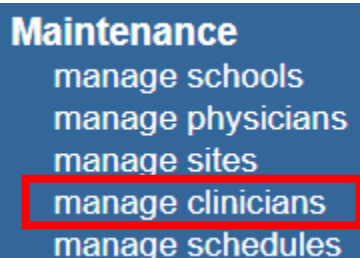
Save
Delete
Cancel

- 4) Select **Cancel** to return to the **Manage Clinicians** screen.

Merging clinicians

Occasionally, clinicians are entered more than once in WIR, creating duplicate records. To eliminate the duplicate records using WIR's merge clinician feature, follow these steps:

- 1) Select **Manage Clinicians** under the **Maintenance** section of the menu panel.



- 2) Select **Find Clinician** and type in the first few characters of the clinician's last or first name and select **Find**.
- 3) Select with a check mark at least two clinicians from the Search Results, then select **Merge**.

Clinician Search

Last Name: First Name:

To get a complete list of clinicians, leave both fields blank and press the find button.

Search Results			Count: 3
Select	Clinician Name	Role	Active
<input checked="" type="checkbox"/>	Ha, Kat	Clinician	Y
<input checked="" type="checkbox"/>	Ha, Kate	Clinician	Y
<input type="checkbox"/>	Hanks, Cathy_RN	Ordering Authority / Clinician	Y

- 4) On the **Clinician Merge** screen, select the radio button in front of the clinician record that you wish to keep. Select **Keep Selected**. In this example, all references to the other clinician "Kate Ha" will be redirected to the kept clinician, "Kat Ha."

Clinician Merge

Select the clinician to keep. All references to the other clinicians will be redirected to the kept clinician.

☐ [Ha, Kate](#) ☒ [Ha, Kat](#)

Select	Clinician Name	Role	Active
<input type="radio"/>	Ha, Kate	Clinician	Y
<input checked="" type="radio"/>	Ha, Kat	Clinician	Y

- 5) WIR will automatically return to the clinician list. The other clinician "Kate Ha" is no longer on the clinician list.



Note: If an individual's name or professional license (prefix or suffix) has changed, **do not** merge those two records together. An example would be a clinician with a change in professional credentials from MA to RN. Those clinician records should remain separate, so it is possible to review which vaccinations were administered when the individual was an MA and which were administered when the individual was an RN.

In this example, the clinician record from when the clinician was an MA should be deleted and a new clinician record for that clinician as an RN should be created.

Deleting clinicians

If a clinician leaves the organization, the organization's administrator should delete the clinician from the clinician list. If any part of the clinician's professional license or name changes, you should delete that record and add a new clinician record.

Note: Deleting a clinician's record will not remove the history of the immunizations that the clinician administered. It will only remove the clinician from the active clinician list. The clinician will remain on the immunization on the client's record in the "Administered By" field, with ****Inactive**** next to the clinician's name.

Edit Immunization

Vaccine Group: Polio

Vaccine Display Name: Polio-Inject


Trade Name: IPOL

Vaccine Lot Number: FAKEIPOL / public

Dose Size: 0.5 ml

Dosage From Inventory: Full ▾

Partial Dose: ☐

Date Provided: 11/16/2022 

Ordering Authority: Phone, Banana ** Inactive ** ▾

Administered By: Phone, Banana ** Inactive ** ▾

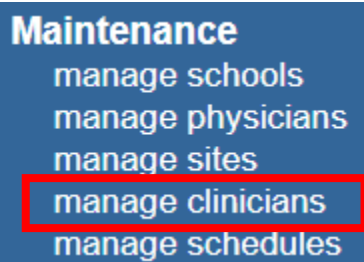
Body Site: right arm ▾

Save

Cancel

Delete

- 1) Select **Manage Clinicians** under the **Maintenance** section of the menu panel.



- 2) Find the clinician to delete one of two ways:
 - a. Select **Find Clinician** and type in the first few characters of the clinician's last or first name, select **Find**, and then select the clinician's name from the Search Results.

Organization Name: KH Test Org

Site List: ▼

Clinician Name	Role	Signature
Ha, Kat	Ordering Authority / Clinician	N
Dr. Medvedeva, Ylfa MD	Ordering Authority / Clinician	N
Dr. Phone, Banana MD	Ordering Authority	N

Clinician Search

Last Name: First Name:

To get a complete list of clinicians, leave both fields blank and press the find button.

Search Results			Count: 1
Select	Clinician Name	Role	Active
<input type="checkbox"/>	Ha, Kat	Ordering Authority / Clinician	Y

- b. Alternatively, choose a site from the **Site List** and select the name of the clinician you wish to delete from the bottom table of the page.



Organization Name: KH Test Org

Site List: KH Test Site Peds ▼

Add Clinician
Find Clinician
Clinician List

Clinician Name	Role	Signature
Ha, Kat	Ordering Authority / Clinician	N
Dr. Phone, Banana MD	Ordering Authority	N

3) On the **Edit Clinician Information** screen, select **Delete**.

Edit Clinician Information

Role ☒ Clinician ☐ Ordering Authority ☐ Ordering Authority / Clinician

Prefix

Last Name

First Name

Middle Name

Suffix

Save
Delete
Cancel

4) A pop-up message will appear, "Are you sure you want to permanently delete this record?" Select **OK**.

training.dhswir.org says

Are you sure you want to delete this record?

OK Cancel

5) WIR will automatically return to the clinician list. The clinician "Kat Ha" is no longer on the clinician list for any of the organization's sites.

Organization Name: KH Test Org

Site List: KH Test Site Peds ▼

Add Clinician
Find Clinician
Clinician List

Clinician Name	Role	Signature
Dr. Phone, Banana MD	Ordering Authority	N

Reactivating clinicians

There is not a reactivate button in WIR to reactivate a clinician who has been accidentally deleted (inactivated), or a clinician who left but has now returned to your organization. Instead, you will need to follow the steps below to reactivate the clinician:

- 1) Add the clinician as a new clinician following the steps under [Adding Clinicians](#) above.
- 2) Depending on the clinician's name and professional prefix or suffix, and if you want their vaccine administration history tied to the same clinician record, decide whether to merge the new clinician record with the old one.
 - a. If the clinician has had no changes in their name or professional prefix or suffix, then you can merge the records so the immunization administration history can be combined into one clinician record.
 - b. If the clinician has a new name or their professional prefix or suffix has changed, then **do not** merge the records. It is necessary to keep those records separate to reflect the name change. The old clinician record should be deleted to keep the list of active clinicians managed with the most current information.

The screenshot below is an example of an immunization record with an **inactive** clinician who previously ordered and administered the vaccine, and then their clinician record was deleted:

Edit Immunization

Vaccine Group: HPV

Vaccine Display Name: HPV, 9-valent

Trade Name: Gardasil 9

Vaccine Lot Number: 2222 / private

Dose Size: 0.5 ml

Dosage From Inventory: Full

Partial Dose: ☐

Date Provided: 12/18/2019

Ordering Authority: mouse, Maria ** Inactive **

Administered By: mouse, Maria ** Inactive **

Save

Cancel

Delete

- 3) To merge clinicians, go to **Manage Clinicians** and select the **Find Clinician** button. **This is the only way to view clinicians that are inactive (deleted).** A list of active and inactive clinicians will display.

- 4) Select only the active and inactive clinicians you want to merge, then select the **Merge** button.

Clinician Search

Last Name: First Name:

To get a complete list of clinicians, leave both fields blank and press the find button.

Find
Merge
Cancel

Search Results Count: 4

Select	Clinician Name	Role	Active
<input type="checkbox"/>	Mouse, Maria RN	Ordering Authority / Clinician	N
<input type="checkbox"/>	Mouse, Maria RN	Ordering Authority / Clinician	N
<input type="checkbox"/>	Dr. Mouse, Maria	Ordering Authority / Clinician	Y
<input type="checkbox"/>	Dr. Mouse, Maria	Ordering Authority / Clinician	N

- 5) On the **Clinician Merge** screen, the menu will ask what clinician to keep. Select the **Active** clinician, then select **Keep Selected**.

Clinician Merge

Select the clinician to keep. All references to the other clinicians will be redirected to the kept clinician.

Keep Selected
Cancel

Select	Clinician Name	Role	Active
<input checked="" type="radio"/>	Dr. Mouse, Maria	Ordering Authority / Clinician	Y
<input type="radio"/>	Dr. Mouse, Maria	Ordering Authority / Clinician	N

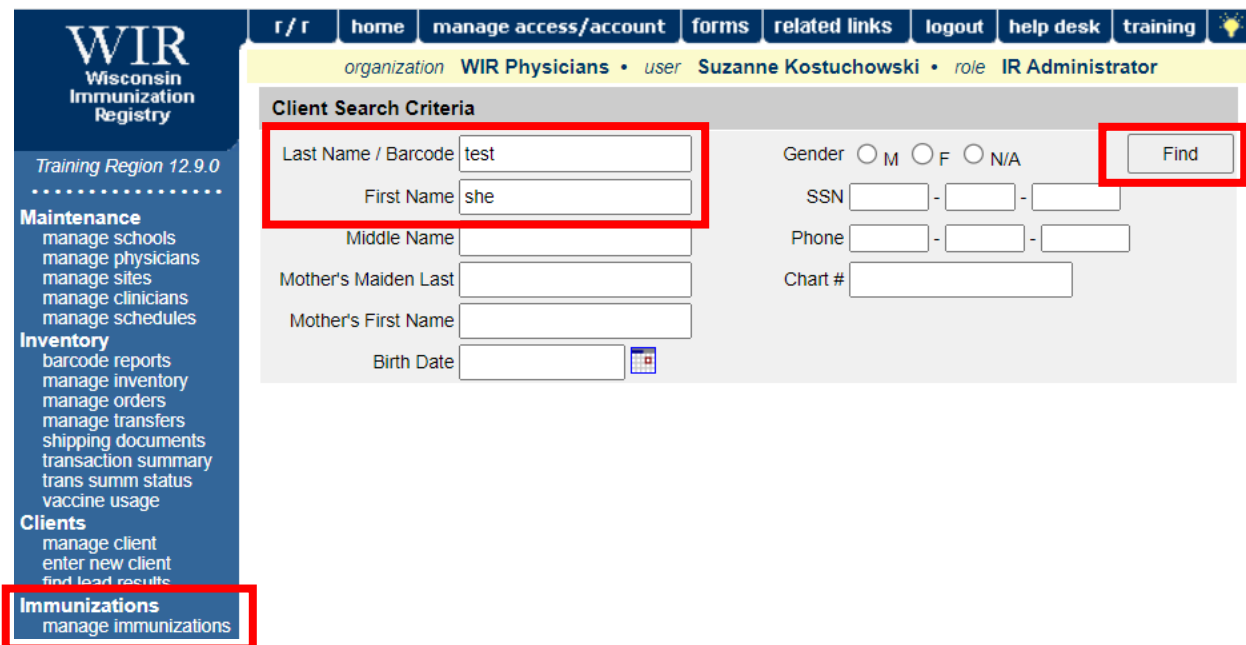
The old and new clinician records will be merged into a single record. You will not see a confirmation screen, but if you select **Find Clinician** again, you can check that they were merged and there is just one active clinician record under that name.

Search Results Count: 2

Select	Clinician Name	Role	Active
<input type="checkbox"/>	Dr. Mouse, Maria	Ordering Authority / Clinician	Y

- 6) If you check the client's immunization record again for the same vaccination on the **Edit Immunization** page, you can see the "Administered By" field has changed and shows the newly merged, active clinician. This indicates that the old vaccine administration history has been incorporated into the new clinician record. Reactivation of the clinician is complete.

To find the client's immunization record as discussed above, please go to the left menu panel and under Immunizations, select **Manage Immunizations**. Enter the first four of last name, first three of first name and select find to search for the client:



WIR Wisconsin Immunization Registry

Training Region 12.9.0

Maintenance
manage schools
manage physicians
manage sites
manage clinicians
manage schedules

Inventory
barcode reports
manage inventory
manage orders
manage transfers
shipping documents
transaction summary
trans summ status
vaccine usage

Clients
manage client
enter new client
find last results

Immunizations
manage immunizations

organization WIR Physicians • user Suzanne Kostuchowski • role IR Administrator

Client Search Criteria

Last Name / Barcode test

First Name she

Middle Name

Mother's Maiden Last

Mother's First Name

Birth Date

Gender ☐ M ☐ F ☐ N/A

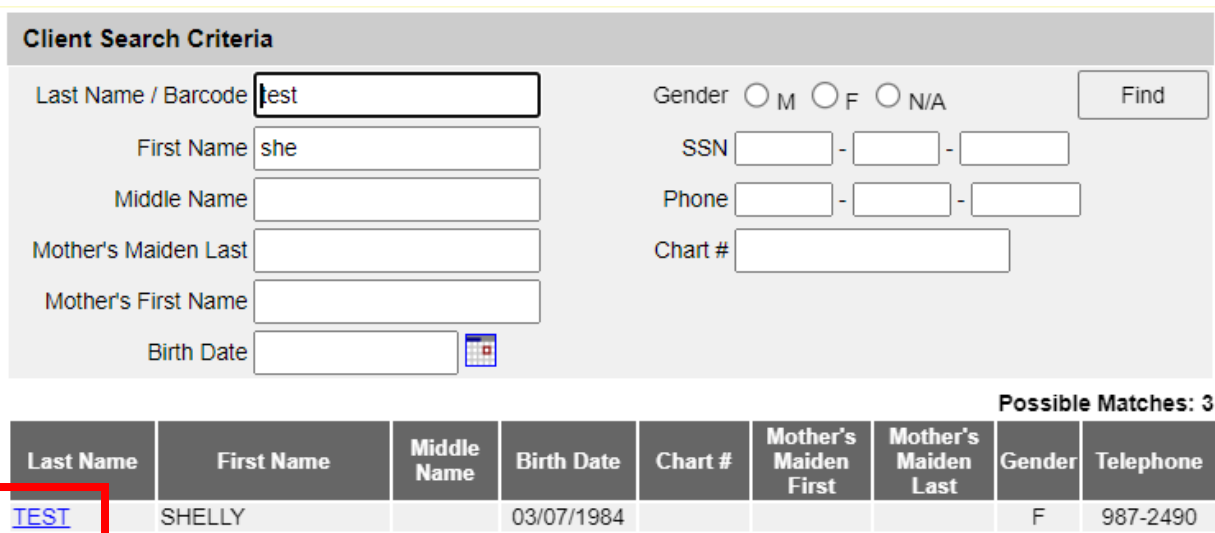
SSN - -

Phone - -

Chart #

Find

Click on the blue hyperlink to select the client:



Client Search Criteria

Last Name / Barcode test

First Name she

Middle Name

Mother's Maiden Last

Mother's First Name

Birth Date

Gender ☐ M ☐ F ☐ N/A

SSN - -


Phone - -


Chart #

Find

Possible Matches: 3

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Telephone
TEST	SHELLY		03/07/1984				F	987-2490

Find the vaccine from the client's history and select the pitchfork diagram  under **Edit**:

History								
			Add Immunization	Edit Client	Reports	Print	Print Confidential	
Vaccine Group	Date Administered	Series	Trade Name (Vaccine)	Dose	Owned?	Reaction	Hist?	Edit
HPV	12/18/2019		Gardasil 9®	Full				

The **Administered By** field has changed as reflected below:

Edit Immunization

Vaccine Group: HPV

Vaccine Display Name: HPV, 9-valent


Trade Name: Gardasil 9

Vaccine Lot Number: 2222 / private

Dose Size: 0.5 ml

Dosage From Inventory: Full ▼

Partial Dose: ☐

Date Provided: 12/18/2019 

Ordering Authority: Dr. Mouse, Maria ▼

Administered By: Dr. Mouse, Maria ▼

Save

Cancel

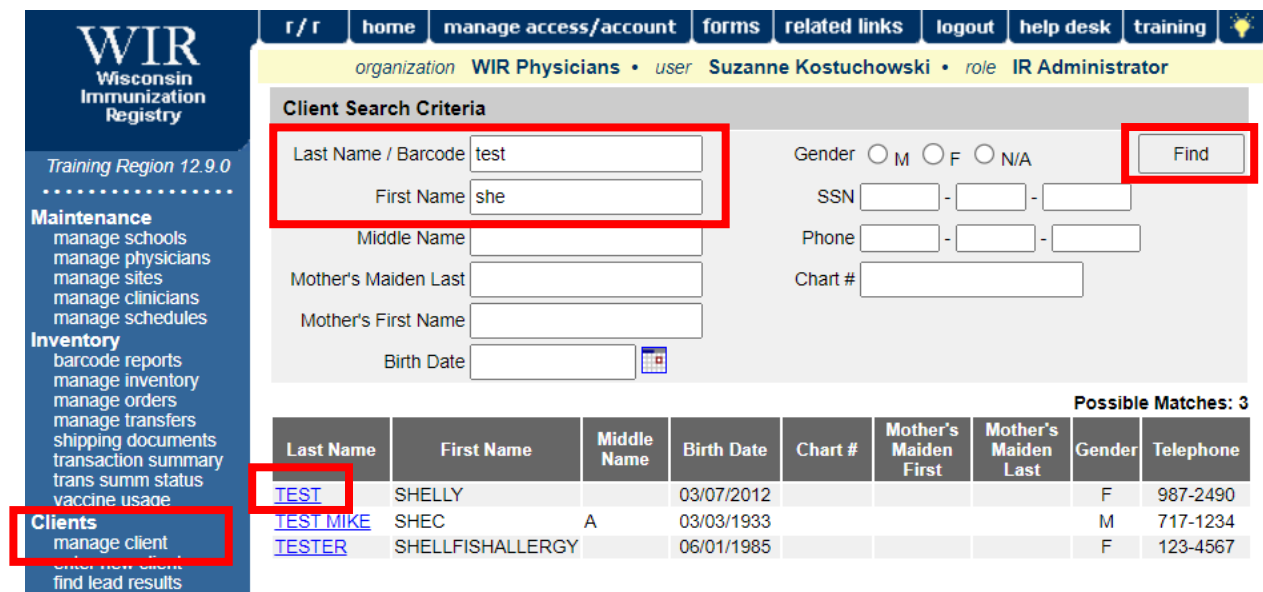
Delete

Manage schools

Purpose: Administrators use the **Manage Schools** function to enter new and update existing schools. Schools entered on this screen will be available for selection as schools from a drop-down menu on the **Client Information** tab on the **Manage Client** screen, as highlighted in the image below.

Benefit: Reports may then be generated from this data. Select reports will allow you to use the **School** field to run select cohorts of clients, if you wish. When entering a school in the **Add School** screen, keep in mind that how you organize this information will be a factor in how you will be able to generate recall and reminder notices for your clients.

To get to the **Client Information** tab, go to the left menu panel. Under **Clients**, select **Manage Client**. Enter the client's name and select **Find**. Once you locate your client, select the blue hyperlink under **Last Name**.



Client Search Criteria

Last Name / Barcode: Gender: ☐ M ☐ F ☐ N/A

First Name:

Middle Name:

Mother's Maiden Last:

Mother's First Name:

Birth Date:

SSN: - -

Phone: - -

Chart #:

Possible Matches: 3

Last Name	First Name	Middle Name	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender	Telephone
TEST	SHELLY		03/07/2012				F	987-2490
TEST MIKE	SHEC	A	03/03/1933				M	717-1234
TESTER	SHELLFISHALLERGY		06/01/1985				F	123-4567

The **Client Information** tab is displayed below:

Personal Information

Last Name

TESTCLIENTS

First Name

KATELYN

Middle Name

Suffix

Mother's Maiden Last

TESTMAIDEN

Mother's First Name

SSN

Gender

☒ M
 ☐ F
 ☐ Unknown

Birth Date

06/15/2017

County

DANE

Country of Birth

UNITED STATES

Last Notice

12/04/2022

Save

History/Recommend

Record Immunization

Reports

Cancel

Last Updated by: KH Test Org on 12/22/2022

Client Information

Responsible Person(s)

Client Comment(s)

Chart #

Ethnicity

Race

Provider-PCP

School

KTH Academy

Tracking Schedule

ACIP

Status

Active

Allow Sharing of Immunization Data?

Yes

Allow Reminder and Recall Contact?

Yes

Funding Programs/Eligibilities

Eligibility Not Det/Unknown

Medical Assistance

No Insurance

Insurance Providers

AMERICAN DENTAL PLAN OF WISCONSII

Advocare

Atrium Health Plan Inc

Selected Programs/Eligibilities

Insured, Vaccine covered

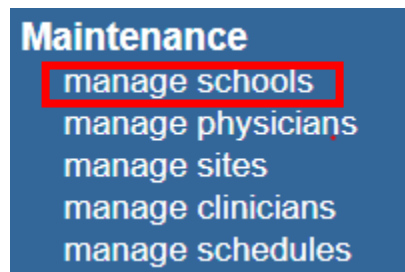
Selected Providers

Adding schools

Important: Adding a school is **not** the same as granting WIR access to a school. A school user is an individual who has access to log in to WIR, but a school on the listing under **Manage Schools** is a school that is available for selection as the school the client attends on the **Manage Client** screen. **Adding a school under Manage Schools does not automatically add them as a school organization in WIR.**

Schools who wish to register to use WIR should contact the [WIR Help Desk](mailto:DHSWIRhelp@dhs.wisconsin.gov) at DHSWIRhelp@dhs.wisconsin.gov.

- 1) Select **Manage Schools** under the **Maintenance** section of the menu panel.



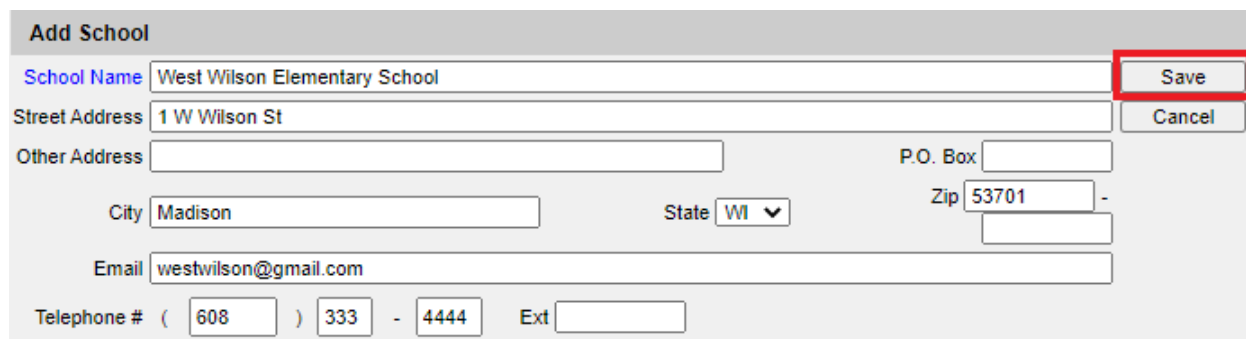
- 2) Select **Add School**.



The screenshot shows the 'Select a School to Edit' form. It includes a 'School Name' dropdown menu with 'Pick a School' selected. To the right of the dropdown are two buttons: 'Add School' (highlighted with a red box) and 'List All'.

Name	Street	City	Phone
KTH Academy	9999 Awesome St	MADISON	(608) 555-5555

- 3) On the **Add School** screen, the school's name is the only required field. However, enter the information for the school as completely as possible. Select **Save**.



The screenshot shows the 'Add School' form. It includes the following fields: 'School Name' (filled with 'West Wilson Elementary School'), 'Street Address' (filled with '1 W Wilson St'), 'Other Address' (empty), 'City' (filled with 'Madison'), 'State' (dropdown menu with 'WI' selected), 'Zip' (filled with '53701'), 'Email' (filled with 'westwilson@gmail.com'), and 'Telephone #' (filled with '(608) 333-4444'). To the right of the 'School Name' field are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.

- 4) After the new school has been saved, ****School Added**** will appear in the upper right corner of the **Edit School** box.
 - a. Select **Add School** to add another school.
 - b. Select **List All** to show the entire school listing.
 - c. Once you have selected a school, select **Cancel** to delete the school you just added and return to the school listing.

Select a School to Edit

School Name **Add School** **List All**

Edit School **School Added**

School Name **Save**

Street Address **Delete**

Other Address P.O. Box **Cancel**

City State Zip

Email

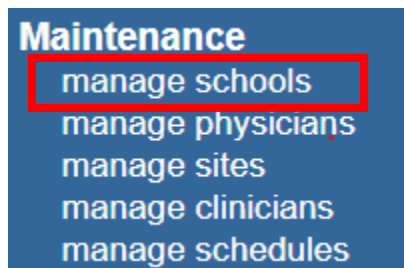
Telephone # () - Ext

5) The school listing will include the school that was just added.

School Listing			
Name	Street	City	Phone
KTH Academy	9999 Awesome St	MADISON	(608) 555-5555
West Wilson Elementary School	1 W Wilson St	MADISON	(608) 222-3333

Editing schools

1) Select **Manage Schools** under the **Maintenance** section of the menu panel.



2) On the **Select a School to Edit** screen, choose the school you wish to edit from the drop-down menu at the top, or select the school's name in the **School Listing** at the bottom.

Select a School to Edit

School Name **Add School** **List All**

School Listing

Name	Street	City	Phone
KTH Academy	9999 Awesome St	MADISON	(608) 555-5555
West Wilson Elementary School	1 W Wilson St	MADISON	(608) 333-4444

3) The **Edit School** screen is the same as the screen shown above in **Adding schools**.

4) Make any necessary changes to your school record and select **Save**.

- 5) After the changes to the record have been saved, ****School Updated**** will appear in the upper right corner of the **Edit School** box.

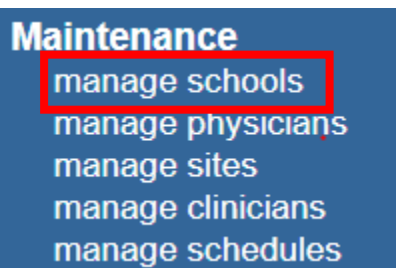
Edit School

****School Updated****

- 6) Select **Cancel** to return to the **Manage Schools** screen. When you select the **List All** button or select **Manage Schools**, the updated information will display in the school listing.

Deleting schools

- 1) Select **Manage Schools** under the **Maintenance** section of the menu panel.



- 2) On the **Select a School to Edit** screen, choose the school you wish to edit from the drop-down menu at the top, or select the school's name in the **School Listing** at the bottom.

Select a School to Edit

School Name

School Listing

Name	Street	City	Phone
KTH Academy	9999 Awesome St	MADISON	(608) 555-5555
West Wilson Elementary School	1 W Wilson St	MADISON	(608) 333-4444

- 3) In the **Add School** box, select the **Delete** button.

Select a School to Edit

School Name

Add School

School Name

Street Address

Other Address

P.O. Box

City State Zip

Email

Telephone # () - Ext

- A pop-up message will appear, "Are you sure you want to permanently delete this School from your organization?" Select **OK**.

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Are you sure you want to permanently delete this School from your organization?

OK Cancel

- 4) ****School Deleted**** will appear in the upper right corner, and you will automatically return to the **Manage Schools** screen.

Select a School to Edit ****School Deleted****

School Name Add School List All

School Listing			
Name	Street	City	Phone
KTH Academy	9999 Awesome St	MADISON	(608) 555-5555

Note: When you delete a school record from the school listing, it is **permanently** deleted. The school will no longer be listed in the school listing on the Manage Physicians screen. However, they will continue to be listed as the client's school on the Client Information tab on the Manage Client screen until a new school is selected for the client in WIR.

The school will not be available for selection under the "School" filter on the Reminder/Recall Report, but the school will continue to be available for selection as a filter on the Ad Hoc Reports.

Manage schedules

Purpose: Manage Schedules is a function used internally by WIR staff to update the vaccine schedule when there are new vaccines or Advisory Committee on Immunization Practices (ACIP) updates.

Benefit: By aligning WIR with ACIP recommendations, providers can be assured that WIR will forecast upcoming doses for their patients. It will also complete a series once recommendations are satisfied to prevent over or under immunizing clients.