WyIR — Facility Contact Guide—Immunization Providers— WyIR

The following tasks are the responsibility of the Facility Contact, who is designated in the WyIR Enrollment Agreement:

- **Managing User Access**
- **Setup Lot Numbers**
- **Setup Physicians/Vaccinators**
- **Setup Facility Defaults**
- **Schedule Reports**

>> Managing User Access

This allows the Facility Contact to request and/or remove WyIR permissions for users at their facility based on the needed level of access for the user.

>> Setup Lot Numbers

This allows for the addition of the vaccine lot numbers within the facility's inventory in order to avoid error and redundancy when entering data.

>> Setup Physicians/Vaccinators

This allows for the addition of physicians (for the patient record) and vaccinators (for the vaccination record) in order to avoid error and redundancy when entering data.

>> Setup Facility Defaults

This allows a facility to define its defaults for mass immunizations so that all users linked to that facility have the same defaults.

>> Schedule Reports

It is the responsibility of the Facility Contact to schedule all necessary and recommended reports for his or her facility.

User access may be assigned and removed by the Facility Contact as requested

>> Managing User Access

The Facility Contact is responsible for coordinating the requests for account activation (and inactivation) for employees within their facility. The online WyIR Access Form will need to be completed by the Facility Contact for each user account, requesting one of the three following access levels:

Facility View Only: Allows patient record look up, creation and printing of reports.

Facility Add/Edit: Allows users the ability to add patients to the WyIR, along with vaccination information (including contraindications/refusals), and edit patient information updated by their Facility.

Facility Coordinator: Allows the permissions listed under Facility Add/Edit, plus the ability to manage facility inventory, add/edit Physician/Vaccinators, run Reminder/Recall templates, and schedule reports alerting the Facility Contact to short-dated vaccines in their inventory.

>> Before Getting Started

All WyIR users must ensure that their email service is not filtering/blocking emails sent by the **WyIR Scheduler (do-not-reply@stchome.com)**. These emails will contain URLs necessary for password setup and reset.

>> Account Activation/Verification

1. The **WyIR Access Form** must be completed and submitted by the Facility Contact for all users needing access to the WyIR .
2. The WyIR Help Desk processes the request. After creating an account, the user will receive an email from the **WyIR Scheduler (do-not-reply@stchome.com)**. The email will contain a URL necessary for password setup to complete the account activation, which will expire 24 hours after being sent.
3. The WyIR Help Desk will notify the Facility Contact via email to let them know the account has been created.

>> Account Inactivation

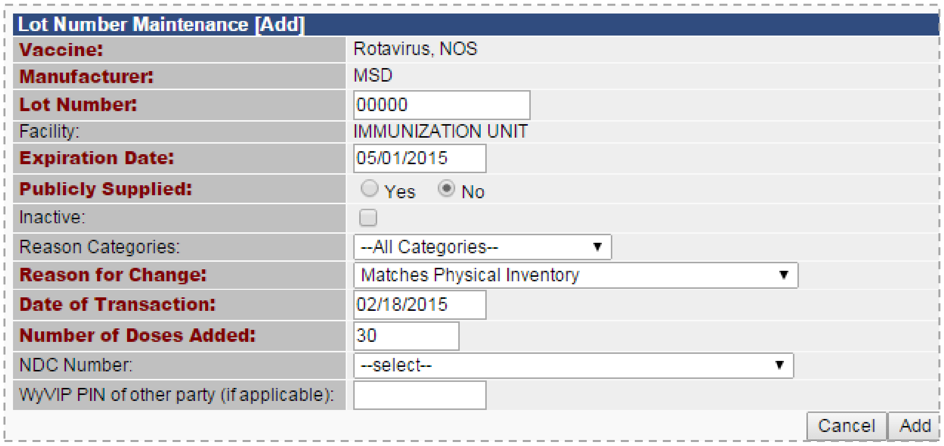
The Facility Contact MUST email the WyIR Help Desk (wyir@wyo.gov) immediately to inactivate users no longer needing WyIR access.

Lot numbers may be entered as an aggregate count or individually.

>> Setup Lot Numbers

To add an individual lot number:

1. From the home page of the WyIR, locate the **Lot Numbers** menu on the left-side panel and click to expand.
2. Under the Lot Numbers menu, click **Search/Add** and fill out all known fields. Click **Search**.
3. The **Search Results** area will populate with all lot numbers previously added matching the criteria entered or will display a message that no results were found. After confirming that the lot number has not already been entered, click the **Add** button that appears below the **Search Results** area.
4. Fill out all required fields, which appear in red, and any additional information, and then click the **Add** button.
5. The **Lot Number Maintenance [Detail]** page will display, confirming that the vaccine has been successfully added.



Lot Number Maintenance [Add]	
Vaccine:	Rotavirus, NOS
Manufacturer:	MSD
Lot Number:	00000
Facility:	IMMUNIZATION UNIT
Expiration Date:	05/01/2015
Publicly Supplied:	Yes No
Inactive:	
Reason Categories:	--All Categories--
Reason for Change:	Matches Physical Inventory
Date of Transaction:	02/18/2015
Number of Doses Added:	30
NDC Number:	--select--
WyVIP PIN of other party (if applicable):	
	Cancel Add

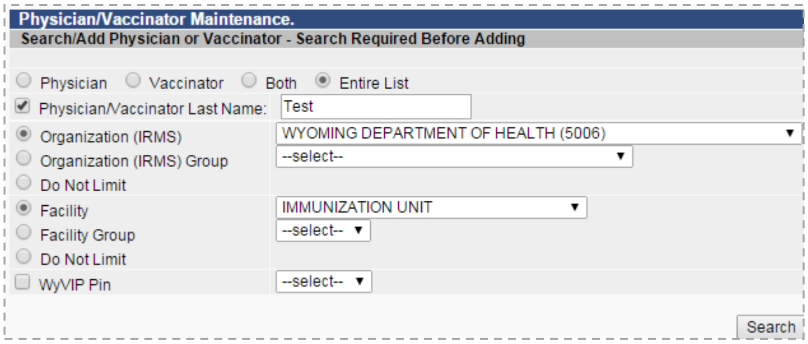
6. Complete the process until all of the inventory available in your storage units have been updated in the WyIR.

Adding a physician and/or vaccinator allows this information to automatically populate in the patient record and/or vaccination record, respectively.

>> Setup Physicians/Vaccinators

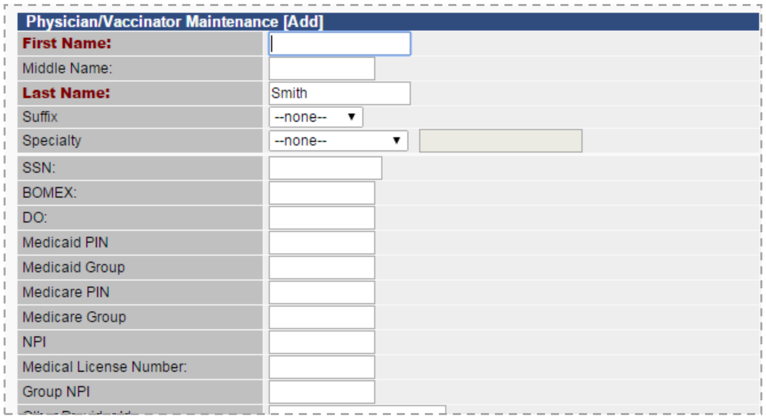
To search Physicians/Vaccinators already entered for the facility:

1. From the home page of the WyIR, locate the **Physicians & Vaccinators** menu on the left-side panel and click to expand.
2. Under the Physicians & Vaccinators menu, click **Search/Add** and fill out all known fields. Click **Search**.
3. The **Search Results** area will populate with all physicians/vaccinators previously added matching the criteria entered or will display a message that no results were found.



To add new Physicians/Vaccinators for the facility:

1. After completing a search to confirm that the physician/vaccinator does not already exist for the facility, click the **Add** button that appears below the **Search Results** area.
2. Fill out all required fields, which appear in red, and any additional information, and then click the **Save** button.



3. The **Physician/Vaccinator Maintenance [Detail]** page will display, confirming that the physician/vaccinator has been successfully added.

A Facility Contact may define defaults for users of their facility by setting Facility Defaults. Once the Facility Contact defines the defaults for the entire Facility, all users linked to that Facility will have the same defaults.

>> Setup Facility Defaults

To set facility defaults:

1. From the Home page of the WyIR, locate the **Settings** menu on the left-side panel and click to expand.
2. Under the Settings menu, click **Facility**.

The following facility defaults may be created by following the blue hyperlinks displayed on the **Facility Settings** page:

> **Patient Defaults** allows a Facility Contact to choose a physician from the Physicians/Vaccinators added for the facility to be used as the default physician in the patient record.

> **Vaccination Defaults** allows a Facility Contact to choose a vaccinator from the Physicians/ Vaccinators added for the facility to be used as the default vaccinator in the vaccination record.

> **Anatomical Injection Site Defaults** allows a Facility Contact to set a default anatomical route and injection site based upon vaccine type and age range.

> **Lot Defaults** allows a Facility Contact to set default lot numbers based upon vaccine type.

> **VIS Publication Date Defaults** should not be needed, as the default dates are assigned to all facilities under an Organization as part of the enrollment process.

> **Vaccine Default Volume** allows a Facility Contact to set a default dosage amount based upon vaccine type.

A Facility Contact may schedule selected reports to arrive in their email inbox.

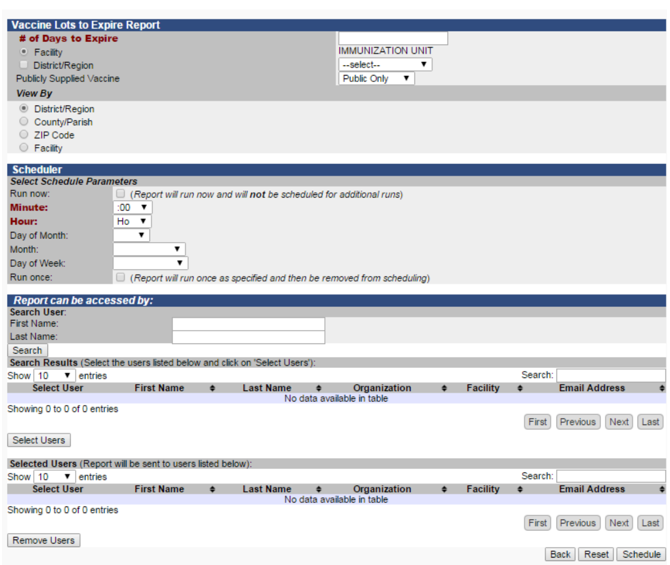
>> Schedule Reports

To schedule reports

1. From the Home page of the WyIR, locate the **Reports** menu on the left-side panel and click to expand.

2. Under the Reports menu, click **Report Module.** A screen similar to the following will appear:

3. At a minimum, the **Vaccine Lots to Expire** report should be scheduled. This report may be helpful in notifying the WyIR Facility Contact of vaccines that are set to expire, which helps in preventing vaccine wastage. After clicking the **[Schedule]** button beside the report, the following screen presents:

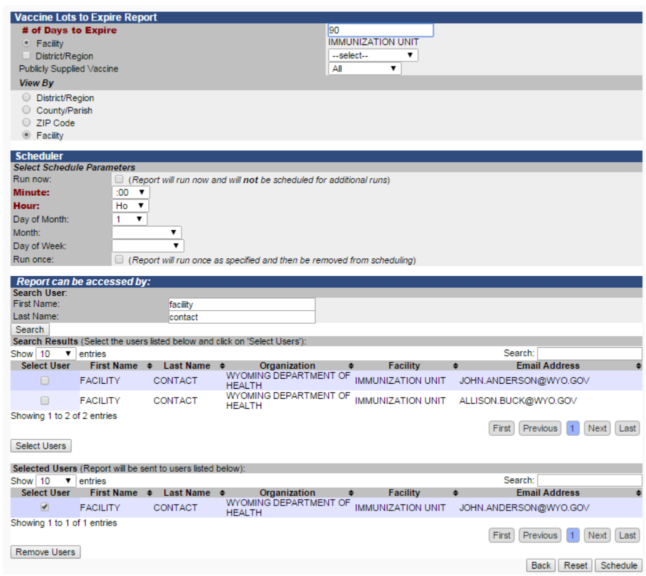


A Facility Contact may schedule selected reports to arrive in their email inbox.

>> Schedule Reports

To schedule reports *(continued)*

4. Enter/Select the following criteria for the report:
   - > In the **Vaccine Lots to Expire Report** section, for the **# of Days to Expire**—enter "90"
   - > In the **Vaccine Lots to Expire Report** section, for the **Publicly Supplied Vaccines**—select "All"
   - > In the **Vaccine Lots to Expire Report** section, for **View By**—select "Facility"
   - > In the **Scheduler/Select Scheduler Parameters** section, for **Day of Month**—select "1"
   - > In the **Report can be accessed by** section, enter the user's first and last name, click the search button; possible matches appear. Select the correct User by clicking in the checkbox beside their user information, and then click upon the **[Select Users]** button. A screen similar to the following presents:



5. Next, select the **[Schedule]** button. The **Reports/Reports Module** page will present once the scheduling is complete.

6. To review the reports, navigate to Scheduled Reports > Received Reports, and Scheduled Reports Received window will present; select the report hyperlink to view the output.