

WYIR –MANAGE PATIENT POPULATION—WYIR

REV. 04/18

New Functionality! Manage Patient Population

Manage Patient Population is a new tool available to facilities to easily manage their active patient lists in the WyIR. Having an up to date and accurate patient list is important for several reasons: reminder recall, coverage rates, data quality, and for those that are interfaced, interoperability. At a minimum, it is recommended that this should be reviewed no less than on a quarterly basis.

Ownership: a quick overview

Upon first entry into the WyIR, the submitting facility will be the initial owner of the patient’s record. The patient will remain owned by the facility until the facility with ownership inactivates that patient, or until they receive an administered vaccination from another facility, which will then assume ownership of the patient. A patient can always be searched for and reactivated if they decide to return in the future.

For example: Timmy Test received a flu shot from your facility 5 years ago, and never returned to the office again. Timmy might have moved out of state because no other facility ever took ownership of his record, and therefore he has been influencing your facility’s rates and data quality as an “active” patient. Timmy should be inactivated. This guide will focus upon how to inactivate patients primarily, but will also provide brief instruction on how to activate patients that had been previously inactivated.

How to get started

Click the **Patients** option from the left side navigation menu, then click **Manage Population**. The Manage Patient Population page opens.

The next step is to select the appropriate options so that your search results meet your needs. There are a few different options:

- ◆ **Search for patients owned by my Organization/Facility** - When this is selected along with *Patient Status: Active*, you’ll receive a list of all your currently active patients. When this is selected along with *Patient Status: All*, you’ll receive a list of every patient that has ever been owned by your facility regardless if they are currently owned by a new facility.
- ◆ **Search for all patients that I have vaccinated** - When this is selected along with *Patient Status: Active*, you’ll receive a list of all currently active patients that have received a vaccination at your facility. When this is selected along with *Patient Status: All*, you’ll receive a list of all patients that have ever received a vaccination at your facility regardless if they are currently owned by a new facility.

You may also limit the results using the *Patient Birth Date Range* or the *Vaccination Date Range* along with any of the combinations above. Other combinations also exist, like being able to search for inactivated patients formerly owned by the facility - however, the above listed options will be most useful when “cleaning up” your patient list.

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Manage Patient Population

Limit Report By Search for patients owned by my Organization/Facility
 Search for all patients that I have vaccinated

Patient Status

Patient Birth Date Range

Vaccination Date Range

After making your selections, click the **Search** button, and a screen similar to the following will display:

Patient Population Results

Show entries Search:

Patient ID	Patient Name	Patient DOB	Last Vaccination Date	Owning Organization	Owning Facility	Status
831021	ATHENA WARRIERPRINCE SS	08/04/2015	01/23/2018	OUR FAKE ORGANIZATION	H AND J PROVIDER	Inactive

Showing 1 to 1 of 1 entries ◀ ▶

From this screen, you may **inactivate** your patients by performing the following actions:

- ◆ By clicking the drop down menu under *Owning Facility* and selecting “I no longer own this patient,” and clicking **Save**, the patient will be inactivated.
- ◆ By clicking the drop down menu under *Status* and selecting “Inactive,” and clicking **Save**, the patient will be inactivated.

After making the changes and clicking the **Save** button, users will see the **Records updated successfully** message appear at the top of the screen. **NOTE:** Using the options “Changed to another provider” or “Moved or Gone Elsewhere” is not suggested, as the patient status will remain Active. If a patient has moved or changed providers, you should simply mark them as Inactive.

If the patient needs to be **active**, you may activate the patient by navigating to the patient’s demographic screen, then **Edit** the information by updating the Patient Status to “Active.” When doing so, you will see a pop-up warning similar to the following:

Confirm Status ✕

Activating this patient will take ownership and include this patient in Reminder/Recall and Assessments. Would you like to proceed?

Click “Yes” to include the patient under your facility for further Reminder/Recalls and Assessments.

Still have questions? Contact the **WyIR Help Desk** (wyr@wyo.gov, 800-599-9754) for further assistance.