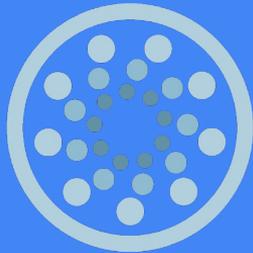


WyIR Presents: Office Hours

Opt-Out and Rescind Opt-Out



**IMMUNIZATION
UNIT**

Objectives

Objectives

- Review the requirements for opt-out in the Wyoming Immunization Registry (WyIR).
- Understand what opt-out is and provider responsibilities for opt-out.
- Explore opt-out functionality in the WyIR.
- Explain the process for assisting patients through opt-out requests.

WyIR Requirements

Opt-Out Requirements for the WyIR

- Per the Wyoming Department of Health (WDH) Immunization Program Administrative Rules, all immunizations administered in the State of Wyoming must be reported to the WyIR.
- As outlined in the WDH Immunization Program Administrative Rules, Chapter 5, Section 13, a patient or parent may request an exclusion of their or their child's immunization information from the WyIR.

What is Opt-Out?

What is opt-out?

- Opt-out refers to the option an individual has to exclude their immunization information from their record within the WylR.
- **The WylR is an opt-out registry; therefore, patients do not need to be notified or consent to reporting to the WylR. Opt-out should be by patient request only and never used as an alternative to data collection and entry into the WylR.**
- Opt-out does not remove patient demographics from the WylR, rather, immunization information is made anonymous and not tied to a patient record. All vaccinations should still be reported, regardless of opt-out status.

Opt-Out Provider Responsibilities

- Provider sites should provide to patients the [WylR Opt-Out Request Form](#), when requested.
- The WylR is a mandatory reporting registry, therefore, opt-out request forms should only be provided upon request from the patient and not a substitute for data entry.
- This form can be printed from the WDH Immunization Unit website at www.immunizewyoming.com.

Navigate to www.immunizewyoming.com
> Immunization Records.

To opt-out of the Wyoming Immunization Registry:

Under Wyoming law, you have the right to exclude you, your child, or your dependent from the Wyoming Immunization Registry (WylR) at any time. If you choose to opt out, you are responsible for keeping immunization records.

- To opt out of the WylR, submit the [WylR Opt-Out Form 082022 \(pdf\)](#) and **Proof of Identity***.
- To no longer opt out of the WylR, submit the [Rescind WylR Opt-Out Form 082022 \(pdf\)](#) and **Proof of Identity***.

Determining Patient Opt-Out Status

Determining Opt-Out Status in the WyIR

To determine a patient's current opt-out status in the WyIR, a patient search must be conducted.

This patient search can be done in one of two ways.

1. An authorized user logs directly into the WyIR to conduct a manual patient search.
2. A query is sent to the WyIR via an electronic interface connection.
 - a. ** This option is only available to those who have established an active bi-directional connection with the WyIR.



Determining Opt-Out Status in the WyIR

Manual Patient Search

To conduct a manual search authorized users will:

- Log into the WyIR using their assigned username and password.
- Navigate to the **“Patient”** tab on the left hand side of the WyIR menu.
- Click on **“Search/Add”**
- Type in a search based on First Name, Last Name, DOB or any combination of those three.
- Click **“Search”** in the bottom right.

The screenshot shows the 'Patient Search' interface. On the left is a navigation menu with the following items: Main (Home, Logout, Select Application, Select Organization, Select Facility, Select Pin, Document Center, Help), Dashboard, Message, Favorites, Patient (Search/Add, Waiting Room, Demographics, Remote Registry, Manage Population, Insurance Information, Patient Encounter), and Waitlist. The 'Patient Search' form contains the following fields:

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	<input type="text" value="Opt"/>	WIC ID:	<input type="text"/>
Last Name or Initial:	<input type="text" value="Out"/>	SIIS Patient ID / Bar Code:	<input type="text"/>
Birth Date:	<input type="text" value="mm/dd/yyyy"/>	Chart Number:	<input type="text"/>
Family and Address Information:			
Guardian First Name:	<input type="text"/>	Mother's Maiden Name:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text" value="Select..."/>
Zip Code:	<input type="text"/>	Phone Number:	<input type="text"/>
Country:	<input type="text" value="United States of America"/>		

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

Determining Opt-Out Status in the WylR

Manual Patient Search Continued

From the “Patient Search Result” menu:

- Patients listed in **black** text are NOT currently opted-out from the registry.
- Patients listed in **red** text ARE currently opted-out from the registry.

Patient Search Results

Records Found = 3

Search Criteria: Last Name (Exact)

Show entries

Search:

First Name ▲	Middle Name ⇅	Last Name ⇅	Birth Date ⇅	City ⇅	Grd First Name ⇅	Grd Last Name ⇅
NOTOPT		OUT	05/04/2023	CHEYENNE	TESTING	
OPT		OUT	04/17/2006	CHEYENNE	TESTING	
OPT		OUT	12/30/1990	CHEYENNE		

Showing 1 to 3 of 3 entries



Determining Opt-Out Status in the WylR

Query from an EHR via an Electronic Interface Connection

From the facility Electronic Health Record (EHR):

- Providers should request a query from their EHR following the steps required by their system.
 - Please work with your EHR vendor if you are unsure of how to use the query functionality in your EHR.
 - ****Queries will only work in your EHR if you are connected to the WylR via a bi-directional electronic interface connection.**
- If the request returns a patient match into the EHR, this patient is **NOT** opted-out from the registry.
- If the request returns “**no patients found for this query,**” this could be indicative of an opt-out patient. If you get this response it could mean:
 - The patient has no record in the WylR at all.
 - The patient is opted out.

Determining Opt-Out Status in the WylR

Query from an EHR via an Electronic Interface Connection Continued

If the patient IS opt-out:

- Upon sending an interface message for this patient, the message will ERROR and return a **“Processing error prevented the completion of this request: Unable to save patient info: Patient has opted-out from registry. Contact State Immunization program to re-enable patient. - Message Rejected”** message.
- If this error is encountered, this patient vaccine data will need to be added as anonymous to the WylR manually using the process on slides 19-20.

Opt-Out Status: How to Proceed

Your patient is **NOT** Opt-Out but wants to be. What now?

When a patient is not currently opted-out but requests to opt-out at the time of immunization encounter:

1. When able, direct the patient to the [WyIR Opt-Out Request Form](#) on the Immunization Unit Website.
2. Instruct the patient to submit the form and proof of identity to the Wyoming Department of Health (WDH), Immunization Unit using the instructions and contact information provided on the form.

3. Patient demographic and immunization information must be entered into the WyIR at the time of the vaccine encounter at which the request took place. Unless the patient is marked in red as 'Opt-out', information should be entered.

Once the Immunization Unit receives the patient's opt-out form, the Immunization IIS Access Manager or designee will:

- Process the completed WyIR Opt-Out Request Form and send written acknowledgment, along with a copy of the completed WyIR opt-out request to the individual, parent or guardian.
- The individual or individual's child or dependent demographic information will be marked as opt-out as indicated in **red**, in the WyIR and the immunization information made anonymous and maintained in aggregate form.



Wyoming
Department
of Health

Stefan Johansson
Director

Wyoming Immunization Registry
Opt-Out Form



Mark Gordon
Governor

The Wyoming Immunization Registry (WyIR) is a confidential, computerized, population-based system that collects and maintains immunization data for Wyoming residents of all ages as reported or submitted by Wyoming immunization healthcare providers. The WyIR includes data analysis tools used by the Wyoming Department of Health, Public Health Division for designing and sustaining effective immunization strategies to prevent disease and reduce healthcare costs. Enrolled healthcare providers are able to report to the WyIR the vaccines that patients have received in the past, as well as, review any recommended vaccines at the time of a healthcare visit. Enrolled healthcare providers may also print immunization records from the WyIR for Wyoming residents. Information provided on the opt-out request, including name, date of birth and other patient demographics shall be maintained for tracking purposes. Immunization information in the WyIR shall be maintained in de-identified aggregate format.

Information in the WyIR may only be used and disclosed as permitted or required by state and federal law, including the HIPAA Privacy Rule.

Under Wyoming law, you have the right to exclude you or your child or dependent immunization information from WyIR at any time. If you choose to exclude you or your child or dependent immunization information from WyIR, you are responsible for keeping you or your child or dependent immunization records. NOTE: WyIR works on a search function; system users have to search for and find an individual in the WyIR prior to viewing or updating the individual's record. Patient demographics such as First Name, Last Name and Date of Birth are retained in the WyIR in order to track the opt-out status. Immunization information is made anonymous in the WyIR and kept in aggregate form.

Patient Information: Please print clearly.

FIRST NAME: _____ MIDDLE NAME: _____

LAST NAME: _____ MAIDEN/OTHER NAME: _____

DATE OF BIRTH: _____ GENDER: FEMALE MALE

STREET ADDRESS: _____

MAILING ADDRESS (If different from Street address): _____

Your Patient **IS** Opted-Out of the WyIR. What Now?

If your patient is marked as opt-out in the WyIR at the time of vaccine encounter:

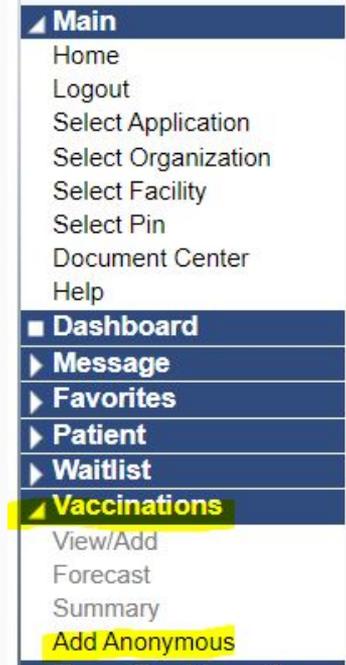
- Immunization information should **NOT** be added to the patient record.
- Vaccinations will be added to the WyIR using the **“Add Anonymous”** functionality.

The WyIR is a mandatory reporting Registry. Opt-out status cannot be a replacement for vaccine reporting.

Adding Vaccines Using 'Add Anonymous' Functionality

To add vaccination information to the WyIR for a patient who is opted-out:

- Log into the WyIR using assigned username and password.
- Navigate to the **"Vaccination"** tab on the left hand side of the WyIR menu.
- Click on **"Add Anonymous"**
- Enter the Required information including the birth date, vaccine and date administered.
- Click **"Save"** in the bottom right.



Anonymous Vaccination Add	
Birth Date:	<input type="text" value="04/17/2006"/>
Vaccine:	<input type="text" value="influenza, live, intranasal, quadrivalent"/>
Date Administered:	<input type="text" value="10/13/2022"/>
VFC Status:	<input type="text" value="Not VFC Eligible"/>

Adding Vaccines Using 'Add Anonymous' Functionality Continued

Vaccination Detail Add	
Vaccine 1:	influenza, live, intranasal, quadrivalent
Date Administered:	10/13/2022
Historical:	<input type="radio"/> YES <input checked="" type="radio"/> NO
Dose Number:	1
Manufacturer:	<input type="text"/> Click to select
Lot Number:	<input type="text"/>
Lot Facility:	<input type="text"/>
Funding Source:	<input type="text"/>
Facility:	IMMUNIZATION UNIT <input type="button" value="x"/> <input type="button" value="v"/>
Vaccinator:	<input type="text" value="Scan Barcode Here"/> <input type="button" value="Select..."/>
Anatomical Site:	<input type="text" value="Scan Barcode Here"/> <input type="button" value="Select..."/>
Anatomical Route:	<input type="text" value="Scan Barcode Here"/> <input type="button" value="Select..."/>
Dose Size:	Full <input type="button" value="v"/>
Volume (CC):	<input type="text"/>
Program Eligibility Status:	Patient is not WyVIP Eligible.
District/Region:	<input type="text"/>
VIS Publications Dates:	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>
Date VIS Form Given:	10/13/2022
Ordering Provider:	<input type="button" value="Select..."/>
Comments:	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

- Anonymous vaccines can be entered using the statuses below:
 - **“Add Administered”** - This should be selected if the lot number administered to the patient is maintained in WyIR inventory.
 - **“Add Historical”** - This should be selected if the lot number administered to the patient is not maintained in WyIR inventory **OR** historical vaccination records are being entered for a patient who is opt-out.
 - When adding a historical entry, provide as much information as possible, to include the lot number and manufacturer, if available.
- Provide the additional required information for the vaccine administration.
- Click **“Save”** in the bottom right hand corner.

Rescind Opt-Out Process

Rescind Opt-Out Process for Providers

1. Direct individuals, parents, or guardians who request to rescind a previous opt-out request to exclude immunization information from the WyIR to the [WyIR Rescind Opt-Out Request Form](#) located on the Immunization Unit website.
2. Manually enter vaccines as anonymous using the “**Add Anonymous**” feature (See slides 19-20). **Vaccine information must remain anonymous at the time of entry for any patient marked as Opt-Out (as indicated in RED) at the time of patient encounter.**

Rescind Opt Out Next Steps for the patient...

This form can be printed from
the WDH Immunization Unit
website at
www.immunizewyoming.com.

The individual, parent, or guardian must:

- Complete and sign the [WyIR Rescind Opt-Out Request Form](#).
- Submit one copy of the WyIR Rescind Opt-Out Request Form with proof of identity to the WDH Immunization Unit using the information on the form.
- Retain one signed copy of the WyIR Rescind Opt-Out Request Form for their personal records.

WDH Immunization Unit Opt-Out Responsibilities

The Immunization IIS Access Manager or designee will:

- Process the completed WyIR Rescind Opt-Out Request Form and send written acknowledgement along with a copy of the completed WyIR Rescind Opt-Out form to the individual, parent, or guardian.
- The WDH Immunization Unit Nurse Consultant or designee will enter submitted immunization information into the WyIR from an Official Record of Immunization if an Amendment Request and proof of identity is received by the Immunization Unit.
- Any Public Health Nursing Office or medical provider may take information from an Official Record of Immunization and enter it into the WyIR as historical vaccination information.

SUMMARY

- The WylR is a mandatory reporting registry.
- The WylR is an opt-out registry.
- Opt-out status should not be a replacement for data entry.
- Patients displayed in BLACK text in manual patient searches are NOT opt-out
- Patients displayed in RED text in manual patient searches ARE opt-out
- Patients that wish to opt-out need to complete and submit the WylR Opt-Out Request Form to the WDH Immunization Unit.
- Patients wishing to rescind their previous opt-out request need to complete and submit the WylR Rescind Opt-Out Request Form to the WDH Immunization Unit.
- The Immunization Unit processes all opt-out and rescind opt-out forms.
- The patient's opt-out status in the WylR at the time of patient encounter and administration determines the type of data entry.
 - Patient is opt-out at the time of encounter and administration = Add Anonymous.
 - Patient is NOT opt-out at the time of encounter = vaccination data added to patient record.

Thank You!

Contact us:

Wyoming Department of Health
Immunization Unit

wdh.immunize@wyo.gov
(307) 777-7952

www.immunizewyoming.com
[m](#)

For questions regarding opt-out or other general WyIR functionality questions reach out to our WyIR Help Desk!

WyIR Help Desk

wyr.helpdesk@wyo.gov

1-833-221-1451

Or utilize the chat function located in the lower left hand corner of the WyIR homepage.