

Quick Reference Guide: Adding a Patient

Last Revised: 11/2023

BEFORE ADDING A NEW PATIENT TO THE WYOMING IMMUNIZATION REGISTRY (WyIR) all search tips should have been used to help reduce duplicate records.

1. When using the search page, check the “Check here if adding a new patient” box below the “Patient Search” section. See #1 in the image below.
2. After checking the box, all the required fields will be highlighted in red. Enter all of the required information, then click “Search.”
3. A dialog box will appear with one of the following messages:
 - “Before adding, make sure the patient being added is not listed in the Patient Search Results.” or
 - “This record already exists in the database. An exact match has been found.”

Patient Search [Click here to use the 'advanced' search](#)

First Name or Initial:	test	ID:	
Last Name or Initial:	test	SIIS Patient ID / Bar Code:	
Birth Date:	01/01/2001	Chart Number:	

Family and Address Information:

Guardian First Name:	test	Mother's Maiden Name:	test
Street:	test		
City:	CHEYENNE	State:	WY x ▾
Zip Code:	82009	Phone Number:	
Country:	United States x ▾		

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. #1 (Required fields are highlighted)

Scan Driver's License Add Anonymous #3 Clear Search

Patient Search Results
Records Found = 0 Search Criteria: Advanced Search - Add / Edit / View

Show 10 ▾ entries Search:

First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
No data available in table						

Showing 0 to 0 of 0 entries

Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.

Add Patient #2

NOTE: If the system finds an exact match, it will NOT allow a new patient record to be added. Click “OK” to close the box.

4. **If a possible match is found**, review the patients in the Patient Search Results. As a reminder, duplicate patient records should not be created. If the patient you were attempting to add presents in the results, select the patient by clicking on their name and proceed with viewing or editing the patient as needed. For steps to view the patient's immunization history or enter a vaccine, please see the Quick Reference Guide: Adding Historical Vaccinations on the Immunization Unit [website](#).
5. **If no match is found**, click "Add Patient" on the bottom right. See #2 in the image on page 1.
6. From the Patient Demographic page, enter patient information into the required fields which are highlighted in red. Then, click "Add Patient" at the bottom. See #2 in the image on page 1.
7. Should you encounter a searched result for an opt-out patient or your patient requests to opt-out at the time of visit, see the Quick Reference Guide: WylR Opt Out on the Immunization Unit [website](#).

Resources:

[Quick Reference Guide: Adding Historical Vaccines](#)

[Quick Reference Guide: Searching for a Patient](#)

[Quick Reference Guide: WylR Opt-Out](#)

Still have questions? Please contact:

WylR Help Desk: 833-231-1451 or wylr.helpdesk@wyo.gov



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