



# Quick Reference Guide: Interface Onboarding

*Last Revised: 03/2024*

The following steps provide guidance when onboarding organizations that wish to establish an interface connection with the Wyoming Immunization Registry (WyIR). An interface connection allows providers to input patient and vaccine data into one database to update the WyIR and the patient's electronic health record (EHR) simultaneously. Without an interface connection, providers update both an EHR and the WyIR separately.

## Establish contact:

- An organization will contact the WyIR Help Desk expressing interest in establishing an interface connection with the WyIR
- A request for an interface connection cannot be initiated by the EHR vendor. If an EHR vendor contacts the help desk or Immunization Unit on behalf of an organization the request will be deferred to the organization's WyIR contacts

## Send Onboarding Invitation and Guidance:

- An "onboarding invitation" template email will be sent to the requesting provider. This email informs the provider of the requirement to complete the following forms:
  - [WyIR Onboarding Questionnaire](#)
  - [WyIR Onboarding Registration Form](#)
- Additionally, the email will consist of the WyIR HL7 Implementation Guide located on the Immunization Unit website as well as multiple documents (also located on the Immunization Unit website) consisting of:
  - [WyIR Onboarding Resource Guide](#)
  - [WyIR Onboarding Guide](#)
  - [Provider Readiness Checklist](#)
- Providers are required to complete the questionnaire and registration forms. Information for every location that will be included in the interface connection should be provided on the required forms. Once the requesting provider has completed the WyIR Onboarding Questionnaire and Registration, the provider will email the WyIR team at [wyr@wyo.gov](mailto:wyr@wyo.gov) with proposed dates and times for the onboarding kickoff call. A kickoff call will not be initiated until the forms are complete

## Onboarding Kickoff Call

- The purpose of the onboarding kickoff call is to verify all information the provider listed on the WyIR Onboarding Registration and Questionnaire forms and to educate them on the onboarding process testing phase



**IMMUNIZATION  
UNIT**

**Wyoming Department of Health  
Immunization Unit  
(307) 777-7952**

[www.immunizewyoming.com](http://www.immunizewyoming.com)

## Onboarding Completion

- When the onboarding process is complete, the onboarded facility will receive monthly Provider Detail Error Reports (PDERs) and is required to fix and resubmit all errors

Resources:

[WDH Onboarding Resource Guide](#)

[WDH WYIR Onboarding Guide](#)

Still have questions? Please contact:

WYIR Help Desk: 833-231-1451 or [wyr.helpdesk@wyo.gov](mailto:wyr.helpdesk@wyo.gov)



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