

WyIR User Management

Management of New and Existing Users



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Objectives

- How to manage WylR users.
- User types.
- Level access types.
- Request WylR access for new users.
- How to make updates to existing user's access level and permissions.
- How to reactivate existing user's account.
- How to establish or change contacts and user information.

Tool available to assist providers manage WyIR users



Wyoming Immunization Registry (WyIR) User Access Request form

- https://forms.office.com/pages/responsepage.aspx?id=7HEOPNNBBEWgMp4cvHu5pTVTcaJJslGmhd_aOOwcEJ9UOVIHVzAxVTdTMEhJQ1pWUTdCOTFVUjBQSi4u

WyIR Help Desk

What are Contacts?

Individuals within a healthcare organization that are assigned as a point of contact in the WYIR for an organization or a facility.

- **Responsible Authority (RA)** - An individual with signatory authority to enter into contractual agreements on behalf of an establishment, organization, school, or child caring facility and is responsible for the conditions outlined in the ISA.
- **Organization WYIR Contact** - A designated contact for an organization.
- **Facility Contact (FC)** - A designated contact for each facility.
- **Vaccine Coordinator (VC)** - Designated persons at each facility responsible for ensuring all vaccines are stored, managed, and administered appropriately (PVP Program enrolled facilities only).

**Contacts are not the same as an authorized user but can also be an authorized user.

What are Users?

An individual who is employed by an organization and for whom access to the WYIR has been requested and granted.

- **School Employee**
- **Wyoming Department of Health Employees**
- **WIC Employee**
- **All Other Healthcare Professionals**



Are All Users Considered a Contact?

Contact can request access for a user - a contact may be a user of the WyIR

User is a person that uses the WyIR



Access Levels

Organization Level Access

Assigned only to users identified on the User Access Request form as working at or needing access to multiple locations within one organization.

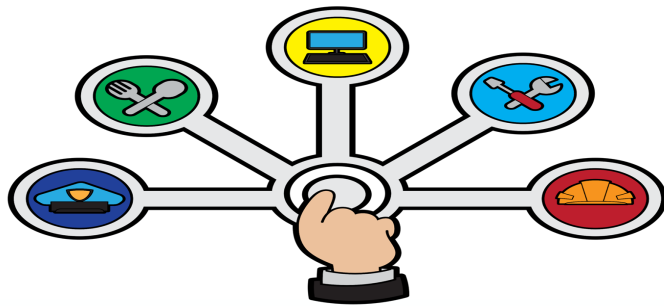
Facility Level Access

To be assigned to users identified on the User Access Request form as working at, or needing access to, only one facility location

Access Levels continued

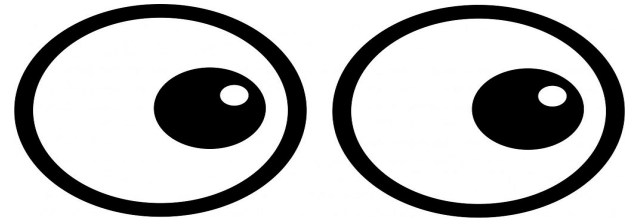
Client Access

Users with the Client access level can read (view) and write (add new and modify existing) to patient and vaccine information.



View Access

Users with the View access level can only read (view) information that is displayed on the screen. They cannot modify any to patient and vaccine information.



WyIR access for new WyIR users

Who can request

- **Responsible Authority (RA)**
- **Organization WyIR Contact**
- **Facility Contact (FC)**
- **Vaccine Coordinator (VC)**

RAs can only request for the organization they are part of or any facility within. FCs and VCs can only request for the facility they are assigned to.

How to request

Wyoming Immunization Registry (WyIR) User Access Request form

- <https://forms.office.com/pages/responsepage.aspx?id=7HEOPNNBBEWgMp4cvHu5pTVTcaJJsllGmhdaOOwcEJ9UOVlHVzAxVTdTMEhJQ1pWUTdCOTFVUjBQSi4u>



Changing the WyIR access and permissions level for an existing WyIR user

Who can request

- **Responsible Authority (RA)**
- **Organization WyIR Contact**
- **Facility Contact (FC)**
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RAs can only request for the organization they are part of and FCs and VCs can only request for the facility they are assigned to

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Reactivating a WyIR user account

Who can request

- **Responsible Authority (RA)**
- **Organization WyIR Contact**
- **Facility Contact (FC)**
- **Vaccine Coordinator (VC)**

RAs can only request for the organization they are part of or any facility within. FCs and VCs can only request for the facility they are assigned to

How to request

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Change user's demographic information

Any contact of user may use the form to:

Update demographic or contact information

- Name
- Phone Number
- Email address



Remove WyIR access from an existing user

Any contact of user may use the form to:

Revoke an existing user's WyIR access



Summary

Type if Contact

- **Responsible Authority (RA)**
- **Organization WyIR Contact**
- **Facility Contact (FC)**
- **Vaccine Coordinator**

Access Levels

- **Organization Level Access**
- **Facility Level Access**
- **Client Access**
- **View Access**



Summary (Cont.)

Wyoming Immunization Registry User Access Form

New Users, Reactivate, or Change Access or Permission

- Responsible Authority (RA)
- Organization WyIR Contact
- Facility Contact (FC)
- Vaccine Coordinator

Change user's demographic information or remove WyIR Access

- Any Users

Questions?



Resources:

Quick reference guides/WyIR functionality

**located on the Provider Portal - Training
Library



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Please email
John Taylor at
john.taylor@wyo.gov
if you would like to suggest a topic
for future
office hours.



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Thank you!

Still have questions?

Please contact WyIR Help Desk

833/231-1451

or

wyir.helpdesk@wyo.gov



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