

WyIR 101

New User overview of the WyIR



Stephanie Lewis
IIS Manager

John Taylor
Client Management Specialist



**PUBLIC HEALTH
DIVISION**



**IMMUNIZATION
UNIT**

Objectives

- Introduce new providers to the WYIR
- Enrolling establishment into the WyIR
- User access and permissions
- Contact(s) definitions and roles
- Review resources available to providers

Definitions

- WyIR – Wyoming Immunization Registry
- Provider – User of the WyIR that provides services to patients
- VOMS (VOMS 2.0) – Vaccine Order Management system
- PVP – Public Vaccine Program
- ISA – Information Sharing Agreement

What is the WyIR

The Wyoming Immunization Registry (WyIR) is a confidential, cloud-based database that contains electronic vaccination records of Wyoming residents. Providers use the WyIR to determine appropriate client vaccinations, track and forecast vaccine inventory needs, and estimate immunization coverage

Benefits of the WyIR

Providers use the WyIR to determine appropriate client vaccinations, track and forecast vaccine inventory needs, and estimate immunization coverage. The WyIR helps providers update patient history, send reminder/recall alerts to patients, and more

Public health officials use aggregate data from the WyIR to guide action to improve vaccination rates and reduce vaccine-preventable disease

Any provider in Wyoming that administers vaccines is required by law to report all immunization data for children and adults



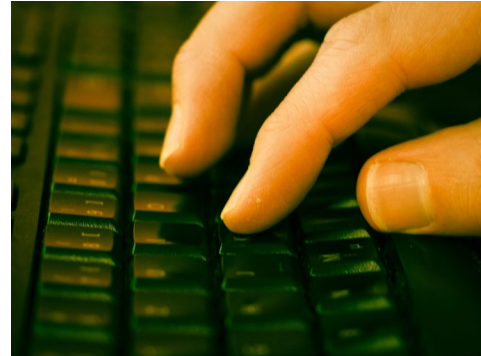
PUBLIC HEALTH
DIVISION



IMMUNIZATION
UNIT

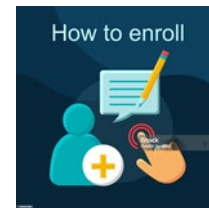
These two methods are used to report immunization information:

- Direct entry into the WyIR (manual entry)
- Secure transmission of electronic messaging in accordance with the specifications established by the Immunization Unit



Enrolling in the WyIR

- To begin this process, complete the [Wyoming Immunization Registry \(WyIR\) Enrollment Form](#)
- Enrollment information and the enrollment form is found on the Immunization Unit's website at:
<https://health.wyo.gov/publichealth/immunization/wyir-wyoming-immunization-registry/>



What is a Information Sharing Agreement (ISA)

- An Information Sharing Agreement (ISA) is a **legal contract** that outlines the terms and conditions for exchanging information between different parties. It establishes the rules for who can access what information, for what purpose, and how it will be shared. ISAs are crucial for organizations that need to share data, especially when dealing with sensitive information like personal health data or confidential business information
- When an establishment completes the enrollment form, the Immunization unit will complete an ISA and email it to the establishment for review and authorized signatures

What are the principle parts of the ISA



- Name of the organization



- Name of facilities under that organization



- Name of responsible authority, security contact and organizational contact

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)

When and how do providers change their information?



Organization or Facility demographic changes including:

- Organization/Facility Name
- Organization/Facility Address
- Mergers and Acquisitions
- A change to the enrolled organization's Responsible Authority

Complete the [Wyoming Immunization Registry \(WyIR\) Enrollment Form](#)



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 Client access level can view, add , and modify patient demographic and vaccine information

View Access

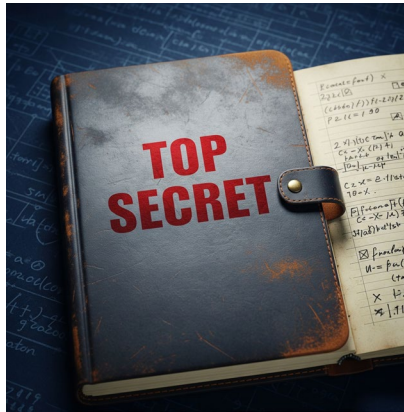
Users with the View access level can only view information that is displayed on the screen. They cannot modify any information related to patient demographic and vaccine information

Requesting WyIR Access for a new user:

- [WyIR User Access Request form](#) (link on our website)
- Only the responsible authority for the organization, an organizational contact, a facility contact or vaccine coordinator can submit a user access request for staff to access the WyIR
- School superintendents, principals, and school nurses within the district can also submit user access requests

User Account Additional Information

- Each individual user will have a user account
- Each user will have a unique username and password associated with that username
- **WyIR account information should not be shared**



Navigating to the WyIR

Providers can navigate to the to the WyIR by going to

<https://wyir.health.wyo.gov/>



WyIR Menu

The menu a user will see depends on the permissions a user has



- ▲ **Main**
 - Home
 - Logout
 - Select Application
 - Select Organization
 - Select Facility
 - Select Pin
 - Document Center
 - Help
- **Dashboard**
- ▶ **Favorites**
- ▶ **Patient**
- ▶ **Waitlist**
- ▶ **Vaccinations**
- ▶ **Exec. Dashboard**
- ▲ **Organization**
 - Search/Add
 - Search Results
 - Detail
 - Group Management
- ▲ **Facilities**
 - Search/Add
 - Search Results
 - Detail
- ▶ **Physicians & Vaccinators**
- ▶ **Inventory Management**
- ▶ **Dashboard Reports**
- ▶ **Reports**
- ▶ **Settings**
- ▶ **Reminder/Recall**
- ▶ **DTT**
- ▶ **Scheduled Reports**
- **Job Queue**
- **Change Password**
- **Administration**
- ▶ **Campaigns**
- **Answers**

Make changes to existing user accounts:

- Any WyIR user can:
 - Inform helpdesk if existing user's is no longer with the organization
 - Submit changes to contact information
 - Submit any changes to the WyIR helpdesk by emailing *wyir.helpdesk@wyo.gov*
- The responsible authority, facility contact, or vaccine coordinator can:
 - Reactivate an existing user's account
 - Change permission for a user
 - Request changes using the User access request form

Questions



Resources to assist you



WyIR Helpdesk

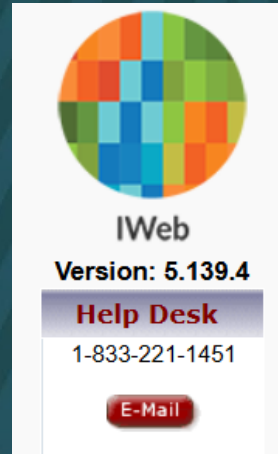
Contact the WyIR HelpDesk for assistance

- Email: wyir.helpdesk@wyo.gov
- Phone: 1-833-221-1451
- Chat: There is a chat module within the WyIR that can be utilized

Please allow 24-48 hours for a response.

Visit Immunization Unit website, www.immunizewyoming.com

The WyIR helpdesk is your starting point for support



**PUBLIC HEALTH
DIVISION**



**IMMUNIZATION
UNIT**

Benefits of WyIR Helpdesk

- Enables faster responses and resolution times by reducing unnecessary back-and-forth
- Supports omnichannel communication, so customers can reach out on their preferred platforms
- Trend analysis to spot recurring issues, peak times, or product gaps before they escalate



Training Library and quick reference guides (QRGs)



PROVIDER PORTAL



**TRAINING LIBRARY AND
QUICK REFERENCE
GUIDES**



**VACCINE RECORDS AND
DOCKET**



**WYIR ACCESS FOR SCHOOL AND
CHILD CARE PROFESSIONALS**



**WYOMING IMMUNIZATION
REPORTS AND DATA**

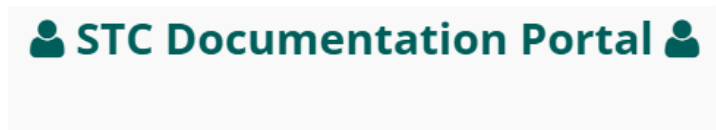
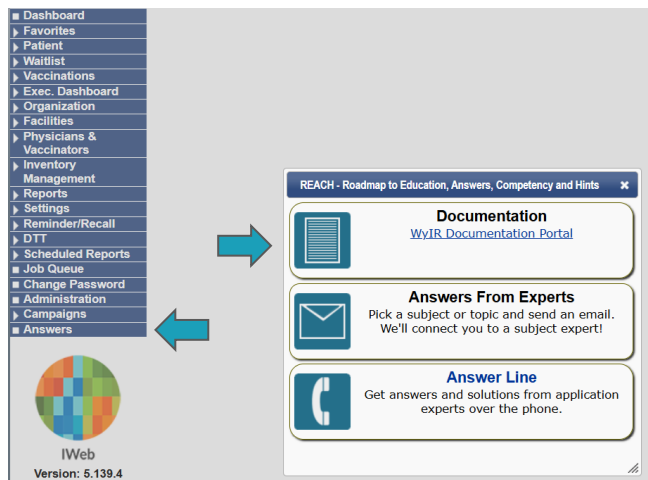
Selected training resources

- About 50 resources, mostly PDFs and PowerPoint presentations

- Password Management for WylR Quick Reference Guide (pdf)
- Patient Alias Quick Reference Guide (pdf)
- Patient Data Quality Detail Report Quick Reference Guide (pdf)
- Provider Withdrawal Process Quick Reference Guide (pdf)
- Rescind Opt-Out Quick Reference Guide (pdf)
- Reminder Recall Reference Guide (pdf) *How to use the Reminder Recall functionality.*
- Reporting Duplicate Records Quick Reference Guide (pdf)
- Scheduling a Report Quick Reference Guide (pdf)
- Search for a Patient Quick Reference Guide (pdf)
- User Management Quick Reference Guide (pdf)
- Vaccination Data Quality Detail Quick Reference Guide (pdf)
- Vaccine Totals Report Quick Reference Guide (pdf)
- VOMS2 Book 2024_4 (pdf)

IWeb User Guide

- Found by clicking “Answers” on the menu bar in the WyIR
- Click “Documentation”
- Click “go to IWeb Documentation”



How can a patient obtain their immunization record?

- Request a record from healthcare provider
- Request a record from The Wyoming Department of Health
- Docket® - An application that searches the Wyoming Immunization Registry (WyIR) using basic demographic information (name, date of birth, and legal sex) to display immunization record information on a mobile device

Summary

- Introduce new providers to the WYIR
- Enrolling establishment(s) into the WyIR
- User access and permissions
- Contact(s) definitions and roles
- Review resources available to providers

Questions, comments, and best practice sharing



Adobe Stock | #400269908

Thank You So Much



**PUBLIC HEALTH
DIVISION**



**IMMUNIZATION
UNIT**

Contact information

Stephanie Lewis
IIS Manager
Stephanie.lewis@wyo.gov
Phone | (307) 777-8503

John Taylor
Client Management Specialist
john.taylor@wyo.gov
Phone | (307) 777-5960



**PUBLIC HEALTH
DIVISION**



**IMMUNIZATION
UNIT**