

WYIR USER GUIDE—WOMEN, INFANTS, & CHILDREN

REV. 04/18

Purpose of Access: To review immunization status in the WyIR for WIC Clients to determine if the participant is up-to-date, and make appropriate referrals as required by WIC Program Policy.

WIC users should NOT print Official Records of Immunization from the WyIR. Please refer clients to the Immunization Unit website, records request page.

Requesting Access: The Regional WIC Supervisor may request access for staff by completing the *User Access/User Updates* form from the WyIR webpage.

Once client consent is obtained and access is granted, the user may login in to the WyIR at <https://wyir.health.wyo.gov/wysiis/login.jsp> and proceed with researching client immunization status by performing the following steps:

SEARCHING/SELECTING WIC PATIENTS

1. From the login screen, select **Patient** from the menu displayed on the left-hand side of the screen. and select **Patient**, then select **Search/Add** from the expanded menu. This will provide the Patient Search page.
2. In the *Patient Search* box, enter a combination of the first initial/first name, first initial/last name, and DOB; specific names can yield more limited results and just DOB's will yield many patients, so it is recommended to utilize a combination of specific and broad search parameters to yield the best results. In the example below, we are searching for Timmy Test, DOB 07/04/2006.
3. The patient search results display below the search display; select the patient by clicking upon their name from the *Patient Search Results*.

Patient Search				Click here to use the 'advanced' search		
First Name or Initial:	<input type="text" value="t"/>	ID:	<input type="text"/>			
Last Name or Initial:	<input type="text" value="test"/>	SIIS Patient ID / Bar Code:	<input type="text"/>			
Birth Date:	<input type="text" value="07/04/2006"/>	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"/>					
Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.						
<input type="checkbox"/> Check here if adding a new patient.						
				<input type="button" value="Add Anonymous"/> <input type="button" value="Clear"/> <input type="button" value="Search"/>		
Patient Search Results						
Records Found = 1		Search Criteria: First Initial / Last Initial / Birth Date				
Show	<input type="text" value="10"/>	entries	Search: <input type="text"/>			
First Name	Middle Name	Last Name	Birth Date	City	Grd First Name	Grd Last Name
TIMMY		TEST	07/04/2006	CHEYENNE		
Showing 1 to 1 of 1 entries						

4. The *Patient Demographics* screen will display.

