



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.”

The screenshot shows the 'Patient Search' form with the following fields and annotations:

- Search Fields:** First Name or Initial (test), Last Name or Initial (test), Birth Date (01/01/2001), ID, SIIS Patient ID / Bar Code, Chart Number.
- Family and Address Information:** Guardian First Name (test), Mother's Maiden Name (test), Street (test), City (CHEYENNE), State (WY), Zip Code (82009), Phone Number, Country (United States).
- Annotations:**
 - #1: A red circle highlights the checkbox 'Check here if adding a new patient.' which is checked.
 - #2: A red circle highlights the 'Add Patient' button at the bottom right of the search results section.
 - #3: A red circle highlights the 'Add Anonymous' button in the search options.
- Search Results:** Shows 'Records Found = 0' and a message: 'Before adding, check to make sure the patient you want to add is not listed above or not pending manual review.'

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.



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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: WYIR Opt Out on the Immunization Unit [website](#).

Resources:

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

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

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

Still have questions? Please contact:

WYIR Help Desk: 833-231-1451 or wyr.helpdesk@wyo.gov



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