



# WA IIS ORGANIZATION AND FACILITY STRUCTURE AND SETTINGS

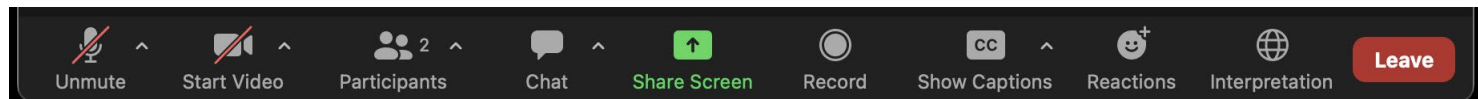

Office of Immunization

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# Topics

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## **Organization and Facility Structure in the WA IIS**

- Organization structure
- Facility Structure
- IIS user account types and access levels

## **Organization Settings**

- VIS defaults for records entered under an organization

## **Facility Settings**

- Defaults for records entered by users of a specific facility

## **Personal Settings**

- Defaults for records entered by the individual IIS user

# Organization and Facility Structure in the IIS

The WAIS is structured by **organizations** and **facilities**.

It is important to understand this structure because it affects vaccination data and access to the system.



# Organization and Facility Structure in the IIS

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## What is an Organization in the WAIS?

- An organization in the WAIS is usually represents a single legal business entity, such as a sole proprietor or corporation.
- Organizations must have an approved [Information Sharing Agreement](#) (ISA) on file with WA DOH to access the registry.
  - [View Only](#): for viewing records and reports
  - [Exchange](#): for adding and editing patient records
  - [Limited Exchange](#): for schools and childcares
- Multiple organizations cannot be connected to one another in the WAIS to show associations with each other.
- Each organization will have at least one facility in the WAIS.
- There are currently over 2000 organizations that are enrolled to participate with the WAIS.

# Organization and Facility Structure in the IIS

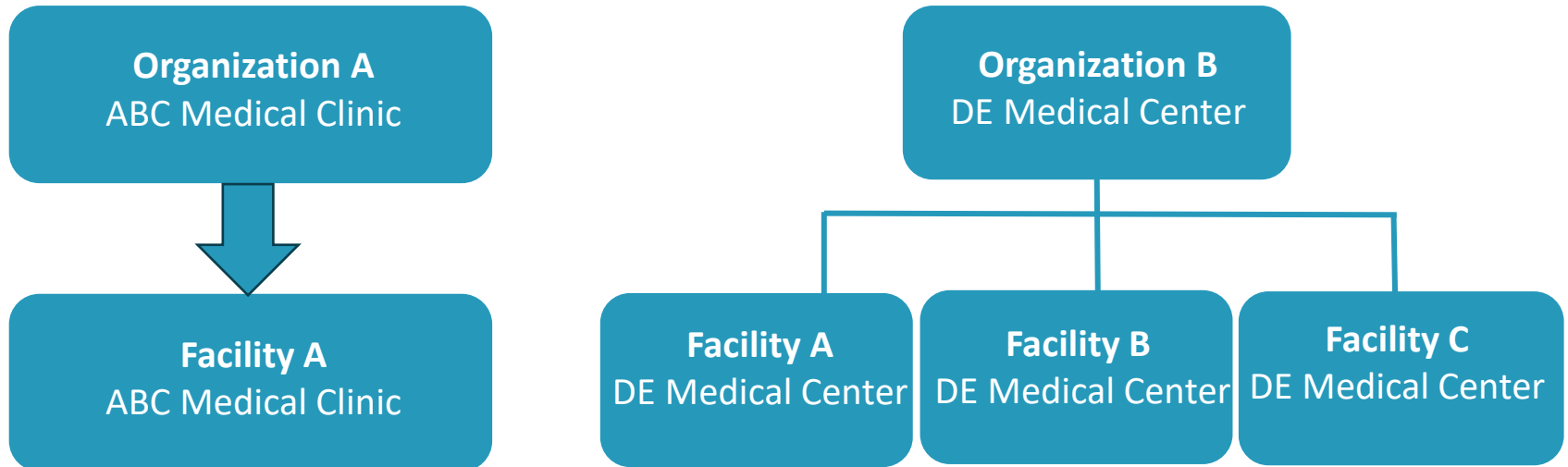
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## What is a Facility in the WAIS?

- Facilities belong to only one organization in the WAIS and represent a single location where vaccines are viewed, documented, and/or administered to patients.
- Facilities can be healthcare clinics, pharmacies, hospitals, mass vaccination sites, local health departments, schools, etc. There are thousands of facilities in the WAIS.
- Vaccination records should be submitted to the WAIS at the facility level.
- Some facilities can only view data in the WAIS, depending on their organizations Information Sharing Agreement (ISA).
- If vaccine inventory is managed in the WAIS, such as with immunization products ordered from the Vaccines for Children (VFC) program, it is done at the facility level.

# Organization and Facility Structure in the IIS

**Organizations can have 1 or multiple facilities**



**\*Organizations may have many facilities, however, each facility can only be associated with one organization**

# Organization and Facility Structure: IIS User Accounts

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## Account Access Levels

### Facility Level

- Gives user access to one facility
- Best for users that only work in one location

### Organization Level

- Users can access all facilities within an organization
- Best for people that float between or assist users in multiple facilities





# Organization and Facility Structure: IIS User Accounts

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## Account Types

### Client Accounts

- For users that will be adding or editing patient records
- Organization must have an exchange type of information sharing agreement

### View Accounts

- For users that will only be viewing records and reports
- For organizations with a view only type of information sharing agreement

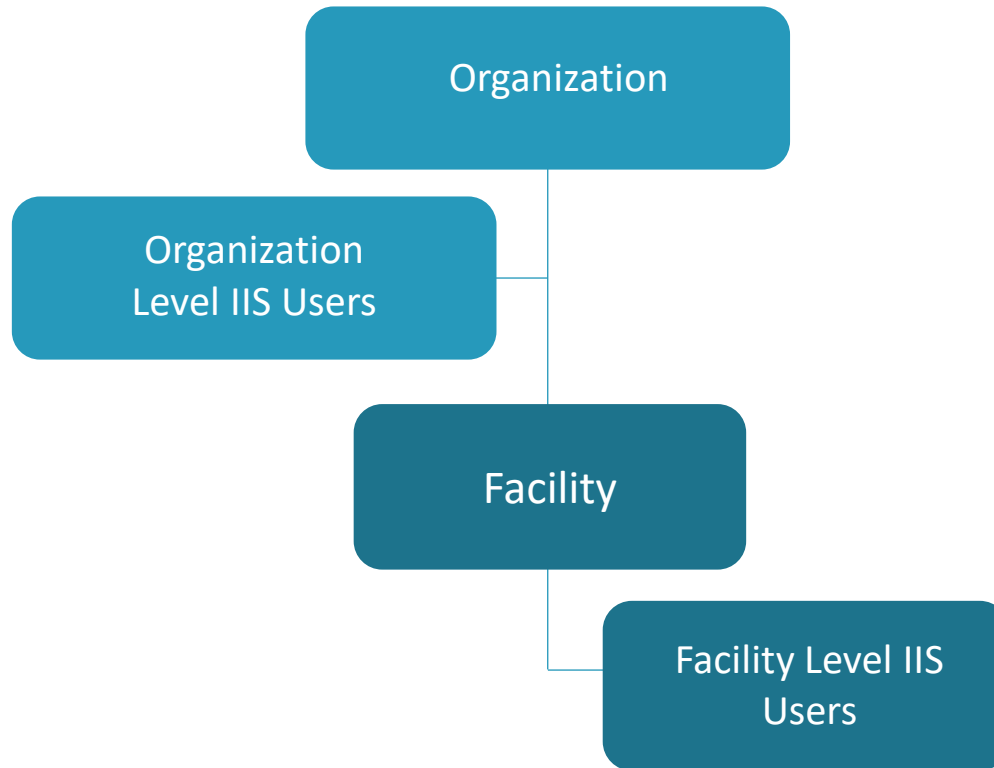
## Secure Access Washington ([SAW](#))

In addition to a WAIS account, all authorized users need a SAW account to log into the registry.

# Organization and Facility Structure: IIS User Accounts

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- IIS users can have access to 1 facility under an organization **or** multiple facilities under an organization



# Organization and Facility Structure: IIS User Accounts

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## User Account Permissions

### System Administrator

- Lead or manager of an organization or facility that is designated to manage IIS user accounts
- Responsible for adding and editing user accounts for their organization and/or facility
- Adds or removes user permissions based on staff's role
- Verifies employment and inactivates accounts for staff that no longer need access
- Applies permissions to assigned user accounts
- [IIS System Administrator Reference Guide](#)

### WAIS User Account Help

- If your clinic does not have an IIS System Administrator, contact [WAISHelpDesk@doh.wa.gov](mailto:WAISHelpDesk@doh.wa.gov) for help with your account.

# Organization Settings

## Organization Settings

- Ensures that every vaccination documented by a user within an organization has the correct VIS publication dates on the record
- Can only be set by an organization client user account with system administration permission
- VIS defaults can be changes as needed

The screenshot displays the 'Vaccine Management Settings' interface. At the top, there is a header 'Vaccine Management Settings' and a sub-header 'Organization VIS Publication Date Defaults' with a 'click to add' link. Below this is a table titled 'Organization VIS Publication Date Defaults Add/Update'. The table has two columns: a label column and a value column. The 'Organization' field is set to '2 - AMAC TEST ORG ( 11002236 )'. The 'Vaccine Description' field is set to '--select--'. The 'Publication Date 1:', 'Publication Date 2:', 'Publication Date 3:', and 'Publication Date 4:' fields are all set to 'mm/dd/yyyy'.

| Organization VIS Publication Date Defaults Add/Update |                                |
|---|--------------------------------|
| <b>Organization:</b>                                  | 2 - AMAC TEST ORG ( 11002236 ) |
| <b>Vaccine Description:</b>                           | --select--                     |
| Publication Date 1:                                   | mm/dd/yyyy                     |
| Publication Date 2:                                   | mm/dd/yyyy                     |
| Publication Date 3:                                   | mm/dd/yyyy                     |
| Publication Date 4:                                   | mm/dd/yyyy                     |

# Facility Settings

## Facility Settings

- Requires special user permissions
- Settings>Facility
- These settings apply to all accounts entering data for the facility

| Facility Settings  |  |                  |           |           |
|--|--|------------------|-----------|-----------|
| <b>Patient Defaults</b> <a href="#">click to update</a>                |  |                  |           |           |
| Primary Care Physician:  | City:  |                  |           |           |
| Facility: APRILTESTFAC   | State:   |                  |           |           |
| Language:  | County/Parish:   |                  |           |           |
| Phone Area Code:   | Zip Code:  |                  |           |           |
| Birth State:   | District/Region:   |                  |           |           |
| Birth Country:   |  |                  |           |           |
| <b>Vaccination Defaults</b> <a href="#">click to update</a>            |  |                  |           |           |
| Vaccinator:  | Facility: APRILTESTFAC   |                  |           |           |
| District/Region:   |  |                  |           |           |
| <b>Anatomical Injection Site Defaults</b> <a href="#">click to add</a> |  |                  |           |           |
| Vaccine/Med Name   | Anatomical Site  | Anatomical Route | Min Age   | Max Age   |
| <b>Lot Defaults</b> <a href="#">Default Lot Numbers</a>                |  |                  |           |           |
| Vaccine/Med Name   | Manufacturer / Lot Number / Facility / Funding Source / Exp Date |                  |           |           |
| <b>VIS Publication Date Defaults</b> <a href="#">click to add</a>      |  |                  |           |           |
| Vaccine/Med Name   | Pub Date1  | Pub Date2        | Pub Date3 | Pub Date4 |
| <b>Vaccine Default Volume</b> <a href="#">click to add</a>             |  |                  |           |           |
| Vaccine/Med Name   | Default Volume   | Unit of Measure  |           |           |

# Personal Settings

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## Personal Settings

- Some available settings are more useful than others and you do not have to set them all
- Will override any Organization VIS settings
- Will override any Facility settings UNLESS you check the box next to 'Use Facility Settings'

**Personal Settings**

Use Facility Settings

- Settings>Personal

**Settings**  
Personal

# Personal Settings

## Personal Settings

Use Facility Settings

### Update Contact Information

|          |              |            |                |
|----------|--------------|------------|----------------|
| Street   | 419 APRIL ST | Work Phone | (360)911-2825  |
| City     | VANCOUVER    | Email      | test@gmail.com |
| State    | WASHINGTON   |            |                |
| Zip Code | 98664        |            |                |
| County   | CLARK        |            |                |

[Update](#)

- + Patient Defaults
- + Vaccination Defaults
- + Anatomical Injection Site Defaults
- + Lot Defaults
- + VIS Publication Date Defaults
- + Vaccine Default Volume
- + User Preferences

# Default Settings

| Vaccination Detail Add        |   |
|-------------------------------|---|
| <b>Vaccine 1:</b>             | RSV, mAb, nirsevimab-alip, 1.0 mL, neonate to 24 months (Beyfortus) |
| <b>Date Administered:</b>     | 12/16/2024  |
| <b>Historical:</b>            | <input type="radio"/> YES <input checked="" type="radio"/> NO       |
| <b>Confidential:</b>          | <input type="radio"/> YES <input checked="" type="radio"/> NO       |
| Manufacturer:                 | SANOPI PASTEUR <a href="#">Click to select</a>                      |
| Lot Number:                   | BEYFORTUS1  |
| Lot Facility:                 | VOSSTESTFAC1  |
| Funding Source:               | PUB   |
| Provider Noted on Record:     |   |
| Lot Noted on Record:          |   |
| Manufacturer Noted on Record: |   |
| Facility:                     | VOSS TEST FACILITY x ▾  |
| Vaccinator:                   | BELLS, JINGLE VOSS TEST FACILITY x ▾                                |
| Anatomical Site:              | Right Thigh x ▾   |
| Anatomical Route:             | Intramuscular x ▾   |
| Dose Size:                    | Full ▾  |
| Volume (CC):                  | 0.5   |
| Unit of Measure:              | Milliliter x ▾  |
| VFC Status:                   | VFC eligible— American Indian/Alaskan Native                        |
| District/Region:              |   |
| VIS Publications Dates:       | 1. 09/25/2023 2. 3. 4.  |
| Date VIS Form Given:          | 12/16/2024  |
| Ordering Provider:            | Select... ▾   |
| Comments:                     |   |



# Helpful Tips

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- ✓ **You can override any defaults settings when entering a vaccination directly in the WAIS.**
- ✓ **Settings only apply when working directly in the WAIS, not to your EMR system.**
- ✓ Who is the IIS System Administrator for my facility/organization?
- ✓ [WAISHelpDesk@doh.wa.gov](mailto:WAISHelpDesk@doh.wa.gov)
  - Inactive user accounts
  - Updates to IIS user account permissions/access level
  - IIS related questions

# IIS Training Resources

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## IIS Training Resources

- [Organization and Facility Structure in the WA IIS](#)
- [Personal, Facility and Organization Settings](#)

Request IIS Training - [Immunization Information System \(IIS\) Training Request Survey](#)

Visit the IIS Training Materials Portal - [www.doh.wa.gov/trainingIIS](http://www.doh.wa.gov/trainingIIS)

Visit the IIS YouTube Channel [here](#)

## IIS Questions & Assistance

Contact the Help Desk

- 1-800-325-5599
- [WAISHelpDesk@doh.wa.gov](mailto:WAISHelpDesk@doh.wa.gov)



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