

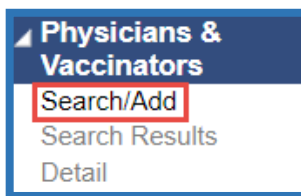
Physicians & Vaccinators in the IIS

Why Add and Manage Physicians & Vaccinators for My Organization or Facility in the IIS?

Managing physicians and vaccinators in the Immunization Information System (IIS) ensures that the vaccinator's name displays on patient immunization records and IIS reports. Each physician and vaccinator set up in the IIS has an assigned **Physician ID** (SIISCLIENT number) that must be used when sending data from an electronic health record (EHR) to the IIS. If the correct ID is sent, the patient's vaccination record will display the correct vaccinator name on the **Vaccination Detail** Screen. Adding physicians and vaccinators also allows their names to appear in the **Vaccinator** and/or **Ordering Provider** drop down menus when manually adding vaccines to a patient's record in the IIS.

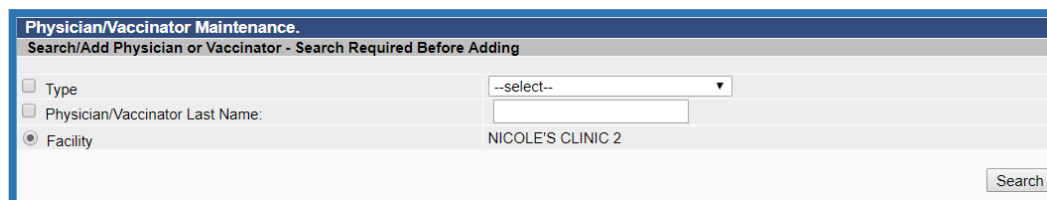
How Can I Locate Physicians & Vaccinators under my Organization/Facility in the IIS?

1. Select **Search/Add** under the **Physicians & Vaccinators** heading in the left navigation menu.



Tip: If you don't see **Physicians & Vaccinators** in your left menu, this means you need to have the **Physician Administration** permission added to your IIS user account. Contact your IIS System Administrator to add this permission.

2. On the **Physician/Vaccinator Maintenance** screen, you may see the option to select a facility or you may be limited to viewing physicians/vaccinators for one facility only (as shown below).
 - a. Select Physicians, Vaccinators, or both in the **Type** drop down box.
 - b. You can search for a specific person by entering their last name or leave this field blank to search all.
 - c. Click **Search**.

A screenshot of the 'Physician/Vaccinator Maintenance' search form. The form title is 'Search/Add Physician or Vaccinator - Search Required Before Adding'. It contains three input fields: 'Type' with a dropdown menu showing '--select--', 'Physician/Vaccinator Last Name:' with a text input field, and 'Facility' with a radio button selected and the text 'NICOLE'S CLINIC 2'. A 'Search' button is located at the bottom right of the form.

3. Physicians and vaccinators from the specified organization or facility will display, sorted alphabetically by last name.
 - a. The **Inactive** column will display a "Y" for any physicians and vaccinators that have been inactivated.
 - b. The **Type** column indicates if the vaccinator is a physician "P", vaccinator "V", or both "B".

Physicians & Vaccinators in the IIS

- Click the arrow button in the left column to view details for a specific person.

Search Results						
Show	50	entries	Search:			
Select	First Name	Middle Name	Last Name	Title	Inactive	Type
-->	VAX		QUEEN	ARNP	Y	B
-->	BEST	EVER	SHOTS	MA		V
-->	NICOLE		TEST			B
-->	USER		TESTTWO			V
-->	GREAT		VAX	MA		B

Showing 1 to 5 of 5 entries

Add

- The **Physician/Vaccinator Maintenance Detail** screen displays the **Physician Id** (SIISCLIENT number), which is the unique ID for that physician/vaccinator. From this screen, you can click the **Edit** button to make edits to the physician's/vaccinator's information or inactivate them if they no longer work at your organization/facility.

Physician/Vaccinator Maintenance [Detail]	
Physician Id:	SIISCLIENT66584
First Name:	BEST
Middle Name:	EVER
Last Name:	SHOTS



Tip: The **Physician ID** ("SIISCLIENT66584" in the above example) must be included in data sent from an EHR in order for the vaccinator name to display in the patient's record and in IIS reports.

How Can I Add a New Physician/Vaccinator?

- Follow the steps above to search for current physicians/vaccinators. If the physician/vaccinator is not listed, click the **Add** button at the bottom of the search results.

Search Results						
Show	50	entries	Search:			
Select	First Name	Middle Name	Last Name	Title	Inactive	Type
-->	VAX		QUEEN	ARNP	Y	B
-->	BEST	EVER	SHOTS	MA		V
-->	NICOLE		TEST			B
-->	USER		TESTTWO			V
-->	GREAT		VAX	MA		B

Showing 1 to 5 of 5 entries

Add

Physicians & Vaccinators in the IIS

2. Enter the required information, including name and type (physician, vaccinator, or both).
3. Click **Save**. The physician/vaccinator will now show in the **Physicians & Vaccinators** search results.

Physician/Vaccinator Maintenance [Add]

First Name:	Nurse
Middle Name:	
Last Name:	Judy
Title	MA
Specialty	--none--
SSN:	
BOMEX:	
DO:	
Medicaid PIN	
Medicaid Group	
NPI	
Medical License Number:	
Terminal Distributor's License:	
Other Provider Id	
Organization (IRMS):	100034 - IMPROVING COVERAGE ORG
Facility:	NICOLE'S CLINIC 2
Phone Number:	
Phone Number Extension:	
Fax Number:	
Email:	
District/Region:	
Inactive	<input type="checkbox"/>
Automatic Ownership Blocked:	<input type="checkbox"/>
Comments:	
Provider Tax ID	
Type	VACCINATOR

Select a Title to include the physician's/vaccinator's credentials in the IIS.

Cancel Save



Questions? Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov