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.

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”.

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

5. 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.

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?

1. 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.
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.

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