

Physicians and 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 is displayed 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.

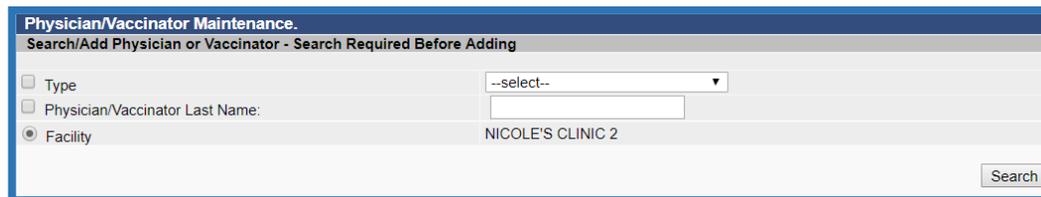
How Can I Locate Physicians & Vaccinators under my Organization/Facility in the IIS?

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

Physicians and Vaccinators in the IIS

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 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.

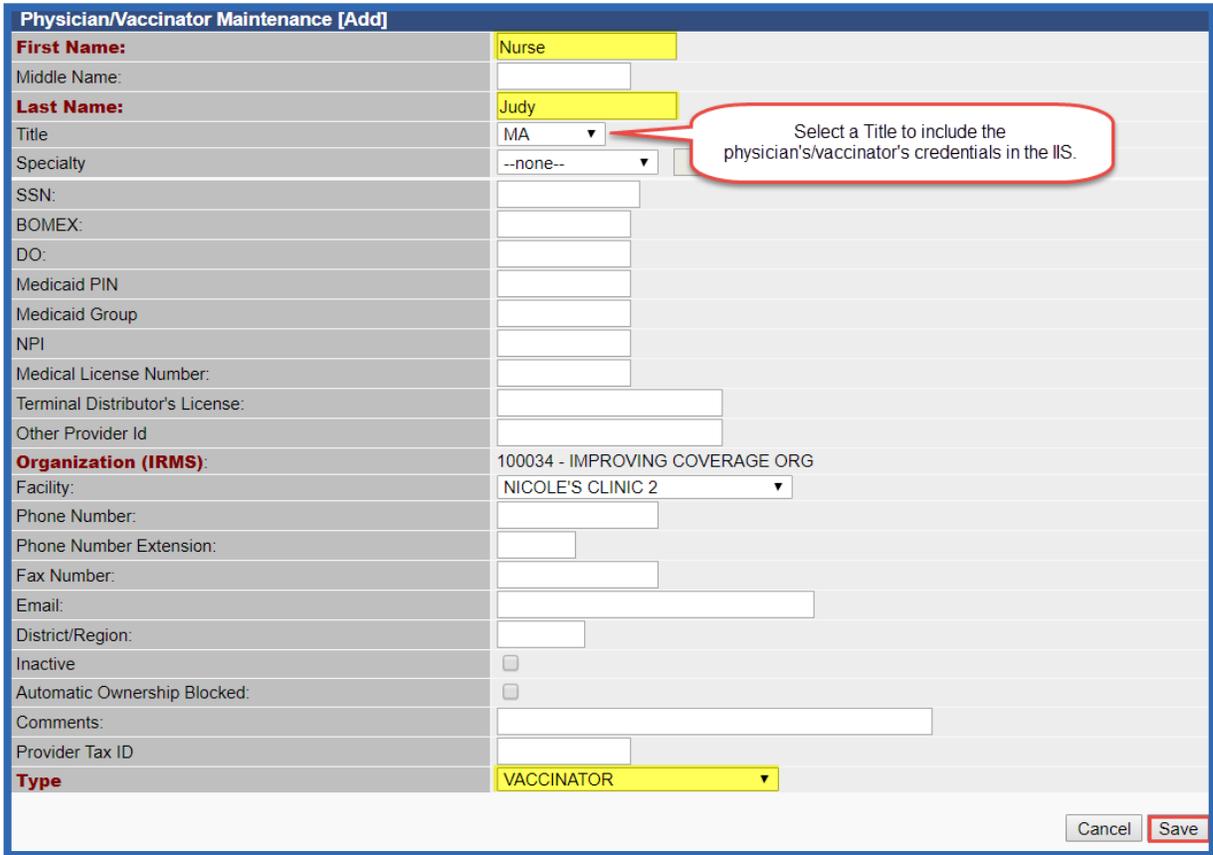
Search Results							
Show 50 entries		Search:					
Select	First Name	Middle Name	Last Name	Title	Inactive	Type	
-->	VAX		QUEEN	ARNP	Y	B	
-->	BEST	EVER	SHOTS	MA		V	
-->	NICOLE		TEST			B	
-->	USER		TESTTWO			V	
-->	GREAT		VAX	MA		B	

Showing 1 to 5 of 5 entries

Add

Physicians and 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:

Automatic Ownership Blocked:

Comments:

Provider Tax ID:

Type: VACCINATOR

Cancel Save

How Can I Inactivate Physicians/Vaccinators?

1. Individual Physicians/Vaccinators can be inactivated by using the box next to inactive on the Physician/Vaccinator Maintenance [Edit] page.
2. IIS users with System Administrator permission may inactivate multiple physicians/vaccinators by selecting **Administration** in the left navigation menu and selecting **Inactivate Multiple Users and/or Physicians & Vaccinators** under User Management.
3. You can limit the search results to include Active or Inactive Physicians/Vaccinators, or both by using the drop-down menu next to **Status**. You can search for a person by name or leave the first name and last name fields empty to search for all physicians/vaccinators under your facility or organization.

Physicians and Vaccinators in the IIS

Inactivate Multiple Users and/or Physicians & Vaccinators

Inactivate Multiple Users and/or Physicians & Vaccinators Menu

IIS Users
 Physicians/Vaccinators
 Do Not Limit

First Name:
 Last Name:

Organization Group:
 Facility Group:

PIN:
 IIS User Type:

Status:

- Use the boxes under Inactivate to change the status of a physician/vaccinator.
- Click **Save Changes**.

Physicians/Vaccinators

Show entries

Search:

Physician/Vaccinator Type	First Name	Last Name	Assigned Organizations/Facilities	Inactivate
PHYSICIAN AND VACCINATOR	AMBER	FRANK	EVO\$\$ TEST ORG / VO\$\$STEFAC1	<input checked="" type="checkbox"/>
PHYSICIAN	ANN	RAINBOW	EVO\$\$ TEST ORG / VO\$\$STEFAC1	<input checked="" type="checkbox"/>
PHYSICIAN AND VACCINATOR	APRIL	DAY	EVO\$\$ TEST ORG / VO\$\$STEFAC1	<input checked="" type="checkbox"/>
VACCINATOR	BERRY	BLUE	EVO\$\$ TEST ORG / VO\$\$STEFAC1	<input type="checkbox"/>

Showing 1 to 4 of 4 entries



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