

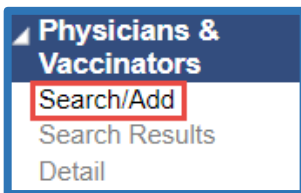
## Adding & Managing Physicians & Vaccinators in the IIS

### 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 HL7 messages. If the correct ID is sent in your HL7 messages, 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 doses to a patient's record in the IIS.

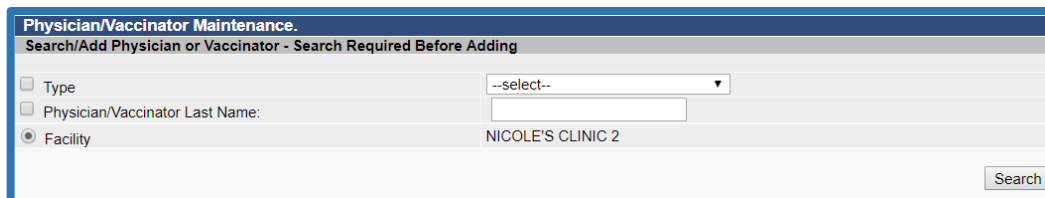
### How Can I Locate the Physicians & Vaccinators under my Organization/Facility in the IIS?

1. Select the **Physicians & Vaccinators** tab from the left navigation menu. Then select **Search/Add**.



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

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 (as shown below).
  - a. You can search for Physicians, Vaccinators, or both a Physician and a Vaccinator in the **Type** drop down box.
  - b. Click **Search**.



3. The report shows all physicians and vaccinators from the specified organization or facility, sorted alphabetically by last name.
4. The **Inactive** column displays physicians and vaccinators that have been inactivated with a "Y".
5. The **Type** column indicates if the vaccinator is a physician "P", vaccinator "V", or

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both “B”.

- Click the arrow → button in the left column to open the **Physician/Vaccinator Maintenance Detail** screen.

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]	
<b>Physician Id:</b>	SIISCLIENT66584
<b>First Name:</b>	BEST
Middle Name:	EVER
<b>Last Name:</b>	SHOTS



**Tip:** The **Physician ID** (SIISCLIENT66584 in the above example) must be used in HL7 messages sent from your 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 steps 1-3 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.

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

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

Physician/Vaccinator Maintenance [Add]	
<b>First Name:</b>	Nurse
Middle Name:	
<b>Last Name:</b>	Judy
Title	MA
Specialty	--none--
SSN:	
BOMEX:	
DO:	
Medicaid PIN	
Medicaid Group	
NPI	
Medical License Number:	
Terminal Distributor's License:	
Other Provider Id	
<b>Organization (IRMS):</b>	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	
<b>Type</b>	VACCINATOR

Cancel Save

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



**Questions?** Contact the IIS Help Desk at 1-800-325-5599 or [WAIISHelpDesk@doh.wa.gov](mailto:WAIISHelpDesk@doh.wa.gov)