



Arkansas WebIZ Application Instructions for School Nurses

The Arkansas WebIZ School Application Web Address is:

<https://adhimmreglive.arkansas.gov/webizlite>

NOTE: Every facility and user, regardless of current registry status, must register for the Arkansas WebIZ system. If you have not enrolled into Arkansas WebIZ and received a username and password, you must go to the Arkansas Department of Health's Arkansas WebIZ website and complete the application form. Once your application is approved, you will receive a username and password to log in to the system. Go to the following website for forms: <http://www.healthy.arkansas.gov/programsServices/infectiousDisease/Immunizations/InformationSystem/Pages/default.aspx>.

TIP: It is recommended that you add the Arkansas WebIZ web address as a Favorite on your computer and/or create a shortcut to Arkansas WebIZ on your desktop so you can easily access the Immunization Registry online.

Arkansas WebIZ Read Only Users: Can view patient immunization records and print immunization certificates

How to log-in to Arkansas WebIZ:

1. Enter the new Arkansas WebIZ URL/website address in your browser.
2. Enter your current Arkansas WebIZ Username and Password. **NOTE:** Username is NOT case sensitive; however, the system will auto-convert to ALL CAPS. The Password **IS** case sensitive.
3. Click the "Log In" button or hit the Enter key on your keyboard. **NOTE:** When you first log-in to the new Arkansas WebIZ application, the system will prompt you to change your password to meet new password criteria. The system will also require you answer six (6) security questions.

TIP: If you forget your password in Arkansas WebIZ, you can click the "Forgot your Password?" link located on the Arkansas WebIZ Log In screen to reset your own password. You **must** have answered your password security questions in order to utilize this feature.



This help icon is located in the upper right hand corner on most screens within Arkansas WebIZ. Click on this icon to get more information about the topics that appear on the screen you are looking at.

Default Provider/Clinic and School District/School

Due to how Arkansas WebIZ is configured, all School Users will have a default Provider and Clinic show up at the top of the Home Screen. Your default Provider should always be "Arkansas School District," and your default Clinic should always be "Arkansas School." Initially, your default School District will also say "Arkansas School District" and your default School will say "Arkansas School."

Note: Your School/Childcare Center/Head Start will NOT be able update the default School District and School with which you are associated. Your Administrator/Principal will need to send an email to the main Arkansas WebIZ email box (ADH.WebIZHelp@Arkansas.Gov) indicating which Arkansas WebIZ users should be associated with the appropriate School/Childcare Center/Head Start. It is possible for Arkansas WebIZ users to be associated with more than one School/Childcare Center/Head Start within the system.

How to search for a patient:

1. Click the "Patients" link located in the left-hand menu. Doing so will navigate you to the Search screen.
2. Enter your search criteria and click the "Search" button. **Tip:** To search by patient name, you must enter at least three letters of the first and last name. Date format is mm/dd/yyyy. The system will add the slashes for you.
3. Once you locate your patient in the search results, click the corresponding circle to select your patient.

IMPORTANT! When you first select your patient in search results (by clicking the circle), you must click one of the gray buttons beneath the search results to navigate to the corresponding module/screen (e.g., Immunizations, Demographics, etc.) before you can use the menu on the left-hand side of your screen to navigate between modules for your patient. Once you have “activated” the patient by using one of the gray buttons on the Search Results screen, you can then use the links in the left-hand menu.

Enrolling a patient as a student in your school district/school:

1. Search for the patient you want to work with and select the radio button for the correct patient.
2. Click the “Education” button located on the Search Results screen.
3. Click “Add School Enrollment” on the Education Screen.
4. Enter enrollment information (Required fields in bold) on the Add Education screen, and click the “Create” or “Update” button to save the record. **TIP:** Double-clicking in date fields will auto-populate today’s date.

Note: Enrolling patients as students in your School District/School will allow you to run Student Roster and Immunization Rates reports. Before using this feature, users should be associated with the appropriate School/Childcare Center/Head Start. Please refer to the Default Provider/Clinic and School District/School section of this document for further information.

How to view/add/edit patient demographics:

Click the “Demographics” link or button to open the Demographics screen for your patient. **TIP:** Fields in bold are required, including Patient Name (first and last), DOB, Gender, VFC Eligibility Status, Primary Contact, and Address. Click the “Update” button to save your information/changes.

How to view a patient’s record:

Click the “Immunizations” link or button once you have selected your patient. You can view/print the patient’s record on the Immunizations Home Screen, as well as view recommended vaccines and immunization details for the patient.

How to print a patient’s record:

There are several places in the Arkansas WebIZ application from which you can print a patient’s record. Links to immunization records and certificates are located on the following screens:

- Search Results Screen (located at the top and bottom of the screen)
- Demographics screen (located at the top and bottom of the screen)
- Immunizations Home screen (located at the top and bottom of the screen)
- Reports/Forms screen (located at the top of the screen)

To print a patient record, do the following: At the top of the screen, you will see a list of immunization documents that can be printed (i.e. Official Immunization Record). Click on the link of the form that you wish to print. The Arkansas WebIZ application will generate the document in a PDF format, which can either be printed or saved to your computer.

For further questions and information on additional Arkansas WebIZ School User training, please contact your Arkansas WebIZ Coordinator or Arkansas WebIZ User Support Line at 1-800-574-4040, Option #1. Additional training materials can be found on our website.