



Arkansas WebIZ

Getting Started: A Quick Guide to the Main Application

The Arkansas WebIZ Main Application Web Address is:

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

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.

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.

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.

Registering a patient to your provider/clinic:

In Arkansas WebIZ, a patient is automatically registered to the provider that administered their last vaccination unless that provider has chosen to not "take ownership" of the patient within the Arkansas WebIZ application. There are several places in the system where you can manually choose to take ownership of the patient, as well as places where you can choose to NOT take ownership of that patient:

1. To take ownership of a patient: From the Immunizations home screen, click on the "Add History" button and check the box next to "Take ownership of patient." Checking this box will allow you to enter historical immunizations for the patient and set your clinic as their default clinic within the Arkansas WebIZ system.

2. To NOT take ownership of a patient: From the Immunizations Home Screen, click on the “Add Vaccines” button and check the box next to “Do not set this clinic as the ‘default clinic’ for this patient.” Checking this box will allow you to administer vaccines to the patient without taking ownership of them.

You can also un-register a patient from your clinic on the Demographics screen or on the Programs screen by:

1. From the Patient Demographics screen, complete the Inactive Reason and Inactive Date under the Immunization Program Status section, and hit the “Update” button to save the record.
2. From the Patient Programs screen, click “view” for the Immunization Program. Complete the Close Date and Close Reason, and hit the “Update” button to save the record.

How to add a new patient:

1. Click the “New Patient” button located on the Search Results screen. **Note:** You must search for your patient, and click the “Search” button, before adding a new patient into the Arkansas WebIZ System.
2. Enter patient information (required fields are in bold) on the Add New Patients screen.
3. Click the “Create” button. **Note:** If the system displays any possible patient duplicates on the screen, check to see if your patient is one of the possible duplicates. If not, click “Proceed with Create” to save the new patient record. You will be brought to the Demographics screen.

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.

Important! If you see this icon,  it indicates the corresponding immunization was added into Arkansas WebIZ but not recorded as being administered. (See Add and Administer New Immunizations below).

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 module (located in the Patient Report Group)

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.

How to add immunizations for your patient:

- **Add Historical Immunizations:**
 1. Click the “Add History” button located on the Immunizations Home Screen.
 2. Select the past vaccination clinic. **Tip:** Choose “Patient Record” if you do not know the past vaccination clinic or if the clinic is not in the dropdown.
 3. Enter the vaccination date corresponding to the appropriate vaccine.
 4. Click the “Add” button to save your information.
- **Add and Administer New Immunizations**
 1. Click the “Add Vaccines” button located on the Immunizations Home Screen.
 2. Enter the required Information. **Note:** You can document vaccine refusal on this screen.

3. Click the “Create and Administer” button to administer the vaccine(s) and complete the two-step process. You will be navigated to the Administer Vaccines Screen. **Note:** If you click the “Create” button, you will have added the vaccine information but not officially recorded the vaccine(s) as having been given/administered.
4. Enter the required information (i.e. inventory) and click the “Update” button to save the record. **Note:** you must enter your inventory in order to administer new immunizations. The Arkansas WebIZ system will automatically delete un-administered vaccines after a sufficient amount of time.

For further questions, please contact your Arkansas WebIZ Coordinator or the Arkansas WebIZ User Support live at 1-800-574-4040 option #1. Additional Arkansas WebIZ training materials and Quick Guides are available on our website.