

## Washington State Immunization Information System Quick Reference <u>www.waiis.wa.gov</u>



## **Childhood Vaccine Program – View Online Provider Agreements**

LHJs search, view, and add comments to provider agreements in the system using the Provider Agreement function.

## Instructions:

 Using the Navigation Menu, click on the Orders/Transfers Menu Heading and click Provider Agreement on the menu to access the Provider Agreements Search Screen.

LHJs only see agreements for the providers within their jurisdiction.

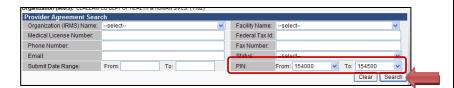
- To see all the agreements for all providers in your jurisdiction, click the Search button.
- 3) To see all the agreements for a single provider, select the provider in the Facility Name drop down box;

OR

Select the provider's PIN in both the **From** and **To** drop down boxes. Then click the **Search** button.



<u>To see a range of PINs</u>, select the first PIN to be included using the **From** drop down box and select the last PIN to be included using the **To** drop down box. Then click the **Search** button.



TIP: <u>Always</u> select a value in both the From and To fields to improve your search results.

Reduce the number of agreements in the Search Results by refining your search.

- <u>Select a **Status**</u>: Selecting a status returns only the agreements with the selected status.
- <u>Select a Submit Date Range</u>: Selecting a date range returns only the agreements submitted within the selected date range.



4) Agreements matching the selected search criteria display under Provider Search Results. Results are listed in alphabetical order by Facility Name.

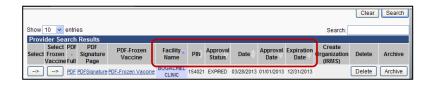




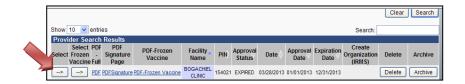
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**5)** To sort the agreements, use the arrows in the column headers.



6) To open an agreement, click the **Select** button.



**7)** Review the agreement by paging through the screens using the navigation buttons at the bottom of each screen.



 To add a comment to an agreement, click the Add Comments and Submit button.



9) On the *Provider Agreement Approval Screen* enter your comments in the **Approver Comments** text box. Then click the **Submit to State** button.



NOTE: Comments in the upper *Internal Use Only* box can only be seen by local health and state staff. Comments in the lower box can be seen by anyone with access to the agreement (e.g. provider, local health staff, and state staff). Enter only business appropriate comments.

**10)** To export provider agreement data for your jurisdiction, use the **Export** buttons on the *Provider Agreement Search Screen*. Data for all the agreements included in the search results will be exported.



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Need help with provider agreements or have questions about the WA Childhood Vaccine Program? Contact your Local Health Jurisdiction Need technical assistance with provider agreements? Contact the Childhood Vaccine Program at 1-866-397-0337