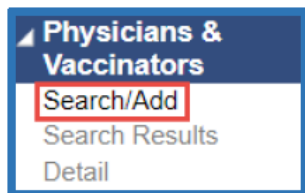## Adding and Managing Physicians and Vaccinators

### Why Add and Manage Physicians & Vaccinators for My Organization or Facility in CHIRP?

Managing physicians and vaccinators in CHIRP ensures that the vaccinator's name displays on patient immunization records and CHIRP reports. Each physician and vaccinator set up in CHIRP 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 CHIRP.

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

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



**Tip:** If you do not see **Physicians & Vaccinators** in your left menu, this means you need to have a permission **called Physician Administrator** added to your CHIRP user account. Contact CHIRP for assistance with adding 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 (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 both "B".

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

**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

7.  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 example above) must be used in HL7 messages sent from your EMR 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?

1.  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.

**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

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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] | |
|---|---|
| **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 ▼ |

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

Cancel    Save

(?) **Questions?** Please Contact the CHIRP Help Desk at 1-888-227-4429 or email chirp@isdh.in.gov

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