

### 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 menu when manually adding doses to a patient's record in the CHIRP.

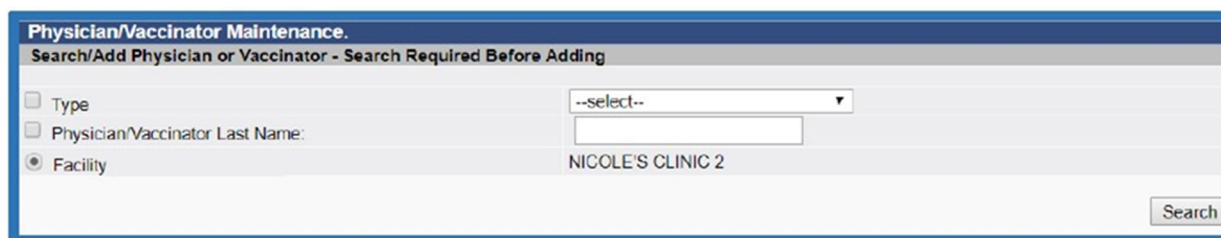
#### How Can I Locate the Physicians & Vaccinators under my Organization/Facility in the CHIRP?

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**.



Physician/Vaccinator Maintenance.  
Search/Add Physician or Vaccinator - Search Required Before Adding

Type      --select--  
 Physician/Vaccinator Last Name:        
 Facility      NICOLE'S CLINIC 2

3. The report shows all the 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 activated 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

- 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 example above) must be used in the 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?

- Follow step 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

- Enter the 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.
- Click Save. The physician/vaccinator will now show in the Physician & Vaccinators search results.



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

**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

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

Cancel Save