



VFC Change of Information

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Version 19.6
January 2020

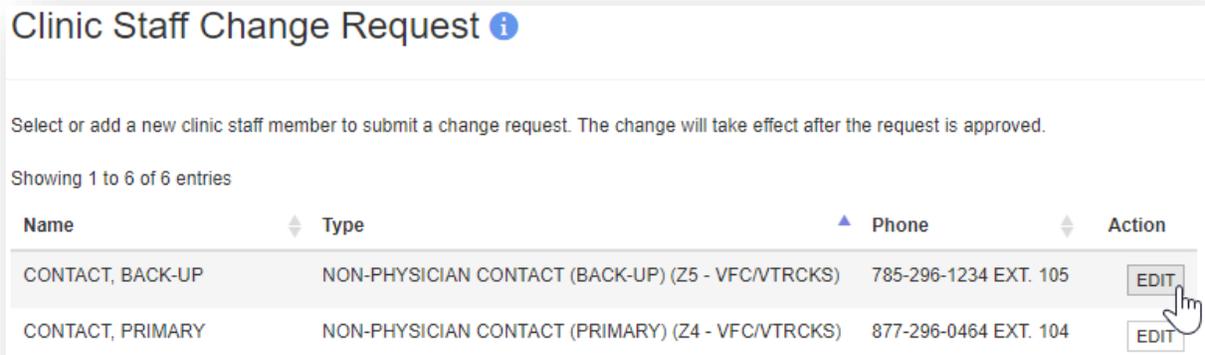
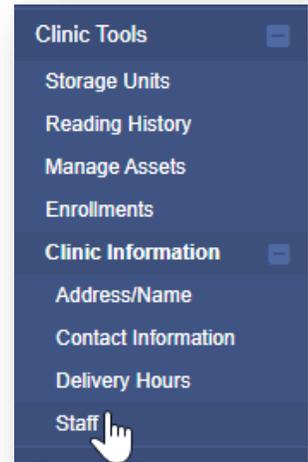


VFC Change of Information

Submitting a Request

The VFC change of information form can only be submitted by a **current VFC contact**. If both the primary and backup contacts are no longer employed by the provider, please notify the KSWebIZ helpdesk at 877-296-0464 or email kdhe.immunizationregistry@ks.gov for further instructions. Only one request can be submitted at a time. If you have submitted the form for approval and wish to make changes the KSWebIZ helpdesk will need to be contacted to reject the current form to allow a new form to be submitted.

1. Begin by visiting the KSWebIZ website:
<https://kanphix.kdhe.state.ks.us>
2. When you arrive at the website, select the link for **KSWebIZ**.
3. Enter your **Username** and **Password**.
4. Select **Login**.
 - For users that have access to **multiple providers**, make sure your **Default Provider/Clinic** on the home screen is set to the provider you are submitting the form for.
 - For providers with a **warehouse** and an **administration clinic**, the **Default Provider/Clinic** on the home screen must be set to the warehouse not the administration clinic.
5. Select the link for **Clinic Tools** on the left-hand menu.
6. Select the link for **Clinic Information** on the left-hand menu.
7. Select the link for **Staff** on the left-hand menu.
8. Select **Edit** at the right side of the contact needing updated.



9. Enter the required fields for the new contacts information:
 - **Contact Type:**
 - NON-PHYSICIAN CONTACT (Z1 - VFC/VTRCKS) - a user that has view only access for inventory and vaccine orders.
 - PHYSICIAN CONTACT (Z2 – VFC/VTRCKS) - a licensed health care provider (MD, DO, NP and PA) at the facility that has prescribing authority.
 - PHYSICIAN SIGNING AGREEMENT (Z3 -VFC/VTRCKS) – the official VFC registered health care provider signing the agreement (must be a practitioner authorized to administer pediatric vaccines under state law) who will also be held accountable for compliance by the entire organization and its VFC providers with the responsible conditions outlined in the provider enrollment agreement.

- NON-PHYSICIAN CONTACT (PRIMARY) (Z4 - VFC/VTRCKS) - the primary user that submits inventory and vaccine orders.
- NON-PHYSICIAN CONTACT (BACK-UP) (Z5 - VFC/VTRCKS) - the backup user that submits inventory and vaccine orders.
- PHYSICIAN CONTACT (PRIMARY) (Z6 - VFC/VTRCKS) - a licensed health care provider (MD, DO, NP and PA) that is the primary user that submits inventory and vaccine orders.
- PHYSICIAN CONTACT (BACK-UP) (Z7 - VFC/VTRCKS) - a licensed health care provider (MD, DO, NP and PA) that is the backup user that submits inventory and vaccine orders.

- ☞ **First Name**
- ☞ **Last Name**
- ☞ **Telephone**
- ☞ **E-mail**
- ☞ **Comments**
- ☞ **Title**

10. Select **Update**, once completed upload your CDC immunization course certificates in the *Training Section*.

12. Select **Add Training**.

13. Select **Vaccine Storage and Handling** or **Vaccines for Children** from the *drop down* menu under *Course Name*.

14. Enter the **date** the course was completed in the *Completion Date* field.

15. Select **Choose File** under *Upload Certificate*.

16. Select the **file** for the certificate. **Note: the file must be in PDF format.*

17. Select **Open**.

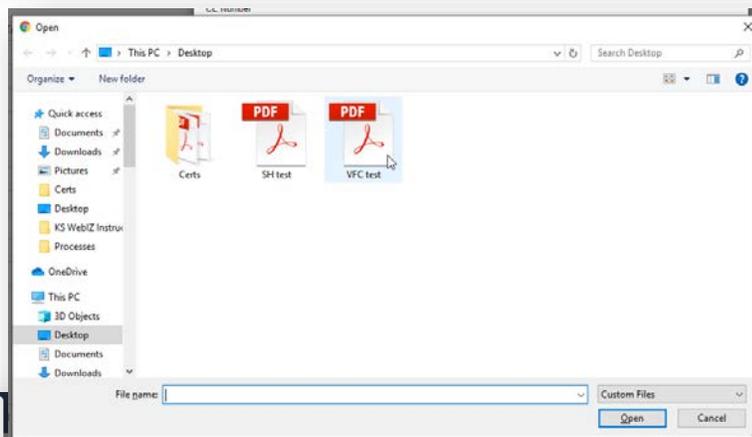
18. Select **Save**.

19. Complete **Steps 12-19** for the second certificate.

Training Section

Course Name	CE Number	Completion Date	Upload Certificate	
VACCINE STORAGE AND HANDLING		04/04/2019	BACKUP SH 2019.PDF	
VACCINES FOR CHILDREN (VFC)		04/04/2019	BACKUP VFC 2019.PDF	

Add Training



Add Training

Course Name
VACCINE STORAGE AND HANDLING

CE Number
[Empty field]

Completion Date
12/31/2019

Upload Certificate
CHOOSE FILE

Cancel Save



Once approved or denied a notification will appear at the top right-hand corner of the screen in the bell icon drop down menu.

Reviewing a Previous Request

1. Begin by visiting the KSWebIZ website: <https://kanphix.kdhe.state.ks.us>
2. When you arrive at the website, select the link for **KSWebIZ**.
3. Enter your **Username** and **Password**.
4. Select **Login**.
 - For users that have access to **multiple providers**, make sure your **Default Provider/Clinic** on the home screen is set to the provider you are submitting the form for.
 - For providers with a **warehouse** and an **administration clinic**, the **Default Provider/Clinic** on the home screen must be set to the warehouse not the administration clinic.
5. Select the link for **Clinic Tools** on the left-hand menu.
6. Select the link for **Clinic Information** on the left-hand menu.
7. Select the link for **Staff** on the left-hand menu.
8. Review the **Status** column under *the Change Request History* section.

Status Definitions:

 - **Completed** – the form submitted has been approved and updated.
 - **Denied** – the form submitted was rejected and contact was made to follow-up explaining why. Resubmit will need to be selected to update changes.
 - **Pending** – the form has been submitted but is still being processed or waiting on additional information.

Resubmitting a Denied Request

1. Begin by following the **Reviewing a Previous Request** instructions above.
2. Select the **Resubmit** button next to the *denied status*.
3. Update the required fields for the new contacts information:



Submitted On	Name	Clinic	Status	Action
08/25/2017	USER, PRIMARY	KANSAS DIRECT ENTRY TEST CLINIC	COMPLETED	COMMENTS
08/25/2017	USER, BACKUP	KANSAS DIRECT ENTRY TEST CLINIC	COMPLETED	COMMENTS
08/25/2017	USER, SECONDARY	KANSAS DIRECT ENTRY TEST CLINIC	DENIED	RESUBMIT COMMENTS

➤ **Contact Type:**

- Primary Contact – the primary user that submits inventory and vaccine orders.
- Secondary Contact – a user that has view only access for inventory and vaccine orders.
- Backup Contact – the backup user that submits inventory and vaccine orders.

➤ **First Name**

➤ **Last Name**

➤ **Telephone**

➤ **E-mail**

➤ **Comments**

4. Select **Resubmit**.

Once approved or denied a notification will appear at the top right-hand corner of the screen in the bell icon drop down menu.

CDC Immunization Courses

The *CDC immunization courses* can be accessed at: <https://www.cdc.gov/vaccines/ed/youcalltheshots.html>

The two required *Training Course* are:

1. **Vaccines for Children (VFC)**
2. **Vaccine Storage and Handling.**

Detailed instructions for obtaining a certificate for the immunization courses can be found at:

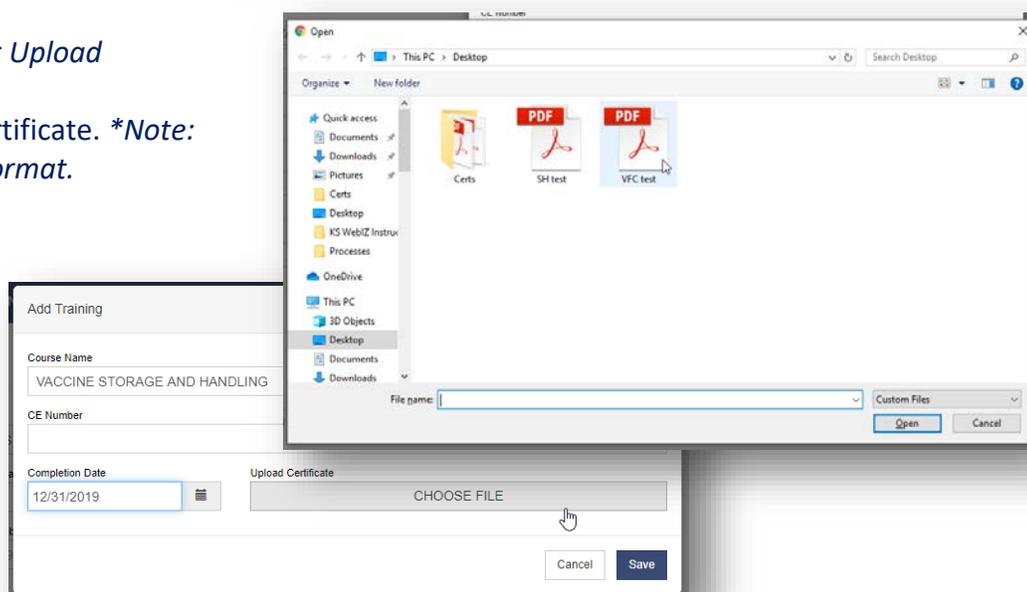
<http://www.cdc.gov/vaccines/ed/ce-credit-how-to.html>

Uploading Training Certificates into KSWebIZ

1. Begin by visiting the KSWebIZ website: <https://kanphix.kdhe.state.ks.us>
2. When you arrive at the website, select the link for **KSWebIZ**.
3. Enter your **Username** and **Password**.
4. Select **Login**.
 - For users that have access to **multiple providers**, make sure your **Default Provider/Clinic** on the home screen is set to the provider you are submitting the form for.
 - For providers with a **warehouse** and an **administration clinic**, the **Default Provider/Clinic** on the home screen must be set to the warehouse not the administration clinic.
5. Select the link for **Clinic Tools** on the left-hand menu.
6. Select the link for **Clinic Information** on the left-hand menu.
7. Select the link for **Staff** on the left-hand menu.
8. Select the **Edit** action for the contact needed updated.
9. Select **Add Training**.
10. Select **Vaccine Storage and Handling** or **Vaccines for Children** from the *drop down* menu under *Course Name*.
11. Enter the **date** the course was completed in the *Completion Date* field.
12. Select **Choose File** under *Upload Certificate*.
13. Select the **file** for the certificate. **Note: the file must be in PDF format.*
14. Select **Open**.
15. Select **Save**.
16. Complete **Steps 9-15** for the second certificate.

Training Section

Course Name	CE Number	Completion Date	Upload Certificate	Add Training
VACCINE STORAGE AND HANDLING		04/04/2019	BACKUP SH 2019.PDF	
VACCINES FOR CHILDREN (VFC)		04/04/2019	BACKUP VFC 2019.PDF	



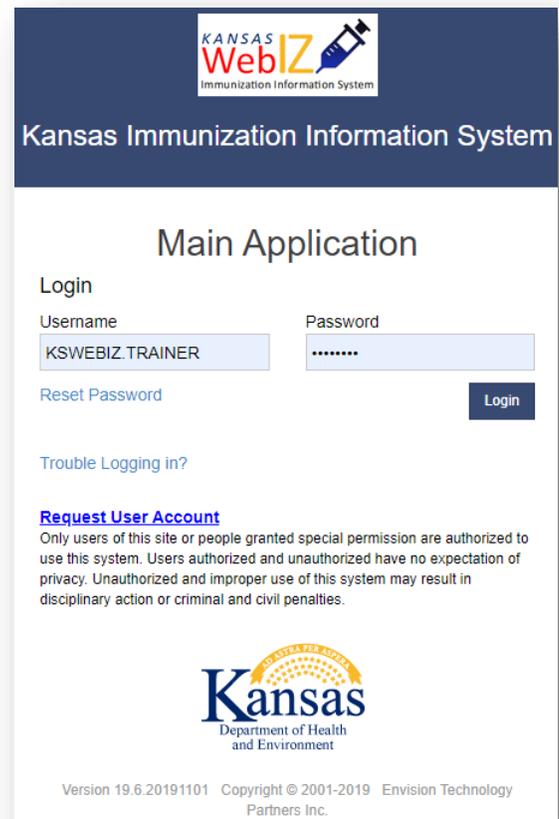
Registering for Access to KSWebIZ

1. Enter the website: <https://kanphix.kdhe.state.ks.us/> into the *browser*.
2. Once you see the *Welcome to KANPHIX* screen, select the corresponding link marked **KSWebIZ** which is located under the blue *Disease Control and Prevention* heading.
3. Select the **Request User Account** link under the *Trouble Logging in?* link.
4. Complete the account registration by completing the following steps:



- **Enter** all required fields for the *contact information*.
 - *Each user is required to have a unique email address that only they will be accessing.
- **Enter** all required fields to identify the
 - *organization information*.
- **Review** and **Accept** the *KSWebIZ User Security and Confidentiality Policy*.
- **Review** and **Accept** the *User Security and Confidentiality Agreement*.
 - *Confidentiality Agreement*.
- Move the **slider** until a *green checkmark* appears to validate the registration.
- Select the **Submit Registration** *button*.

5. A *green message box* will drop down at the *top of the screen* saying **Success Your registration has been submitted**.



Upon registration completion, the submitted registration will be verified and processed by registry staff. KSWebIZ staff asks that you please allow a *minimum of two weeks (10 business days)* to process access.

Following verification and approval, two email notifications will be sent from:

noreply-kswebiz@iisregistry.net.

- The First emails subject is - *KS WebIZ Account Created*. This will be your login username.
- The Second emails subject is - *KS WebIZ Account Information*. This will be your temporary password.

Once all information is received, log in to KSWebIZ by returning to the *Main Application* by following steps *one and two* above and *entering* the **username** and **password** then selecting **Login**.