

Staff Information

Active Inactive

Last Name:				
First Name:		MI:	Initials:	RN/RD:
Address				
Street 1:				
Street 2:				
City:		State:		Zip:
Phone Type	Phone Number	Ext.	Pay Rates (check one):	
			100% NE	
			100% BF	
			Exempt from Time Study	
Email Address(es)				
<input type="checkbox"/> Visually Impaired				

ADMIN Worksheet – Staff Information

MI-WIC Message Board Titles*		
(Record Titles assigned to this Staff member for each Clinic. These Titles are to be added to the Job Description grid on the Staff Information screen)		
<p>*Available Titles: Breastfeeding Coordinator, CPA, Clerk, Clinic Supervisor, Coordinator, EBT Coordinator, Nutrition Education Coordinator, Nutrition Educator, Registered Dietitian, Registered Nurse, State- DIT, State- NPE, State- Other, State-Time Study Reviewer, State- VMO Technician</p>		
User Agencies		<input type="checkbox"/> State Agency
(List all Local Agencies and Clinics which this user will be given access:)		

ADMIN Worksheet – Staff Information

Local Agency User Roles			
(Check all ADMIN and all CLINIC Roles that apply to this user:)			
ADMIN		CLINIC	
<input type="checkbox"/>	Admin Read Only	<input type="checkbox"/>	Appointment Waiting List Manager
<input type="checkbox"/>	Agency/ Clinic Setup	<input type="checkbox"/>	CPA
<input type="checkbox"/>	Appt. Wait List Notification	<input type="checkbox"/>	Centralized Scheduler
<input type="checkbox"/>	BF Coordinator	<input type="checkbox"/>	Class III RD
<input type="checkbox"/>	BP Inventory Maintenance	<input type="checkbox"/>	Clerk
<input type="checkbox"/>	CPA	<input type="checkbox"/>	Compliance Investigator
<input type="checkbox"/>	Date Editor	<input type="checkbox"/>	EBT Card Inventory Manager
<input type="checkbox"/>	LA Role Assignment	<input type="checkbox"/>	Eligibility Validator
<input type="checkbox"/>	Outreach/ Referral Maintenance	<input type="checkbox"/>	Public Health Professional
<input type="checkbox"/>	PF Inventory Control	<input type="checkbox"/>	RD
<input type="checkbox"/>	Scheduling Tasks	<input type="checkbox"/>	State Clinic User
<input type="checkbox"/>	Staff Training	<input type="checkbox"/>	State System Administrator
<input type="checkbox"/>	Time Study Reviewer	<input type="checkbox"/>	Tech
<input type="checkbox"/>		<input type="checkbox"/>	WIC Coordinator