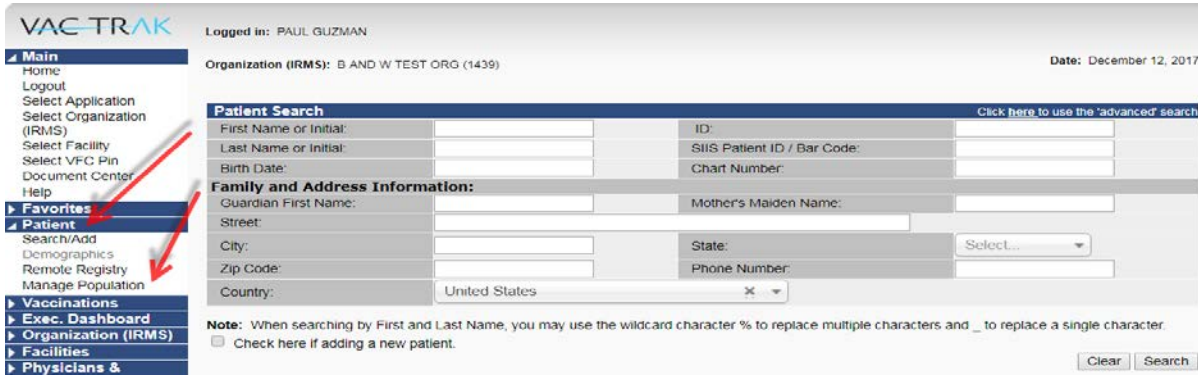


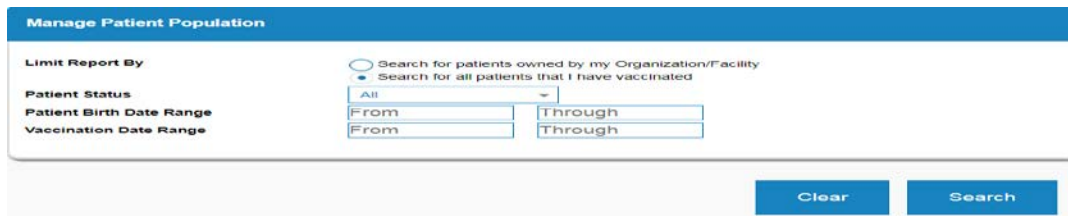
## Manage Patient Population in VacTrAK

Manage Patient Population is a new feature that gives sites the ability to manage patient lists for patients that they “own” or have previously administered vaccines. It can be used to review and update [patient active/inactive status](#) for use in VacTrAK reports, reminder recall and coverage assessments.

After logging into VacTrAK, to manage patients owned by an organization/facility, click the **Patient** > **Manage Population** menu link as shown below.



The Manage Patient Population page opens as shown below.



**Limit Report By** ownership or service:

The ownership and service options work along with the Patient Status filter to determine which patients are displayed in the report. Use the guidelines below to produce the results that best meet your needs:

- For patients currently owned by the Organization/Facility (Active): Select *Search for patients owned by my Organization/Facility* and the Patient Status *Active*
- For all patients ever owned by the Organization/Facility: Select *Search for patients owned by my Organization/Facility* and the Patient Status *All*
- For current patients (Active) that have received service from the Organization/Facility: Select *Search for all patients that I have vaccinated* and the Patient Status *Active*. Note that patients who have received a more recent vaccination from a different organization/facility will not appear in the results
- For all patients that have ever received service from the Organization/Facility: Select *Search for all patients that I have vaccinated* and the Patient Status *All*

Select **Patient Status**: All, Active Inactive, Deceased from Drop Down.



Complete **Patient Birth Date Range** or **Vaccination Date Range**.

Limit the report as needed per the above options and click **Search**.

Once **Search** is clicked, the Patient Population Results appear.

**Patient Population Results**

Show  entries Search:

Patient ID	Patient Name	Patient DOB	Last Vaccination Date	Owning Organization	Owning Facility	Status
<a href="#">2310156</a>	BETTY BOOP	09/01/2010	11/01/2015	B AND W TEST ORG	TEST FAC 2	Active
<a href="#">2380179</a>	COLOR RAINBOW	12/03/2014		B AND W TEST ORG	TEST FAC 2	Active
<a href="#">911079</a>	GOLDIE UNLOCKS	09/02/2010	09/01/2011	B AND W TEST ORG	TEST FAC 2	Active
<a href="#">572878</a>	KERMIT FROG	11/25/1966	09/25/2017	B AND W TEST ORG	TEST FAC 2	Active
<a href="#">112698</a>	RICO SUAVE	09/04/1966		B AND W TEST ORG	TEST FAC 2	Active
<a href="#">467263</a>	SASHA FIERCE	01/04/2005	12/01/2017	B AND W TEST ORG	TEST FAC 2	Active

Showing 1 to 6 of 6 entries ◀ ▶

Change the Patient **Status** by selecting the option(s) of choice from the drop-down list(s) as shown below.

Patient ID	Patient Name	Patient DOB	Last Vaccination Date	Owning Organization	Owning Facility	Status
<a href="#">2310156</a>	BETTY BOOP	09/01/2010	11/01/2015	B AND W TEST ORG	TEST FAC 2	Active
<a href="#">2380179</a>	COLOR RAINBOW	12/03/2014		B AND W TEST ORG	TEST FAC 2	Active

*Note: In the image, the status dropdown for the first row is open, showing options: Active, Inactive, Deceased.*

If changes are made **in error** to the owning organization/facility or status field(s), click the **Reset** button as shown below to reset the changes without saving them.



If changes are made to the owning organization/facility or status fields(s), click the **Save** button as shown below to save the changes.



Once any changes are made to the patient population owning organization/facility or status field(s) and saved, the affected patient records are updated in the system.

If there are any questions please contact VacTrAK support at 907-269-0312 or toll free at 1-866-702-8725 or [email: vactrak@alaska.gov](mailto:vactrak@alaska.gov)