

Manually Modifying Patient Status in VacTrAK

Patient Active/Inactive Status:

Patient Active/Inactive status is a designation for the relationship between patient and provider in VacTrAK for coverage assessments, reminder recall, and reports.

Patients may be considered inactive if they have clearly established another provider, moved from your area/state, have not responded to three communication attempts over a three-month period of time, or are deceased.

Setting a patient status to inactive:

Log into VacTrAK. Search for patient either by Birth Date or SIIS Patient ID.

Patient Search		Click here to use the 'advanced' search	
First Name or Initial:	TEST	ID:	
Last Name or Initial:	PATIENT	SIIS Patient ID / Bar Code:	978468
Birth Date:	06/20/1992	Chart Number:	
Family and Address Information:			
Guardian First Name:		Mother's Maiden Name:	
Street:			
City:		State:	Select...
Zip Code:		Phone Number:	
Country:	United States		

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.

Check here if adding a new patient.

Clear Search

Select the appropriate patient from Patient Search Results and verify Patient Demographics. Select the Edit button on the bottom right.

On the Patient Demographics Edit screen, use the drop down to select Active, Inactive or Deceased. Save.

Patient Demographics Edit			
Status			
Patient Status:	Active		
Patient			
First Name:	TEST	Race:	White
Middle Name:		Ethnicity:	--select--
Last Name:	PATIENT	Language:	--select--
Suffix:	--none--	SSN:	XXX - XX - 9338
Birth Date:	06/20/1992	Medicaid #:	
Birth File #:		Birth Order:	Single Birth
Sex:	MALE	VFC Status:	Ineligible (Private Vaccine)
Mother Maiden Name:		Reminder/Recall Publicity Code	--select--
Military:	<input type="checkbox"/>		

Patient Demographics Edit	
Status	
Patient Status:	Active
Patient	Active
	Inactive
	Deceased
First Name:	

Providers can return a patient to an active status (take ownership) by utilizing one of the following options.

Option 1: Entering an administered vaccine.

Patient Demographic Master View			
Record Info			
SIIS Patient ID:	978468		
Organization (IRMS) Owner:	1439 - B AND W TEST ORG		
Facility Owner:	-		
Entry Date:	11/08/2010 10:01:37 AM	Last Update:	12/19/2017 11:08:15 AM
Status			
Patient Status:	Inactive		

Patient initially is Inactive.

After **entering an administered vaccine**, the Patient Status will automatically update to Active as shown below. Administered vaccines reported by HL7 messages in electronic data exchange will also update automatically, unless the flags for "inactive" or "deceased" are also sent.

Patient Demographic Master View			
Record Info			
SIIS Patient ID:	978468		
Organization (IRMS) Owner:	1439 - B AND W TEST ORG		
Facility Owner:	9728 - TEST FAC 2		
Entry Date:	11/08/2010 10:01:37 AM	Last Update:	12/19/2017 11:09:30 AM
Status			
Patient Status:	Active		

Status updated to Active.

Option 2: Patient Demographics page. Go to Patient Demographics and select Edit. Select Active in the drop down box. Save.

Patient Demographics Edit			
Status			
Patient Status:	Active		
Patient			
First Name:		Race:	White
Middle Name:		Ethnicity:	American Indian
Last Name:	PATIENT	Language:	Black or African American
Suffix:	--none--	SSN:	XXX - XX - 9338
Birth Date:	06/20/1992	Medicaid #:	
Birth File #:		Birth Order:	Single Birth
Sex:	MALE	VFC Status:	VFC Medicaid Eligible
Mother Maiden Name:		Reminder/Recall	--select--
Military:	<input type="checkbox"/>	Publicity Code:	--select--

Option 3: Manage Patient population in VacTrAK. Click here for the: [Manage Patient Population Quick Reference Guide](#)

Utilizing this option will allow authorized users to change a patient's status to **Active**.

VAC-TRAK
Logged in: PAUL GUZMAN
Organization (IRMS): B AND W TEST ORG (1439)
Date: December 12, 2017

Patient Search [Click here to use the "advanced" search](#)

First Name or Initial:		ID:	
Last Name or Initial:		SIIS Patient ID / Bar Code:	
Birth Date:		Chart Number:	

Family and Address Information:

Guardian First Name:		Mother's Maiden Name:	
Street:			
City:		State:	Select...
Zip Code:		Phone Number:	
Country:	United States		

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and _ to replace a single character.
 Check here if adding a new patient.

Clear Search

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).