



Free-Text Lot Number Entry

VacTrAK now allows the free-text entry of lot numbers into patient vaccination records. This facilitates quicker entry of **private** vaccines into VacTrAK without requiring private inventory to be maintained.

NOTE: THE FOLLOWING DOES NOT CONSTITUTE ACCEPTABLE ENTRY OF PUBLIC ADMINSTERED VACCINES INTO VACTRAK. DOSES WILL NOT DECREMENT FROM YOUR INVENTORY.

Step 1: Search for and Select the Patient Record

First, using the Patient Search/Add Page, search for and select a patient record by clicking on the name of the desired patient in the Patient Search Results:

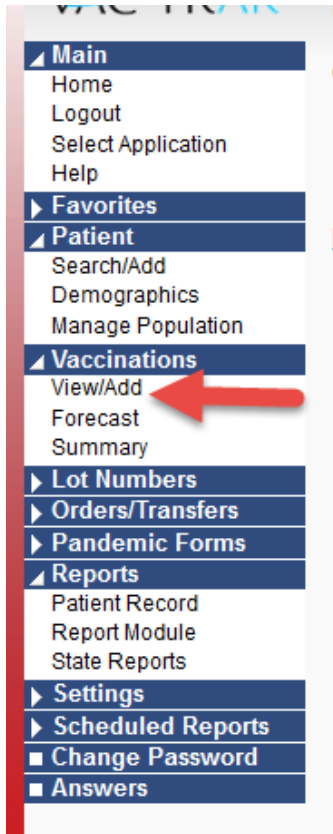
| Patient Search | | Click here to use the 'advanced' search | |
|---------------------------------|--|---|--|
| First Name or Initial: | <input type="text" value="test"/> | ID: | <input type="text"/> |
| Last Name or Initial: | <input type="text" value="test"/> | SIIS Patient ID / Bar Code: | <input type="text"/> |
| Birth Date: | <input type="text" value="06/06/2017"/> | Chart Number: | <input type="text"/> |
| Family and Address Information: | | | |
| Guardian First Name: | <input type="text"/> | Mother's Maiden Name: | <input type="text"/> |
| Street: | <input type="text"/> | | |
| City: | <input type="text"/> | State: | <input type="text" value="Select..."/> |
| Zip Code: | <input type="text"/> | Phone Number: | <input type="text"/> |
| Country: | <input type="text" value="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.

| Patient Search Results | | | | | | |
|-----------------------------|---------------------------------|-----------|---|---------|----------------|---------------|
| Records Found = 1 | | | Search Criteria: Advanced Search - Edit / View Only | | | |
| Show | <input type="text" value="50"/> | entries | Search: <input type="text"/> | | | |
| First Name | Middle Name | Last Name | Birth Date | City | Grd First Name | Grd Last Name |
| TEST | TEST | TEST | 06/06/2017 | WASILLA | | |
| Showing 1 to 1 of 1 entries | | | | | | |

Step 2: Go to Vaccination View/Add Page



Click on the View/Add section under the Vaccinations Tab on the left-hand sidebar

Step 3: Add Administered Vaccine


Add the Date of Vaccination to the View/Add page in the row for the Vaccine you want to document Administration, and click on the Add Administered Button:

The screenshot shows a table with columns for vaccine name, date, and other details. The first row is for 'DTaP-Hep B-IPV (Pediarix®)' with a date of '06/05/2020'. The second row is for 'Hep A, ped/adol, 2 dose'. Below the table, there is a dropdown menu with '--select--' and a red arrow pointing to the 'Add Administered' button, which is circled in red. Other buttons include 'Clear' and 'Add Historicals'.

Step 4: Vaccination Detail Add Page

Select the appropriate Patient VFC Eligibility, click on continue. Finally, add the Lot Number and Manufacturer, as well and any other pertinent information to the Vaccination Detail Add Page, and click on the Save button to save the record in the Patient Profile.

| Vaccination Detail Add | |
|-------------------------------|---|
| Vaccine 1: | DTaP-Hep B-IPV (Pediatrix®) |
| Date Administered: | 06/05/2020 |
| Historical: | <input type="radio"/> YES <input checked="" type="radio"/> NO |
| Provider Noted on Record: | <input type="text"/> |
| Lot Noted on Record: | 12345 |
| Manufacturer Noted on Record: | GSK |
| Manufacturer: | <input type="text"/> Click to select |
| Lot Number: | <input type="text"/> |
| Lot Facility: | <input type="text"/> |
| Funding Source: | <input type="text"/> |
| Facility: | VACTRAK TRAINING FACILITY |
| Vaccinator: | Sele... ▾ |
| Anatomical Site: | Select... ▾ |
| Anatomical Route: | Select... ▾ |
| Dose Size: | Full ▾ |
| Volume (CC): | <input type="text"/> |
| VFC Status: | Patient is not VFC Eligible. |
| Region: | 4 - Anchorage - Mat-Su |
| VIS Publications Dates: | 1. 08/09/2017 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> |
| Date VIS Form Given: | 06/05/2020 |
| Ordering Provider: | Sele... ▾ |
| Comments: | <input type="text"/> |



Support:

If you have any questions or concerns, please contact VacTrAK Support:

VacTrAK Support

Anchorage: 269-0312 | Toll Free: 866-702-8725

Email: vactrak@alaska.gov

Website: <http://dhss.alaska.gov/dph/Epi/iz/Pages/vactrak/default.aspx>