



# VacTrAK Monthly Inventory Assessment



Providers receiving state-supplied vaccine are required to account for each vaccine dose received. Failure to accurately assess and account for state-supplied vaccine may lead to a delay in vaccine orders being filled, disenrollment from receiving future doses, or investigation into fraud.

**Follow these steps to accurately assess and reconcile your vaccine inventory in VacTrAK monthly:**

**1. Submit all administration data to VacTrAK.**

Verify that all administration data has been electronically or manually received in VacTrAK within 14 days of vaccine administration to comply with the State of Alaska Immunization reporting regulation [7 AAC 27.650](#).

Special note for Electronic Data Exchange Clients: Electronic data exchange is a convenience for providers to reduce the data entry workload, but it comes with additional responsibilities for the organization and does not take the place of due diligence to ensure all administered vaccines are reported to VacTrAK.

- a. On a daily or weekly basis and prior to inventory reconciliation, correct and resend errors received by email on the PHC-Hub Error Report.
- b. Run [Correct Decrementing](#) in VacTrAK to correct the patient records and properly decrement inventory. Click on link above for instructions.
- c. If data is not/cannot be electronically received without errors into VacTrAK, manual data entry is required.

**2. Physically count all state-supplied vaccine doses on hand.**

Print the VacTrAK reconciliation page for a complete list of vaccines, lots and expiration dates. Ensure all expired and spoiled doses are pulled from the storage unit.

**3. Reconcile out expired or spoiled doses in the VacTrAK reconciliation page.**

Use the appropriate wastage adjustment reasons (see second page).

**4. Compare the physical count of doses on hand to the VacTrAK reconciliation page. Investigate and appropriately resolve the cause of the discrepancies.**

The physical count and VacTrAK inventory should match **exactly**. If inventory does not match, compare VacTrAK reports to reports from your EHR or vaccination logs to find missing data or doses that did not decrement. Suggested VacTrAK reports:

- a. Vaccines Administered Report- shows all vaccines given during specified date range by vaccine and patient age range.
- b. Patient Detail Report- shows a comprehensive overview of vaccination information including lot, VFC eligibility and whether the dose was decremented from inventory.

Patient Detail Report												
Report Criteria						Report Date: July 6, 2015						
Run By: By Ownership												
Organization (IRMS): 1386 - VACCINESNOW			Facility: All			Vaccine: All			Vaccine: All			
Patients Status: Active patients only			Vaccination Date Range: 03/01/2015 through 05/31/2015			Birth Date Range: All			VFC PIN: 010203			
Patient VFC Eligibility: All			Vaccine VFC Eligibility: All									
Physician: All			Program: All									
Health Plan: All			Zip Code: All									
Race: All			State: All									
Lot Number: All			Patient Borough/Census Area: All									
Region: All			School: All									
High Risk Category: All			Sort Criteria: Last Name									
Publicly Supplied Vaccine: All			Vaccinator: All									
Total Patients Having Vaccines: 1			Total Patients With All Vaccines Deleted:			Deleted vaccinations are shown with a line through them.						
Patient ID	First Name	Middle Name	Last Name	Birthdate	Guardian F.N.	Phone Number	VFC Eligible	Facility				
2128501				03/18/2000			YES					
Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Public Lot	VFC Eligible	Historical	Decrement	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
DTaP/Hep B/IPV	04/10/2015	Full	SKB	2G437	Y	NO	N	Y			04/10/2015	
HPV, quadrivalent	03/05/2015	Full			N	NO	Y	N				
IPV	04/01/2015	Full			N	NO	Y	N				
IPV	05/01/2015	Full			N	NO	Y	N				
Influenza, live intranasal, quadrivalent	05/15/2015	Full			N	NO	N	N			05/15/2015	
MMR	04/10/2015	Full	MSD	J013315	Y	NO	N	Y			04/10/2015	

**5. Reconcile doses that do not match the physical count of doses on hand.**

Use the appropriate adjustment reasons (see second page) in the VacTrAK reconciliation page.

**Contact Epidemiology Vaccine Depot**

Anchorage: 907-341-2202 | Email: [vaccinedepot@alaska.gov](mailto:vaccinedepot@alaska.gov)  
Website: <http://dhss.alaska.gov/dph/Epi/iz/Pages/vactrak/default.aspx>

