Username/Login and Password

- Passwords will expire every 90 days. Once expired, the system will prompt you to change your password.

- If you are an IRMS Client user (access to multiple facilities within your organization), you will be asked to select a facility each time you log in. This step ensures proper allocation of your vaccine inventory.

- For added security please close the browser window after logging out of VacTrAK.

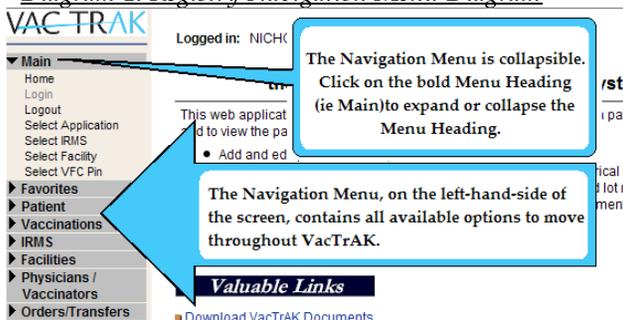*Diagram 1: Registry Navigation Menu Diagram*

Search for a Patient

1. Using the navigation menu click on the **Patient** menu heading.

2. Click on the words **Search/Add.**

3. Enter the search criteria, i.e. patient's name, birth date, etc. (Enter the birth date as a string of numbers: i.e. enter May 8, 2005 as 050805 or 05082005.)

4. Click **Search** or hit the **Enter** key on your keyboard.

5. If the patient appears in the Search Results, click on the arrow button to the left of the patient's name to view the patient's demographic information. (See the *Patient Search Diagram 2* for an example of the *Patient Search* screen.)

6. Check the *Vaccination Quick Reference Guide* for the steps to view a patient's immunization history.

Search Tips

All children born in the state of Alaska are automatically added to the registry via the birth record system. Patients who move to Alaska are easy to add!

First, try searching by:

- Patient's first name, last name, and birth date

Then, if you do not find the patient, try searching by:

- Patient's first initial and the date of birth

- Patient's last name initial and the date of birth

- Patient's first and last names without the date of birth

- **Chart Number** - if the patient's chart number has been entered on the Patient Demographic Page, it is possible to search for the patient by chart number.

If you do not see your patient, redefine the search criteria and conduct another search. *See Adding a New Patient if you cannot locate the patient for whom you are searching.*

Adding a New Patient

Make sure you have used the search tips listed in the center column before adding a new patient to help reduce duplicate records.

1. When using the *Simple Search Page* click the "Check here if adding a new patient" box at the bottom of the Patient Search fields (*circled on Diagram 2*).

2. Enter all of the **required** information (highlighted in red).

3. Click **Search.**

4. A dialog box will appear with one of the following messages:
   - *Before adding, make sure the patient you want to add is not listed in the Patient Search Results.*
   - *This record already exists in the database. An exact match has been found.*

   Click **OK** to close the box.

NOTE: If the system finds an exact match, the system will not allow you to add a new patient record.

5. **If a possible match is found**, select the patient by clicking on the arrow to the left of the patient's name.

6. **If no match is found click Add Patient.** The system will go to the *Patient Demographic* page.

7. Enter patient information into the appropriate fields. (For more information on the different fields, please see *Update/Edit a Patient's Record* and *Editing Guide* on the reverse side).

8. Click **Add Patient** at the bottom of the *Patient Demographic Page* to add the patient to VacTrAK.

Diagram 2: Patient Search Diagram

Duplicate Patient Records

If you identify a duplicate patient record in VacTrAK, click the **Report Duplicates** button at the bottom of the patient search results screen. Follow the steps to report this issue to VacTrAK Support for resolution.

Update/Edit a Patient Record

1. Search for a patient.

2. Select the appropriate patient from the Search Results by clicking the arrow button to the left of the patient's name.

3. On the *Patient Demographic* page (see *Diagram 3*) click the **Edit** button on the bottom.

4. You will be brought to the *Patient Demographic Edit* page. All fields can now be edited.

5. Make modifications in the appropriate fields. (*See Editing Guide*)

6. Click **Save** to keep the changes.

7. To cancel changes, you may click **Cancel** to go back to the previous screen.

Diagram 3: Patient Demographics Page

Patient Demographics			
Patient			
First Name:	MICKEY	Race:	
Middle Name:		Ethnicity:	
Last Name:	MOUSE	Language:	
Suffix:		SSN:	
Birth Date:	07/16/2004	Medicaid:	
Birth File #:		Multiple Birth:	1 of 1
Age:	237 weeks, 54 months, 4 yrs	Military:	
Block Recall:		Recall Attempts:	0
Gender:	MALE	Inactive:	
Mother Maiden Nm:		VFC status:	(eligible)
Primary Address			
Address 1:	222 LONG ISLAND ST	Address 2:	
City:	ANCHORAGE	State:	AK
Zip Code:	99512		
Phone Number:	(907)221-0437		
Country:	United States	Borough/Census Area:	ANCHORAGE
Family & Contact			
Alias			
First Name:		Last Name:	
Secondary Patient Demographics			
Allergies:		Program/Mem.IDs:	
Monthly Income:		Number In Family:	
Association:		High Risk:	
School			
School:			
School Entry Date:			
Primary Insurance			
Health Plan Name:		Medicare ID:	
Health Plan ID:		Enroll Date:	
Medical Home Facility			
Physician:	NURSE, NURSE	Facility:	CLINIC 1
Admission Date:		Region:	
Next Appt. Date:		Chart Number:	*111222
Medicaid Provider #:			
Birth & Death			
Birth Facility:		Date of Death:	
Birth Country:		Birth State:	
Record Info			
SIIS Patient ID:	13533	IRMS Owner:	1026 - TEST PROVIDER
Entry Date:	11/12/2008 02:02:26 PM	Last Update:	11/24/2008 10:04:15 AM

Edit High Risk Categories		Back	Edit

Editing Guide

Note: If you wish to edit any field on the demographic page, the system will not let you submit your changes unless you have supplied data for all the required fields.

- **Inactivate Patients:** To inactivate a patient, click the box marked Inactive. Select the appropriate reason for inactivation from the dropdown menu. The patient will no longer be tied to your organization, thus removing them from Reminder/Recall, CoCASA and other reports.

- **Gender:** Confirm that the patient's gender is marked on the demographic page.

- **Birth Order and Multiple Birth Count:** If the patient is a twin, triplet, etc., enter the number of total births in the Multiple Birth Count field and the patient's birth order in the Birth Order field.

- **Facility and Physician:** If you are a multi-facility or multi-physician office, you may be able to link a patient to a particular facility or physician. Click on the appropriate name from the dropdown menu. This will allow you to run several reports (Reminder/Recall, vaccine totals, CoCASA, etc.) by a facility and/or physician.

- **Chart Number:** In order to search for a patient by chart number, add the patient's chart number in the Chart Number field.

- **Do not take ownership of this record:** If you add information to the demographic page or add vaccinations to a patient record and you do **not** want to change the patient ownership to your clinic, click on the check box next to "Do not take ownership**"** on the bottom of the *Demographic Edit* screen and *Vaccination View/Add* screen.

High Risk Categories

This feature allows the user to select high-risk medical categories appropriate for the patient. These categories make it easier to identify patients who may have special immunization needs.

1. From the *Patient Demographic* page, click the **Edit High Risk Categories** button (on the bottom of the page)**.**

2. The screen will change to the *Patient High Risk Categories* page. There will be two category boxes – Available Categories and Current Categories.

3. To add a high-risk category to the patient's record, highlight the appropriate category name under the Available Categories list by clicking on it. Then click the middle arrow that points to the right to move it to Current Categories**.**

4. To remove a high-risk category, highlight the category name under the Current Categories list by clicking on it. Then click the middle arrow that points to the left to move the category name back to Available Categories**.**

5. A red confirmation message will appear at the top of the window stating "Patient High Risk Categories Successfully Changed."

6. Click the **Back** button to return to the *Patient Demographics* page.

Patient Specific Reports

Patient Record

1. Using the navigation menu click on the **Reports** menu heading.

2. Click on Patient Record**.**

3. On the *Print Patient* page, select the appropriate option for confidential information.

4. Select the type of report you want to run by clicking on the radio button:

   - *Immunization Record Summary* – displays vaccines by family for the routine pediatric vaccines.
   - *All Recorded Vaccinations* – displays all vaccines administered by the exact vaccine name.
   - *Forecast* – displays the vaccines due for the patient using the date range format.

5. Click **Create Report**.

6. Print the report using the web browser print function.

NOTE: All reports are for the last patient viewed.

VFC Profile Report

1. In the **Reports** menu heading, click on the words: **State Reports**.

   - *VFC Provider Profile Report* – displays patient breakdown by age and VFC eligibility for your clinic.

2. Print the report using the web browser print function.