

Note: Only Vaccine Coordinators and Backup Vaccine Coordinators can order vaccine and perform inventory management tasks in VacTrAK. To be designated as a VC or BuVC, have your facility administrator fill out the <u>Request to Add or Modify User Form</u> and submit it to <u>VacTrAK@alaska.gov</u>

How to Submit a Vaccine Order

• Login to https://vactrak.alaska.gov

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VAC TRAK	
⊿ Main Home	Date: November 19, 2020
Login Patient	provider. Any further questions on provider enrollment should be emailed to covid19vaccine@alaska.gov
vaccinations Scheduled Reports Job Queue	AKIIS-Web Login
■ Change Password ■ Answers	Username :
	Password : Forgot Password
	Clear

- Click on **Orders/Transfers**
 - Click on Create/View Orders
 - Click on **Create Order**

VAC TRAK	Logged in: SST	EST USER						
<mark>⊿ Main</mark> Home Logout	Organization/Fa		Date: October 20, 2020					
Help	Current Ord	er/Transfer List						
▶ Favorites	Inbound Or	ders	Dilli					
Patient	Select	Order Number	PIN	Submit Date	Approval Date	S	tatus	
Vaccinations	>	221432	9999	10/02/2020		Pending S	State Approval	
Physicians & Vaccinators	Backordere	d Orders		2.00				
Lot Numbers	Select	Order Nu	mber	PIN	Submit Date	Backo	rder Date	
✓ Orders/Transfers	Denied Orde	ars						
Alerts	Select	Order	Number	PIN	Submit Date	Denial Date		
Create/View Orders								
Search History	Inbound Tra	insfers						
Modify Order Set	Select	Transfer Number	PIN	Submit Date	Sending Or	ganization/Facility	Status	
Cold Storage	0.4							
Provider Agreement	Outbound I	ransfers	DIN	Submit Data	Beasiving Org	mization/Escility	Statua	
Pandemic Forms	Select	Transfer Number	PIN	Submit Date	Receiving Orga	anization/Facility	status	
▶ Reports	>	158301	999997	10/02/2020	SOA EPI DEF	OTRETURNS	Approved	
Settings	Delected Tr	anoforo						
▶ Reminder/Recall	Select T	ransfer Number DIN	Submit Date	Receiving	Organization/Facility	Reject Date	Rejected By Status	
Scheduled Reports	301001 1		Submit Date	Receiving	organization/r denity	Neject Date 1	tejected by Status	
Change Password						Create	Order Vaccine Return	
■ Answers						Crouid		

- If it has been more than 14 days since you have clicked on Submit Monthly Inventory, VacTrAK will route you to your **Reconcile Inventory** page
 - Review the **Quantity on Hand** column and compare to the physical doses stored in your storage unit. If there is a difference, please research and resolve the cause. Examples may include:
 - Not all vaccine administration data has been submitted to VacTrAK
 - Administered doses are caught in Correct Lot Decrementing
 - Wasted, spoiled, or expired doses were not yet reconciled from inventory
 - Click on Submit Monthly Inventory

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• You will then see the Create Order page

VAC TRAK	Logged in: SSTEST U	SER								
⊿ Main	Organization/Facility:	TEST ORGANIZA	TION SITE (14	495) / TEST F/	ACILITY HEAL	TH CLINIC			Dat	e: October 13, 2020
Home	Reconcile Invento	IV								
Logout	Vaccine Lot N	umber Exp (Date Quanti	ity Physical	Adjustmen	nt Cat	egory	Rea	son Fu	ading Inactive Add
Help	COVID-19,		UI Hai	nu mventor	y (+/-)				30	uice Row
Favorites Patient Vaccinations Physicians &	mRNA, LNP-S, PF, 12 30 mcg/0.3 mL dose	3AB 12/31/2	2069 20		0.0	No Catego	ry Required	No Reason Required-	- V F	UB 🗆 🛨
Vaccinators									Print	Reset Save
▶ Lot Numbers	Inventory Last Sub	nitted: 11/29/20	20						Subm	it Monthly Inventory
▲ Orders/Transfers	Public Lots									
Create/View Orders	Private Lot Expired Va	3 coines								
Search History	Expires in 3	30 days or less								
Choose the appro Type in Order Click Subr	priate Order Quantity nit Order	Set								
VAC TRAK	Logged in: SSTEST	USER								
A Main Home	Organization/Facility	: TEST ORGAN	NIZATION S	ITE (1495) /	TEST FACILI	ITY HEALTH C	LINIC		Date	Cotober 20, 2020
Logout	Create Order									
Help	Organization: TE	ST ORGANIZ	ATION SIT	E			First Na	me: TEST VC		
Patient	Phone Number:	CILITY HEAL	TH CLINIC				Last Nar	me: COORDINATOR		
Vaccinations	Phone Extension:						Address	: 101 FIRST ST		
Physicians &	Email:	TESTEMAIL	.@EMAIL.C	COM			City: State:	ANCHORAGE		
Vaccinators							Zip:	99501		
✓ Orders/Transfers	Monday:	09:00	▶ 17:00	0 🗸 -	-select· 🗸	select· 🗸	Tuesday	: 🔽 09:00 🗸 1	7:00 🗸select 🗸	select· 🗸
Alerts	Wednesday:	09:00	▼ 17:00	••	-select· 🗸	select· 🗸	Thursda	y: 🔽 09:00 🗸 1	7:00 Vselect V	-select 🗸
Create/View Orders Search History	Friday:	V 09:00	▶ 17:00	• •	-select· 🗸	select· 🗸				
Modify Order Set Cold Storage	PIN: 9999 Order Date: 10/2 Submitter: SSTE	0/2020 ST USER (SS	TESTUSE	R)			Order St	atus: In Progress		
Provider Agreement	Message to Depo	ti								
Reports	Inventory Last Su	bmitted: 10/1	4/2020							
Settings	Order Set:	ed. 10/02/2020	COVID-	-19 ORDER	SET / Pane	demic		7		
Reminder/Recall	Accountability:		Teens	it the			Last	Date Submitted:	Past D	ue?
Scheduled Reports Change Reserved	Inventory Manager	nent					02/28	3/2021	No	
Answers	VFC Site Visit Foll	aw Up					02/28	3/2021 3/2021	NO	
	Training - Back-up	Vaccine Coord	dinator				02/28	3/2021	No	
	VFC - Other VFC Provider Agre	ement					02/28	3/2021 3/2021	No	
	Training - Vaccine	Coordinator					02/28	3/2021	No	
	Doses Administe	red Report	nventory Tr	ransaction I	Report L	ot Number Su	immary	Edit Temperature		
	Order Frequency: Order Schedule:	Order Ti	ming:							
	Order Details									
	Vaccine	Vaccine Name	Funding Source	Dose Used Las Month	st Physics Invento	al Order ry Quantity	Urgent	Priority Reason	Comments	Accept MDV if first available
	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	Pfizer COVID-19 Vaccine	PAN	0	10	20		select V		
	-							Can	cel Save Order	Submit Order
								Can		

How to Track the Order Status over time

- Click on Create/View Orders
 - Shipped status = Order has been shipped by the manufacturer or distributor and is in transit
 - Click on Select to view order and tracking number



• Copy/paste tracking number into FedEx or UPS website to view shipment in transit (the tracking number in VacTraK is not hyperlinked)

VAC TRAK	Logged in: S	STEST USER	ł								
<mark>⊿ Main</mark> Home	Organization	TEST ORGA	NIZATION SI	FE (1495) / TEST FACILITY H	EALTH CLINIC	c				Date: Novembe	er 19, 2020
Logout	Receive (Order									
Select Organization	Organizatio	n: TEST OF	RGANIZATIO	ON SITE		First Name: TEST V	2				
Select Facility	Facility: TE	ST FACILIT	Y HEALTH	CLINIC		Middle Name:					
Select VFC Pin	Phone Num	ber:				Last Name: COORD	NATOR				
Help	Phone Exte	nsion:				Address: 101 FIRST	ST				
Dashboard	Email: TES	TEMAIL@EI	MAIL.COM			ANCHORAGE, AK 9	9501				
► Favorites	Order Numi	per: 221432				VTrckS Shipping Instructions:					
▶ Patient	PIN: 9999	40/02/2020				Order Status: Snipped					
Vaccinations	Submitter:	10/02/2020				Approver:					
Exec. Dashboard	Receiver:										
Organization	Original Or	der#: 22143	2								
▶ Facilities	Order Set /	Order Type:	COVID-19	ORDER SET / Pandemic							
Physicians &	Order Det	tails	Report I	ot Number Summary							
Vaccinators	Shipped	Receipt	Rejected	Vaccine	Funding	Manufacturer	Lot Number	Expiration	Reas	on for Rejecting	
▶ Lot Numbers	quantity	quantity	quantity	COVID-19 mRNA	oouroo			Duto			
▲ Orders/Transfers	20			LNP-S. PF. 30 mca/0.3	PUB	PFIZER, INC-PFF V	123AB		select		~
Alerts				mL dose							
Create/View Orders	Comments						Tracking #	1Z12345678			
Approved Orders										Cancel	Jacobia
Import VTrckS/McKesson										Cancel	veceive

How to Receive an Order

- After the shipment arrives via FedEx or UPS, unpack and verify the vaccine shipment according to <u>Pfizer's video</u> instructions
 - If there are any problems with the shipment or order, follow the instructions on the box and also email vaccinedepot@alaska.gov
- Login to VacTrAK
 - Click on Create/View Orders
 - Click on Select to open order

VAC TRAK	Logged in: SSTE	STUSER					
4 Main							
Home	Organization/Fac	ility: TEST ORGANIZATION	SITE (1495) / TE	ST FACILITY HEALTH O	LINIC		Date: October 20, 2020
Logout							
Help	Current Orde	er/Transfer List					
Favorites Datient	Select	Order Number	PIN	Submit Date	Approval Date	Sta	tus
Vaccinations	>	221432	9999	10/02/2020		Pending Sta	te Approval
Physicians &	>	221472	9999	11/19/2020	11/19/2020	Ship	ped
Vaccinators	Rechardered	Ordere					
Lot Numbers Orders/Transfers	Select	Order Nu	mber	PIN	Submit Date	Backord	ler Date
Alerts	Desired Orde						
Create/View Orders	Select	rs Order	Number	PIN	Submit Date	D	enial Date
Search History Modify Order Set	1.1	f					
Cold Storage	Select	nsters Transfer Number	PIN	Submit Date	Sending Org	anization/Facility	Status
Provider Agreement							
Pandemic Forms	Outbound In Select	Transfer Number	PIN	Submit Date	Receiving Orga	nization/Facility	Status
Keports Settings	>	158301	999997	10/02/2020	SOA EPI DEP	OT RETURNS	Approved
Reminder/Recall		-					
Scheduled Reports	Rejected Tra Select Tr	nsfers ansfer Number PIN	Submit Date	Receiving	Organization/Facility	Reject Date Re	jected By Status
Change Password					,,		
Answers						Create Or	der Vaccine Return

• Type in the number of **doses** received

• Click Receive

VAC TRAK	Logged in: S	STEST USER	L								
<u>⊿ Main</u> Home	Organization	: TEST ORGA	NIZATION SI	TE (1495) / TEST FACILITY HE	EALTH CLINIC	5				Date: Nove	mber 19, 2020
Logout	Receive	Order									
Select Organization	Organizatio	n: TEST OF	RGANIZATI	ON SITE		First Name: TEST VO	2				
Select Facility	Facility: TE	ST FACILIT	Y HEALTH	CLINIC		Middle Name:					
Select VFC Pin	Phone Num	iber:				Last Name: COORDI	NATOR				
Help	Phone Exte	nsion:				Address: 101 FIRST	ST				
Dashboard	Email: TES	TEMAIL@EI	MAIL.COM			ANCHORAGE, AK 9	9501				
Eavorites	Order Num	ber: 221432				VTrckS Shipping Instructions:					
Patient	PIN: 9999					Order Status: Shipped					
Vaccinations	Order Date: Submitter:	: 10/02/2020	1			Approver:					
Exec. Dashboard	Receiver:			F							
Organization	Original Or	der#: 22143	2								
▶ Facilities	Order Set /	Order Type:	COVID-19	ORDER SET / Pandemic							
Physicians &	Order De	tails									
Vaccinators	Shipped Quantity	Receipt Quantity	Rejected Quantity	Vaccine	Funding Source	Manufacturer	Lot Number	Expiration Date	Rea	ason for Rejecting	J
Lot Numbers				COVID-19, mRNA,							
▲ Orders/Transfers	20	20		LNP-S, PF, 30 mcg/0.3	PUB	PFIZER, INC-PFF V	123AB		select		~
Alerts				mL dose]		
Create/View Orders	Comments					l-odod	Tracking #	1Z12345678			
Approved Orders Import VTrckS/McKesson										Cancel	Receive

- The doses are now populated in the VacTraK Inventory page
 - To view the inventory, click on Lot Numbers
 - Click on **Reconciliation**

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VAC TRAK	Logged in: SSTEST USER										
<mark>⊿ Main</mark> Home	Organization/Fa	Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC									
Logout	Reconcile I	Reconcile Inventory									
Help	Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Fundin	^g Inactive	Add Row
Favorites Patient	COVID-19, mRNA,		42/24/2020							_	
Vaccinations Physicians & Vaccinators	LNP-S, PF, 30 mcg/0.3 mL dose	123AB	12/31/2069	20		0.0	No Category Requirec V	No Reason Required V] PUB		+
Lot Numbers Reconciliation Search/Add	Inventory Las	st Submitted: 1	1/29/2020						Print F Submit Mo	Reset onthly Inve	Save

- If vaccine doses were transferred to you by another enrolled provider, you must fill out a Transfer Form and submit it to <u>vaccinedepot@alaska.gov</u>
 - Immunization Program staff will electronically transfer the doses from the other provider's inventory to your inventory
 - Do not manually add a new lot to your VacTrAK inventory or try to transfer the doses yourself