



VAC TRAK Quick Resource Guide – Vaccinations



Vaccinations View/Add Screen

The *Vaccination View/Add* screen allows you to document and view a patient's vaccination record. This *Quick Reference Guide* will walk you through the vaccine documentation process while explaining some additional features.

NOTE: Depending on your user access and permissions, you may not see or use all of the features described in this guide.

1. Search for the patient. See the *Patient Quick Reference Guide* for more details.
2. After selecting the patient, the system will automatically take you to the *Patient Demographic* page.
3. Using the navigation menu, click on the **Vaccinations** menu heading.
4. Click View/Add.
5. The *Vaccination View/Add* screen will appear (*Diagram 1*).

Diagram 1: Vaccination View/Add Screen

The screenshot shows the 'Vaccination View/Add' screen. At the top, it says '(historicals marked by *, adverse reaction marked by #, unverified historicals marked by →)'. Below that, 'Facility where vaccines documented: HEALTHY KIDS CLINIC'. A date field is set to 05/20/2005. A table lists vaccines and dates:

Vaccine	1	2	3	4	5
DTaP	06/04/2000	08/04/2000	10/04/2000	07/04/2001	04/04/2002
IPV	06/04/2000	08/04/2000	10/04/2000	04/04/2004	
Hep B Ped/Adol - Preserv Free	04/04/2000 *	05/04/2000	10/04/2000		
MMR	04/04/2001	04/04/2004			
Varicella	04/04/2001				
Influenza split, 6-35 mos, preserv free	10/14/2000				
DTaP/Hep B/IPv					
Hep A 2 dose - Ped/Adol					
Hib-PRP-T					
Pneumococcal(PCV7)					
Td (Adult)					

Callouts include: 'Click on any date to see the vaccination details - Lot Number, Vaccinator, Facility, Anatomical Site, VIS Publication Date.' and 'For vaccines not listed in gray "short cut" area, use these dropdown menus to choose the needed vaccine code.'

Add Administered Vaccinations

Administered Vaccines are *all* vaccinations administered within your clinic system (IRMS), regardless of the date. These vaccinations may only be modified, changed or deleted by staff within your clinic system.

1. On the *Vaccination View/Add* screen, enter the date the vaccine was given in the field next to the appropriate vaccine name/code.
2. Once *all* Administered Vaccination dates are entered, click **Add Administered**.
3. The *Vaccination Detail Add* screen will appear (*Diagram 2*).
4. If the lot numbers have been pre-loaded into VacTrAK, you may select the lot number, manufacturer, and lot facility by clicking on "Click to select." Select the correct lot number by clicking on the arrow next to the appropriate lot.
5. If the vaccinator's name has been pre-loaded into VacTrAK, you may enter his/her name by clicking on the dropdown box and selecting the appropriate name.
6. Enter the facility and anatomical site by clicking on the dropdown box and selecting the appropriate site name.
7. Enter the VIS publication date into the date field.

NOTE: See the Personal Settings Quick Reference guide for steps on how to set the default vaccinator, facility, anatomical site, and VIS publication dates.

8. After all the details have been entered and verified, click **Save** at the bottom of the page. The system will go back to the *Vaccination View/Add* screen.

Diagram 2: Vaccination Detail Add Screen

The screenshot shows the 'Vaccination Detail Add' screen. Fields include:

- Vaccine 1:** DTaP
- Date Administered:** 05/20/2005
- Historical:** YES (radio button), NO (radio button)
- Manufacturer:** AVENTIS BEHRING L.L.C. (Click to select)
- Lot Number:** 12345678
- Lot Facility:** HEALTHY KIDS CLINIC
- Publicly Supplied:** Y
- Vaccinator:** SPOCK, MARK MD /HEALTHY KIDS CLINIC
- Facility:** HEALTHY KIDS CLINIC
- Anatomical Site:** Left Thigh Intramuscular
- VFC Status:** Patient is not VFC Eligible.
- District/Region:**
- VIS Publications Dates:** 1. 07/30/2001, 2., 3., 4.
- Date VIS Form Given:** 05/20/2005
- Comments:**

Callouts include: 'To select the Manufacturer, Lot Number, and Lot Facility click on "Click to Select" to select from the pre-loaded inventory list.' and 'Use the dropdown arrows to select the Vaccinator, Facility, & Anatomical Site.'

Add Historical Vaccinations

Historical Vaccines are vaccinations administered by other providers outside your clinic system (IRMS). Historical vaccines include vaccinations given out of state and country. All users with edit access to VacTrAK may modify, change or delete vaccinations marked as historical.

1. From the *Vaccination View/Add* Screen, enter the date the vaccine was given in the field next to the appropriate vaccine name/code.
2. After *all* of the historical dates have been entered, click **Add Historicals**.
3. The system will add the historical data and take you back to the *Vaccination View/Add* screen.

Helpful Tips

1. Quickly Enter Vaccination Dates
To automatically enter the default date (today's date), double click in the date field. To change the default date, enter the date you want in the default date box on the top of Vaccination Date Grid (*as circled in Diagram 1*).
2. Quickly View Vaccination Information To view additional vaccination information click on the vaccination date to go to the *Vaccination Detail* screen (*see Diagram 3 on reverse*).
3. Enter Multiple Immunizations at One Time
 - o Enter all of the dates for *all* of the administered vaccinations before clicking **Add Administered**.
 - o Enter all of the dates for *all* historical records before clicking **Add Historicals**.



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Vaccination Detail

The *Vaccination Detail* screen allows you to view the vaccine’s lot number, vaccinator’s name, facility where the vaccine was given, anatomical site and route, any reported adverse reaction, and the VIS publication date. You may also edit and/or delete a vaccination record via this screen (*see next column for detailed instructions*).

Diagram 3: Vaccination Detail Screen

Vaccination Detail	
Vaccine:	IPV
Date Administered:	06/19/2005
Historical:	No
Confidential:	No
Manufacturer:	GLAXOSMITHKLINE
Lot Number:	123456
Lot Facility:	HEALTHY KIDS CLINIC
Publicly Supplied:	Yes
Vaccinator:	SPOCK, MARK MD
IRMS:	1485 - KRISTINA'S CLINIC
Facility:	HEALTHY KIDS CLINIC
Anatomical Site:	Left Thigh
Anatomical Route:	Subcutaneous
VFC Status:	No
Adverse Reaction:	
Region:	4
Dates of VIS Publications:	12/12/1998
Date VIS Form Given:	06/19/2005
Comments:	

Add/Edit Adverse Reactions

Add Adverse Reaction

VacTrAK allows you to record an adverse reaction to a given vaccination with the **Add Adverse Reaction** button located on the *Vaccination Detail* screen.

1. From the *Vaccination View/Add* screen, click on the date of the vaccination for which an adverse reaction occurred
2. From the *Vaccination Detail* screen, click the **Add Adverse Reaction** button (*Diagram 3*).
3. Select the adverse reaction from the list by clicking in the check box next to the appropriate adverse reaction.
4. Click the **Save** button to save your changes.
5. Click the **Back** button to return to the *Vaccination Detail* screen.

Edit/Delete Vaccination

Information

1. Administered vaccinations can only be edited or deleted by user within the IRMS that originally entered the vaccine record.
2. Historical vaccinations may be edited or deleted by any user with edit privileges in VacTrAK.

*NOTE: If no **Edit Record** or **Delete Record** button appears on the bottom of the Vaccination Detail screen, this shot was recorded as administered by another IRMS. If there is doubt about this vaccination’s validity, please contact the administering facility or VacTrAK Support.*

Steps to **Edit Record**:

1. Click on the date of the vaccination you want to edit.
2. Click **Edit Record** button(*Diagram 3*)
3. Make the appropriate changes in the fields and click **Submit Changes**.

NOTE: To edit the Vaccination Code or Vaccination Date, you must delete the vaccination and then re-enter it. (According to steps below.)

Steps to **Delete Record** :

1. Click on the date of the vaccination you want to delete.
2. Click Delete Record button (*Diagram 3*).
3. Enter Deleting Facility
4. Click **Delete Record**. The system will return to *Vaccination View/Add* screen.

Contraindications, Exemptions, and Precautions

In VacTrAK you can add a contraindication, exemptions, or precautions for a particular vaccine. Use this function to indicate if the patient has a history of chickenpox, or to document refusal to vaccinate for medical or religious reasons. A notification will appear in red at the top of the *Vaccination View/Add* screen for all patients who have a documented contraindication.

1. To view contraindications, exemptions or precautions expand the appropriate heading below the Vaccination Date Grid on the *Vaccination View/Add* screen.
2. To add the contraindications, click on **Clinical Notes** button below the Vaccination Date Grid on the *Vaccination View/Add* screen.
3. Select the facility name from the Facility Where Documented dropdown menu. This may be automatically selected for you if you have facility client access.
4. Select the appropriate vaccine code from the Vaccine dropdown menu. The vaccine codes are listed in alphabetic order.
5. Click on “Select” for the list of contraindications for the vaccine.
6. Select the appropriate contraindication from the drop-down list and click the **Select** button.
7. If the contraindication is permanent (e.g., patient would not receive varicella if they already had chickenpox), click the Permanent checkbox.
8. Click the **Add Clinical Notes** button.
9. Once all of the contraindications are entered, return to the *Vaccination View/Add* page by clicking View/Add under the **Vaccinations** menu heading on the navigation menu on the left-hand side.

NOTE: Only the users of the IRMS that entered the contraindication may delete that contraindication.

Deferrals

The deferral button may be used for vaccine shortages and other situations when deferring a vaccination is necessary.

1. From the *Vaccination View/Add* screen, click on the **Deferrals** button.
2. Select the appropriate vaccine code from the Vaccine dropdown menu .
3. Type in the deferred Dose Number.
4. Select the facility name from the Facility Where Documented dropdown menu.
5. Click the **Save** button.