VAC TRAK

Manually Modifying Patient Status in VacTrAK

Overview of VacTrAK Jurisdictional Patient Status:

Patient status will be maintained at a provider-organization and geographic- jurisdiction level. The Organization and Facility ownership will be retained unchanged. The previous "Patient Status" expanded into three categories: Organization Level, State Level and County Level. The new categories will allow better identification of Alaska's population.

Organization Level – No changes other than renaming the status "level". This is the same as the previous single field "Patient Status" and will display as Inactive, Active, or Deceased based on the patient's vital status or current ownership status to the facility owner or the facility accessing the record.

State Level – New field used to identify patient who do or are most likely to be part of Alaska's current population. Field will be active if the patient's address is listed as in Alaska or if no address is available, if they have one administered immunization given by an Alaska provider. Otherwise, the state field will say "inactive" until new information is available.

County Level – New field used to identify the most likely county level owner. County will defer to either the current patient address or, where unavailable, the county the last administered dose was given. Note that since Alaska does not have counties, these refer to boroughs.

SIIS Patient ID:	2299395		
Organization Owner:	1485 - VACTRAK TRAINING ORGANIZATION		
Facility Owner:	10524 - VACTRAK TRAINING FACILITY		
Entry Date:	12/17/2015	Last Update:	06/05/2020
Patient Status			
State Level:	Active	Organization Level:	Active
County Level:	Active (Matanuska-susitna)		
Patient			
First Name:	TEST	Race:	
Middle Name:	TEST	Ethnicity:	
Last Name:	TEST	Language:	

Patient Active/Inactive Status at the Organizational Level:

Patient Active/Inactive status is a designation for the relationship between patient and provider in VacTrAK for Reminder/Recall and Reports.

Patients may be considered inactive if they have clearly established another provider, moved from your area/state, have not responded to three communication attempts over a three-month period of time, or are deceased. Users have the ability to set a patient to the Inactive status at their site, while patients will be inactivated at the State and County level by VacTrAK Support staff.

Options for Modifying Patient Active/Inactive Status:

Option 1: Enter an Administered Vaccine

1. Follow the steps located in the [Add/Modify/Delete Vaccination Quick Reference Guide](#)
2. This will make a patient Inactive at the Organizational Level Active at your Organization

Option 2: Modification of the Patient Demographics Page

1. Search for and select a patient
2. Select the appropriate patient from Patient Search Results and verify Patient Demographics. Select the Edit button on the bottom right of the Demographics page
3. On the Patient Demographics Edit screen, use the drop down to select Active, Inactive or Deceased. Save the patient record

Option 3: Use the Manage Patient Population Feature

1. Follow the steps located in the [Modify Patient Population Quick Reference Guide](#)
2. This feature will allow you to quickly manage the Patients that are Owned or Active at your Organization

Best Practices for Address Maintenance:

- When accessing patients in VacTrAK, verify the patient's address is present and up to date. Make adjustments as needed.
- If a patient moves to another location and the new address is known, update the patient address.
- If a patient moves out of state and the state is known, clear the previous street address, city, zip. Use the drop down to select the new state and save.
- If a patient moves out of state and state is unknown, clear all previous saved address data (street, city, zip) and use the state drop down to select the –Select—option. This will save as "null".
- Reminder, it is best practice for patients who have moved or gone elsewhere (MOGE) to inactivate the patient at the organizational level so that the patient isn't showing in your active patient population or on reminder/recall output reports.

System "Rules and Logic" Summary:

- State Level will be Active, if patient has:
  - In-state Address marked as Primary Address OR
  - At least 1 vaccine administered by an Instate Provider, in case of no primary address for the patient.
- County Level Status will be Active for the:
  - Borough of Patient's in-state address that is parked as Primary Address OR
  - Boroughs of the most recent vaccine administered by an in-state provider, in the case of primary address for the patient.
- State and County Level Status will be Inactive if the patient has:
  - An out-of-state address marked as Primary Address OR
  - Vaccine administered by an out-of-state provider, in case of no primary address for the patient (no vaccines should be administered by in-state providers).
- State and County Level Status will be Unknown if the patient has:
  - No address and no vaccines administered.
- State and County Level Status will be Deceased if:
  - The patient is marked as Deceased and Organization-Level Status is Deceased.
- For patients with Jurisdictional Status based on vaccines administered, the status will be based on the address of the Organization at the time of vaccine administration
  - Count and State level Status will be the same in all the scenarios except the below:
    - Historical vaccinations will not be considered for Jurisdictional Status calculation
    - If the Patient has no address and has a vaccine administered by an Organization with no address, State and County-Level Status will be marked as Inactive.

Support:

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