



Manually Modifying Patient Status

Overview of VacTrAK Jurisdictional Patient Status

Patient status is maintained at three categories: Organization Level, State Level, and County Level. These categories allow better identification of Alaska’s population.

Organization Level: This field 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. It can be manually modified by providers to reflect the patient’s status more accurately.

State Level: This field is used to identify patients who are most likely to be part of Alaska’s current population. The field will be active if the patient’s address is listed as in Alaska or if no address is available, or 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: Since Alaska does not have counties, this field will identify the most likely borough or census area level owner. County will defer to either the current patient address or, where unavailable, the borough or census area to which the last administered dose was given.

| Record Info | | | |
|--------------------|-------------------------------|--------------------|------------------------|
| SIIS Patient ID | 2391473 | | |
| Organization Owner | 1578 - C TEST MD ORGANIZATION | | |
| Facility Owner | 11463 - TEST C MD FACILITY | | |
| Entry Date | 10/24/2017 07:50:32 PM | Last Update | 06/06/2023 11:12:33 AM |
| Entered By | EAT HL7 | Last Updated By | VACTRAK USER |
| Patient Status | | | |
| State Level | Active | Organization Level | Active |
| County Level | Active (Matanuska-susitna) | | |

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, 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.

Modifying Patient Status & Address

Reminder, it is best practice for patients who have moved or gone elsewhere 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.

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.

| Patient Demographics Edit | | | |
|---------------------------|--------|---------------------|-----------|
| Patient Status | | | |
| State Level | Active | Organization Level | Active |
| County Level | | Active (Matanuska-S | Active |
| Patient | | | |
| First Name | TEST | Race | Multi-rac |
| Middle Name | | Ethnicity | UNKNOWN |
| Last Name | TEST | Language | English |

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. Adjust as needed.

If a patient moves to another location and the new address is known, update the patient's address.

If a patient moves out of state and the state is known, clear the previous street address, city, and zip. Use the drop-down to select the new state, check Valid and Primary, and press the add button.

If a patient moves out of state and the state is unknown, clear all previous saved address data (street, city, zip) and use the state drop-down to select the –Select–, check Valid and Primary, and press the add button. This will save as “null”.

System “Rules and Logic” Summary

State Level will be Active if the 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 were 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.