



Quick Resource Guide – Vaccinations

This Quick Reference Guide will walk you through the vaccine documentation process while explaining some additional features.

Vaccinations View/Add Screen

Depending on your user access and permissions, you may not see or use all 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. Under the Vaccinations tab click View/Add. (Diagram 1)

Diagram 1: Vaccination View/Add Screen

The screenshot shows the 'Vaccination View/Add' interface. At the top, it indicates 'Documented By' and 'Entered By School Nurse'. Below this is a table with columns for vaccine names and dates. The table includes rows for DTaP (InfantID), HPV, Hep A, Hep B, Hib (HBOC), Hib (PRP-OMP), IPV (IPOL®), and Inlu split 6-35 mos pres free. Dates are entered in blue (administered within clinic) or black (from other clinics). A sidebar on the right contains sections for Special Considerations, Contraindications, Exemptions, and Precautions. Buttons for 'Add Administered', 'Clear', and 'Add Historicals' are visible at the bottom.

Add Administered Vaccinations

Dates in blue are vaccinations administered within your clinic system, regardless of the date. These vaccinations may only be modified or deleted by staff within your clinic system. Dates in black are vaccinations from other clinics and cannot be changed.

1. 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.
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.

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

Diagram 2: Vaccination Detail Add Screen

The screenshot shows the 'Vaccination Detail Add' form. It includes fields for Vaccine 1 (influenza, high-dose, quadrivalent), Date Administered (05/18/2023), Historical status (YES/NO), Manufacturer (SANOFI PASTEUR), Lot Number (UJ450AA), Lot Facility, Funding Source (PUB), Provider Noted on Record, Lot Noted on Record, Manufacturer Noted on Record, Facility, Vaccinator, Anatomical Site, Anatomical Route, Dose Size (Full), Volume (CC) (7), VFC Status (VFC Medicaid Eligible), Region (Southwest), VIS Publications Dates (1-4), Date VIS Form Given (05/18/2023), Ordering Provider, and Comments. Buttons for 'Cancel' and 'Save' are at the bottom right.

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 the 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

- 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 the Vaccination Date Grid.
- Quickly View Vaccination Information: To view additional vaccination information click on the vaccination date to go to the Vaccination Detail screen.
- Enter Multiple Immunizations at one time.
 - Enter all the dates for all the administered vaccinations before clicking Add Administered.
 - Enter all the dates for all historical records before clicking Add Historicals.

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:	05/19/2005
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:	05/19/2005
Comments:	

Buttons: Cancel, Edit Record, Delete Record, 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 on 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

- Administered vaccinations can only be edited or deleted by the user within the IRMS that originally entered the vaccine record.
- 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 the 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.

Steps to Delete Record:

1. Click on the date of the vaccination you want to delete.
2. Click the 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 the Clinical Notes button.
3. The Facility Where Documented dropdown menu may be automatically selected for you if you have facility client access. If not, select the appropriate facility.
4. Select the appropriate vaccine code from the Vaccine dropdown menu. These 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., patients would not receive varicella if they already had chickenpox), click the Permanent checkbox.
8. Click the Add Clinical Notes button.
9. Once all 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 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.