



# VAC TRAK



## Add/Modify User Form

Email completed form to [VacTrAK@alaska.gov](mailto:VacTrAK@alaska.gov)

Organization Name:

Facility Name:

PIN:

Request 1:    Add

Modify

Remove

First Name:	Middle Initial:	Last Name:
Credentials:	Phone:	Email:
Select 1 User Type (see 2 <sup>nd</sup> page for user descriptions):		
View Only User	View/Edit User	Private Lot Manager
Vaccine Coordinator		Back-up Vaccine Coordinator

Request 2:    Add

Modify

Remove

First Name:	Middle Initial:	Last Name:
Credentials:	Phone:	Email:
Select 1 User Type (see 2 <sup>nd</sup> page for user descriptions):		
View Only User	View/Edit User	Private Lot Manager
Vaccine Coordinator		Back-up Vaccine Coordinator

I have read the VacTrAK Contract terms, and I am authorizing the above changes to be made on behalf of this organization/facility.

VacTrAK Administrator Name (print):  
(see page 2 for Administrator description)

Date:

VacTrAK Administrator Signature:

Additional Comments:

## Add/Modify User Form Policies

1. An organization must notify VacTrAK Support of staff changes within 3 days of termination of employment or when existing staff no longer require access to VacTrAK.
2. VacTrAK Support is responsible for processing user changes within 10 business days.
3. New users may take the VacTrAK training, either through the [LMS](#), or a web training, which can be scheduled by contacting [VacTrAK@alaska.gov](mailto:VacTrAK@alaska.gov).

## VacTrAK User Roles

**Vaccine Coordinator – limit 1 per facility:** The Vaccine Coordinator is responsible for ordering vaccines and managing vaccine inventory. The AVAP or VFC Program will contact this user to complete required training. The Vaccine Coordinator is not authorized to sign add/modify forms unless they are also the VacTrAK Administrator.

**Back-Up Vaccine Coordinators – limit 3 per facility:** The Back-up Vaccine Coordinators have the same responsibilities and permissions as the Vaccine Coordinator. The AVAP or VFC Program will contact this user to complete required training.

**View Only User:** The user is only able to view patient demographics and immunization records in VacTrAK.

**View/Edit User:** The user is able to view, record, and edit patient demographics and immunization records in VacTrAK. The user does not have inventory management or vaccine ordering capabilities.

**Private Lot Manager:** The user can see everything a View/Edit User can, in addition to managing private inventory. The user is similar to a Vaccine Coordinator but does not have ordering capabilities and is meant for facilities that do not receive publicly funded vaccines.

## Administrators

**VacTrAK Administrator:** The VacTrAK Administrator is responsible for all users associated with their organization and/or facility. The VacTrAK Administrator is designated as Organization Administrator and/or Facility Administrator on the [Healthcare Provider Contract](#).

- **Organization Administrator:** The VacTrAK Administrator at the organization level can sign the add/modify form for the organization and all facilities under the organization.
- **Facility Administrator:** The VacTrAK Administrator at the facility level can sign the add/modify form for their facility only.