



VAC TRAK



Manage Patient Population in VacTrAK

Manage Patient Population is a new feature that gives sites the ability to manage patient lists for patients that they “own” or have previously administered vaccines. It can be used to review and update [patient active/inactive status](#) for use in VacTrAK reports, reminder recall and coverage assessments.

After logging into VacTrAK, to manage patients owned by an organization/facility, click the **Patient** > **Manage Population** menu link as shown below.

The screenshot shows the VacTrAK login interface. On the left is a navigation menu with categories: Main, Favorites, Patient, Vaccinations, Organization, Facilities, and List Numbers. Under the 'Patient' category, 'Manage Population' is circled in red. The main content area shows a 'Patient Search' form with fields for First Name or Initial, Last Name or Initial, Birth Date, WIC ID, SIDS Patient ID / Bar Code, Chart Number, Passport #, and Visa #. Below this is a 'Family and Address Information' section with fields for Guardian First Name, Mother's Maiden Name, Street, City, and State.

The Manage Patient Population page opens as shown below.

The screenshot shows the 'Manage Patient Population' page. It features a blue header with the title. Below the header are several filter sections: 'Limit Report By' with radio buttons for 'Roster', 'Search for patients owned by my Organization/Facility', and 'Search for all patients that I have vaccinated'; 'Organization Level Status' with a dropdown menu set to 'All'; 'Patient Birth Date Range' with 'From' and 'Through' input fields; and 'Vaccination Date Range' with 'From' and 'Through' input fields. At the bottom right are 'Clear' and 'Search' buttons.

Limit Report By ownership or service:

The ownership and service options work along with the Patient Status filter to determine which patients are displayed in the report. Use the guidelines below to produce the results that best meet your needs:

- For patients currently owned by the Organization/Facility (Active): Select *Search for patients owned by my Organization/Facility* and the Patient Status *Active*
- For all patients ever owned by the Organization/Facility: Select *Search for patients owned by my Organization/Facility* and the Patient Status *All*
- For current patients (Active) that have received service from the Organization/Facility:

VacTrAK Support Anchorage: 907-269-0312 | TollFree: 866-702-8725 | Email: vactrak@alaska.gov

Website: <https://health.alaska.gov/dph/Epi/iz/Pages/vactrak/default.aspx>

Select: *Search for all patients that I have vaccinated* and the Patient Status *Active*. Note that patients who have received a more recent vaccination from a different organization/facility will not appear in the results

- For all patients that have ever received service from the Organization/Facility: Select *Search for all patients that I have vaccinated* and the Patient Status *All*

Select **Patient Status**: All, Active Inactive, Deceased from Drop Down.

Complete **Patient Birth Date Range or Vaccination Date Range**.
Limit the report as needed per the above options and click **Search**.

Once **Search** is clicked, the Patient Population Results appear. Change the Patient **Status** by selecting the option(s) of choice from the drop-down list(s) as shown below.

If changes are made **in error** to the owning organization/facility or status field(s), click the **Reset** button to reset the changes without saving them.



If changes are made to the owning organization/facility or status fields(s), click the **Save** button to save the changes.



Once any changes are made to the patient population owning organization/facility or status field(s) and saved, the affected patient records are updated in the system.