

BFHD VacTrack

Vaccine Usage

This document is intended to be read after the 'New User' information packet. For information regarding personal account information and setup, please refer to that guide. It is available at the BFHD VacTrack site at www.bfhd.wa.gov/vactrack

The Vaccine Usage form on BFHD VacTrack is a quick easy way to track all your vaccine usage and request in one place. When you first open the Usage page it looks like this:

Selecting a Vaccine and Interval will bring up the appropriate form with all the data you have collected so far. The Legend helps you track the appropriate age groups that should be receiving a specific vaccine. For our example page, we will select the 'Current' interval of Fluzone 10 dose vials in .5mL presentation.

		<1	1	2	3 to 5	6	7 to 10	11 to 12	13 to 18	19 to 24	25 to 44	45 to 64	65+
Dose 1:	Everyone	0	0	0	0	0	5	5	5	0	0	0	0

Other Usage

Expired:

Expired Comments:

Waste:

Waste Comments:

Usage form data

Inventory at Beginning of Interval	#	139
Distribution Received	+	0
Running Total of Vaccine Used	-	15
Total of Vaccine Wasted or Expired	-	4
Quantity of Trades	+	0
Calculated Quantity On Hand	=	120
Pending Trades: none	+/-	0 / 0
Physical Inventory Count	+/-	<input type="text" value="120"/>
Variance	=	<input type="text" value="0"/>

Variance Note:

Vaccine Ordering Form

Last Interval Request #

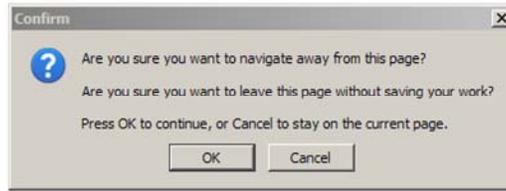
Last Interval Received #

Requested Vaccine X 10 doses per vial = 0

Vaccine Request Note:

The upper section of this form allows you to track the number of immunizations given in each age group. If you need to track more than the first dose of a vaccine given, you can click the 'Add Dose' button and it will insert another line labeled 'Dose 2:'. As many doses as you need can be added to each individual form. As you enter numbers into the appropriate rows and columns, remember that this is an aggregate count. The total number given is what needs to be entered. The form does not track what had been in the form before you changed the number.

Any time a change is made in any section of this form the **‘Save’** button gets a red background reminding you to save your work before leaving the page. If you try to leave the page without saving you will be asked to confirm.



The three boxes at the bottom of the form contain the rest of the data associated with each vaccine and its date interval.

The **‘Other Usage’** contains the fields used to track and explain wasted or expired Vaccine. Remember that this form is tied to a date range for the specific vaccine. Vaccine that expires in a different date range needs to be tracked in that date range and nowhere else. Also note, that any waste or expired vaccine values greater than 0 require you to write an explanation in the **‘Comments’** box below the number.

The **‘Usage form data’** box contains a breakdown of the known assets for the vaccine during the date range. Following the same math used on the **‘Dashboard’**, we show the systems numbers for each of the listed fields. Before **‘Locking’** a vaccines Usage form, make sure to enter the **‘Physical Inventory Count’** value, and enter a note if there is any Variance listed. After you save this form, the numbers will be reflected on you **‘Dashboar’**.

The **‘Vaccine Ordering Form’** is the last box on this page. It gives you important information that will help you determine the number of vaccine you should request. When requesting a vaccine, remember that you must order in increments appropriate to the vaccine. For example: This vaccine comes in 10 dose vials, so if you want 100, be sure to enter the correct number of **‘vials’** into the form. See the image below.

Requested Vaccine X 10 doses per vial = 1000 Should be: Requested Vaccine X 10 doses per vial = 100

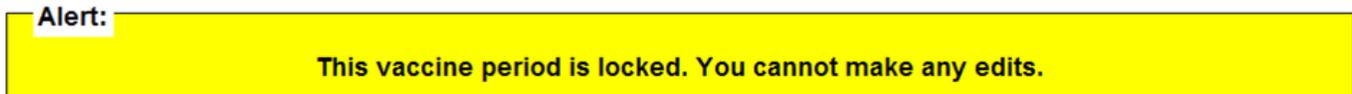
The number to the right of the box indicates the number of doses requested. The number in the box is the number of **‘vials’** or **‘packs’**.

When you click the **‘Save’** button you should see;



at the top of your screen.

After locking a vaccine, the message;



will appear at the top of the form, and you will be unable to edit the contents of the form. To have a vaccine unlocked, you will need to contact BFHD VacTrack staff member.