

# Order Inventory Worksheet

MAY 12, 2020



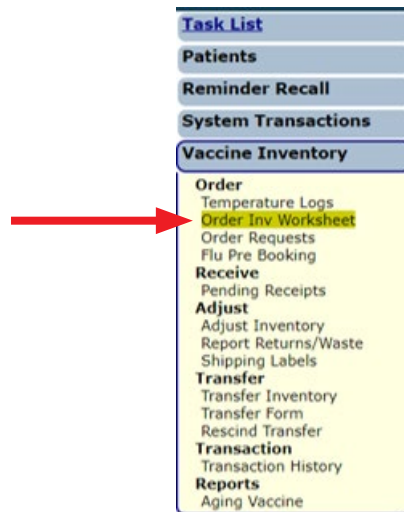
Florida SHOTS gives users the ability to create an **Order Inventory Worksheet** to take a physical count of vaccine on hand and to record doses administered necessary for creating an order request. The worksheet will include vaccines in the inventory, other vaccines which are available to order, plus shots recorded. This guide will give you the step-by-step instructions to create the worksheet.

## STEP 1

Log into Florida SHOTS.

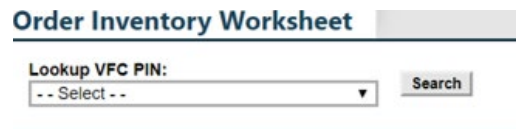
## STEP 2

Select "**Vaccine Inventory**" then "**Order Inv Worksheet**" from the Florida SHOTS menu.



## STEP 3

Select your PIN and click on the "**Search**" button.

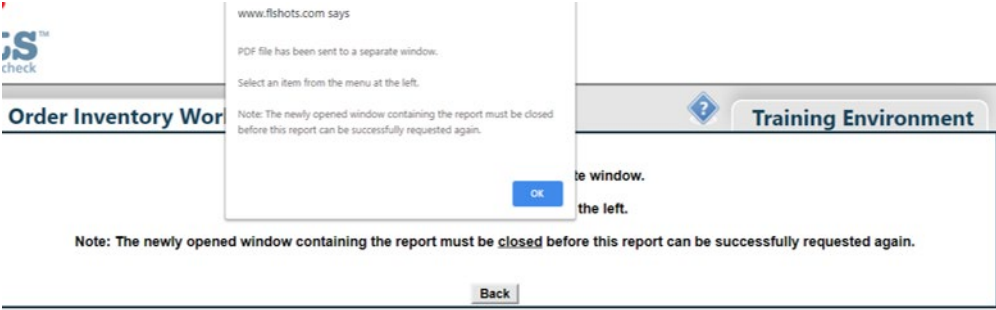


Once the search is completed, you will see the provider information including VFC shipping address and contact. Enter the "**Inventory As-Of-Date**" and click on "**Submit**" button.



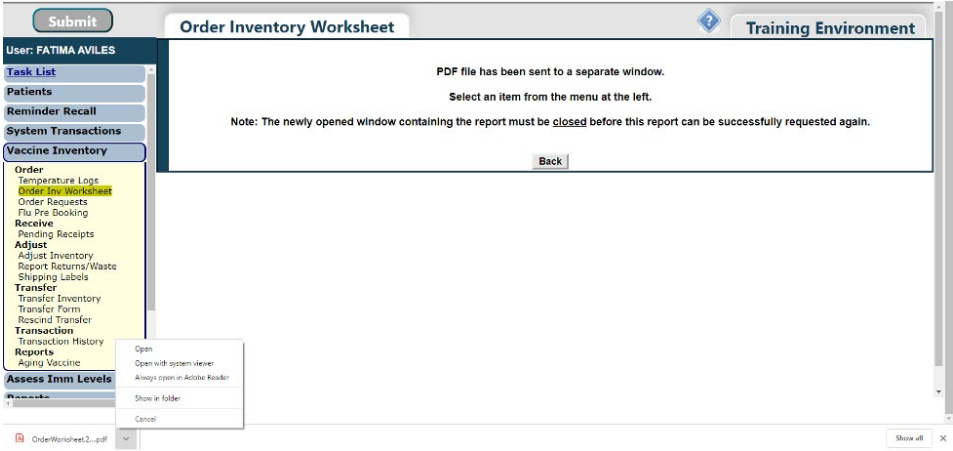
**STEP 4**

Click on the “OK” button appearing on the message box advising the worksheet will open in a separate window as a PDF file to continue.



**STEP 5**

To open the worksheet, select “Open” by clicking from the drop-down arrow located next to the PDF file.



The worksheet will open, and you can proceed to print.

Florida Vaccines for Children (VFC) Program Order Inventory Worksheet												
VFC PIN: 501042		Printed: 02/21/2020 13:11:20										
Name of Physician's Office: BEACH PEDS WEST												
Ship/Delivery Address: 123 SUNSET AVE, WPB, FL 33401												
Admin Period: 06/25/2019 - 02/21/2020 (Usage Pct: 242 days)												
Phone Number: (959)999-9999												
Fax Number: (888)888-8888												
Contact Person: AVILES, FATIMA			Ordering Tier: Monthly; M2			Page 1 of 5						
Vaccine Category: DTaP												
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current Inv	
Daptacel	10 Single Dose Vials	C5321AA	09/20/2020	53	10	0	0	0	0	63	0	
#9281-0286-10	\$ 18.0710	C5366AA	02/07/2020	5	0	0	0	0	0	5	0	
Infanrix	10 Single Dose Vials										0	
#3160-0810-11	\$ 18.6700										0	
Infanrix	10 Single Dose Syringes										0	
#3160-0810-52	\$ 18.6700										0	
Vaccine Category: DTaP/HEP B/IPv												
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current Inv	
Pediaris - Latex Free	10 Single Dose Syringes										0	
#3160-0811-52	\$ 59.0500										0	
Vaccine Category: DTaP/IPv												
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current Inv	
Kivrix	10 Single Dose Vials										0	
#3160-0812-11	\$ 41.3100										0	
Kivrix	10 Single Dose Syringes										0	
#3160-0812-52	\$ 41.3100										0	
Quadacel	10 Single Dose Vials	C5611AA	06/18/2021	20	20	0	0	0	0	40	0	
#9281-0562-10	\$ 40.6670	C5721AA	03/09/2020	7	0	0	0	0	0	7	0	
		C5497AA	07/17/2020	10	0	0	0	0	0	10	0	
Vaccine Category: DTaP/IPv/HiB												

**NOTE:** Vaccines will also appear on the worksheet as they do on the “**Florida SHOTS Order Request – Doses Administered And Inventory Levels**” page if they were recorded as VFC inside the patient record, and if the lot number, expiration date, or manufacturer does not match the current VFC inventory.

Vaccine Categories: Tdap											
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current Inv
Adacel 49281-0400-10	10 Single Dose Vials \$ 31.7500	C5602AA	03/19/2021	0	30		1			29	
		C5577AA	02/20/2021	23			0			23	
							0				
							0				
Adacel 49281-0400-20	5 Single Dose Syringes \$ 31.7500						0				
							0				
Boostrix 88160-0842-11	10 Single Dose Vials \$ 32.2400						0				
							0				
Boostrix 88160-0842-52	10 Single Dose Syringes \$ 32.2400						0				
							0				
Shots Recorded:		HMTY120P	12/15/2021				1			-1	
Tdap		C5602AA	03/19/2021				1			-1	

If you discover any discrepancies, you can go back into the patient record to make corrections. To learn more about editing vaccines within patient records, see our “[Editing Vaccine Records](https://flshotsusers.com/training/training-guides)” guide on <https://flshotsusers.com/training/training-guides>.

### Help Desk

#### Free Technical Support:

877-888-7468 (SHOT)

MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

**Including:**

- Merging duplicate patient records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS materials