

Meningococcal (MCV) Outbreak Response Training Guide

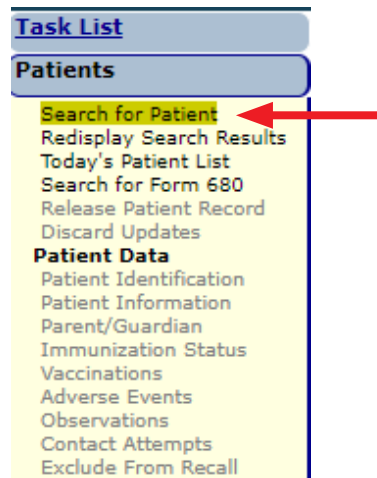


INTRODUCTION

This guide is for providers participating in the Meningococcal (MCV) Outbreak Response. Throughout this guide, you will learn vital information for the MCV outbreak response effort that allows you to record vaccinations, sensitive information, and high-risk conditions on a patient's record.

STEP 1

Log into Florida SHOTS and click **"Search for Patient"** from the drop-down menu of the **Patients** tab.



Fill in the following fields with the last name, first name, and date of birth of the patient. Click the grey **"Search for Patient"** button to search for the record.

Patient Search

Last Name: * <input style="width: 90%;" type="text" value="ADAMS"/>	First Name: * <input style="width: 90%;" type="text" value="CARSON"/>	Date of Birth: * <input style="width: 90%;" type="text" value="12/08/1965"/>
OR		
State ID: <input style="width: 80%;" type="text"/>		
<input style="width: 100%;" type="button" value="Search for Patient"/>		<input style="width: 100%;" type="button" value="Reset Search Fields"/>

* Asterisk indicates a required field

Driver's license barcode scanning

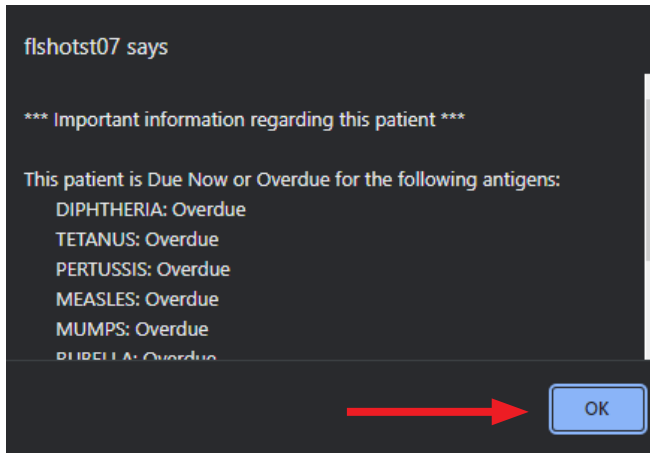
STEP 2

Confirm the information on the screen matches with the information you have for the patient. Click on the name to go into the record.

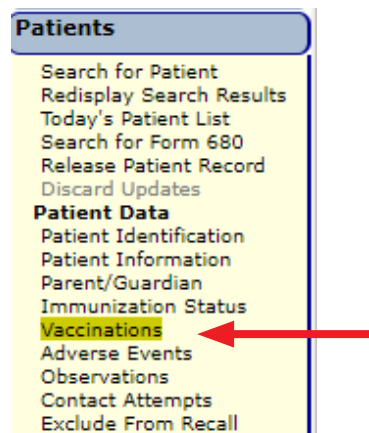
NOTE: If your client does not have an existing record in Florida SHOTS, the system will come back with the message “**No Matching Records Found**” in red. You will need to create a new record for the patient by clicking “**Add New Patient**”, then filling out all required fields inside.

STEP 3

Upon entering the record, you may receive the following pop-up message. This is the system’s way of notifying you the patient is overdue for vaccines. Click “**OK**” to continue.

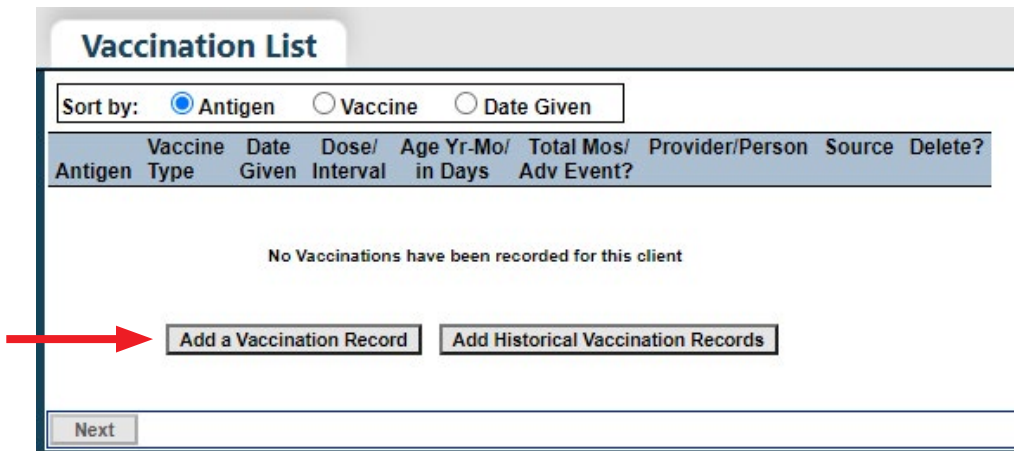


Once inside, refer to the **Patients** tab once more and look for the first subheading Patient Data, then click on “**Vaccinations**” from underneath it.



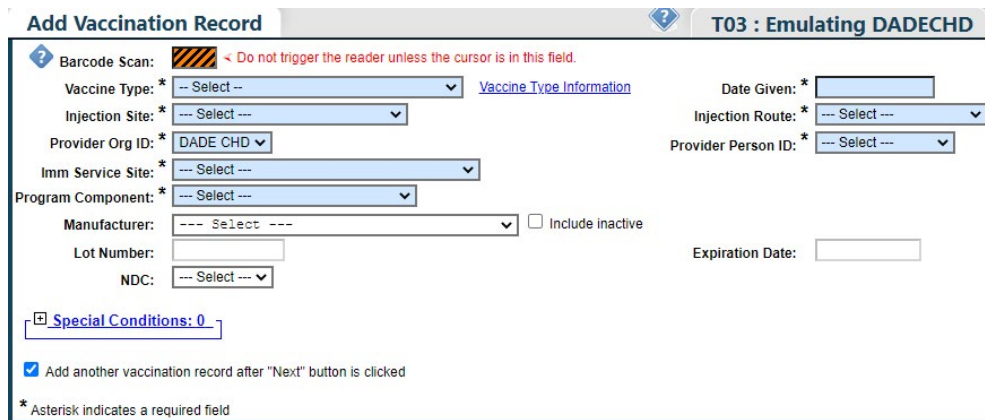
STEP 4

Now on the Vaccination List page, you can find previously recorded vaccines (if any) the patient received. To add a new vaccine, click the grey “Add a Vaccination Record” button at the bottom of the vaccination list.

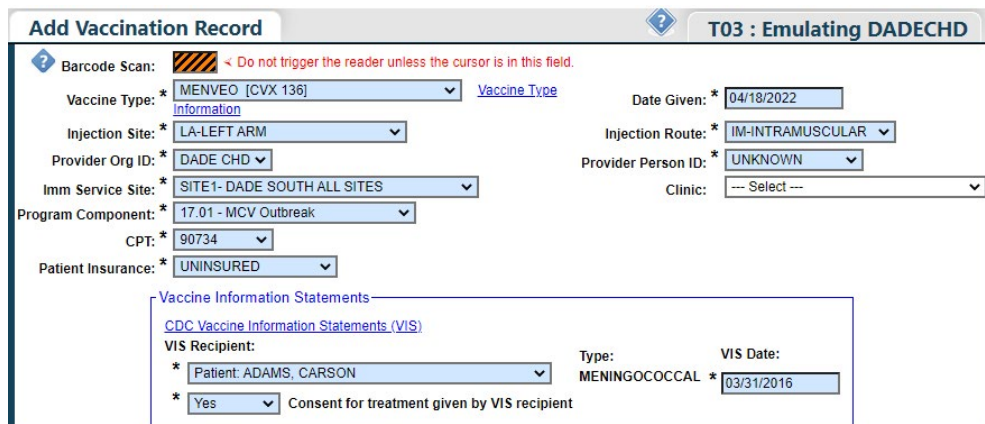


STEP 5

Begin filling out all required fields on the **Add Vaccination Record** page, with the vaccine information gathered from the MCV outbreak response effort. For the MCV outbreak response effort, the Program Component should be selected as “17.01 - MCV Outbreak.”



NOTE: Once the **Vaccine Type** is selected the “**Vaccine Information Statements (VIS)**” field will appear. Select the **VIS recipient** from the drop-down box to verify they gave consent for the vaccination, then enter the **VIS Date** in its corresponding field.



STEP 6

Once all the information is filled in, the next step is to select the vaccine from your inventory list displayed below the VIS field. To do this, click the “Mfg/Lot” drop-down box and select from the data listed, then click the grey “Select” button in the inventory records box to reduce your inventory count.

Reduce inventory-on-hand count

Mfg/Lot: * NOV-NOVARTIS PHARMACEUTICAL CO 01011 01/01/2025

Current inventory records for MENVEO Include Expired Inventory

Click a "Select" button to indicate the inventory record to be reduced.
Click a "Hide" button to remove its row from the display.

Service Site Program Component	Mfg/Lot# Expiration Date NDC	Qty On Hand
SITE1- DADE SOUTH ALL SITES 17.01 - MCV Outbreak	NOV 01011 01/01/2025 46028-0208-01	10

However, if the vaccine is *not* in your inventory because you adjusted it out for transfer purposes, uncheck the Reduce Inventory box and manually enter the vaccine information by selecting the drop-down fields.

Reduce inventory-on-hand count

Manufacturer: Include inactive

Lot Number:

NDC: Expiration Date:

STEP 7

For the final step, click on the plus sign icon beside “Special Conditions” to expand the selection criteria.

Special Conditions: 0 **MCV Outbreak Risk Factors: 0**

Select the item(s), if any, that are applicable to this vaccination.

*
 College or University Student
 Immune compromised
 Men who have sex with men
 Outbreak - Other
 People living with HIV

Add another vaccination record after "Next" button is clicked

* Asterisk indicates a required field

Select “MCV Outbreak” as the Special Condition, then select any of the Risk Factors that may apply to the patient from the “MCV Outbreak Risk Factors” criteria field. You can select more than one risk factor by holding down the Ctrl key on your keyboard and clicking on the factors as needed.

Special Conditions: 1 **MCV Outbreak Risk Factors: 1**

Select the item(s), if any, that are applicable to this vaccination.

HepA Outbreak
 Hurricane Dorian Evacuee
 MCV Outbreak
 Partial Administration

*
 College or University Student
 Immune compromised
 Men who have sex with men
 Outbreak - Other
 People living with HIV

Add another vaccination record after "Next" button is clicked

* Asterisk indicates a required field

NOTE: Certain risk factors are considered sensitive information and can only be seen by the user who entered the information or by users who have the **Sensitive Privilege** permission. To obtain this permission, local org administrators (LOAs) should submit a written request to the Florida SHOTS helpdesk by emailing flshots@flhealth.gov. Permissions will be determined by program staff and based on necessity.

Upon completion, you have the option to add more vaccines (if applicable). If you do *not* have additional vaccines to add, uncheck the box beside **“Add another vaccination record after “Next” button is clicked.”**

Proceed with clicking the grey **Next** button in the bottom left-hand corner, then click **Submit** once it turns yellow in the top left-hand corner of the screen.



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