

Quick Tips For 2D Barcode Scanning

SEPTEMBER 2, 2020



This quick tip guide is for providers utilizing the 2D barcode scanning feature within Florida SHOTS. The purpose of this feature is to help make data entry easier. Throughout this guide, you will find information showcasing its functionality in terms of adding demographics and vaccine information within patient records.

Scanning Driver License (DL) Barcodes

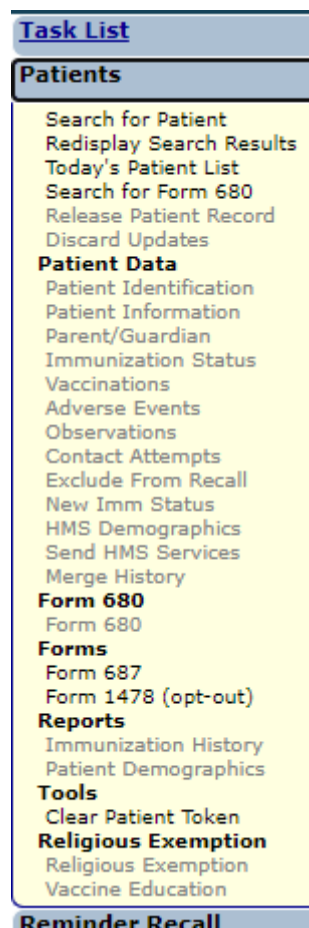
Users can now scan the barcode from the back of a driver's license to look up patients in the Florida SHOTS registry. The following steps will show how to use the 2D barcode scanning feature when searching for a patient. Once your scanner is plugged in and ready for use, follow the information below.

STEP 1

Log into Florida SHOTS.

STEP 2

Click the **"Patients"** tab from the menu options, found on the left side of your screen. Once selected, the drop-down menu will appear. Click **"Search for Patient"**.



STEP 3

This will bring you to the **“Patient Search”** page, where you will start your search by scanning the barcode from the driver’s license.

The screenshot shows the 'Patient Search' form with the following fields: Last Name, First Name, Date of Birth, State ID, Patient Id, and Specify Org. There are 'Search for Patient' and 'Reset Search Fields' buttons. A help icon (?) is next to the text 'Driver's license barcode scanning'. A note at the bottom states '* Asterisk indicates a required field'.

NOTE: A help-text option was added to the **“Patient Search”** page. By clicking on the icon beside **“Driver's license barcode scanning,”** you can open the help-text box and the portion regarding barcode scanning will be highlighted in yellow.

Enter full patient name and date of birth, and click the Search Patient button to continue. Select the correct patient from the results list to retrieve a patient's record. If 'no' results are returned, you may attempt to search again with different criteria to produce more results, or click 'Add New Patient' to register a new patient in Florida SHOTS.

Users may optionally search by state immunization id number instead of by patient information, if known.

Uploading private provider organizations may optionally search by Patient Id instead of by patient information. This would be the unique identification number for a patient sent to Florida SHOTS with each upload file record or message.

Only fields in one criteria row at a time can be entered. Entry of a value in a row will erase the entries in the other rows.

If some results are returned but do not contain the patient you are looking for, in some cases you may be able to do a more thorough search by clicking the 'Extend Search' button. If this button is not active, the extended search has automatically been performed for you. It is very important that partial name searches not be performed or extended searches will return few, if any, additional results. If additional records are found, they will be marked with a purple plus (+).

In order to prevent test or erroneous data from being added, patient names will be validated by the system. If an entered name is found to be invalid, users will see an error message. If the name you are attempting to enter is a real name and you have confirmed this with the patient/guardian, please contact the Florida SHOTS helpdesk.

A search result marked with a red 'no' symbol indicates a patient has opted out of participation in the state immunization registry. Only religious exemptions (DH681) or blank certificates of immunizations (DH680) are possible for an opted-out patient.

Florida SHOTS supports scanning of 2D barcodes on driver's licenses to enable quick and easy patient search and new patient creation. Barcode readers must support the 'PDF417' standard in order to function for this purpose. With a compatible scanner, the user may scan the barcode on the patient's driver's license and a patient search will automatically be performed. When choosing to create a new patient, additional detail captured from the scan, such as address information, will be carried over to aid in record creation.

STEP 4

Scan the back of the driver’s license. The system will begin searching for the information connected to the license, then the search field areas will autofill with the patient’s name and date of birth.

If the patient is **already** in the Florida SHOTS system, their record will appear for you to select. If the patient **is not** in the Florida SHOTS system, **“No Matching Records Found”** will appear instead.

The screenshot shows the 'Patient Search' form with the following autofilled data: Last Name: SMELT, First Name: BRITTANY, Date of Birth: 10/19/1995. Below the form, the search results table is shown with the message 'No Matching Records Found.' and buttons for 'Add New Patient' and 'Extend Search'. A red arrow points to the 'Add New Patient' button.

Last Name, First Name	Date Of Birth	SSN
No Matching Records Found.		

STEP 5

If no matching records were found, add the patient into the Florida SHOTS system by clicking **“Add New Patient”**.

STEP 6

When adding a new patient, you will notice the majority of the information has auto-populated, but there are a few fields you will need to enter manually.

For example, the **“Race”** field, on the **“Patient Identification”** page of the record, was not automatically filled in and must be manually selected.

STEP 7

Click **“Next”** to continue.
The system will automatically take you to next page of the record.

NOTE: You will **not** be able to add the patient into the system until all *required* fields have been filled in, on all pages of the record.

STEP 8

Click **“Submit”** once you are finished and ready to add the patient into the Florida SHOTS registry.

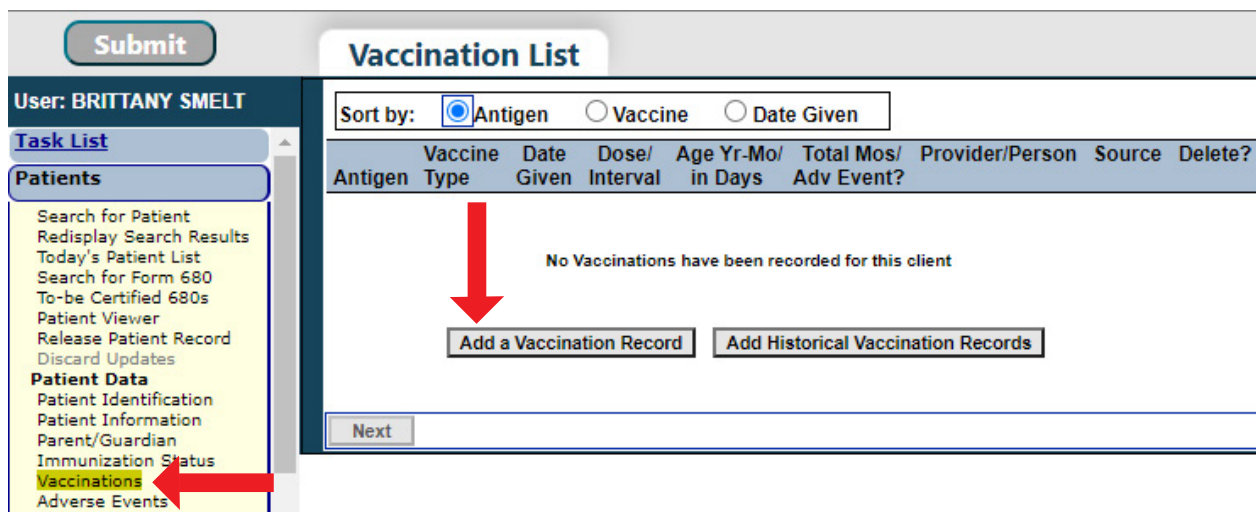
Adding Vaccinations with Barcode Scanner

The 2D barcode scanning feature allows users to add vaccines into patient records, making data entry a quicker process. The information below will show you how to scan vaccine product barcodes and directly add the information into patient records.

NOTE: The following steps take place after you have already entered the patient's record. Please make sure you are inside the client's record and your barcode scanner is plugged in and ready before proceeding.

STEP 1

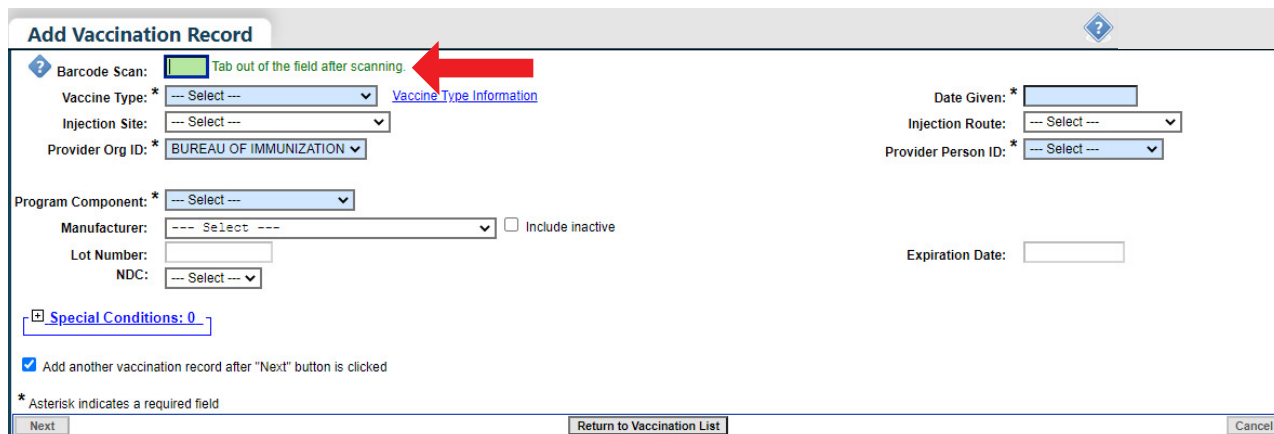
As you did before, under the **"Patients"** tab, click **"Vaccinations"** from the drop-down menu. This will take you to the **"Vaccination List"** page. Click **"Add a Vaccination Record"**.



STEP 2

You should now be on the **"Add Vaccination Record"** page. Click inside the **"Barcode Scan"** field.

NOTE: If the **"Barcode Scan"** field is green, the area is activated and the scanner can now be used.



NOTE: If the “Barcode Scan” field is red, the area is not activated and you cannot use the scanner until you click back inside the “Barcode Scan” field.

Add Vaccination Record

Barcode Scan: Do not trigger the reader unless the cursor is in this field.

Vaccine Type: * [Vaccine Type Information](#)

Injection Site: *

Provider Org ID: *

Date Given: *

Injection Route: *

Provider Person ID: *

Program Component: *

Manufacturer: Include inactive

Lot Number:

NDC:

Expiration Date:

[Special Conditions: 0](#)

Add another vaccination record after "Next" button is clicked

* Asterisk indicates a required field

STEP 3

Scan the vaccine product barcode.

NOTE: You may use the barcode from a single-dose syringe *or* from the VIS form, as both hold document vaccine information.

STEP 4

Although, the majority of the information has auto-populated there are some *required* fields you must fill in yourself before proceeding.

Barcode Scan: Do not trigger the reader unless the cursor is in this field.

Vaccine Type: * [Vaccine Type Information](#)

Injection Site: *

Provider Org ID: *

Imm Service Site: *

Program Component: *

CPT: *

Date Given: *

Injection Route: *

Provider Person ID: *

Reduce inventory-on-hand count

Mfg/Lot: *

Vaccine Information Statements

[CDC Vaccine Information Statements \(VIS\)](#)

VIS Recipient: * Type: MULTIPLE VACCINES * VIS Date:

Consent for treatment given by VIS recipient

[Special Conditions: 0](#)

Current inventory records for DTAP

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	Qty On Hand	
BREVARD CHD MELBOURNE	01 - VFC VACCINE	SKB KG4M7 58160-0810-52	02/06/2022	20	<input type="button" value="Select"/> <input type="button" value="Hide"/>
BREVARD CHD TITUSVILLE	01 - VFC VACCINE	SKB KG4M7 58160-0810-52	02/06/2022	10	<input type="button" value="Select"/> <input type="button" value="Hide"/>
BREVARD CHD VIERA	01 - VFC VACCINE	SKB KG4M7 58160-0810-52	02/06/2022	30	<input type="button" value="Select"/> <input type="button" value="Hide"/>

NOTE (for CHDs only): The system will automatically pull up any inventory the vaccine information matches to. So, you will be able to select from specific inventory to deduct the quantity on hand.

STEP 5

Click “Next” once all information has been entered, then click “Submit” to save the patient record.

Closing Remarks

Florida SHOTS supports scanning of 2D barcodes found on vaccine products, VIS forms, and driver's licenses. Barcode readers must support the "PDF417" standard and "GS1 DataMatrix" standard, to properly function for these features.

NOTE: For testing and training purposes, a **Datalogic Gryphon** scanner was used to scan the barcodes.

With a compatible scanner, users may scan the barcode on the patient's driver's license and a patient search will automatically be performed. As well as scan the vaccine barcode (unit of use, aka vial or single dose syringe), or the VIS form barcode, to aid in documenting vaccine administration.

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