Vaccination Schedule Selection

The "Schedule Selection" functionality in Florida SHOTS is designed to allow users greater flexibility with vaccination scheduling and to promote a better understanding of the reasons behind the dose evaluations and schedules selected by the system. The feature allows privileged users to change the vaccination schedule per antigen based on clinical determination (preference, medical judgment, etc.) which will alter the system-selected recommended schedule.

> **NOTE:** To be able to have access to the **Schedule Selection** Page, a Local Organization Administrator (LOA) must grant users that access or LOA may grant themselves this access. Please contact Florida SHOTS helpdesk at 877-888-7468 if you need assistance on retrieving that information.
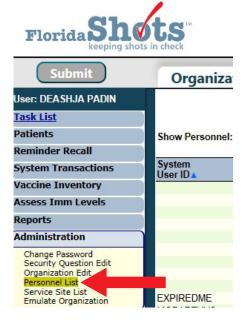
GRANTING ACCESS TO THE SCHEDULE SELECTION (SCHEDULE OVERRIDE)
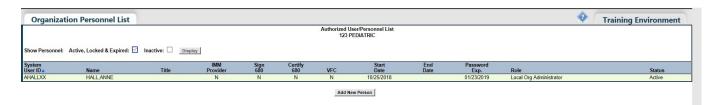
STEP 1

Login to Florida SHOTS.

STEP 2

To retrieve your personnel list, click on the **Administration** tab. Next, click on **Personnel List**.

STEP 3

Scroll to the employee you wish to grant access for Schedule Override and click on their name.

Under **Roles**, hold the **Ctrl key** while selecting **Schedule Override**. This role should be *in addition to* the role the user already has, not in place of it.

Once you have selected Schedule Override, click **Submit**.

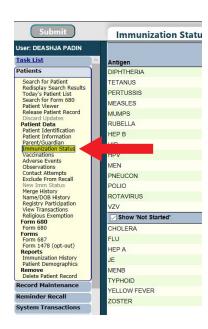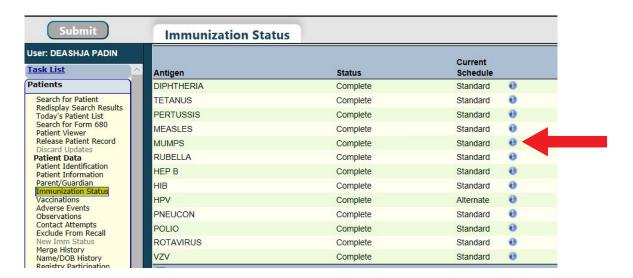## CHANGING A PATIENT'S VACCINE SCHEDULE

Login to Florida SHOTS and search for a patient.

To view the **Schedule Selection** page, click on **Immunization Status** page. On this page, you will see all current immunization statuses for your patient.

To be able to view or change the current vaccination schedule for a certain antigen, click on the blue "i" information button to the right of the **Current Schedule** column for the antigen you wish to review.
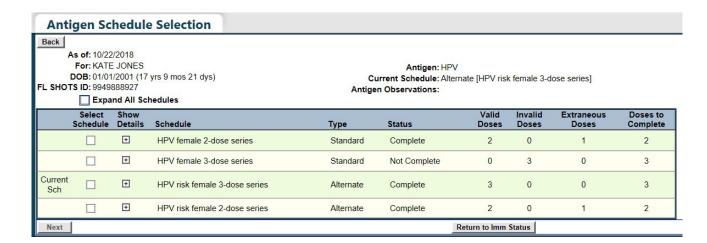
Now you will see the **Schedule Selection** page. Here you may view all possible schedules that apply to the indicated antigen and may choose a different schedule than what is currently selected. At the top of the page you will be able to locate the patient's information, including any recorded observations for each antigen.
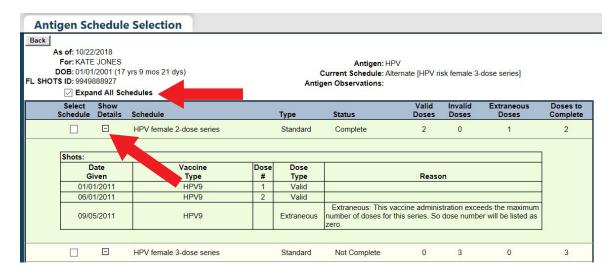
You will see the following:

- How many doses will be VAILD, NOT VAILD, EXTRANEOUS, and how many remain to COMPLETE the series for each possible schedule.

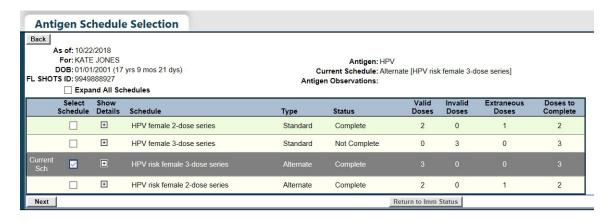If each schedule is expanded to show detail, additional information will be available, including:

- The reason for each dose listed as not valid or extraneous
- The reason why the current schedule was selected (which could be because it was manually chosen)
- If not the current schedule, the schedule which is the default will show the reason why it is the default
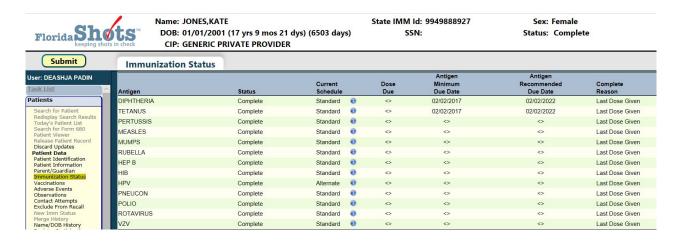
NOTE: You may click **Expand All Schedules** to be able to see all schedules compared to each other, with reasoning for invalid or extraneous doses. If you would rather view them individually, click **Show Details** next to each item.

To manually select a schedule, click the **Select Schedule** check box to allow the system to select the schedule automatically.

Click **Next** to continue.

You will automatically return to the **Immunization Status Page**.

Before closing or exiting the patient record, click **Submit** to save changes.

You have successfully changed the patient's Vaccination Schedule.

HELP DESK

FREE TECHNICAL SUPPORT:
877-888-7468 (SHOT)
MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

INCLUDING:

- Merging duplicate shot records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Requesting Florida SHOTS immunization schedule pads or other registry materials