

# COVID-19 Recall Report



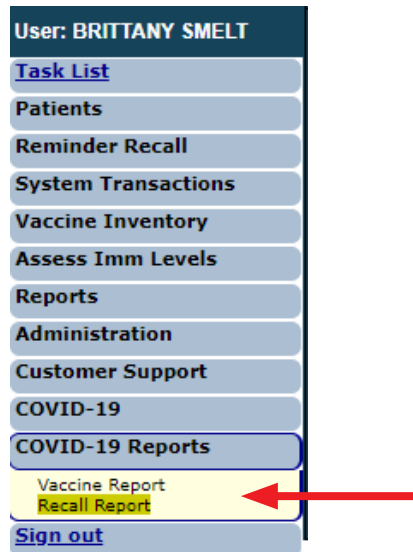
## INSTRUCTIONS:

The Florida SHOTS COVID-19 Recall Report provides an Excel file of all your patients who are due or overdue for dose two of the COVID-19 vaccine. This guide provides step-by-step instructions on how to generate the report.

**NOTE:** There is also help text available on the page. Click on the blue “?” at the top of the page.

## STEP 1

Click “**Recall Report**” under the “**COVID-19 Reports**” tab from the [Florida SHOTS](#) menu.



## STEP 2

This brings you to the “**COVID-19 Recall Report Criteria**” page.

**COVID-19 Recall Report Criteria**
**Training Environment : Emulating BROWARDCHD**

From Date: \* 
To Date: \* 
 Include all patients who are overdue by today's date.

Recall patients vaccinated by BROWARD CHD/Sites:

All Sites

Recall by County of Residence:

BROWARD County

\* Asterisk indicates a required field

Enter the date range you wish to run the report for in the “**From Date**” and “**To Date**” fields.

**NOTE:** You can choose to also show patients who are overdue for the vaccine on the report, by selecting the check box for “**Include all patients who are overdue by today’s date.**”

Select a specific service site you wish to run the report for or “**All Service Sites**” under the “**Recall patients vaccinated by Organization Name/Sites**” section.

**NOTE:** County Health Departments can run the report for patients in their county, by selecting the “**Recall by County of Residence**” option.

**STEP 3**

Once all required fields are completed, click on the “**Generate COVID-19 Recall Report**” button to generate the report.

---

From Date: \*  To Date: \*   Include all patients who are overdue by today's date.

Recall patients vaccinated by BROWARD CHD/Sites:

All Sites

FT. LAUDERDALE HEALTH CENTER (VFC PIN: 067001) ▲  
 NORTHWEST HEALTH CENTER (Archived)  
 IMMUNIZATION OUTREACH (Archived)  
 EASTSIDE HEALTH CENTER (Archived)  
 PAUL HUGHES HEALTH CENTER (VFC PIN: 069022) ▼

Recall by County of Residence:

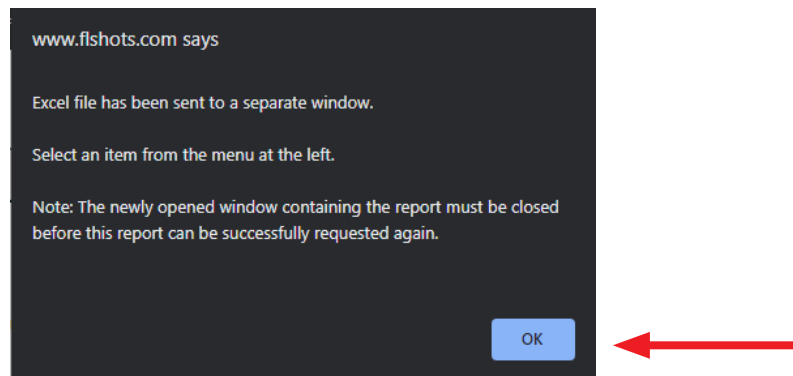
BROWARD County

←

\* Asterisk indicates a required field

---

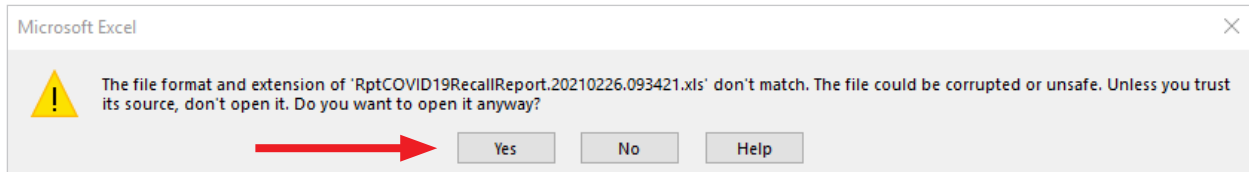
**NOTE:** The pop-up below will appear after you click the button to generate the report. Click “**OK**” to continue.



**STEP 4**

Click the Excel file to open and begin reviewing your report.

**NOTE:** You may receive the following Excel pop-up, click “Yes” to continue opening the report. Some of you may have a very large number of rows, in this case, this report will take longer to run.



	A	B	C	D	E	F	G	H	
	State IMM	Patient Last Nam	Patient First Nam	Patient Middle N	DOB	Sex	Ethnicity	Race	Physical Addr
0	8011771008	SQUAREPANTS	SPONGEBOB		01/01/1985	MALE	NO - NOT OF HISPANIC OR HAITIAN ORIGIN	GUAMANIAN/CHARMORRO	123 PINEAPPLE
1	8011771009	RAMBO	JOHN		01/01/1950	MALE	NO - NOT OF HISPANIC OR HAITIAN ORIGIN	WHITE	123 MAIN ST
2	8011771010	CHATTERJEE	MIRYEA		03/05/1951	FEMALE	YES - HISPANIC OR HAITIAN ORIGIN	WHITE	8516 SW 133 RD
3	8011771011	LLORENS	GISELA		02/23/1949	FEMALE	NO - NOT OF HISPANIC OR HAITIAN ORIGIN	WHITE	7865 CAMINO F
4	8011771012	MARTINEZ	HERIBERTO		03/14/1944	MALE	YES - HISPANIC OR HAITIAN ORIGIN	WHITE	4520 NW 5 ST
5	8011771013	ALLEN	DEBRA		11/05/1953	FEMALE	NO - NOT OF HISPANIC OR HAITIAN ORIGIN	WHITE	197 SE ASHLEY
6	8011771014	LORA	VICTORIA		02/22/1942	FEMALE	YES - HISPANIC OR HAITIAN ORIGIN	UNKNOWN	2808 SW 15 ST
7	8011771015	MIRANDA	ALMA		01/14/1935	FEMALE	UNKNOWN	WHITE	14600 SW 17TH
8	8011771016	MCALOON	MARY		04/07/1952	FEMALE	UNKNOWN	WHITE	6195 NW 63 WA
9	8011771017	HELMAN	ROBERT		11/22/1945	MALE	NO - NOT OF HISPANIC OR HAITIAN ORIGIN	AMERICAN INDIAN/ALASKAN	19566 SPLIT RA
0	8011771018	SANTISTEBAN	LIDIA ROSA		07/24/1949	FEMALE	YES - HISPANIC OR HAITIAN ORIGIN	UNKNOWN	2603 SW 187TH

	O	P	Q	R	S	T	U	V
	E-mail Address	CIP Organization	CIP Site Name	Last Vacc Date	Next Recmd CVX C	Next Recmd CPT C	Next Recmd Vacc Type	Next Recmd Due Dat
0		BROWARD CHD	IMM OUTREACH	12/20/2020	208	91300	COVID-19 PFIZER	01/10/2021
1		BROWARD CHD	IMM OUTREACH	12/22/2020	207	91301	COVID-19 MODERNA	01/19/2021
2		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021
3		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021
4		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021
5		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021
6		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021
7		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021
8		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021
9		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021
0		BROWARD CHD	FT LAUDERDALE IMM CL	01/06/2021	208	91300	COVID-19 PFIZER	01/27/2021

**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