



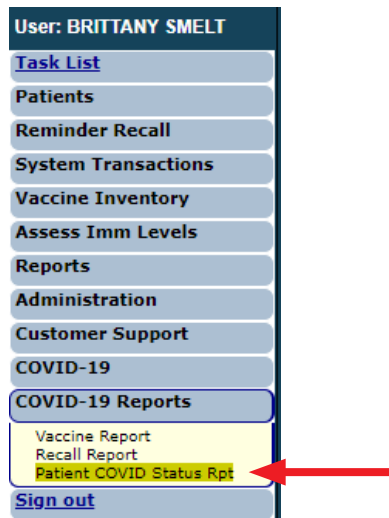
The Florida SHOTS Patient COVID Status Report provides an Excel file of all patients having your organization as their Current Immunization Provider (CIP) along with their status (active, inactive, etc.), COVID-19 vaccinations (if any), and other details.

STEP 1

Log into Florida SHOTS.

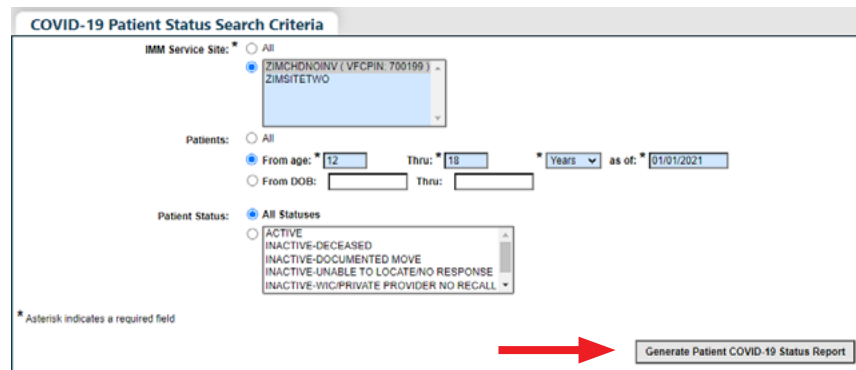
STEP 2

Click **“Patient COVID Status Rpt”** under the **“COVID-19 Reports”** tab within the Florida SHOTS menu.



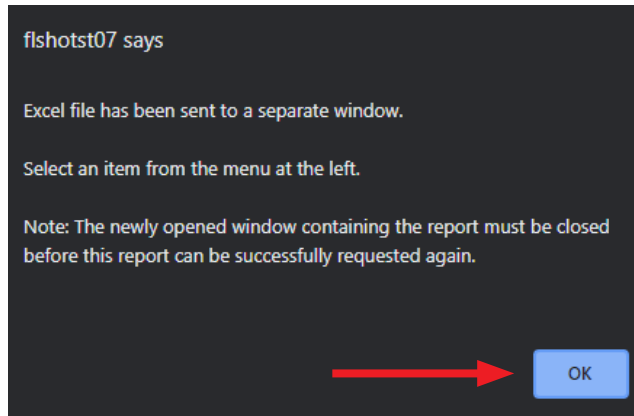
STEP 3

This brings you to the **“Patient Status Search Criteria”** page.



Select **“Imm Service Site,”** enter the age or DOB range of the patients and select the **“Patient Status”** for which you wish to run the report. Click **“Generate Patient COVID-19 Status Report”** once complete.

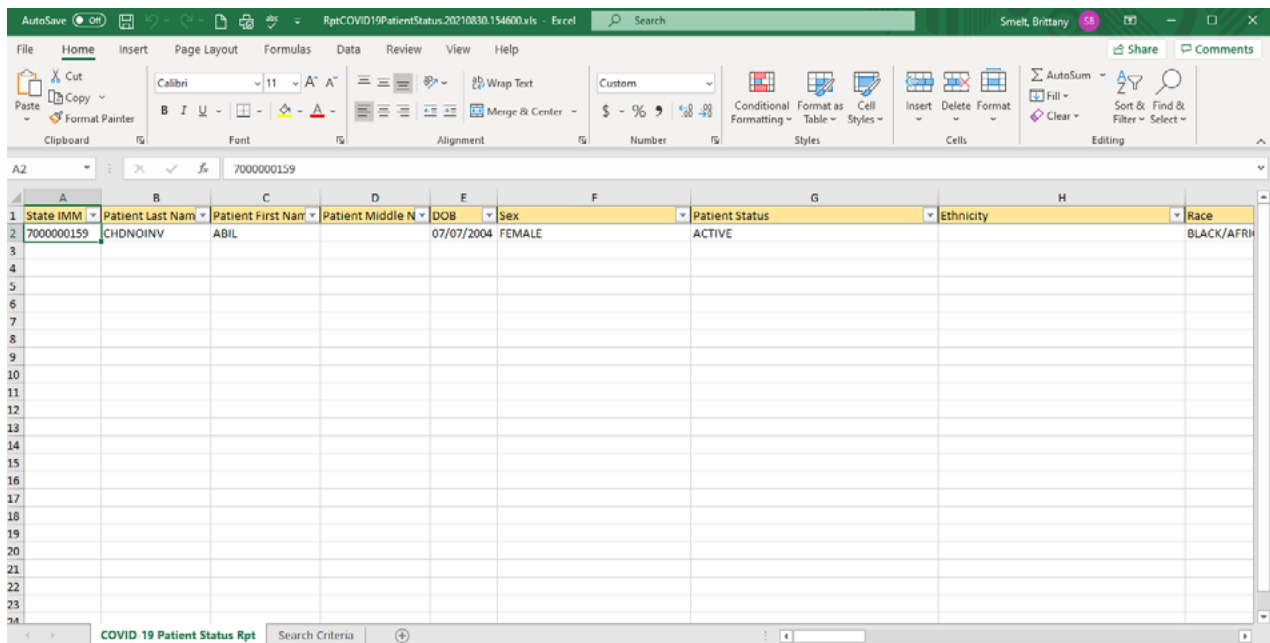
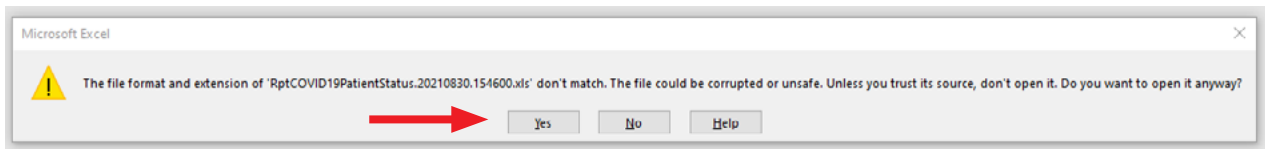
NOTE: The pop-up below will appear after clicking the button to generate the report.
Click **“OK”** to continue.



STEP 4

Click the Excel file to begin reviewing the report.

NOTE: If you receive the following Excel pop-up, click **“Yes”** to continue opening the report.



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