

# COVID-19 Vaccine Report



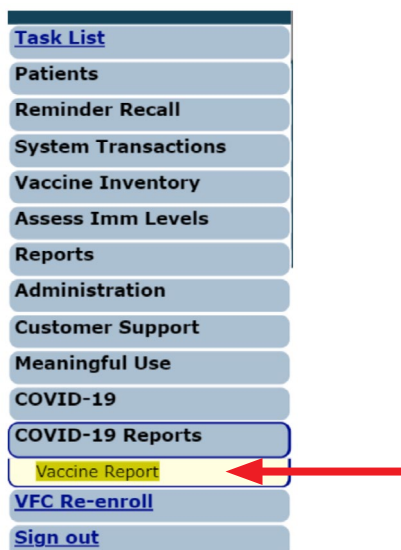
A Covid-19 Vaccine Report can be created in Florida SHOTS that provides an Excel file of all your patients who have received the Covid-19 vaccine within the specified time frame, and includes series status and if applicable next due date. This guide will give you the step-by-step instructions to create the report.

## STEP 1

Log into Florida SHOTS.

## STEP 2

Select “**COVID-19 Reports**” then “**Vaccine Report**” from the Florida SHOTS menu.



## STEP 3

Select from the search options “Date Vaccination Given” or “Date Vaccination Entered in FLSHOTS”, then enter the date range range in the “From Date” and “To Date” fields. Next, select to search shots provided by “All Sites” or a specific “Service Site” within your org from the criteria fields. Click on “**Generate COVID-19 Vaccination Report**” button.

**COVID-19 Vaccination Search Criteria**

Search by:  Date Vaccination Given  
 Date Vaccination Entered in FLSHOTS

From Date: \*  To Date: \*

Search by shots provided by ALACHUA CHD:

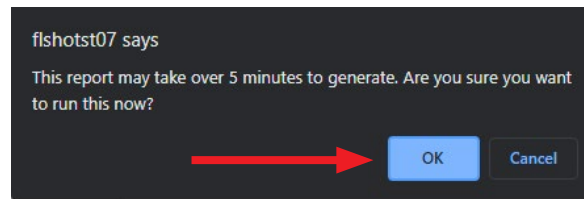
All Sites  
   
   
 Unspecified

Search by County of Residence:

ALACHUA County

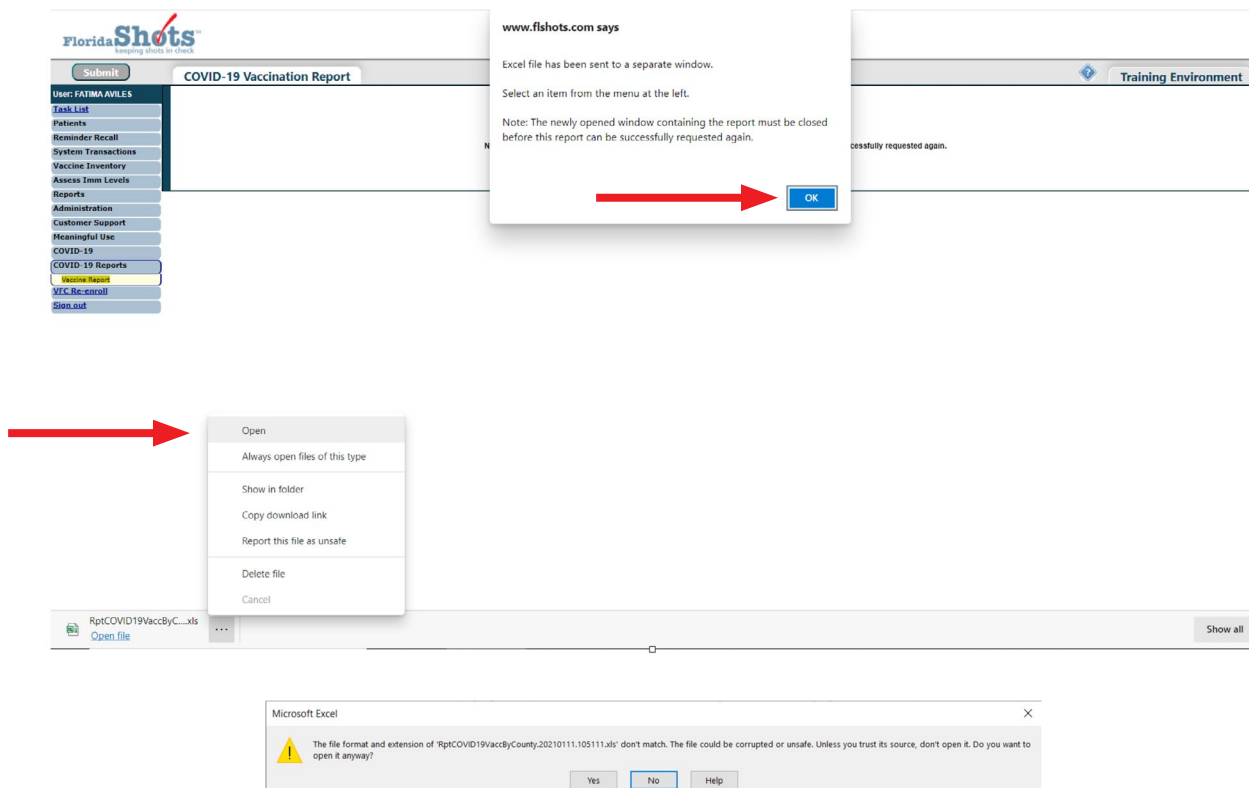
**STEP 4**

Click “OK” on the pop-up message advising you that it may take over five minutes to generate.



**STEP 5**

Click “OK” on the additional pop-up message advising you that the Excel file will open in a separate window. Proceed to click “Open” on the additional message to open the file.



**STEP 6**

Once the file opens, the results are displayed on the “COVID-19 Vacc By County Rpt” tab and the “Search Criteria” recaps your selection that you entered for the report. The report heading format consists of:

IMM State ID, Patient Last Name, Patient First Name, Patient Middle Name, Date of Birth, Sex, Ethnicity, Race, Physical Address 1, Physical Address City, Physical Address State, Physical Address Zip, County of Residence, Phone Number, E-mail Address, CIP Organization, CIP EID, CIP Site Name, Vaccine Type, CVX Code, CPT Code, Date Given, MFG/Lot Number, Inventory Expiration Date, Age AT Vaccination, VFC Eligibility, Program Comp/ Funding Prog, Provider Organization Name, Provider Organization Type, Service Site Name, VFC PIN, Service Site Clinic, Service Site Clinic External ID, Service Site County, Provider Type, Risk Factor, Record Entered By, Date of Entry, Provider Person ID, Dose Number, Series Status and Next Recmd Due Date.

State IMM	Patient Last Name	Patient First Name	Patient Middle Name	DOB	Sex	Ethnicity	Ra	Physical Add	City	Sta	Zip	Count	CIP Organization	CIP E	CIP Site Name	Vaccine Type	CVX	CPT Cc	Date Give	MFG/Lot Num
8011770789	DUNLAVY	RICHARD		01/16/1955	FEMALE	NO	NOT UNKR	1282 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770790	DUNNE	RICHARD		01/04/1955	FEMALE	NO	NOT UNKR	1283 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770791	DUNNICK	RICHARD		12/27/1954	FEMALE	NO	NOT UNKR	1284 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770792	DUNNICK	RICHARD		12/24/1954	FEMALE	NO	NOT UNKR	1285 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770793	DOMBROWSKI	ROBERT		05/10/1955	FEMALE	NO	NOT WHIT	1270 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770794	DOXIE	RICHARD		02/05/1955	FEMALE	NO	NOT UNKR	1281 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770795	DUNNICK	RICHARD		12/10/1954	FEMALE	NO	NOT UNKR	1286 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770796	DWECK	RICHARD		12/03/1954	FEMALE	NO	NOT UNKR	1287 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770797	DOWD	RICHARD		02/12/1955	FEMALE	NO	NOT UNKR	1280 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770798	DYE	RHONA		12/02/1954	FEMALE	NO	NOT UNKR	1288 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770799	DOOLEY	RYTA		05/03/1955	FEMALE	NO	NOT WHIT	1272 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770800	DOWD	RICHARD		02/18/1955	FEMALE	NO	NOT UNKR	1279 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770801	DOUGLASS	RICHARD		03/03/1955	FEMALE	NO	NOT UNKR	1278 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770802	DOUGLAS	RICHARD		03/04/1955	FEMALE	NO	NOT UNKR	1277 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770803	DOUGLAS	RICHARD		04/25/1955	FEMALE	NO	NOT UNKR	1276 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770804	DOUGLAS	RICHARD		04/27/1955	FEMALE	NO	NOT UNKR	1275 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770805	DOMBROWSKI	ROBERT		05/11/1955	FEMALE	NO	NOT WHIT	1269 HRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770806	DOUGLAS	RICHARD		04/28/1955	FEMALE	NO	NOT UNKR	1274 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770807	DORSCH	RICHARD		04/29/1955	FEMALE	NO	NOT WHIT	1273 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770808	DOLAN	ROBERT		05/18/1955	FEMALE	NO	NOT WHIT	1268 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770809	DONOHU	ROBERT		05/04/1955	FEMALE	NO	NOT WHIT	1271 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770810	ALAI	WILLIAM		09/11/1998	MALE	YES	HISP AMEF	1121 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770811	FERRELL	PHILIP		07/13/1954	FEMALE	NO	NOT UNKR	1306 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770812	FENSTERMACHER	PHILIP		07/17/1954	FEMALE	NO	NOT UNKR	1305 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770813	FELDMAN	PHYLLIS		07/23/1954	FEMALE	NO	NOT UNKR	1304 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770814	FECKO	PRISCILLA		07/25/1954	FEMALE	NO	NOT UNKR	1303 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770815	FAZZINA	RADHIKA		07/26/1954	FEMALE	NO	NOT UNKR	1302 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770816	FARRELL	RAF		07/28/1954	FEMALE	NO	NOT UNKR	1301 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A
8011770817	FARR	RALPH		08/13/1954	FEMALE	NO	NOT UNKR	1300 FIRST ST	TOWN FL		33333	LEON	BEACH MED GROUP	4953	BEACH GRP SW	COVID-19 MODERNA	207	91301	01/02/2021	MOD/011L20A

**NOTE:** Due to length of report, only part of report is captured on the screenshot.

**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