

**Florida SHOTS™**

# **HEPATITIS A OUTBREAK RESPONSE TRAINING GUIDE FOR COUNTY HEALTH DEPARTMENTS**

## **Contact Information**

[www.flshots.com](http://www.flshots.com)

**Free help desk:**

877-888-SHOT (7468)

Monday-Friday, 8 a.m. to 5 p.m. Eastern

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# DOCUMENTING VACCINES

## INTRODUCTION

This guide is for county health departments participating in the hepatitis A outbreak response. Throughout this guide, you will learn vital information for the hepatitis A effort that allows you to record vaccinations on behalf of another site. This will include recording sensitive information and high-risk conditions, as well as introduce a new feature that incorporates adding clinics under a service site.

## STEP 1

Log in to Florida SHOTS.

## STEP 2

Search for the patient in Florida SHOTS by clicking on the **Patients** tab on the menu, found on the left-hand side of the screen. Then, click on **Search for Patient**.



## STEP 3

Fill in the following fields with *last name*, *first name*, and *date of birth*. Click the grey **Search for Patient** box when you are ready to search for the record.

The image shows the search form in the Florida SHOTS application. On the left, the 'Patients' menu is visible. The search form has the following fields: 'Last Name: \*\*' with the value 'ANORVE', 'First Name: \*\*' with the value 'ABEL', and 'Date of Birth: \*\*' with the value '01/01/2000'. Below these are 'OR' separators. There is a 'State ID:' field. Another 'OR' separator is below that. There are 'Patient Id:' and 'Specify Org:' fields. At the bottom, there is a 'Search for Patient' button (highlighted with a blue arrow) and a 'Reset Search Fields' button. A note at the bottom states: '\* Asterisk indicates a required field'.

# DOCUMENTING VACCINES

## STEP 4

Confirm the information matches the information you have for the patient. If it does, click on the name to go into the record.

The screenshot shows the 'Patient Search' interface. At the top, there are input fields for 'Last Name: \*' (ANORVE), 'First Name: \*' (ABEL), and 'Date of Birth: \*' (01/01/2000). Below these are 'OR' options and a 'State ID' field. Further down are 'Patient Id' and 'Specify Org' fields. There are 'Search for Patient' and 'Reset Search Fields' buttons. A note states '\* Asterisk indicates a required field'. Below the search fields is a table with the following data:

Last Name, First Name	Date Of Birth	SSN	Sex	State ID
ANORVE, ABEL X	01/01/2000		M	4100072875

At the bottom of the table are 'Add New Patient' and 'Extend Search' buttons. A blue arrow points to the 'ANORVE, ABEL X' entry in the table.

**\*\*Please note:** If the information on the screen does not match what you have, or your screen shows **No Matching Records Found** in red, you will need to create a new record for the patient. Do this by clicking **Add New Patient** and filling out all required fields inside. Please make sure you confirm that you have entered the information correctly, *prior* to performing this action.

## STEP 5

Upon entering the record, you might receive a pop-up message (as shown below). This is the system's way of notifying you the patient is overdue for vaccines. Click **OK** to continue.

The screenshot shows the 'Patient Search' interface with a pop-up message overlay. The pop-up message is titled 'Message from webpage' and contains the following text:

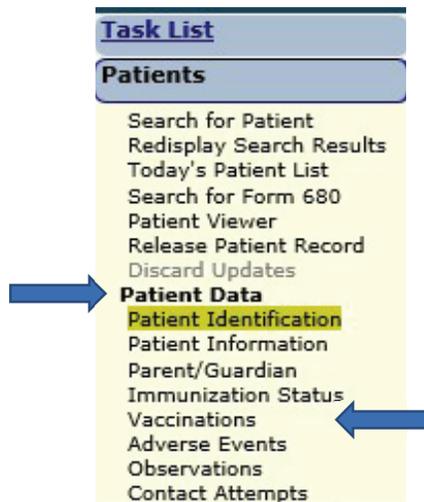
\*\*\* Important information regarding this patient \*\*\*  
This patient is Due Now or Overdue for the following antigens:  
DIPHTHERIA: Overdue  
TETANUS: Overdue  
PERTUSSIS: Overdue  
MEASLES: Overdue  
MUMPS: Overdue  
RUBELLA: Overdue  
HEP B: Overdue  
HPV: Overdue  
VZV: Overdue

The background interface is partially visible, showing the search criteria and the results table. A blue arrow points to the 'OK' button on the pop-up message.

# DOCUMENTING VACCINES

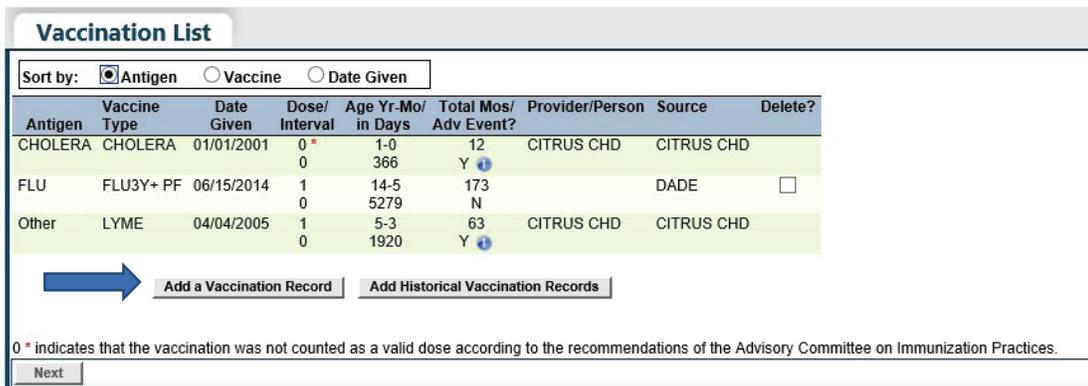
## STEP 6

Refer to the **Patients** tab on the menu once more and look for the first subheading, **Patient Data**. Underneath it, click on **Vaccinations** (it is the fifth one down).

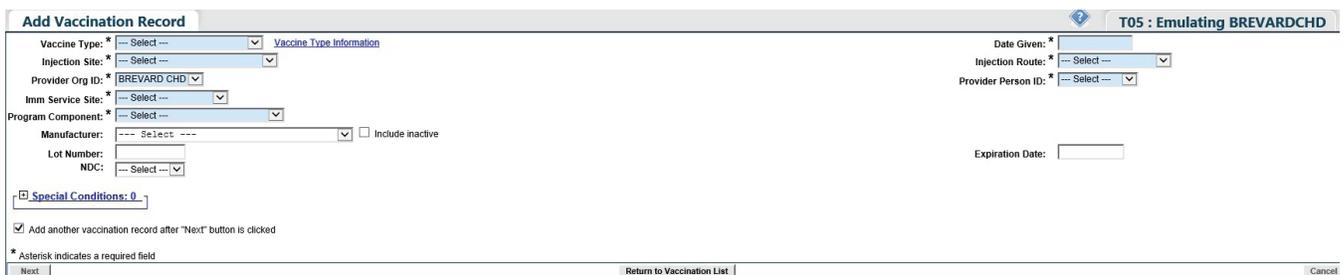


## STEP 7

You should now be on the **Vaccination List** page (shown below).



Click on the grey box, **Add a Vaccination Record**. This takes you to the **Add Vaccination Record** screen, where you will begin recording the vaccine information (as shown below).



# DOCUMENTING VACCINES

## STEP 8

Enter the vaccine information that has been gathered for the hepatitis A outbreak response effort.

**Add Vaccination Record**

Vaccine Type: \* HEP A ADULT [Vaccine Type Information](#)

Injection Site: \* RA-RIGHT ARM

Provider Org ID: \* BREVARD CHD

Imm Service Site: \* BREV CENTRAL OFF

Program Component: \* 17.02 - HEPA2017

CPT: \* 90632

Patient Insurance: \* UNINSURED

If you are recording administrations on behalf of another site, select the **Clinic** from the drop-down menu.

**Training Environment : Emulating BREVARDCHD**

Date Given: \* 10/02/2019

Injection Route: \* IM-INTRAMUSCULAR

Provider Person ID: UNKNOWN

Clinic: BREVARD - TEST CLINIC 1

**\*\*Please note:** If you do not see the clinic listed, refer to the instructions at the end of this guide for adding clinics.

## STEP 9

Once the **Imm Service Site** and **Program Component** (17.02 – HepA2017 for this outbreak response) are selected, you can select the vaccine from the current inventory list displayed.

Reduce inventory-on-hand count

Mfg/Lot: \* --- Select ---

**Current inventory records for HEP A ADULT**

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	Mfg/Lot#	Qty
Program Component	Expiration Date	On Hand
	NDC	
BREVARD CHD MELBOURNE	SKB Y29KL	10
17.02 - HEPA2017	02/21/2022	
	58160-0826-52	

Select Hide

# DOCUMENTING VACCINES

If you have selected a Clinic (as shown above), and the vaccine is not in your inventory because you adjusted it out for transfer purposes, you will uncheck the **Reduce Inventory** box and manually enter the vaccine information (see below).

Reduce inventory-on-hand count  
Manufacturer:   Include inactive  
Lot Number:   
NDC:

## STEP 10

Click on the **plus sign** icon beside **Special Conditions**, to expand selection criteria.

**Special Conditions: 0**  **HepA 2019 Risk Factors: 0**

Select the item(s), if any, that are applicable to this vaccination.

- \*
- FLS-Hep A Postexposure prophylaxis
- Men who have sex with men
- Illicit drug use
- Occupational exposure for Hepatitis A
- Homelessness
- In correctional facility
- Outbreak - Other

## STEP 11

Select the Special Condition **HepA Outbreak** and any **Risk Factors** that may apply to the patient receiving this vaccine.

**Special Conditions: 1**  **HepA 2019 Risk Factors: 2**

Select the item(s), if any, that are applicable to this vaccination.

**HepA Outbreak**  
Hurricane Dorian Evacuee  
Partial Administration

Select the item(s), if any, that are applicable to this vaccination.

- \*
- FLS-Hep A Postexposure prophylaxis
- Men who have sex with men
- Illicit drug use
- Occupational exposure for Hepatitis A
- Homelessness
- In correctional facility**
- Outbreak - Other

This refers to the sensitive information and high-risk conditions we mentioned at the beginning of the guide.

**\*\*Please note:** you can select more than one risk factor by holding down the Ctrl key on your keyboard and clicking on the factors as needed.

 Risk Factors (high-risk conditions, i.e. sensitive information) can only be seen by the user who entered the information, and by users who have the Sensitive Privilege permission. To obtain this permission, local org administrators should submit the request in writing (i.e. email) to the Florida SHOTS Helpdesk at [flshots@flhealth.gov](mailto:flshots@flhealth.gov). Permissions will be determined by program staff and based on necessity.

# DOCUMENTING VACCINES

## STEP 12

Enter the **Vaccine Information Statements** for the client.

Make sure you enter the **VIS Date** in the box next to **HEPA \***, then select the **VIS Recipient** (who received the VIS paperwork), and select whether the recipient gave consent for the vaccine.

**Vaccine Information Statements**

[CDC Vaccine Information Statements \(VIS\)](#) Type: VIS Date:

VIS Recipient: HEPA \*

\*   Consent for treatment given by VIS recipient

\*\*Once the VIS Recipient is selected, the field below it will become available. Click on the drop-down arrow next to **Consent for treatment given by VIS recipient** to select **Yes** or **No** for consent (shown below).

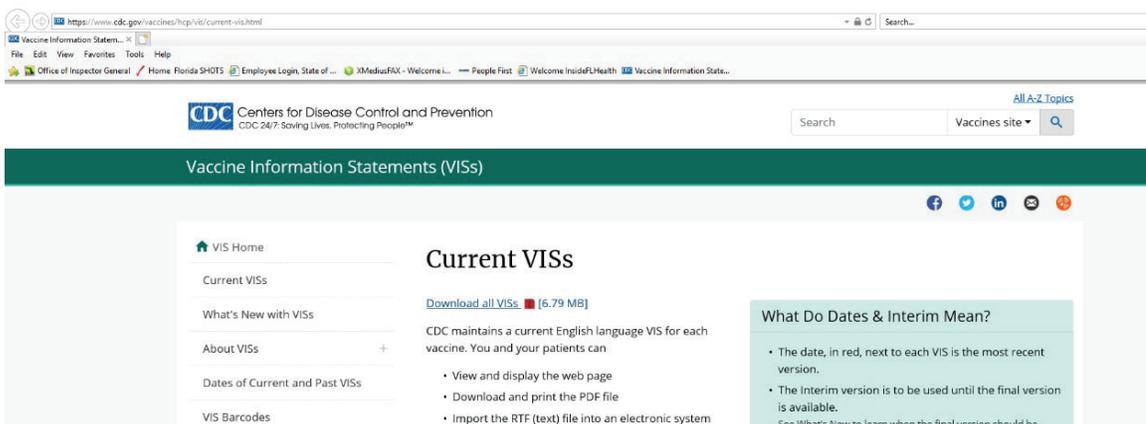
**Vaccine Information Statements**

[CDC Vaccine Information Statements \(VIS\)](#) Type: VIS Date:

VIS Recipient: HEPA \*

\*   Consent for treatment given by VIS recipient

If you are unaware of the VIS Date, click on the blue **CDC Vaccine Information Statements (VIS)** hyperlink to go to the CDC website. Once there, you can look up the current VISs for all vaccine types (as shown below).



# DOCUMENTING VACCINES

## STEP 13

Upon completion, you have the option to add more vaccines (if applicable). If you *do not* have more vaccines to add, *uncheck* the box beside **Add another vaccination record after “Next” button is clicked.**



A blue arrow points to the left side of a form. The form contains a checked checkbox with the text "Add another vaccination record after 'Next' button is clicked". Below the checkbox is a note: "\* Asterisk indicates a required field". At the bottom of the form are two buttons: a grey "Next" button on the left and a "Return to Vaccination List" button on the right.

Click the grey **Next** box to continue submitting your entries.



A blue arrow points to the left side of a form. The form contains an unchecked checkbox with the text "Add another vaccination record after 'Next' button is clicked". Below the checkbox is a note: "\* Asterisk indicates a required field". At the bottom of the form are two buttons: a grey "Next" button on the left and a "Return to Vaccination List" button on the right.

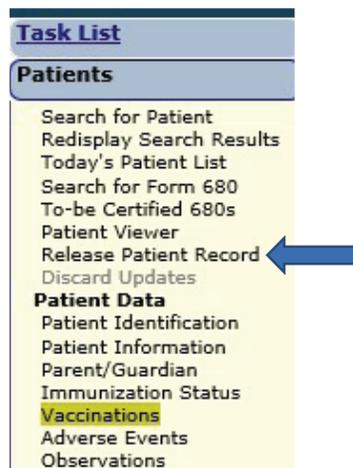
You can finalize your entries by clicking **Submit** once it turns yellow, found in the top left-hand corner of the screen



A screenshot of a patient record summary. On the left is the "Florida Shots" logo with the tagline "keeping shots in check". To the right, patient information is displayed: "NAME: ACETSI, ADLE", "DOB: 01/01/2000 (19 y)", and "CIP: DADE". At the bottom, there are two buttons: a yellow "Submit" button on the left and a grey "Add Vaccination Record" button on the right. A blue arrow points from the "Add Vaccination Record" button towards the "Submit" button.

## STEP 14

Once you are done with the patient’s record, be sure to properly exit by clicking **Release Patient Record** from the menu.



A screenshot of a "Task List" menu. The menu is divided into sections: "Task List", "Patients", "Patient Data", and "Vaccinations". Under the "Patients" section, the option "Release Patient Record" is highlighted in yellow and has a blue arrow pointing to it from the right. Other options in the "Patients" section include "Search for Patient", "Redisplay Search Results", "Today's Patient List", "Search for Form 680", "To-be Certified 680s", "Patient Viewer", and "Discard Updates". Under "Patient Data", there are "Patient Identification", "Patient Information", "Parent/Guardian", and "Immunization Status". Under "Vaccinations", there are "Adverse Events" and "Observations".

# ADDING CLINICS TO A SERVICE SITE

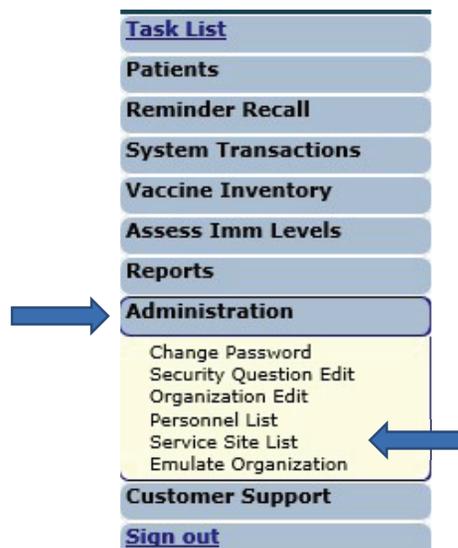
We have added the ability to add clinics to existing sites. This feature will assist providers in accounting for vaccines administered at a different location, such as an outbreak response that has taken place outside of your primary location.

## STEP 1

Log in to Florida SHOTS.

## STEP 2

Click on **Administration** from the menu, then select **Service Site List**.



## STEP 3

This brings you to the **Site List** page, which allows you to view all sites affiliated with your organization.

**Site List**

Organization: TAMPA FAMILY HEALTH CENTERS  
Click on a row below to select an existing site.

Show sites:  Active  Archived  All

CIP/Service Site Name ▲	Provider Site Id	Default	In Use	Address	VFC PIN
FLORIDA HOSPITAL HC	16		Yes	3100 EAST FLETCHER AVENUE, SUITE 126, TAMPA	
NORTH TAMPA HEALTH CENTER	6	Yes	Yes	1502 E FOWLER AVE, TAMPA	291069 (VFC EID: 996)
OSBORNE CENTER	4		Yes	4620 N 22ND ST., TAMPA	291006 (VFC EID: 975)
SHELDON SOUTH	13		Yes	5611 SHELDON ROAD, TAMPA	700273 (VFC EID: 2264)
TAMPA FAM - FLETCHER	3		Yes	302 WEST FLETCHER, TAMPA	700384 (VFC EID: 2400)
TAMPA FAM NEBRASKA	11		Yes	8108 N NEBRASKA AVE., TAMPA	700031 (VFC EID: 1901)
TAMPA FAMILY - SLIGH	14		Yes	6216 EAST SLIGH AVENUE, TAMPA	700379 (VFC EID: 2399)
TAMPA FAMILY CAUSE	12		Yes	7608 CAUSEWAY BLVD, TAMPA	700181 (VFC EID: 2095)

\*\*To view a particular site's maintenance page, click on that site's name (shown above).

# ADDING CLINICS TO A SERVICE SITE

## STEP 4

This takes you to the **Site Maintenance** page. Under the service site's address and contact information, you will see **Clinics** in blue.

**Site Maintenance**

BREVARD CHD

Site Name: \* BREV CENTRAL OFF

Provider Site ID:

Administers Vaccs:

Site Type: \* COUNTY HEALTH DEPARTMENT

National Prov ID:

Is Central Ordering Site:

Other (specify):

VFC PIN: 700050

VFC EID: 52

**FLSHOTS Service Site Address**

Line 1: \* BREV CENTRAL PHARM

Line 2:

City: \* CAPE CANAVERAL

State: \* FL Zip: \* 32920

County: \* BREVARD

**VFC Shipping Address**

Same as Service Site Address

**FLSHOTS Service Site Contact Info**

Phone: \* (850)889-0812

Fax: \* (850)770-9701

Email: Venkat.Moparthy@flhealth.gov

Contact: MEDICAL LICENSE Change

**VFC Shipping Contact Info**

Same as Service Site Contact Info

Contact: MOPARTHY.NAG Change

2nd Contact: MOPARTHY.VENKAT Change

[+ Clinics](#)

## STEP 5

Click on the icon next to Clinics (the **plus sign** will turn into a **minus sign**, as below). If there is a clinic linked to the service site, the drop-down will appear as such,

[- Clinics](#)

Name	External Id	Description
MV BREVARD CLINIC	01	TEST

However, if there are no Clinics linked to the service site, the drop-down will appear (as below), and you should proceed to the next step:

[+ Clinics](#)

Name	External Id	Description	Category
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# ADDING CLINICS TO A SERVICE SITE

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## Step 6 (if applicable)

If there are no clinics linked to the desired service site, contact the Florida SHOTS Helpdesk. A Local Org Administrator (LOA) can make the request for a clinic to be added under the service site. The request *needs to be in writing* (i.e. email) and sent to [flshots@flhealth.gov](mailto:flshots@flhealth.gov).

\*\*Please include the following information in the request (only applicable to LOAs):

- Your **organization's login ID** and the **name of the service site** (how it appears in Florida SHOTS on the Site List page).
- The **name of the clinic** – the name of the facility you transferred vaccines to and/or are recording vaccines on behalf of.
- The **external ID** – this is used for uploading purposes through your EHR/EMR.  
\*\*Please follow the link to verify which [implementation specialist](#) to contact for your ID (toward bottom of web page).
- A short **description** – briefly inform us of the provider you are recording vaccines on behalf of (i.e. include their org ID if they have a Florida SHOTS account).
- The **category** that best describes the type of facility this clinic represents – this field includes a drop-down box that allows one of the following categories to be selected (please only pick one):
  - Corrections clinic
  - Drug rehab facility
  - Business/work site
  - Community center
  - Homeless shelter
  - Hurricane/disaster shelter
  - Long-term care facility
  - School clinic