Florida SHOTS™

HEPATITIS A OUTBREAK RESPONSE TRAINING GUIDE FOR COUNTY HEALTH DEPARTMENTS

Contact Information

www.flshots.com

Free help desk:
877-888-SHOT (7468)
Monday-Friday, 8 a.m. to 5 p.m. Eastern

Florida Shots™
keeping shots in check

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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.

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.

**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.

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).
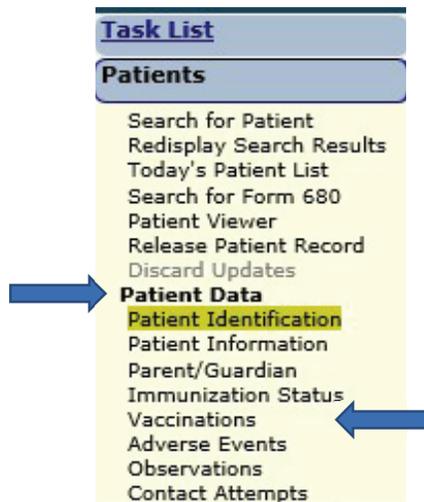
STEP 7

You should now be on the **Vaccination List** page (shown below).
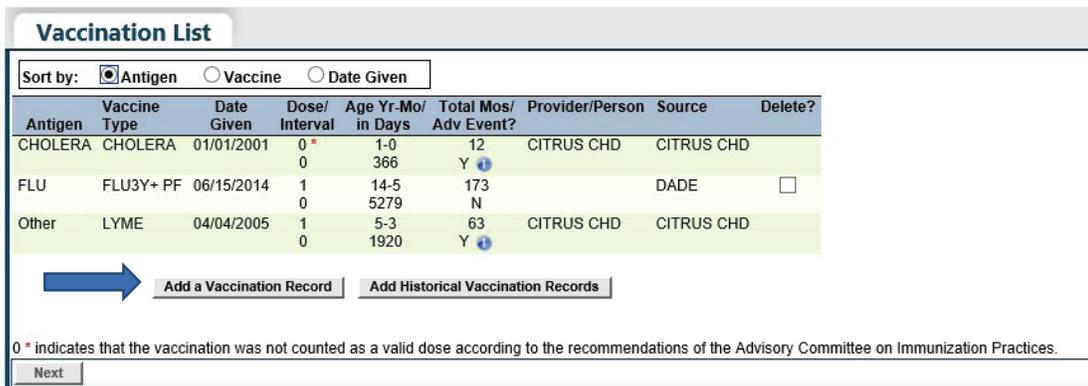
Click on the grey box, **Add a Vaccination Record**. This takes you to the **Add Vaccination Record** screen, where you will begin recording the vaccine information (as shown below).
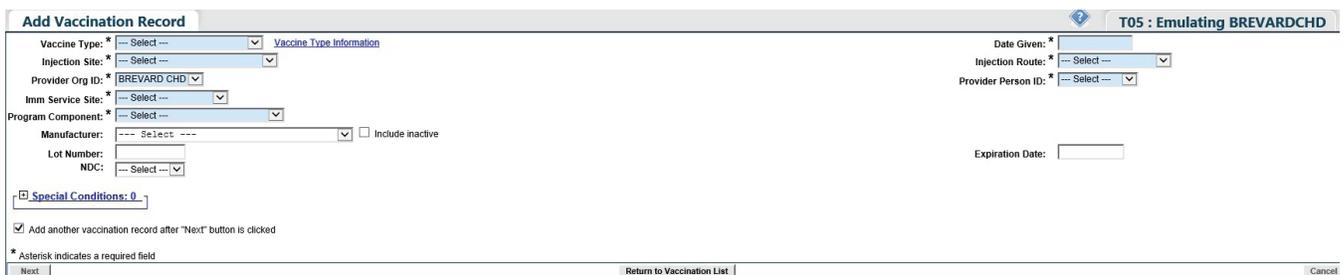
DOCUMENTING VACCINES

STEP 8

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

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

> ****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.

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: --- Select --- ☐ Include inactive

Lot Number:

NDC: --- Select ---

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.

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

--- Select ---
HepA Outbreak
Hurricane Dorian Evacuee
Partial Administration

⊟ **HepA 2019 Risk Factors: 2**
Select the item(s), if any, that are applicable to this vaccination.

* --- Select ---
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. Permissions will be determined by program staff and based on necessity.

DOCUMENTING VACCINES

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.

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).

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).
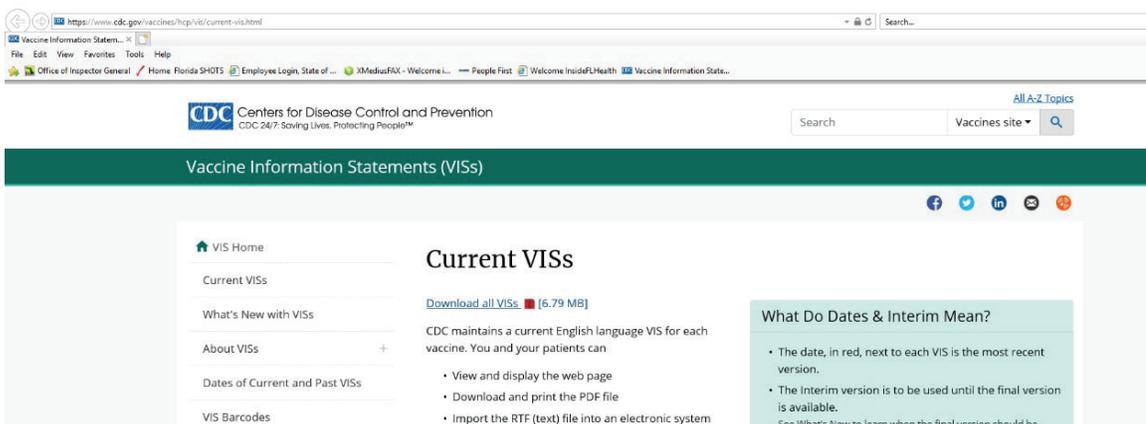
DOCUMENTING VACCINES

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.**

☑ Add another vaccination record after "Next" button is clicked

* Asterisk indicates a required field

| Next | Return to Vaccination List |

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

☑ Add another vaccination record after "Next" button is clicked

* Asterisk indicates a required field

| Next | Return to Vaccination List |

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

Name: AETEST,ABLE
DOB: 01/01/2000 (19 y
CIP: DADE

Submit   **Add Vaccination Record**

STEP 14

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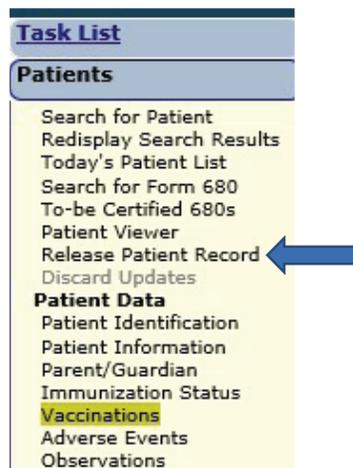
Task List

Patients

Search for Patient
Redisplay Search Results
Today's Patient List
Search for Form 680
To-be Certified 680s
Patient Viewer
Release Patient Record
Discard Updates
Patient Data
Patient Identification
Patient Information
Parent/Guardian
Immunization Status
Vaccinations
Adverse Events
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**.
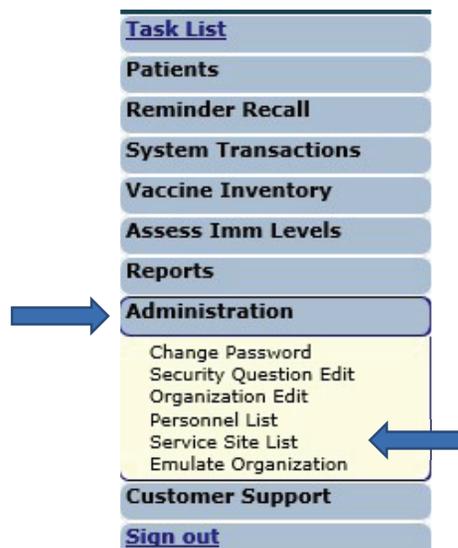
STEP 3

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

**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.

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,

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:

ADDING CLINICS TO A SERVICE SITE

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.

**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