

Florida SHOTS™

HEPATITIS A OUTBREAK RESPONSE TRAINING GUIDE FOR PRIVATE PROVIDERS

Contact Information

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DOCUMENTING VACCINES

INTRODUCTION

This guide is for private providers 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 a screenshot of a 'Search for Patient' form. On the left, there is a vertical sidebar with a dark blue header labeled 'Task List' and a yellow footer containing a list of links: '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', and 'Observations'. The main search form has several input fields: 'Last Name: "ANORVE"', 'First Name: "ABEL"', 'Date of Birth: "01/01/2000"', 'State ID: [empty]', 'Patient Id: [empty]', 'Specify Org: [empty]', and a large 'Search for Patient' button. Below the search form, there is a note: '* Asterisk indicates a required field'. A blue arrow points from the 'Search for Patient' button in the sidebar towards the 'Search for Patient' button in the main form.

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 a 'Patient Search' window. At the top, there are fields for Last Name (*ANORVE), First Name (*ABEL), and Date of Birth (01/01/2000). Below these are 'OR' and 'State ID' fields, followed by another 'OR' and 'Patient Id' field. A 'Specify Org:' field is also present. At the bottom left is a 'Search for Patient' button, and at the bottom right is a 'Reset Search Fields' button. A note at the bottom states: '* Asterisk indicates a required field'. The search results table has columns for Last Name, First Name, Date Of Birth, SSN, Sex, and State ID. The first result is ANORVE, ABEL X, with a blue arrow pointing to it. The table shows 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 search results are 'Add New Patient' and 'Extend Search' buttons.

****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

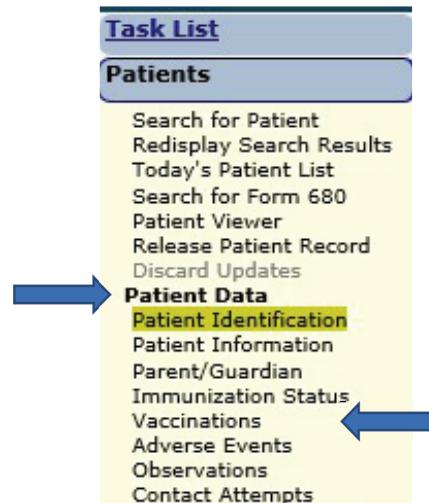
Upon entering the record, you might receive a pop-up message (as shown below). This is the system's way of notifying you the patient is overdue for vaccines. Click **OK** to continue.

The screenshot shows the same 'Patient Search' window as before, but now a pop-up message box is displayed. The message box title is 'Message from webpage' and contains a warning icon. The text inside says: '*** Important information regarding this patient ***' and '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'. At the bottom of the message box is an 'OK' button, which has a blue arrow pointing to it. The background search results table is partially visible.

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).

The screenshot shows the 'Vaccination List' page. At the top, there are sorting options: 'Sort by: Antigen Vaccine Date Given'. Below is a table with columns: Antigen, Vaccine Type, Date Given, Dose/Interval, Age Yr-Mo/ in Days, Total Mos/ Adv Event?, Provider/Person, Source, and Delete?. The table contains three rows of data:

Antigen	Vaccine Type	Date Given	Dose/Interval	Age Yr-Mo/ in Days	Total Mos/ Adv Event?	Provider/Person	Source	Delete?
CHOLERA	CHOLERA	01/01/2001	0 *	1-0	12	CITRUS CHD	CITRUS CHD	<input type="checkbox"/>
FLU	FLU3Y+ PF	06/15/2014	1 0	14-5 5279	173 N	DADE		<input type="checkbox"/>
Other	LYME	04/04/2005	1 0	5-3 1920	63 Y	CITRUS CHD	CITRUS CHD	<input type="checkbox"/>

At the bottom of the page are two buttons: 'Add a Vaccination Record' and 'Add Historical Vaccination Records'. A note below the table states: '0 * indicates that the vaccination was not counted as a valid dose according to the recommendations of the Advisory Committee on Immunization Practices.' There is also a 'Next' button.

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).

The screenshot shows the 'Add Vaccination Record' form. It includes fields for Vaccine Type, Date Given, Injection Site, Provider Org ID, Imm Service Site, Program Component, Manufacturer, Lot Number, and Special Conditions. There are also checkboxes for 'Add another vaccination record after "Next" button is clicked' and 'Astisks indicates a required field'. At the bottom are 'Return to Vaccination List' and 'Cancel' buttons.

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 (if applicable) and **Funding Program** (Hep A 2017 for this outbreak response) are selected, 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



DOCUMENTING VACCINES

STEP 10

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@fhealth.gov. Permissions will be determined by program staff and based on necessity.

STEP 11

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)

VIS Recipient:

* --- Select ---

Type: **VIS Date:**
HEPA *

Consent for treatment given by VIS recipient

DOCUMENTING VACCINES

**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)

VIS Recipient:

* Patient: ANORVE, ABEL

* Yes Consent for treatment given by VIS recipient

Type: VIS Date:
HEPA * 07/20/2016

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).

All A-Z Topics

Search... Vaccines site ▾

Vaccine Information Statements (VISs)

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People™

Current VISs

Download all VISs [6.79 MB]

CDC maintains a current English language VIS for each vaccine. You and your patients can

- View and display the web page
- Download and print the PDF file

What Do Dates & Interim Mean?

- The date, in red, next to each VIS is the most recent version.
- The Interim version is to be used until the final version is available.

STEP 12

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 |

DOCUMENTING VACCINES

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



STEP 13

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



ADDING CLINICS TO A SERVICE SITE

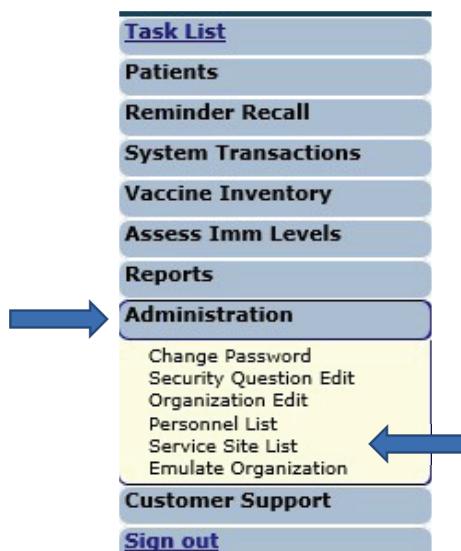
We have added the ability to add clinics to existing sites. This feature will assist providers in accounting for vaccines administered at a different location, such as an outbreak response that has taken place outside of your primary location.

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: <input checked="" type="checkbox"/> Active <input type="radio"/> Archived <input type="radio"/> 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	291069 (VFC EID: 996)
NORTH TAMPA HEALTH CENTER	6	Yes	4620 N 22ND ST., TAMPA	291006 (VFC EID: 975)
OSBORNE CENTER	4		5611 SHELDON ROAD, TAMPA	700273 (VFC EID: 2264)
SHELDON SOUTH	13		302 WEST FLETCHER, TAMPA	700384 (VFC EID: 2400)
TAMPA FAM - FLETCHER	3		8108 N NEBRASKA AVE., TAMPA	700031 (VFC EID: 1901)
TAMPA FAM NEBRASKA	11	Yes	6216 EAST SLIGH AVENUE, TAMPA	700379 (VFC EID: 2399)
TAMPA FAMILY - SLIGH	14	Yes	7608 CAUSEWAY RD, TAMPA	700181 (VFC EID: 2095)
TAMPA FAMILY Y CAUSE	12			

**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: * <input type="text" value="BREV CENTRAL OFF"/>	National Prov ID: <input type="text"/>
Provider Site ID: <input type="text"/>	Is Central Ordering Site: <input checked="" type="checkbox"/>
Administers Vaccs: <input checked="" type="checkbox"/>	Other (specify): <input type="text"/>
Site Type: * <input type="text" value="COUNTY HEALTH DEPARTMENT"/>	VFC EID: 52
VFC PIN: 700050	
FLSHOTS Service Site Address	
Line 1: * <input type="text" value="BREV CENTRAL PHARM"/>	VFC Shipping Address
Line 2: <input type="text"/>	<input checked="" type="checkbox"/> Same as Service Site Address
City: * <input type="text" value="CAPE CANAVERAL"/>	
State: * <input type="text" value="FL"/>	VFC Shipping Contact Info
Zip: * <input type="text" value="32920"/>	<input checked="" type="checkbox"/> Same as Service Site Contact Info
County: * <input type="text" value="BREVARD"/>	Contact: MOPARTHY.NAG <input type="button" value="Change"/>
Email: Venkat.Moparthys@fiehealth.gov	
Contact: MEDICAL LICENSE <input type="button" value="Change"/>	
+ Clinics ←	

STEP 5

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

→ [+ 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

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