

**Florida SHOTS™**

# FLU PRE-BOOKING

## 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

# 1. FLU PRE-BOOKING

All VFC flu pre-booking requests must be entered into Florida SHOTS. You will be able to enter your request when flu pre-booking begins for the next flu season. Only the Primary/Secondary contacts and the Enrollee will have access to enter this request.

Please log into Florida SHOTS to complete this request.

Select “Vaccine Inventory” from the Florida SHOTS menu, and click “Flu Pre Booking.”

**Vaccine Inventory**

**Order**

- Temperature Logs
- Order Worksheet
- Order Requests
- Flu Pre Booking

**Receive**

- Pending Receipts

**Adjust**

- Adjust Inventory
- Report Returns/Waste
- Shipping Labels

**Transfer**

- Transfer Inventory
- Transfer Form
- Rescind Transfer

**Transaction**

- Transaction History

**Reports**

- Aging Vaccine

This will open the Flu Pre Booking page. If you are the Primary/Secondary contact or the Enrollee for multiple locations, you will see all PINs listed here.

## FLU PRE BOOKING

[Show Help Text](#)

VFC Pin	Effort	Presentation	Previous Flu Seasons			Current Flu Season 2015-2016				Pre Booking Upcoming Flu Season 2016-2017	
			Doses Ordered in 2012-2013	Doses Ordered in 2013-2014	Doses Ordered in 2014-2015	Requested Doses	Approved Doses	Doses Ordered	% FulFilled	Requested Doses	Approved Doses
481046	All	All	340	410	350	420	420	310	74%	0	
	VFC/PED	0.25 Syringe (10 doses)	120	110	50	90	90	50	56%	<input type="text" value="0"/>	0
	VFC/PED	0.5 Single Dose (10 doses)	130	60		0	0	50		<input type="text" value="0"/>	0
	VFC/PED	FluMist (10 doses)	10	30	50	30	30	10	33%	<input type="text" value="0"/>	0
	VFC/PED	Multi Dose Vial (10 doses)	80	210	250	300	300	200	67%	<input type="text" value="0"/>	0

# 1. FLU PRE-BOOKING (cont.)

On this page, you will see the following columns:

- Effort – Who should receive this vaccine
- Presentation – The types of flu vaccines available for pre-booking request
- Previous Flu Seasons – Lists the amounts pre-booked in previous flu seasons
- Current Flu Season
  - Requested Doses – The amount you pre-booked for the current season
  - Approved Doses – The amount VFC approved
  - Doses Ordered – The amount of flu vaccine that has been ordered
  - % Fulfilled – How much of your pre-booked request has been fulfilled

## Pre-Booking Upcoming Flu Season

You will enter your pre-book requests for the upcoming flu season in these fields, and click “Submit” to submit this request to the VFC office for approval.

**FLU PRE BOOKING** [Show Help Text](#)

VFC Pin	Effort	Presentation	Previous Flu Seasons			Current Flu Season 2015-2016				Pre Booking Upcoming Flu Season 2016-2017	
			Doses Ordered in 2012-2013	Doses Ordered in 2013-2014	Doses Ordered in 2014-2015	Requested Doses	Approved Doses	Doses Ordered	% Fulfilled	Requested Doses	Approved Doses
481046	All	All	340	410	350	420	420	310	74%	600	600
	VFC/PED	0.25 Syringe (10 doses)	120	110	50	90	90	50	56%	<input type="text" value="100"/>	200
	VFC/PED	0.5 Single Dose (10 doses)	130	60		0	0	50		<input type="text" value="200"/>	200
	VFC/PED	FluMist (10 doses)	10	30	50	30	30	10	33%	<input type="text" value="0"/>	0
	VFC/PED	Multi Dose Vial (10 doses)	80	210	250	300	300	200	67%	<input type="text" value="200"/>	200

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You will have the ability to edit these amounts at any time during the flu pre-booking season. After the season has closed, you will need to contact your VFC representative for any changes.

## 2. VFC FLU ORDER REQUEST

All VFC flu requests are submitted electronically in Florida SHOTS. The VFC Program office will approve your order request and submit the request to the CDC for processing.

Log into Florida SHOTS. Use the following information to enter and complete your site's flu Order Request.

Open the Order Request page as you do now when placing regular vaccine orders. You will see a new button has been added to create a new VFC/PED flu order request. This button will only be active after 50% of your pre-booked amount has been shipped or when open ordering begins.

**ORDER REQUEST** Show Help Text

PIN:

Org Name: PEDIATRIC ASSOCIATES PA LL

Site Name:

Central Pharmacy: No

**VFC Shipping Address**

Line 1: 9750 NW 33 ST

Line 2: STE 111

City: CORAL SPRINGS

State: FL Zip: 33065

**VFC Shipping Contact Info**

Phone: (954)752-8920

Fax: (954)752-2830

Email: NOTVALID@FLSHOTS.COM

Contact: [SWEET,MEGAN](#)

Order Request#	Type	Inv As Of Date	Status	Created Date Created By	Last Update Date Last Updated By	View Orders
56117	VFC/PED Flu		Terminated	2015-12-09 13:00 AVLES,FATIMA	2015-12-09 13:19 TerminateRequest: AVLES,FATIMA	
56116	VFC/PED Flu		Terminated	2015-12-09 11:15 AVLES,FATIMA	2015-12-09 11:16 TerminateRequest: AVLES,FATIMA	
56115	VFC/PED Flu		Terminated	2015-12-08 12:56 SWEET,MEGAN	2015-12-09 11:14 TerminateRequest: AVLES,FATIMA	
56114	VFC/PED Flu		Terminated	2015-12-08 11:18 SWEET,MEGAN A	2015-12-08 11:18 TerminateRequest: SWEET,MEGAN A	
56113	VFC/PED Flu		Terminated	2015-12-03 12:25 SWEET,MEGAN	2015-12-03 12:40 TerminateRequest: SWEET,MEGAN	

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Effort:

When you click on the “Add New VFC/PED Flu Order Request” button you will be brought to the Order Request – Doses Requested and Approved page. You will not complete an inventory page, as you do for a regular vaccine order. **Only presentations that are available for ordering will be displayed.**

**ORDER REQUEST - DOSES REQUESTED AND APPROVED** Show Help Text

[Goto Bottom](#)

Organization: PEDIATRIC ASSOCIATES PA LL

Order Request Create Date: 12/10/2015

VFC PIN: 700153

Name of Physician's office, practice, clinic, etc.  
DR JAMES DELEO PED

Delivery Address (Number and Street - No PO Boxes)  
9750 NW 33 ST  
STE 111  
CORAL SPRINGS, FL 33065

Provider's designated ordering schedule is: M1: Monthly 1st through 15th of any month.

The Provider orders Vaccines of Type: Both (DirectShip and Non-DS)

Order Request Status: \*\* New \*\*

Order Request #:

Request Type: VFC/PED Flu

Contact Person  
SWEET, MEGAN

Telephone  
(954)752-8920

Fax  
(954)752-2830

Presentation: FluMist (10 doses)

Brand Name	Packaging \$ per dose	# of Doses* Requested	# of Doses* Approved	Total Cost to VFC for Doses Approved	Doses Available
FluMist 66019-0302-10	10 Single Dose Sprayers \$ 18.8800	<input type="text"/>	<input type="text"/>	\$ 0.00	200 doses

Presentation: Multi Dose Vial (10 doses)

Brand Name	Packaging \$ per dose	# of Doses* Requested	# of Doses* Approved	Total Cost to VFC for Doses Approved	Doses Available
Fluzone 49281-0623-15	10 doses per Multi-Dose Vial \$ 13.1500	<input type="text"/>	<input type="text"/>	\$ 0.00	100 doses

[Order Request Notes](#)

## 2. VFC FLU ORDER REQUEST (cont.)

Please pay close attention to the “Doses Available” column. You are allowed to order this amount of the presentation.

**ORDER REQUEST-DOSES REQUESTED AND APPROVED** [Show Help Text](#)

[Go Bottom](#)

Organization: PEDIATRIC ASSOCIATES PA LL  
Order Request Create Date: 12/10/2015

Order Request Status: \*\* New \*\*  
Order Request #:  
Request Type: VFC/PED Flu  
[Print](#)

VFC PIN: 700153

Name of Physician's office, practice, clinic, etc.  
DR JAMES DELEO PED

Delivery Address (Number and Street - No PO Boxes)  
9750 NW 33 ST  
STE 111  
CORAL SPRINGS, FL 33065

Contact Person  
SWEET, MEGAN

Telephone  
(954)752-8920

Fax  
(954)752-2830

Provider's designated ordering schedule is: M1: Monthly 1st through 15th of any month.  
The Provider orders Vaccines of Type: Both (DirectShip and Non-DS)

Presentation: FluMist (10 doses)

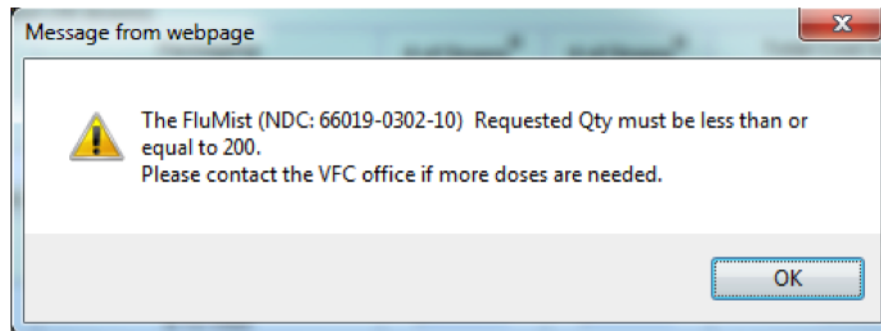
Brand Name	Packaging \$ per dose	# of Doses* Requested	# of Doses* Approved	Total Cost to VFC for Doses Approved	Doses Available
FluMist 66019-0302-10	10 Single Dose Sprayers \$ 18.8800	<input type="text"/>	<input type="text"/>	\$ 0.00	200 doses

Presentation: Multi Dose Vial (10 doses)

Brand Name	Packaging \$ per dose	# of Doses* Requested	# of Doses* Approved	Total Cost to VFC for Doses Approved	Doses Available
Fluzone 49281-0623-15	10 doses per Multi-Dose Vial \$ 13.1500	<input type="text"/>	<input type="text"/>	\$ 0.00	100 doses

[Order Request Notes](#)

If you enter an amount that exceeds that number, you will receive a pop-up stating that the request quantity must be less than or equal to the doses available. Please contact your VFC representative if you need more doses.



If you do not receive the pop-up, that means VFC has an adequate amount of that presentation to fulfill additional requests. You will need to select a reason for overage at the bottom.

### Requested Doses by Presentation Summary

Presentation	Doses Available	Requested Doses	Approved Doses	Reason for Overage
FluMist (10 doses)	200	200	0	--- select ---
Multi Dose Vial (10 doses)	100	200 *	0	Seasonality

## 2. VFC FLU ORDER REQUEST (cont.)

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As with regular vaccine orders, when you are ready to submit your order you will check the box “Request Complete – Ready for VFC Approval,” then click “Submit.” Please make sure your temperature logs are up-to-date before doing so. If they are not, your order will be suspended until all missing temperatures are entered. You will not be notified of this until you click the submit button.

The screenshot shows a web form for a VFC Flu Order Request. At the top left, there is a link labeled "[Goto Top]". Below this, the text reads "Total Cost to VFC for this Order Request: \$ 0.00". There are two checkboxes: the first is checked and labeled "Request Complete - Ready for VFC Approval"; the second is unchecked and labeled "Order Quantities Approved - Ready for Export", with a red note below it stating "(Differences between Doses Approved and Doses Requested exist)". At the bottom of the form, there are four buttons: "Submit", "Return to Order Request List", "Go to Service Site", and "Cancel".

After you submit your order, VFC will approve the order and submit it to the distributor for processing. Flu orders are usually delivered within 2 to 3 business days of submission to the distributor.