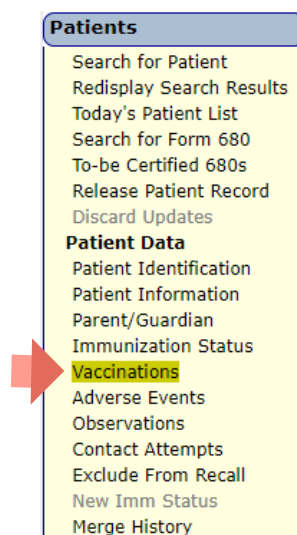# Editing Vaccine Records in Florida SHOTS

Making changes to manually-entered or uploaded vaccine records is simple. First, complete the "**Patient Search**" and load the patient's record.

STEP 1

Click the "**Vaccinations**" menu item on the left.

STEP 2

On the "**Vaccination List**," find the vaccination that you wish to edit and click directly on it to open the "**Change Vaccination Record**" screen.

STEP 3

Check to make sure the "**Funding Program**" is correct. If the vaccine was administered to a VFC-eligible patient, you are required to specify the "**Funding Program**" from the drop-down menu. Most VFC Private Providers will only have the option to select "**VFC/PED**."

NOTE: If this was a privately-purchased vaccine, leave this field as —Select— and continue.

STEP 4

Once you have selected the "**Funding Program**," you will be required to select the patient's "**VFC Eligibility**" as it applies to this vaccination.

STEP 5

Upon choosing of the VFC Eligibility, the "**Manufacturer**", "**Lot Number**", and "**Expiration Date**" fields all become required. Enter or make changes to these fields to correct the information.

STEP 6

To save your changes, click "**Next**" in the lower left corner.

STEP 7

Then click on "**Submit**" in the upper left corner of the "**Vaccination List**."

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