

COVID-19 Vaccine Pre-booking

APRIL 13, 2021



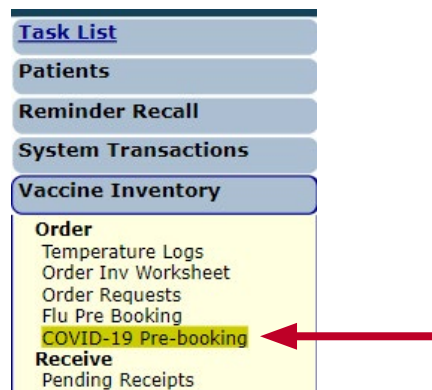
COVID-19 vaccines can be pre-booked in Florida SHOTS. Only the personnel designated on the Vaccines for Children/Covid-19 Vaccine Program account as Enrollee, Primary and Secondary contacts have access to enter this request. This quick guide will take you through the steps on how to complete.

STEP 1

Log into Florida SHOTS.

STEP 2

Select **“Vaccine Inventory”** then **“COVID-19 Pre-booking”** from the Florida SHOTS menu.



STEP 3

This will open the COVID-19 Pre-booking page. If you are the Primary/Secondary contact or the Enrollee for multiple locations, you will see all PINs listed here.

Enter your pre-book request in multiples of 10 in the “Total Requested Doses” field for the desired presentation and projected weekly vaccine demand in “Avg Weekly Demand”. This number may be determined by pre-booked appointments and/or the average doses per week administered by your facility during the peak of flu season.

COVID-19 Pre-booking

COVID-19 Status: Pre-booking

VFC Pin/EID	Ultra-cold	Effort	Tier	Presentation	Total Requested Doses	Avg Weekly Demand	Doses Ordered	% FulFilled
Pin: 700059		All		All	0	0		N/A
		COVID-19 (not VFC elig)		COVID 19 MODERANA	0	0		N/A
				COVID-19 Janssen	0	0		N/A
				COVID-19 Pfizer Ultra-cold	0	0		N/A

Submit

Click **“Submit”** to submit this request.

COVID-19 Pre-booking ?

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VFC Pin/EID	Ultra-cold	Effort	Tier	Presentation	Total Requested Doses	Avg Weekly Demand ?	Doses Ordered	% FulFilled
Pin: 700059		All		All	0	0		N/A
		COVID-19 (not VFC elig)		COVID 19 MODERANA	100	10		N/A
				COVID-19 Janssen	100	10		N/A
				COVID-19 Pfizer Ultra-cold	100	10		N/A

You will have the ability to edit these amounts until the pre-booking is closed.

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