

COVID-19 Vaccine Report



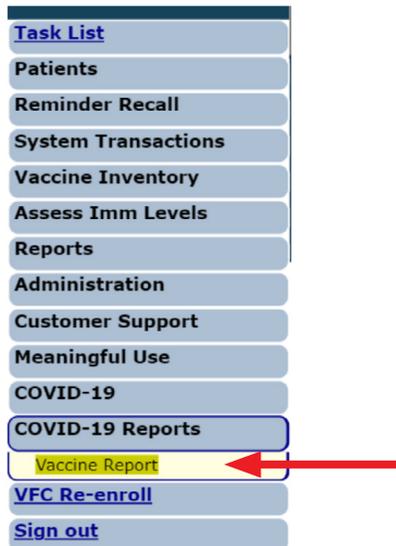
A Covid-19 Vaccine Report can be created in Florida SHOTS that provides an Excel file of all your patients who have received the Covid-19 vaccine within the specified time frame, and includes series status and if applicable next due date. This guide will give you the step-by-step instructions to create the report.

STEP 1

Log into Florida SHOTS.

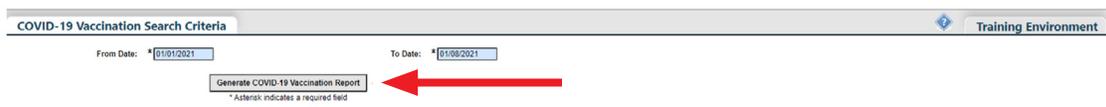
STEP 2

Select “COVID-19 Reports” then “Vaccine Report” from the Florida SHOTS menu.



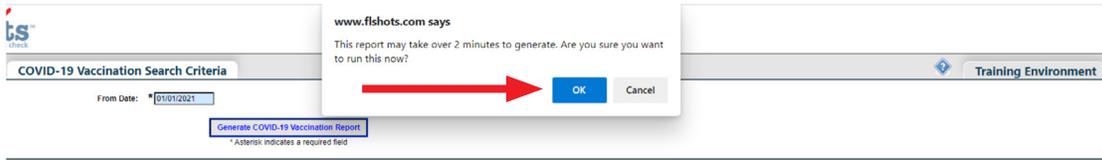
STEP 3

Enter the date range that you would like to search in the “From Date” and “To Date” fields. Click on “Generate COVID-19 Vaccination Report” button.



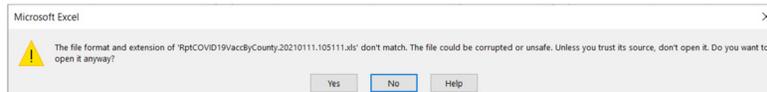
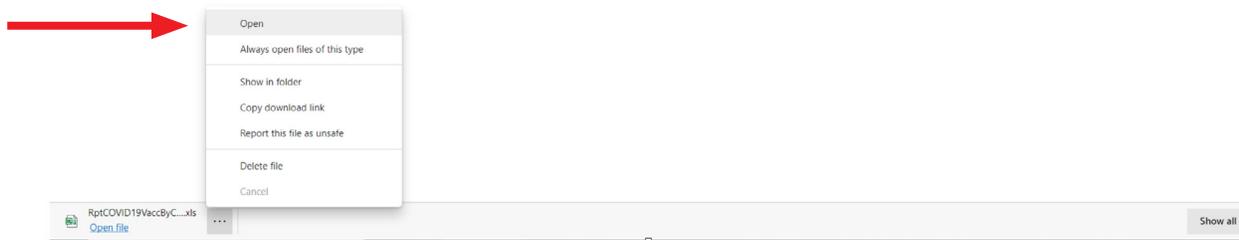
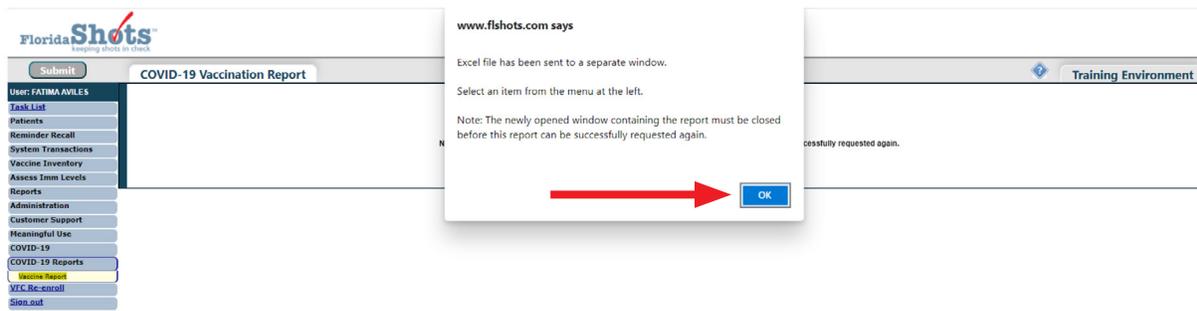
STEP 4

Click “OK” on the pop-up message advising you that it may take over two minutes to generate.



STEP 5

Click “OK” on the additional pop-up message advising you that the Excel file will open in a separate window. Proceed to click “Open” on the additional message to open the file.



STEP 6

Once the file opens, the results are displayed on the “COVID-19 Vacc By County Rpt” tab and the “Search Criteria” recaps your selection that you entered for the report. The report heading format consists of:

IMM State ID, Patient Last Name, Patient First Name, Patient Middle Name, Date of Birth, Sex, Ethnicity, Race, Physical Address 1, Physical Address City, Physical Address State, Physical Address Zip, County of Residence, Phone Number, E-mail Address, CIP Organization, CIP EID, CIP Site Name, Vaccine Type, CVX Code, CPT Code, Date Given, MFG/Lot Number, Inventory Expiration Date, Age AT Vaccination, VFC Eligibility, Program Comp/ Funding Prog, Provider Organization Name, Provider Organization Type, Service Site Name, VFC PIN, Service Site Clinic, Service Site Clinic External ID, Service Site County, Provider Type, Risk Factor, Record Entered By, Date of Entry, Provider Person ID, Dose Number, Series Status and Next Recmd Due Date.

State IMM	Last Name	First Name	Patient ID	DOB	Sex	Ethnicity	Race	Physical Address	City	State	Zip	County	Phone Number	E-mail Address	CIP Organization	CIP EID	CIP Site	Vaccine Type	CVX	CPT Code	Date Given
2	8011770789	DUNLAVY	RICHARD	01/16/1955	FEMALE	NO	NOT LINKN	1282 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
3	8011770790	DUNNE	RICHARD	01/04/1955	FEMALE	NO	NOT LINKN	1283 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
4	8011770791	DUNNICK	RICHARD	12/27/1954	FEMALE	NO	NOT LINKN	1284 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
5	8011770792	DUNNICK	RICHARD	12/24/1954	FEMALE	NO	NOT LINKN	1285 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
6	8011770793	DOMBROW	ROBERT	05/10/1955	FEMALE	NO	NOT WHIT	1270 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
7	8011770794	DOKE	RICHARD	02/05/1955	FEMALE	NO	NOT LINKN	1281 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
8	8011770795	DUNNICK	RICHARD	12/10/1954	FEMALE	NO	NOT LINKN	1286 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
9	8011770796	DOWEK	RICHARD	12/03/1954	FEMALE	NO	NOT LINKN	1287 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
10	8011770797	DOWEK	RICHARD	02/12/1955	FEMALE	NO	NOT LINKN	1280 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
11	8011770798	DYE	RHONIA	12/02/1954	FEMALE	NO	NOT LINKN	1288 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
12	8011770799	DOOLEY	RITA	05/03/1955	FEMALE	NO	NOT WHIT	1272 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
13	8011770800	DOWD	RICHARD	02/18/1955	FEMALE	NO	NOT LINKN	1279 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
14	8011770801	DOUGLASS	RICHARD	03/03/1955	FEMALE	NO	NOT LINKN	1278 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
15	8011770802	DOUGLAS	RICHARD	03/04/1955	FEMALE	NO	NOT LINKN	1277 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
16	8011770803	DOUGLAS	RICHARD	04/25/1955	FEMALE	NO	NOT LINKN	1276 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
17	8011770804	DOUGLAS	RICHARD	04/27/1955	FEMALE	NO	NOT LINKN	1275 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
18	8011770805	DOMBROW	ROBERT	05/17/1955	FEMALE	NO	NOT WHIT	1269 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
19	8011770806	DOUGLAS	RICHARD	04/28/1955	FEMALE	NO	NOT LINKN	1274 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
20	8011770807	DOERSCH	RICHARD	04/29/1955	FEMALE	NO	NOT WHIT	1273 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
21	8011770808	DOLAN	ROBERT	05/18/1955	FEMALE	NO	NOT WHIT	1268 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
22	8011770809	DOYNDH	ROBERT	05/04/1955	FEMALE	NO	NOT WHIT	1271 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
23	8011770810	ALAI	WILLIAM	09/11/1998	MALE	YES	HISP AMER	1121 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
24	8011770811	FEBRELL	PHILIP	07/13/1954	FEMALE	NO	NOT LINKN	1306 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
25	8011770812	FENSTERMA	PHILLIP	07/17/1954	FEMALE	NO	NOT LINKN	1305 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
26	8011770813	FELSMAN	PHYLLIS	07/23/1954	FEMALE	NO	NOT LINKN	1304 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
27	8011770814	FECKO	FRISCILLA	07/25/1954	FEMALE	NO	NOT LINKN	1303 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
28	8011770815	FAZZINA	RADHIKA	07/26/1954	FEMALE	NO	NOT LINKN	1302 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
29	8011770816	FARRELL	RAE	07/28/1954	FEMALE	NO	NOT LINKN	1301 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		
30	8011770817	FARR	RALPH	08/13/1954	FEMALE	NO	NOT LINKN	1300 FIRST ST	TOWA FL	33333	LEON	(850)555-1111		BEACH MED GROUP	4953	BEACH GRF COVID-19	MOH 207	91301	01/02/2021		

NOTE: Due to length of report, only part of report is captured on the screenshot.

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