

Documenting A COVID-19 Vaccine



Enrolled COVID-19 vaccine providers are required to report vaccination data in Florida SHOTS within 24 hours of administration. The documentation can either be electronically uploaded via an established connection with a compatible Electronic Health Record (EHR) software, manually entered in the Florida SHOTS patient record or uploaded via the available Florida SHOTS Excel Spreadsheet. This short guide will provide step-by-step instructions on how to enter a COVID-19 vaccine in the patient record and uploading a spreadsheet.

Documenting Vaccine in Patient Record

STEP 1

Log into Florida SHOTS.

STEP 2

Complete a Patient Search from the **"Patients"** Florida SHOTS menu to open or add the patient record.

The screenshot shows the Florida SHOTS Patient Search interface. The left sidebar contains a 'Task List' menu with 'Patients' highlighted by a red arrow. The main content area is titled 'Patient Search' and includes fields for 'Last Name', 'First Name', 'Date of Birth', and 'State ID'. There are 'OR' options between the first and last name fields, and between the state ID and patient ID fields. A 'Search for Patient' button is located at the bottom left of the search area. A note at the bottom left states '* Asterisk indicates a required field'. A 'Driver's license barcode scanning' icon is visible at the bottom right.

STEP 3

Select **"Vaccinations"** from the Florida SHOTS menu and click on the **"Add a Vaccination Record"** button.

The screenshot shows the Florida SHOTS Vaccination List interface. The left sidebar contains a 'Task List' menu with 'Vaccinations' highlighted by a red arrow. The main content area is titled 'Vaccination List' and includes a table with the following columns: Antigen, Vaccine, Date Given, Dose Interval, Age Yr-Mo, Total Mos, Provider/Person, Source, and Delete?. The table contains one row of data for COVID-19. Below the table are buttons for 'Add a Vaccination Record' and 'Add Historical Vaccination Records'. A 'Next' button is located at the bottom right of the table area.

Antigen	Vaccine	Date Given	Dose Interval	Age Yr-Mo	Total Mos	Provider/Person	Source	Delete?
COVID-19	COVID-19 MODERNA	10/20/2021	1	69-d	702	BEACH MED GROUP	BEACH MED GROUP	<input type="checkbox"/>

STEP 4

In the “Add Vaccination Record” page you will need to complete all the following fields:

- **Vaccine Type:** Enter the type of COVID-19 vaccine the patient received.
- **Date Given:** Enter the date, or if vaccine was given today, enter “T” and the current date will automatically populate.
- **Injection Site:** Record the specific place on the body where an immunization is administered.
- **Injection Route:** Records the method used to administer the immunization.
- **Provider Org ID:** The name of the practice administering the vaccination defaults to your practice.
- **Provider Person ID:** Select the provider person ID of the staff administering the immunization.
- **Imm Service Site:** If your organization has multiple service sites, you may indicate which site administered the vaccination. If the vaccination being recorded is the most recent, and the service site selected differs from the service site on the “Patient Information” page, users will be asked whether or not to update the patient’s service site.
- **Funding Program:** Select COVID-19 effort from the drop-down menu.
- **Patient Insurance:** Specify the patient’s insurance coverage.
- **VIS Recipient:** Select the person receiving the Fact Sheet for this patient. “Other” may be selected and you may enter the name of the person receiving the form as well as that person’s relationship to the patient.
- **VIS Date:** Enter the date of the Fact Sheet provided for this vaccination. To view current VIS information, click on the hyperlink CDC Vaccine Information Statements (VIS) above “VIS Recipient” field.
- **Consent for Treatment Given by VIS Recipient:** When VIS information is recorded, this field is enabled and required. Leave the default value at “Yes” if the person receiving the VIS gave consent for treatment. If the person giving consent is not the same as the person that received the statements, local policy on documentation of consent for treatment should be used
- **Manufacturer, Lot Number & Expiration Date:** The vaccine information that was administered.
- **COVID-19 Risk Factors 1:** Please indicate the patient’s eligibility for this vaccination.

Remove the checkmark from “Add another vaccination record”.

Click on the “Next” button.

The screenshot shows the 'Add Vaccination Record' form for patient FATIMA AVILES. The form is divided into several sections:

- Barcode Scan:** A warning icon and text: "Do not trigger the reader unless the cursor is in this field".
- Vaccine Information:** Vaccine Type: COVID-19 MODERNA; Injection Site: LA-LEFT ARM; Provider Org ID: BEACH MED GROUP; Imm Service Site: HEALTH SYSTEM URGENT CARE; Funding Program: COVID-19 (not VFC elig); Patient Insurance: PRIVATELY INSURED.
- Patient Data:** Manufacturer: MOD - MODERNA US, INC.; Lot Number: D12L20A; NDC: B0777-0273-99.
- Vaccine Information Statements (VIS):** VIS Recipient: Patient DOUGLASS, RICHARD; Type: COVID-19 MODERNA; VIS Date: 04/01/2021; Consent for treatment given by VIS recipient: Yes.
- Special Conditions:** 0.
- COVID-19 Risk Factors:** 1. A list of risk factors is shown, including AGE 65+ (EXCLUDING LTCF), AGE-BASED ELIGIBILITY, FIREFIGHTER, Health care personnel, LAW ENFORCEMENT, LTCF Resident, LTCF Staff, PHYSICIAN ORDERED, SCHOOL EMPLOYEE, and Unknown.
- Buttons:** A red arrow points to the 'Next' button. Other buttons include 'Return to Vaccination List' and 'Cancel'.
- Footer:** English (United States) US keyboard.

STEP 5

Click on **“Submit”** to save the vaccination record.

Submit Training Environment

User: FATIMA AVILES

Name: DOUGLASS, RICHARD
DOB: 03/03/1955 (66 yrs 1 mos 26 dys) (24164 days)
CIP: BEACH MED GROUP

State IMM Id: 8011771094
SSN:
Sex: Male
Status: **Overdue**
Site: HEALTH SYSTEM URGENT CARE

Sort by: Antigen Vaccine Date Given

Antigen	Vaccine Type	Date Given	Dose/ Interval	Age Yr/ Mo/ In Days	Total Mos/ Adv Event?	Provider/Person	Source	Delete?
COVID-19	COVID-19 MODERNA	03/20/2021	1	66-0	792	BEACH MED GROUP	BEACH MED GROUP	<input type="checkbox"/>
COVID-19	COVID-19 MODERNA	04/29/2021	0	66-1	793	BEACH MED GROUP	BEACH MED GROUP	<input type="checkbox"/>

Add a Vaccination Record **Add Historical Vaccination Records**

Next Cancel

Documenting Historical Vaccine (Use the patient's COVID-19 Vaccination Record Card)

STEP 1

Log into [Florida SHOTS](#).

STEP 2

Complete a Patient Search from the **“Patients”** Florida SHOTS menu to open or add the patient record.

Submit Training Environment

User: FATIMA AVILES

Patients

Last Name: First Name: Date of Birth:

OR

State ID:

OR

Patient ID:

Search for Patient **Reset Search Fields**

* Asterisk indicates a required field Driver's license barcode scanning

STEP 3

Select **“Vaccinations”** from the Florida SHOTS menu and click on the **“Add a Vaccination Record”** button.

Submit Training Environment

User: FATIMA AVILES

Name: DOUGLASS, RICHARD
DOB: 03/03/1955 (66 yrs 1 mos 26 dys) (24164 days)
CIP: BEACH MED GROUP

State IMM Id: 8011771094
SSN:
Sex: Male
Status: **Overdue**
Site: HEALTH SYSTEM URGENT CARE

Sort by: Antigen Vaccine Date Given

Antigen	Vaccine Type	Date Given	Dose/ Interval	Age Yr/ Mo/ In Days	Total Mos/ Adv Event?	Provider/Person	Source	Delete?
COVID-19	COVID-19 MODERNA	03/20/2021	1	66-0	792	BEACH MED GROUP	BEACH MED GROUP	<input type="checkbox"/>
COVID-19	COVID-19 MODERNA	04/29/2021	0	66-1	793	BEACH MED GROUP	BEACH MED GROUP	<input type="checkbox"/>

Add a Vaccination Record **Add Historical Vaccination Records**

Next Cancel

STEP 4

In the “Add Vaccination Record” page you will need to complete the following fields:

- Vaccine Type: Enter the type of COVID-19 vaccine the patient received.
- Date Given: Enter the date the vaccine was given.
- Provider Org ID: The name of the practice administering the vaccination defaults to your practice, select “OTHER” from the drop-down menu.

Complete any other fields if you have the information.

Remove the checkmark from “Add another vaccination record”.

Click on the “Next” button.

FloridaShots keeping shots in check

Name: DOUGLASS, RICHARD
DOB: 03/03/1955 (66 yrs 2 mos 21 dys) (24189 days)
CIP: BEACH MED GROUP

State IMM Id: 8011771094
SSN:
Site: HEALTH SYSTEM URGENT CARE

Sex: Male
Status: **Overdue**

Add Vaccination Record

Barcode Scan: Do not trigger the reader unless the cursor is in this field.

Vaccine Type: **COVID-19 MODERNA** [Vaccine Type Information](#)

Injection Site:

Provider Org ID: **OTHER**

Manufacturer: **MOD - MODERNA, US, ZPC.** Include inactive

Lot Number: **003821A**

NDC:

Special Conditions: 0

Add another vaccination record after "Next" button is clicked

* Asterisk indicates a required field

Next [Return to Vaccination List](#) [Cancel](#)

Date Given:
Injection Route:
Expiration Date:

STEP 5

Click on “Submit” to save the vaccination record.

FloridaShots keeping shots in check

Name: DOUGLASS, RICHARD
DOB: 03/03/1955 (66 yrs 2 mos 21 dys) (24189 days)
CIP: BEACH MED GROUP

State IMM Id: 8011771094
SSN:
Site: HEALTH SYSTEM URGENT CARE

Sex: Male
Status: **Overdue**

Submit **Vaccination List** [Training Environment](#)

User: FATIMA AVILES

Sort by: Antigen Vaccine Date Given

Vaccine Antigen	Type	Date Given	Dose/ Interval	Age Yr./Mo/ In Days	Total Mos/ Adv Event?	Provider/Person	Source	Delete?
COVID-19	COVID-19 MODERNA	03/20/2021	1	66-0	792	BEACH MED GROUP	BEACH MED GROUP	<input type="checkbox"/>
COVID-19	COVID-19 MODERNA	04/25/2021	0	66-1	793	PPUPLD	BEACH MED GROUP	<input type="checkbox"/>

[Add a Vaccination Record](#) [Add Historical Vaccination Records](#)

Next [Cancel](#)

Uploading Spreadsheet

Download the latest version of the spreadsheet either from the Florida SHOTS login page or from the Florida SHOTS menu option **“COVID-19”** and select **“Spreadsheet Upload”**. Add the patient and vaccine information on the spreadsheet as indicated on the **“Instructions”** tab and save on your computer.

STEP 1

Log into [Florida SHOTS](#).

STEP 2

Select **“COVID-19”** from the Florida SHOTS menu and click on **“Spreadsheet Upload”**.

The screenshot shows the 'COVID-19 Spreadsheet Upload' interface. On the left, a sidebar menu lists various options, with 'COVID-19' selected and 'Spreadsheet Upload' highlighted. A red arrow points to this option. The main area contains the following fields:

- Submit** button
- COVID-19 Spreadsheet Upload** header
- Training Environment** indicator
- User:** FATIMA AVILES
- Vaccinating Organization:** BEACH MED GROUP
- Vaccinating Site:** HEALTH SYSTEM URGENT CARE
- Note:** (empty text field)
- Spreadsheet File:** (Choose File | No file chosen)
- Instructions:** - Latest spreadsheet template with instructions. (Get Blank Spreadsheet)

STEP 3

On the “COVID-19 Spreadsheet Upload” page, select the “Vaccination Site” that you are uploading the spreadsheet for. Click on the **“Choose File”** button to select the spreadsheet from your computer.

The screenshot shows the 'COVID-19 Spreadsheet Upload' page with a file selection dialog box open. The dialog is titled 'Open' and shows the 'This PC > Desktop' location. The following table represents the files listed in the dialog:

Name	Status	Date modified
COVID19VaccinationsTemplate03312021	🟢	3/31/2021 10:04 AM
COVID19VaccinationsTemplate04142021	🟢	4/22/2021 11:34 AM
COVID19VaccinationsTemplate04222021	🟢	4/22/2021 11:50 AM

The file 'COVID19VaccinationsTemplate03312021' is selected. The 'File name' field at the bottom contains 'COVID19VaccinationsTemplate03312021' and the file type is set to 'All files'. The 'Open' button is visible.

STEP 4

Click on **“Upload Spreadsheet File”** button to upload the spreadsheet.

Florida Shots
Keeping Shots in Check

Name: DOUGLASS, RICHARD
DOB: 03/03/1955 (66 yrs 1 mos 26 dys) (24164 days)
CIP: BEACH MED GROUP

State IMM Id: 8011771094
SSN:
Site: HEALTH SYSTEM URGENT CARE

Sex: Male
Status: **Overdue**

COVID-19 Spreadsheet Upload

Vaccinating Organization: * BEACH MED GROUP
Vaccinating Site: *
Note:

Spreadsheet File: *
 COVID19va...142021.xlsx

Latest spreadsheet template with instructions

STEP 5

You will be directed to the **“Spreadsheet List”** page where you view all previous uploaded spreadsheets and monitor the status of the upload. The **“Upload successful?”** column will change to **“Complete”** once the spreadsheet is successfully uploaded.

COVID-19 Spreadsheet List

Spreadsheet status: Only not-yet accepted Only accepted Either

Uploaded From Date: Thru:

Vaccinating Org: Vaccinating Site:

Accepted From Date: Thru:

Uploader Person: Accepting Person:

User Note:

Unloaded At	Vaccinating Org	User Note	Unloading Staff	Upload Successful?	Has Errors?
04/29/2021 16:04:11	BEACH MED GROUP		AVILES, FATIMA	In Progress	This spreadsheet cannot be deleted because its patient updates are in progress.
04/29/2021 16:04:11	HEALTH SYSTEM URGENT CARE		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/29/2021 15:53:04	BEACH MED GROUP		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/29/2021 15:56:14	HEALTH SYSTEM URGENT CARE		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/22/2021 12:49:55	BEACH MED GROUP		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/22/2021 12:51:59	HEALTH SYSTEM URGENT CARE		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/14/2021 13:16:39	BEACH MED GROUP		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/14/2021 13:18:33	HEALTH SYSTEM URGENT CARE		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>

Spreadsheet Errors

If the spreadsheet contains errors, the **“Upload Successful?”** column will indicate Not Yet and the **“Has Errors?”** column will indicate Yes.

COVID-19 Spreadsheet List

Spreadsheet status: Only not-yet accepted Only accepted Either

Uploaded From Date: Thru:

Vaccinating Org: Vaccinating Site:

Accepted From Date: Thru:

Uploader Person: Accepting Person:

User Note:

Unloaded At	Vaccinating Org	User Note	Unloading Staff	Upload Successful?	Has Errors?
04/29/2021 16:10:50	BEACH MED GROUP		AVILES, FATIMA	Not Yet	Yes <input type="button" value="Download"/> <input type="button" value="Delete"/>
04/29/2021 16:09:25	HEALTH SYSTEM URGENT CARE		AVILES, FATIMA	In Progress	This spreadsheet cannot be deleted because its patient updates are in progress.
04/29/2021 16:09:25	BEACH MED GROUP		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/22/2021 12:49:55	BEACH MED GROUP		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/22/2021 12:51:59	HEALTH SYSTEM URGENT CARE		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/14/2021 13:16:39	BEACH MED GROUP		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>
04/14/2021 13:18:33	HEALTH SYSTEM URGENT CARE		AVILES, FATIMA	Complete	<input type="button" value="Download"/> <input type="button" value="Delete"/>

Click on the spreadsheet line to view error(s) which will be highlighted in pink.

Click on the error to make the correction and click on **“Change”** button.

Click on **“Submit (click to save your changes to rows below)”** to save change and upload spreadsheet.

You will receive a notification that spreadsheet is in progress.

COVID-19 Spreadsheet Edit

Creating shot records is in progress.

When it finishes the 'Vaccination Record Creation' status will no longer show as 'In Progress'.

[Spreadsheet Information](#)

[Go to Spreadsheet List](#)

Format: COVID-19

Note:

Uploading Org: BEACH MED GROUP

Vaccinating Org: BEACH MED GROUP

Uploading Site: HEALTH SYSTEM URGENT CARE

Uploaded: 04/29/2021 16:10:50

by: AVILES, FATIMA

File type: .xlsx

[Download](#)

Vaccination Record Creation: In Progress

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