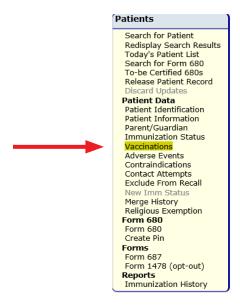
# Editing Vaccine Records in Florida SHOTS



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

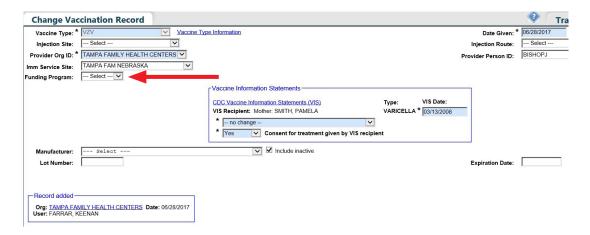
On the "Vaccination List," find the vaccination that you wish to edit and click directly on it to open the "Change Vaccination Record" screen.

Vaccina	tion List							
Sort by:  Antigen  Vaccine  Date Given								
Antigen	Vaccine Type	Date Given	Dose/ Interval		Total Mos/ Adv Event?	Provider/Person	Source	Delete?
DIPHTHERIA	DTAP	07/23/2006	1 0	2-10 1045	34 Y 🕡	TAMPA FAMILY HEALTH CENTERS	TAMPA FAMILY HEALTH CENTERS	
DIPHTHERIA	DTAP-IPV	06/25/2008	2 703	4-9 1748	57 N	TAMPA FAMILY HEALTH CENTERS	TAMPA FAMILY HEALTH CENTERS	
DIPHTHERIA	PEDIARIX	11/13/2008	3 141	5-2 1889	62 N	TAMPA FAMILY HEALTH CENTERS	TAMPA FAMILY HEALTH CENTERS	
DIPHTHERIA	TDAP	01/12/2015	4 2251	11-4 4140	136 N		TAMPA FAMILY HEALTH CENTERS	
FLU	FLU-MIST	01/01/2014	1 0	10-3 3764	123 N		TAMPA FAMILY HEALTH CENTERS	
HEP B	PEDIARIX	11/13/2008	1 0	5-2 1889	62 N	TAMPA FAMILY HEALTH CENTERS	TAMPA FAMILY HEALTH CENTERS	
HEP B	HEP B	07/21/2015	2 2441	11-10 4330	142 N		TAMPA FAMILY HEALTH CENTERS	
HEP B	HEP B	03/01/2016	3 224	12-5 4554	149 N	TAMPA FAMILY HEALTH CENTERS FARRARK	TAMPA FAMILY HEALTH CENTERS	
HIB	HIB PRPOMP	11/13/2003	1 0	0-2 62	2 N	TAMPA FAMILY HEALTH CENTERS	TAMPA FAMILY HEALTH CENTERS	
HIB	HIB PRPOMP	01/15/2004	2 63	0-4 125	4 N		TAMPA FAMILY HEALTH CENTERS	
HIB	HIB PRPOMP	03/14/2004	3 59	0-6 184	6 N	TAMPA FAMILY HEALTH CENTERS	TAMPA FAMILY HEALTH CENTERS	
HPV	HPV9	11/16/2016	1 0	13-2 4814	158 N	TAMPA FAMILY HEALTH CENTERS BROWNS	TAMPA FAMILY HEALTH CENTERS	
MEASLES	MMR	04/01/2013	1	9-6 3489	114 N	TAMPA FAMILY HEALTH CENTERS	TAMPA FAMILY HEALTH CENTERS	
MEASLES	MMR	04/04/2015	2 733	11-6 4222	138 N	HILLSBOROUGH CHD ACKEYF	HILLSBOROUGH CHD	
MEN	MENACTRA	08/01/2016	1 0	12-10 4707	154 N		TAMPA FAMILY HEALTH CENTERS	
MUMPS	MMR	04/01/2013	1	9-6	114	TAMPA FAMILY HEALTH CENTERS	TAMPA FAMILY HEALTH CENTERS	

## STEP 3

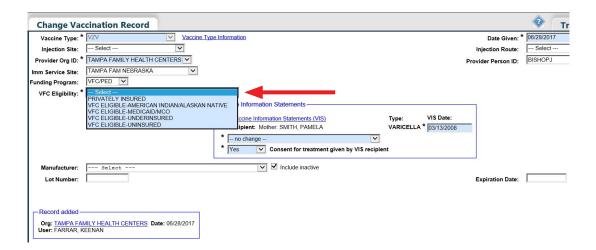
Check to make sure the "Funding Program" is correct. If the vaccine was administered to a VFC-eligible patient, you are required to specify the "Funding Program" from the drop-down menu. Most VFC Private Providers will only have the option to select "VFC/PED."

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



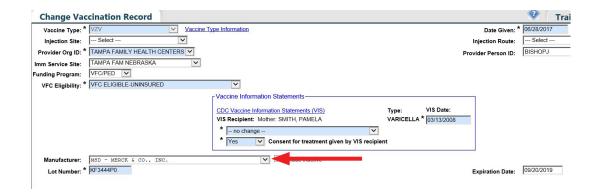
### STEP 4

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 and 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