

Order Inventory Worksheet



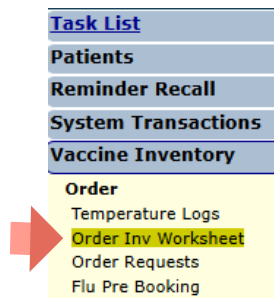
Florida SHOTS users who have been granted Vaccines for Children (VFC) responsibilities can create an **Order Inventory Worksheet** to take a physical count of vaccine on hand and to record doses administered necessary for creating an order request. The worksheet will include vaccines in the inventory, other vaccines which are available to order, plus shots recorded. This guide will give you the step-by-step instructions to create the worksheet.

STEP 1

Log into Florida SHOTS.

STEP 2

Select **"Vaccine Inventory"** then **"Order Inv Worksheet"** from the Florida SHOTS menu.

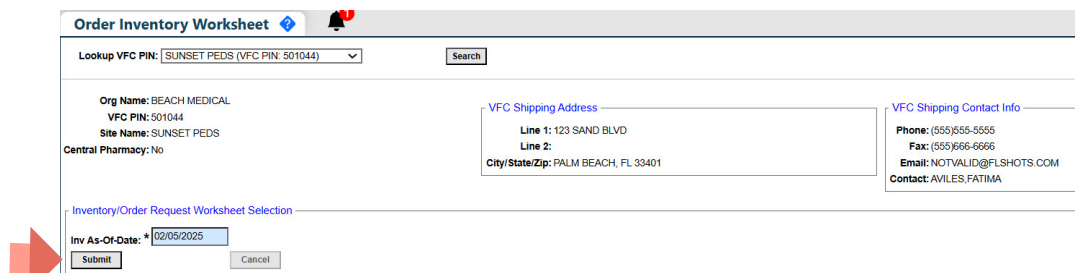


STEP 3

Select your PIN and click on the **"Search"** button.

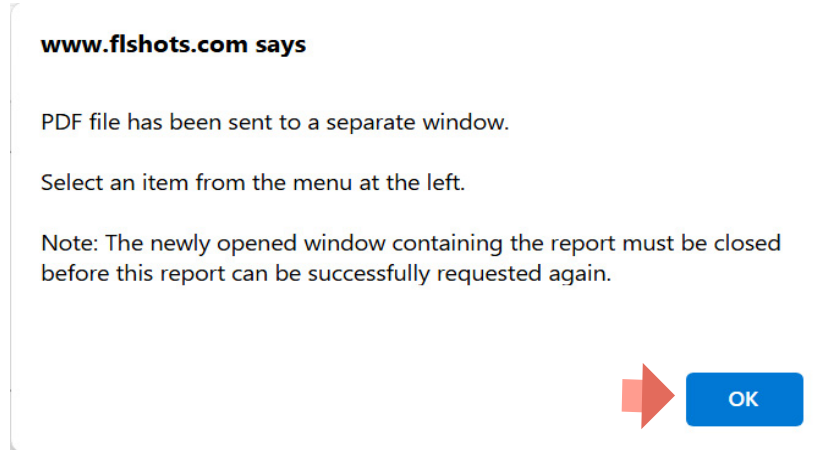


Once the search is completed, you will see the provider information including VFC shipping address and contact. Enter the **"Inventory As-Of-Date"** and click on **"Submit"** button.



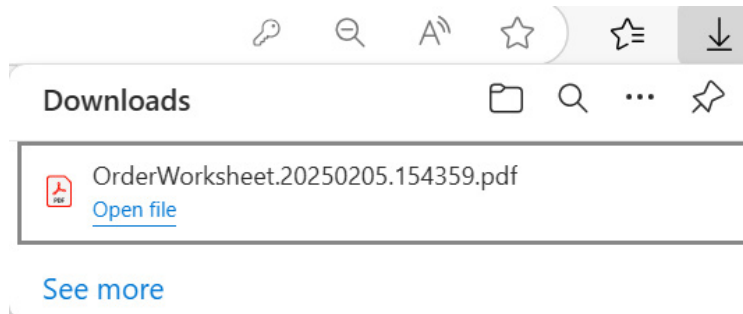
STEP 4

Click on the “OK” button appearing on the message box advising the worksheet will open in a separate window as a PDF file to continue.



STEP 5

To open the worksheet, select “Open File” located next to the PDF file.



The worksheet will open, and you can proceed to print.

A screenshot of a printed worksheet titled "Florida Vaccines for Children (VFC) Program Order Inventory Worksheet". The document includes a header with the program name and a table of vaccine inventory data. A red arrow points to the top right corner of the worksheet.

Florida Vaccines for Children (VFC) Program											
Order Inventory Worksheet											
VFC PIN: 501044										Printed: 02/05/2025 16:43:54	
Name of Physician's Office: SUNSET PEDS											
Ship/Delivery Address: 123 SAND BLVD, PALM BEACH, FL 33401											
Admin Period: 05/16/2024 - 02/05/2026 (Usage Pd: 266 days)											
Phone Number: (555)555-5555											
Fax Number: (555)666-6666											
Contact Person: AVILES, FATIMA										Ordering Tier: Bi-monthly: B4	
Page 1 of 4											
Vaccine Category: D TdP											
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current Inv
Daptacel 49281-0286-10	10 Single Dose Vials \$ 19.8800	2CA77C1	04/30/2025	0	50		1			49	
Infanrix 68160-0810-52	10 Single Dose Syringes \$ 20.3680						0				
Vaccine Category: D TdP-IPV-HIB-HEPB											
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current Inv
VAXELIS 63361-0243-15	10 Single Dose Syringes \$ 95.0700	U7776AA	06/10/2026	0	10		0			10	
Vaccine Category: D TdP/HEP B/IPV											
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current Inv

NOTE: Vaccines will also appear on the worksheet as they do on the “Florida SHOTS Order Request – Doses Administered And Inventory Levels” page if they were recorded as VFC in the patient record, and if the lot number, expiration date, or manufacturer does not match the current VFC inventory.

Vaccine Category: Tdap

Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + Xfer In	Doses Admin	Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current Inv
Adacel 49281-0400-10	10 Single Dose Vials \$ 34.3960	C5875AA	05/25/2025	0			0		0	0	
							0				
							0				
Adacel 49281-0400-15	5 Single Dose Syringes \$ 30.8900	U7870AB	08/23/2025	15			4		49	60	
							0				
							0				
Adacel 49281-0400-20	5 Single Dose Syringes \$ 34.3960	U7983AA	01/18/2026	0	20		0			20	
							0				
							0				
Boostrix 58160-0842-11	10 Single Dose Vials \$ 35.0220						0				
							0				
							0				
Boostrix 58160-0842-52	10 Single Dose Syringes \$ 35.0220						0				
							0				
							0				
Shots Recorded:		Y590AA	12/31/2025				1			-1	
TDAP		U78700AB	08/23/2025				1			-1	

If you discover any discrepancies, you can go back into the patient record to make corrections. To learn more about editing vaccines within patient records, see our “Editing Vaccine Records” guide on <https://flshotsusers.com/training/general-florida-shots-training>.

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