

Florida SHOTS™

QUICK TIPS

FOR FULL-ACCESS ACCOUNTS

Contact Information

www.flshots.com

Free help desk:

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern



Quick Content Finder

LOGGING IN	1
FORGOTTEN PASSWORD	2
UNLOCKING AND RESETTING USERS (ADMINISTRATIVE USERS ONLY)	4
ADDING AND DELETING PERSONNEL (ADMINISTRATIVE USERS ONLY)	5
UNLOCKING PATIENT RECORDS	8
FUNCTIONS AVAILABLE ON THE MAIN MENU	10
ENTERING VACCINATIONS	11
DH FORM 680	14



1. LOGGING IN

Login Screen

- URL:
<https://www.flshots.com/flshots/signin.csp>
- For quick access, add this URL to your “Favorites”
- Passwords must be entered *exactly* as they were created.
- Below your login information, you will see the Florida SHOTS “**Current Announcements.**” It is important that you read these in order to stay current with all Florida SHOTS updates and system releases.



Florida SHOTS Login

Organization Login ID *

User Name *

Password *

Login

[Browser Requirements](#)

[Need Password Assistance?](#)

How to Log In

- **Organization Login ID (OLI):** The OLI is a unique identifier assigned to your organization by the Florida Department of Health (DOH). The OLI is not case sensitive.
- **User Name:** The user name is a unique identifier that informs the system of the user’s identity within their organization. DOH assigns the Local Org Administrator’s user name, and then that administrator may add additional users. (Florida SHOTS will automatically create these user names, or the Local Org Administrator can create one.) The user name is not case sensitive.
- **Password:** When your account is activated, DOH, or your Local Org Administrator, will provide you with a password to access the system.

- For security purposes, you will be required to change this password upon logging in for the first time.
- Passwords are case-sensitive, at least seven characters long, and must be kept confidential. They should be changed once every 90 days.
- If you are unable to log in after entering your password twice, use the “Need Password Assistance?” function to reset it.

After three failed login attempts, the account will be locked, and an administrator will need to unlock it. The local administrator will be able to unlock the individual accounts of staff members. However, if the local administrator is unavailable, or if the user is locked out, that person will need to reset their password or call the Florida SHOTS help desk directly to have their account unlocked.

2. FORGOTTEN PASSWORD

Setting Security Questions

Florida SHOTS allows you to reset your password by answering user-selected security questions. If you have not selected security questions and answers, you will be prompted to do so when you log into the system. To change these questions and answers later, select the **“Security Question Edit”** link from the **“Administration”** menu.

The screenshot shows the 'Security Question Edit' interface. On the left is a navigation menu with 'Administration' selected, containing links for 'Change Password', 'Security Question Edit', 'Organization Edit', 'Personnel List', and 'Service Site List'. The main area displays the user's current information: Username: FARRARKX, Current Password: [redacted]. Two security questions are listed, both with 'What is your mother's maiden name?' selected as the question. The first question's answer is shown as five dots. There are 'Show answer' checkboxes for both questions. A note at the bottom states '* Asterisk indicates a required field'. 'Submit' and 'Cancel' buttons are at the bottom.

Once questions and answers are on file, if you forget your password, click the **“Need Password Assistance?”** link on the login screen.

The screenshot shows the 'Florida SHOTS Login' screen. It features three input fields: 'Organization Login ID *', 'User Name *', and 'Password *'. A blue 'Login' button is positioned to the right of the password field. Below the password field, there are two links: 'Browser Requirements' and 'Need Password Assistance?'. The 'Need Password Assistance?' link is circled in red.

2. FORGOTTEN PASSWORD (cont.)

Security Prompts

You will be prompted to enter your Organization Login ID, User Name, and answer your security questions. If the questions are answered correctly, you will be allowed to reset your password. If the questions are not answered correctly after three attempts, your account will be locked and your Local Org Administrator, or the Florida SHOTS help desk, will need to unlock the account.



The screenshot shows a web form titled "Forgot Your Password?" with the Florida Shots logo at the top. The logo includes the text "Florida Shots" and "keeping shots in check" next to a red syringe icon. Below the logo, there is a photograph of a child and an adult. The form contains the following text and fields:

Forgot Your Password?
To reset your password enter your organization's login id and and your user name.
When you click the Submit button your security questions will be displayed.
If you provide the correct answers to the security questions you will be allowed to enter a new password.

Organization LoginID *

User Name: *

Submit Back

Copyright ©2003 State of Florida

3. UNLOCKING AND RESETTING USERS (ADMINISTRATIVE USERS ONLY)

Occasionally, a user may be locked out or their password may expire. Accounts can become locked after invalid login information is entered three times, or if the user hasn't changed their password in over 90 days. Local Org Administrators may unlock these accounts through the **"Personnel Maintenance"** screen of the affected user(s). To get to a particular user's maintenance screen, simply click on the row with the user's name on the **"Personnel List"** screen, found in the **"Administration"** submenu. If a user is locked out, the **"Account Locked"** box will be checked and must be unchecked prior to any changes.

System User ID: * FARRARKX
System User Start Date: 04/29/2014
System Password: *
Authorization: * Full Access

Only for Staff who sign in to Florida SHOTS
Password Expiration: * 10/15/2017
System User End Date: (Login disabled as of this date)
Confirm Password: *
Roles: * Local Org Administrator, Local Org Inventory Only, Local Org Staff, Org View Only
Selected Roles: Local Org Staff

Create Certified: Yes Is authorized to create a Certified (e-signed) Form 680 in Florida SHOTS
Form 680: * User must change password at next logon Florida SHOTS training acknowledged on 04/29/2014

* Asterisk indicates a required field
Submit Return to Personnel Listing Service Site Responsibilities

A user's password can be reset at any time by entering, and then confirming, a new password. Changing a password will automatically renew its expiration date for 90 more days. After any changes are made, the Local Org Administrator must click the **"Submit"** button to save the new information. The administrator can then verify that the changes have been made by checking the **"Personnel List"** page again.

If a password has been expired for more than 60 days, the system automatically changes the user's status to inactive. To reactivate the user, go to **"Personnel List"** and place a check mark in the **"Inactive"** box and click **"Display."** Click on the personnel record, delete the end date for the user you are reactivating, and assign a new password. Select the box at the bottom left of the screen, which states **"User must change password at next logon"**, so that the user will be able to select their own password when they next log in to Florida SHOTS.

If you do not know who your Local Organization Administrator is, please click on **"Customer Support"** in the menu and find the **"Contacts"** link. This provides users with the Local Organization Administrator, as well as contact information for the Florida SHOTS Team.

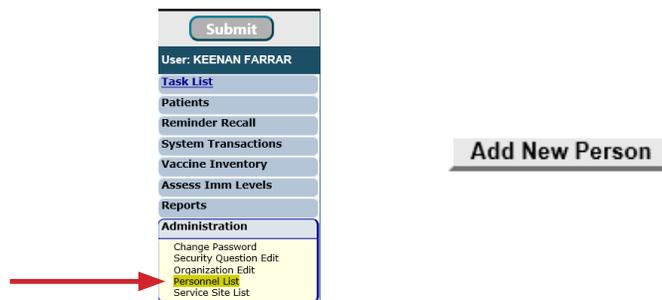
4. ADDING AND DELETING PERSONNEL (ADMINISTRATIVE USERS ONLY)

Edit Contact Information

Local Org Administrators can edit contact information on the **“Enrolled Organization Maintenance”** page by choosing **“Organization Edit”** under **“Administration”** in the sidebar menu. If any other information is incorrect, please send an email to the Florida SHOTS help desk (flshots@flhealth.gov).



Adding New Users



The **“Add New Person”** button within the **“Personnel List”** screen takes administrators to the **“Personnel Maintenance”** screen for creating a new system user. There, administrators can enter several key pieces of information regarding the new user they are adding. The Local Org Administrator must have the user’s start date prior to creating their profile in the system. End dates are not required, but should be added when a user leaves or no longer requires access to Florida SHOTS. The system will only accept an end date that is equal to, or less than, the password expiration date.

A screenshot of the "Personnel Maintenance" form. The form is titled "Personnel Maintenance" and "TAMPA FAMILY HEALTH CENTERS". It contains several sections: "Add Authorized User/Personnel Information" with fields for Last Name, Prefix, First Name, Title, Middle Name, Email Address, Specialty, National Provider ID, and Medicaid Number; "Medical License Data" with fields for Prefix, Number, and Medical Assistant checkbox; "Florida SHOTS Applicant" and "Florida SHOTS Contact" checkboxes; "Start Date" (07/29/2017) and "End Date" fields; "Immunization Provider" (No) and "Provider Person ID" fields; "Certify Form 680" (No) checkbox; "Work Location" dropdown; and "System User" checkbox. A note at the bottom states: "(Check the box if the Staff member will be signing in to Florida SHOTS)".

4. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users cont.

Users who physically inject patients with vaccine should have a “Yes” in the **Immunization Provider** box. Users who do not provide immunizations should have a “No.” Any user who is, by Florida statutes, allowed to sign and certify the DH Form 680 should have a “Yes” in the **Certify Form 680** box and complete the Medical License Data. Users who cannot sign Form 680s should have a “No” in that box. To determine who can certify the DH Form 680, please see the “DH680 FAQs” in the Training Guide section under “Provider Training” on flshotsusers.com. The **Provider Person ID** is generated by the system for immunization providers only. This is a unique ID that cannot be changed once submitted. The **System User** box should only be checked for users who require access to Florida SHOTS. If the box is left unchecked, the user will not be able to log into Florida SHOTS, but will appear on your organization’s list of immunization providers.

Florida SHOTS is a confidential system. Only the name of a person is to be entered.

Last Name: * SMITH	First Name: * SUE	Middle Name: <input type="text"/>
Prefix: --select--	Title: <input type="text"/>	National Provider ID: <input type="text"/>
Email Address: <input type="text"/>	Other (specify): <input type="text"/>	Medicaid Number: <input type="text"/>
Specialty: --select--		
Medical License Data Prefix: <input type="text"/> Number: <input type="text"/> Medical Assistant: <input type="checkbox"/>		
Florida SHOTS Applicant: <input type="checkbox"/>	Florida SHOTS Contact: <input type="checkbox"/>	
Start Date: * 07/20/2017	End Date: <input type="text"/>	
Immunization Provider: * Yes	Provider Person ID: * SMTHS (Displays as Provider ID for adverse events and shots given)	
Certify Form 680: * No <small>Medical professional is authorized to e-sign a Form 680</small>	Work Location: --Select-- <small>Site where the staff member usually works</small>	
System User: <input checked="" type="checkbox"/> <small>(Check the box if the Staff member will be signing in to Florida SHOTS)</small>		
Only for Staff who sign in to Florida SHOTS		
System User ID: * SMTHSX	Password Expiration: * 10/18/2017	Account Locked: <input type="checkbox"/>
System User Start Date: 07/20/2017	System User End Date: <input type="text"/> <small>(Login disabled as of this date)</small>	
System Password: * <input type="password"/>	Confirm Password: * <input type="password"/>	
Authorization: * No Access	Roles: * Local Org Inventory Only Local Org Staff Org Visit Only Schedule Override	
Create Certified Form 680: * No <small>Is authorized to create a Certified (e-signed) Form 680 in Florida SHOTS</small>	Selected Roles:	
<input type="checkbox"/> <small>User must change password at next logon</small>	<input type="checkbox"/> <small>Florida SHOTS training acknowledged</small>	
* Asterisk indicates a required field		
<input type="button" value="Submit"/>	<input type="button" value="Return to Personnel Listing"/>	<input type="button" value="Cancel"/>

4. ADDING AND DELETING PERSONNEL (cont.)

Adding New Users cont.

Users requiring access to Florida SHOTS must have certain information included in their user account. **System User ID** is generated by the system, but can be changed by the administrator. **Password Expiration** is also generated by the system each time a new password is created. **System Password** must initially be set by the administrator or the Florida SHOTS help desk, and will need to be entered again in the **Confirm Password** box. **Authorization** must be set to “Full Access” for the user to have access to Florida SHOTS. **Roles** will be determined by the Local Org Administrator, but the majority of users are set as “Local Org Staff.” Users who are authorized to create (Note: This is different from “Certify.”) a certified Form 680 must have “Yes” selected in the box for **Create Certified Form 680**. If user is not authorized to “create” the DH Form 680, leave this box set to “No”.

When a new user signs into Florida SHOTS, they will see a task in the “**User Task List**” to acknowledge training. From there, they can link to the training and resources page within Florida SHOTS and check the box to acknowledge training. Administrators may also check the box next to Florida SHOTS training acknowledged within the personnel record.

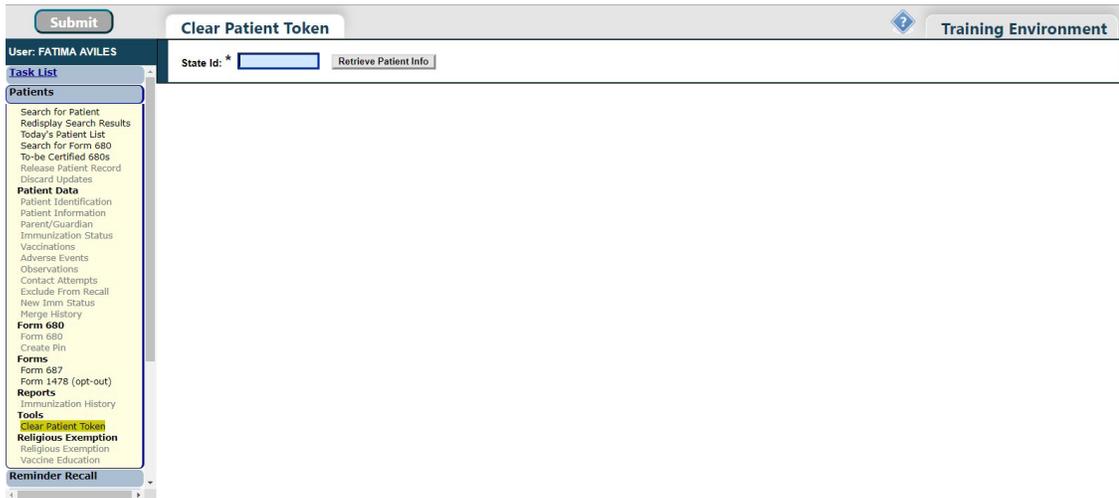
Only for Staff who sign in to Florida SHOTS

System User ID: *	<input type="text" value="SMITHSX"/>	Password Expiration: *	<input type="text" value="10/18/2017"/>	Account Locked:	<input type="checkbox"/>
System User Start Date:	<input type="text" value="07/20/2017"/>	System User End Date:	<input type="text"/> (Login disabled as of this date)		
System Password: *	<input type="password" value="*****"/>	Confirm Password: *	<input type="password" value="*****"/>		
Authorization:	<input type="text" value="Full Access"/>	Roles: *	<input type="text" value="Local Org Staff"/>		
			<input type="text" value="Local Org Inventory Only"/> <input type="text" value="Local Org Staff"/> <input type="text" value="Org View Only"/> <input type="text" value="Schedule Override"/>		
Create Certified Form 680: *	<input type="text" value="Yes"/>	Is authorized to create a Certified (e-signed) Form 680 in Florida SHOTS	Selected Roles:	<input type="text" value="Local Org Staff"/>	
	<input type="checkbox"/>	User must change password at next logon	<input type="checkbox"/>	Florida SHOTS training acknowledged	

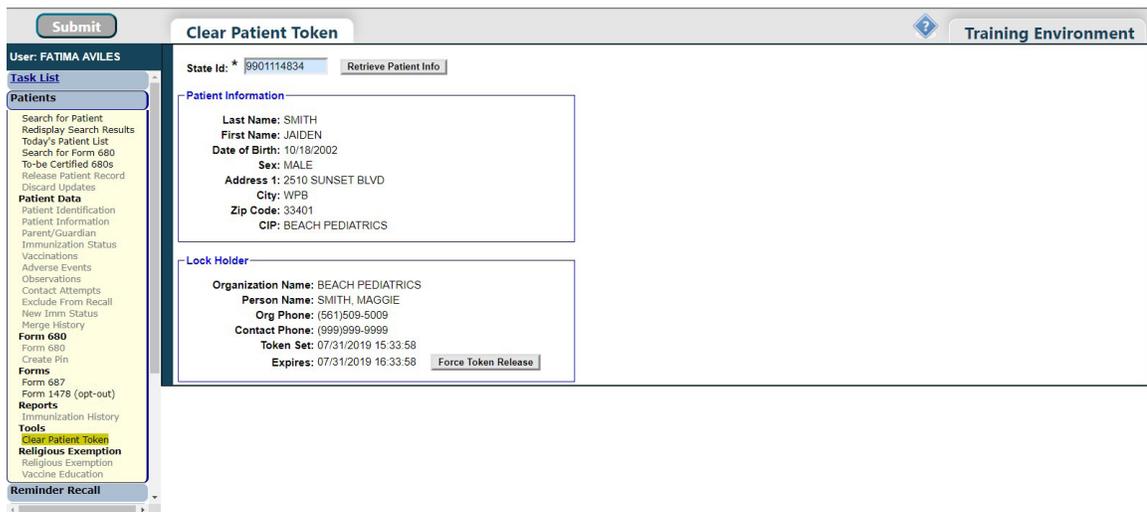
* Asterisk indicates a required field

5. UNLOCKING PATIENT RECORDS

Local Org Administrators can unlock patient records that have been locked by a user within their organization. To do so, click on **“Clear Patient Token”** under **“Patients”** in the sidebar menu.



Enter the patient's Florida SHOTS record ID and click on **“Retrieve Patient Info.”**



5. UNLOCKING PATIENT RECORDS (cont.)

Click on “Force Token Release” to complete and clear the lock.

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with categories like Patients, Patient Data, Form 680, Forms, Reports, Tools, Religious Exemption, and Reminder Recall. The 'Clear Patient Token' option is highlighted in yellow under the 'Tools' category. The main content area has a header with a 'Submit' button and a 'Training Environment' label. Below the header, there is a 'State id' field with the value '9901114834' and a 'Retrieve Patient Info' button. The 'Patient Information' section displays the following details: Last Name: SMITH, First Name: JAIDEN, Date of Birth: 10/18/2002, Sex: MALE, Address 1: 2510 SUNSET BLVD, City: WPB, Zip Code: 33401, and CIP: BEACH PEDIATRICS. Below this, the 'Lock Holder' section shows 'Lock is not held.' in red text.

Submit

Clear Patient Token

Training Environment

User: FATIMA AVILES

State id: * 9901114834 Retrieve Patient Info

Patient Information

Last Name: SMITH
First Name: JAIDEN
Date of Birth: 10/18/2002
Sex: MALE
Address 1: 2510 SUNSET BLVD
City: WPB
Zip Code: 33401
CIP: BEACH PEDIATRICS

Lock Holder

Lock is not held.

Task List

Patients

- Search for Patient
- Redisplay Search Results
- Today's Patient List
- Search for Form 680
- To-be Certified 680s
- Release Patient Record
- Discard Updates

Patient Data

- Patient Identification
- Patient Information
- Parent/Guardian
- Immunization Status
- Vaccinations
- Adverse Events
- Observations
- Contact Attempts
- Exclude From Recall
- New Imm Status
- Merge History

Form 680

- Form 680
- Create Pin

Forms

- Form 687
- Form 1478 (opt-out)

Reports

- Immunization History

Tools

- Clear Patient Token

Religious Exemption

- Religious Exemption
- Vaccine Education

Reminder Recall

6. FUNCTIONS AVAILABLE ON THE MAIN MENU

Use the menu on the left side of the screen to perform various functions including accessing patient records, reminder recall, data transactions, inventory, running multiple reports, administration of your account, and customer support.

Menu Options

- **Submit:** IMPORTANT—This button results in data being permanently stored on the central server. This button becomes active (yellow) once changes are made to a record, and allows users to save data after all required information is entered during the patient registration or update process.
- **Task List:** Information needing your attention in regards to your organization will be posted here. You will be notified upon logging in to Florida SHOTS if there are items in your task list.
- **Patients:** Search, complete, or update patient information (e.g., demographics, immunization, etc.), generate forms, and reports. When you are finished, always remember to release the patient record.
- **Reminder Recall:** Run reports and create labels for patients who are, or will be, due for immunizations within specified date ranges.
- **System Transactions:** Upload log reports for your organization and view transaction statistics to ensure data quality.
- **Vaccine Inventory:** VFC providers may view temperature logs, order vaccine through VFC, and make changes to inventory.
- **Assess Imm Levels:** Run reports used to evaluate immunization coverage levels for your organization.
- **Reports:** Create, view, print, and download various useful reports including Vaccine Utilization, Physical Inventory, and Immunization Statistics.
- **Administration:** Manually update your password or security questions/answers, and view organization details. For those users with administrative rights, you can add users within your facility, unlock passwords, manage user accounts, and update certain information about your organization.
- **Customer Support:** Find links to announcements, contacts, provide feedback, view the user guide, and access multiple training options.

NOTE: Every screen has a “Help Text” icon. Click on it to show or to hide helpful information about that page. For more information, click on the help text icon “?” at the top of the screen. You can click on it again to hide the text.

7. ENTERING VACCINATIONS

Once a patient is in Florida SHOTS, you are ready to add vaccinations to their record. Click the **“Vaccinations”** link on the left side menu. Choose one of these two options to add shots: **“Add a Vaccination Record”** or **“Add Historical Vaccination Records.”**

Submit Vaccination List

User: KEENAN FARRAR

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?
DIPHTHERIA	PEDIARIX	11/13/2008	1	0-2	2		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
DIPHTHERIA	PEDIARIX	01/20/2009	2	0-4	4		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
DIPHTHERIA	PEDIARIX	03/15/2009	3	0-6	6		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
DIPHTHERIA	TDAP	07/23/2019	4	10-10	130	TAMPA FAMILY HEALTH CENTERS ADAMESJ	TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
FLU	FLU QUAD PF	12/18/2018	1	10-3	123		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
HEP B	HEP B PED	09/12/2008	1	0	0		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
HEP B	PEDIARIX	11/13/2008	2	0-2	2		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
HEP B	PEDIARIX	01/20/2009	3	0-4	4		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
HEP B	PEDIARIX	03/15/2009	4	0-6	6		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
HIB	HIB HBOC	11/13/2008	1	0-2	2		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
HIB	HIB HBOC	01/20/2009	2	0-4	4		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
HIB	HIB HBOC	03/15/2009	3	0-6	6		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
MEASLES	MMR	10/12/2009	1	1-1	13		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
MEASLES	MMR	09/14/2012	2	4-0	48		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>
MUMPS	MMR	10/12/2009	1	1-1	13		TAMPA FAMILY HEALTH CENTERS	<input type="checkbox"/>

Option 1: “Add a Vaccination Record”

(Required for VFC Participants)

All VFC administered vaccines must be entered into Florida SHOTS. To meet VFC requirements, fill in all of the required information (highlighted in blue) on the **“Add a Vaccination Record”** page. Following this method to enter VFC information will allow you to manage your shot records and VFC inventory. Select **“Add a Vaccination Record.”** The system will display the **“Add Vaccination Record”** page, equipped with pull-down lists that include all required vaccine information. To display the selections, simply click the down arrow next to each box.

Add Vaccination Record

Vaccine Type: * DTAP Vaccine Type Information

Injection Site: --- Select ---

Provider Org ID: * TAMPA FAMILY HEALTH CENTERS

Imm Service Site: * TAMPA FAM NEBRASKA

Funding Program: * VFC/PED

VFC Eligibility: * VFC ELIGIBLE-MEDICAID/MCO

Date Given: * 07/20/2017

Injection Route: --- Select ---

Provider Person ID: * --- Select ---

Vaccine Information Statements

CDC Vaccine Information Statements (VIS)

VIS Recipient: * Patient: SMITH, JOHN

Type: * MULTIPLE VACCINES * VIS Date: --- Select ---

* Yes Consent for treatment given by VIS recipient

Other VIS Options

Manufacturer: * --- Select --- Include inactive

Lot Number: * --- Select ---

Expiration Date: * --- Select ---

Add another vaccination record after “Next” button is clicked

* Asterisk indicates a required field

Next

7. ENTERING VACCINATIONS (cont.)

- **Vaccine Type:** Enter the type of vaccine the patient received.
- **Date Given:** Enter the date, or if vaccine was given today, enter “T” and the current date will automatically populate.
- **VIS Date:** Enter the date of the Vaccine Information Statement provided for this vaccination. Some combination vaccines may require multiple VIS publication dates. If a single VIS statement exists for combination vaccines, you will see a button labeled “Other VIS Options,” which allows you to use either the separate statements or the combined statement. To view current and historical VIS information, click on the “CDC Vaccine Information Statements (VIS)” link found above “VIS Recipient,” or visit <http://www.cdc.gov/vaccines/hcp/vis/index.html>.
- **VIS Recipient:** Select the person receiving the VIS statements for this patient. Mother, father, guardian and patient names will be available when they are already in the patient record. If “Other” is selected, you will enter the name of the person receiving the form, as well as that person’s relationship to the patient. If the relationship is mother, father, or guardian and the name entered is different than what is already on record, the user will be given the option to replace the current information with the new. This information will be included on the Form DH687, Clinic Record Card, along with whether or not this person also gave consent for treatment.
- **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 receiving the statements, local policy on documentation of consent for treatment should be used. This information will be included on the Form DH687, Clinic Record Card, along with the name of the VIS recipient.
- **Injection Site:** This field records the specific place on the body where an immunization is administered.
- **Injection Route:** This field records the method used to administer the immunization. When Intranasal or Oral is selected, an **Injection Site** is not required.
- **Provider Org. ID:** The name of the organization administering the vaccination defaults to your practice. (If you are entering historical shots not administered at your practice, you must select “Other” from the drop-down menu.)
- **Provider Person ID:** This is a required field identifying the immunization provider who administered the vaccination at that facility.
- **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:** If your organization, or any of its sites, participates in one of the VFC ordering efforts, you will see the “Funding Program” menu. If you are administering vaccine from one of the listed Funding Programs, select that effort from the drop down menu. If you are using privately purchased vaccine, leave this box marked as “Select” and continue with recording your vaccine.

7. ENTERING VACCINATIONS (cont.)

- **VFC Eligibility:** This field will only be visible if a VFC PIN and start date are recorded for your organization by Florida SHOTS and a VFC ordering effort is selected from the “**Funding Program**” menu. Specify the patient’s eligibility for receiving VFC vaccine as it applies to this vaccination.
- **Manufacturer, Lot Number & Expiration Date:** These are required when the vaccination is VFC eligible and the date given is within the last 30 days; otherwise, these fields are optional. If manufacturer is selected, lot number is required. The expiration date can only be entered once a manufacturer is selected.

Option 2: “Add Historical Vaccination Records”

(Recommended When Entering Historical Records for Patients Who Have Received Vaccines from Other Providers)

We recommend that you use the option “**Add Historical Vaccination Records**” when you are entering shots for patients who’ve received vaccinations from other providers and those shots are not in Florida SHOTS. The “**Historical Shots**” screen lets you simultaneously enter several shots. Select a vaccine type, and then enter the dates in which that vaccine type was given. Additionally, you can select a date and then input all vaccines given on that date.

Historical Shots					
by Vaccine Type	Date Given 1	Date Given 2	Date Given 3	Date Given 4	Date Given 5
--Select--	<input type="text"/>				
--Select--	<input type="checkbox"/>				
--Select--	<input type="text"/>				
--Select--	<input type="checkbox"/>				
--Select--	<input type="text"/>				
--Select--	<input type="checkbox"/>				

by Date Given	Vaccine Type 1	Vaccine Type 2	Vaccine Type 3	Vaccine Type 4	Vaccine Type 5
<input type="checkbox"/>	--Select--	--Select--	--Select--	--Select--	--Select--
<input type="checkbox"/>	--Select--	--Select--	--Select--	--Select--	--Select--
<input type="checkbox"/>	--Select--	--Select--	--Select--	--Select--	--Select--
<input type="checkbox"/>	--Select--	--Select--	--Select--	--Select--	--Select--
<input type="checkbox"/>	--Select--	--Select--	--Select--	--Select--	--Select--

[Vaccine Type Information](#)

By clicking on the checkboxes next to the “**Date Given**” fields, you are indicating that the shot was provided by your organization. **(Do not click the checkbox if your organization did not give this particular shot)**. Once you’ve entered all historical shots for a patient, or all fields have been filled on the page, click “**Next**” and you will be returned to the “**Vaccination List**” screen where you must click “**Submit**” or “**New Imm Status**” to evaluate and save the vaccinations.

If your organization is not listed as the patient’s Current Immunization Provider (CIP), while the record is being saved, you will be asked if your organization should become the CIP. If your practice is, in fact, taking over as the immunization provider for this patient, click “**OK**”. If you do not wish to be the CIP, click “**Cancel**”.

8. DH FORM 680

Printing 680s

Use the **“Form 680”** option located in the menu on the left to view and print the D.H. Form 680. Once this link is clicked, the Florida Certification of Immunization selection criteria screen appears. You must first choose the **“Type(s)”** of Form 680 to generate based on the patient’s immunizations and the requirements. Next, select your location from the dropdown menu for IMM Service Site, along with the parent or guardian’s name that will appear on the Form 680.

You have the option to print the Florida Certificate of Immunization, DH Form 680. Once this link is clicked, the Form 680 selection criteria appears.

Electronically Certifying a Form 680

You may also create an electronically certified DH Form 680, if authorized by your Local Org Administrator. If you have this permission, select the appropriate name from the **“Physician or Authorized Signature”** drop-down list. The **“Create Current Form 680”** button will now appear as **“Create Certified (e-signed) Form 680.”** Click on it to proceed. Please note that the system will default to **“Create a Parent PIN”** to allow parents to access the Certified 680 from a personal computer. If you do not wish to issue a PIN, please uncheck the box. You may also choose to do this at a later time for the patient/parent by selecting **“Create PIN”** from the menu.

The DH Form 680 will appear. To complete the certification, scroll to the bottom of the screen where you can choose to certify and print the form, or certify the form only:

- **“Certify (e-sign) & Print”**
- **“Certify (e-sign) Only”**

8. DH FORM 680 (cont.)

When one of the two buttons has been selected, the completed DH Form 680 will appear. The certified form will show the embedded authorized signature, as well as a unique electronic certification number and the Florida SHOTS logo. The DH Form 680 is not certified by Florida SHOTS without this special logo and number.

The organization's information will also be shown, as well as the name of the user who issued (created) the DH Form 680.



Certificate of Immunization for K-12
PART A. DOE Code 1: Immunizations are complete K-12 (Excluding 7th grade/middle school requirements)
I have reviewed the records available, and to the best of my knowledge, the above named child has been adequately immunized for school attendance as documented above.

Physician or Clinic Name:	Physician or
TAMPA FAM NEBRASKA	Authorized Signature: PATRICIA JONES
8108 N NEBRASKA AVE	Electronic Certification: HTTBQ7RTDS9
TAMPA, FL 33604	Date: 07/20/2017
(813) 866-0950 x327	Issued By: KEENAN FARRAR

DH 680 7/10

[Show Parent Get DH 680 Instructions](#) [Download to Pdf File](#)

