

Quick Tips For Clinics



INTRODUCTION

This quick tip guide is for providers utilizing the **“Clinics”** feature. **“Clinics”** will assist providers in accounting for vaccines administered at a different location, such as an outreach that has taken place outside of your primary location. Throughout this guide, you will find information pertaining to the purpose and functionality of clinics found under existing sites.

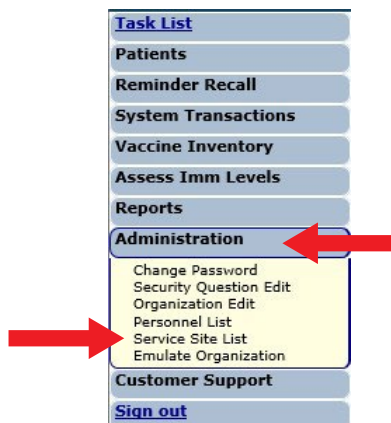
WHERE ARE CLINICS LOCATED?

Clinics are located under their existing site, which can be found on your organization's service site list. The following steps will assist in finding your service site list and checking if your site has any clinics attached.

NOTE: You must be signed in to Florida SHOTS in order to do this.

STEP 1

Click on **“Administration”** from the menu, then select **“Service Site List”**.



STEP 2

From the **“Site List”** page, select the service site in question by clicking on the name of the site.

Site List		Training Environment : Emulating LEONCHD					
Organization: LEON CHD Click on a row below to select an existing site.							
Show sites: <input checked="" type="checkbox"/> Active <input type="checkbox"/> Archived <input type="checkbox"/> All							
CIP/Service Site Name ▲	Provider Site Id	Default	In Use	Address	VFC PIN	VFC Status	VFC Order Type
MUNICIPAL WAY			Yes	2965 MUNICIPAL WAY, TALLAHASSEE			
OUTREACH			Yes	1515 OLD BAINBRIDGE RD., TALLAHASSEE			
PHARMACY			Yes	1515 OLD BAINBRIDGE RD., TALLAHASSEE	370041 (VFC EID: 1189)	Active	I
ROBERTS AND STEVENS		Yes	Yes	1515 OLD BAINBRIDGE RD., TALLAHASSEE	377001 (VFC EID: 1192)	Active	I
SCHOOL HEALTH			Yes	2965 MUNICIPAL WAY, TALLAHASSEE			
SOUTHSIDE			Yes	872 W ORANGE AVE, TALLAHASSEE	379000 (VFC EID: 1193)	Terminated	

STEP 3

Once you have selected your service site, you will be taken to the “Site Maintenance” page. Under the site’s address and contact information you will find “Clinics” in blue, with a plus sign icon next to it.

STEP 4

Click on the icon next to “Clinics”; the drop-down will appear as one of two ways.

1. If there is a clinic linked to the site:

[+ Clinics](#)

Name	External Id	Description	Category	Link To Service Site	Skip Inv Reduction	Inactive	Delete
TEST01		FLU POD	School clinic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. If there are no clinics linked to the site:

[+ Clinics](#)

Name	External Id	Description	Category	Link To Service Site	Skip Inv Reduction	Inactive	Delete
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HOW CAN I ADD A CLINIC?

Clinics can only be added by the Florida SHOTS Helpdesk, via request by your organization’s Local Org Administrator (LOA). Only LOAs can request for clinics to be added, and the request should be sent via email to flshots@flhealth.gov. The email should contain the following information to ensure accuracy:

1. Your “Organization’s Login ID” and the “name” of the service site the clinic should be attached to. To prevent any confusion, please be sure to mirror the site name exactly how it appears on the **Site List page** in Florida SHOTS.
2. The “name of the clinic” (for example, FLU POD Adams MS).

3. Include a **“Category”** that best reflects the type of facility this clinic represents. Choose one of the following:

- a. Corrections clinic
- b. Drug rehab facility
- c. Business/work site
- d. Community center
- e. Homeless shelter
- f. Hurricane/Disaster shelter
- g. Long-term care facility
- h. School clinic

4. If the clinic is representing another provider’s office and that provider participates in Florida SHOTS, please include the organization ID of their account (if applicable).

WHAT DO EACH OF THE CLINIC FIELDS REPRESENT?

Using the picture below as reference, the following is a description of each field.

Name	External Id	Description	Category	Link To Service Site	Skip Inv Reduction	Inactive	Delete
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NOTE: This is previously mentioned in steps 3 and 4 of this document under “WHERE ARE CLINICS LOCATED”.

- **Name** – this should be a unique identifier that will showcase the purpose of each clinic.
- **External ID** – an identifier connected to your EHR/EMR for uploading purposes.
- **Description** – a short explanation of what the clinic is being used for or represents.
- **Category** – a label that best describes the type of facility the clinic is representing.
- **Link to Service Site** – utilized when the clinic represents another provider/site that is outside of your organization, if applicable. If you are recording vaccines on behalf of another provider, you will need to request a link.
- **Skip Inv. Reduction** – ensures vaccines are not pulled from your inventory if you have already transferred your inventory out, when recording vaccines on behalf of another provider (if applicable).
- **Inactive/Delete** – indicates a clinic is no longer active and/or has been terminated per request from an organization administrator.

HOW DO I OBTAIN AN EXTERNAL ID FOR MY CLINIC?

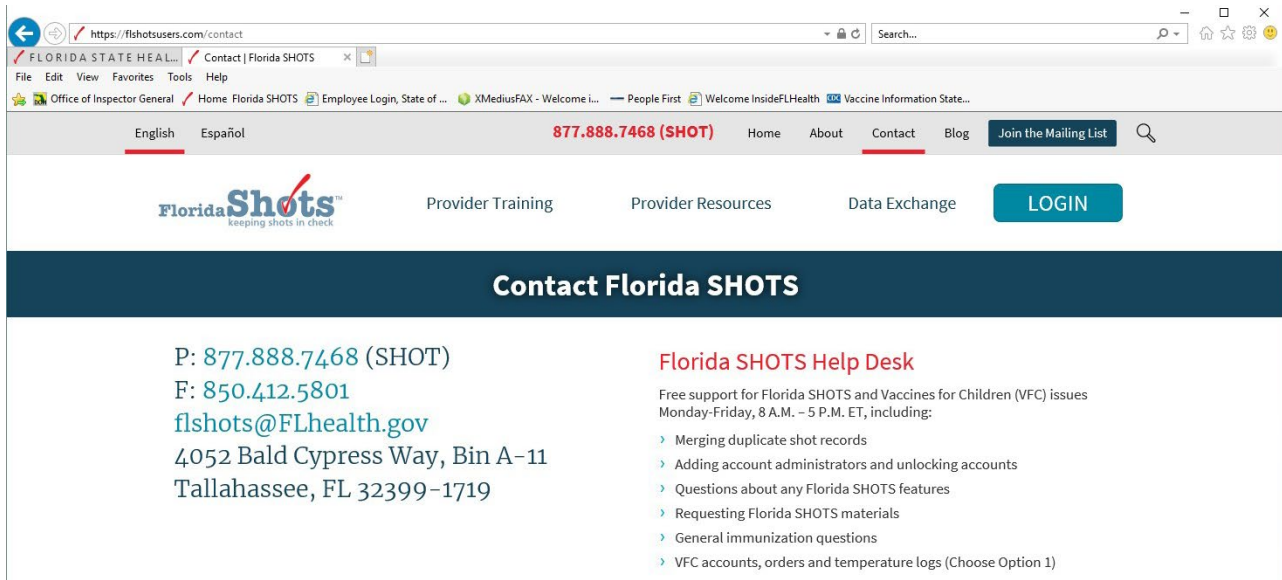
External IDs are only assigned by one of our Implementation Specialists, depending on your EHR/EMR vendor.

NOTE: To find out which team member to talk too, go to the contact page on our website, and locate your vendor to see the coordinating team member’s contact information.

Website: [flshotsusers.com](https://www.flshotsusers.com)

The screenshot shows the Florida SHOTS website interface. At the top, there is a navigation bar with the following items: English, Español, 877.888.7468 (SHOT), Home, About, Contact, Blog, and a 'Join the Mailing List' button. Below this is a secondary navigation bar with the Florida SHOTS logo (keeping shots in check), Provider Training, Provider Resources, Data Exchange, and a LOGIN button. A red arrow points to the 'Data Exchange' link. The background of the page features a photograph of three people, likely healthcare providers, in a clinical setting.

At the top of our website click **“Contact”** (as shown above), and scroll towards bottom of web page. Look under Implementation Specialists for team member information and a list of vendors (see second image below).



Data Upload Field Team

Technology Field Representative
 (Provides software development support)

Diane McLeod
 813.270.9785
 Diane.McLeod@FLhealth.gov

Implementation Specialists ←

(Provide support to healthcare provider practices to start with data upload)

David Krauss
 904.629.5476
 David.Krauss@FLhealth.gov

Serving practices that use the following medical software packages:

- › AdaptaMed
- › Advanced Data Systems Corp
- › AdvancedMD
- › Comtron
- › CPSI
- › CureMD
- › iZi Systems-iZitracks
- › Kareo
- › MacPractice
- › Nextgen Enterprise
- › Office Ally
- › Office Practicum

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