

# VFC Inventory Updates: “Shots Recorded” FAQs



Florida SHOTS recently added a new feature in the **“VFC Order Request: Inventory Levels”** page showing **“Shots Recorded.”** Keep in mind that the new field is for your information only. The **“Shots Recorded”** numbers can be used to discover any differences between the VFC vaccine that you have counted within your records (Doses Administered) and what your office has recorded in Florida SHOTS (**Shots Recorded**). Moving forward, this feature will help streamline your ordering process.

If you see any differences between the two numbers, there are several steps that you can take to determine the cause and make any corrections. This should prevent the problem in the future, in order to ensure your records and inventory are complete, current, and correct.

## 1. HOW ARE THE “SHOTS RECORDED” COUNTED?

Florida SHOTS tallies all of your vaccines that are entered via data upload or manually through the **“Add Vaccination”** screen by matching VFC eligibility, vaccine lot numbers, manufacturer and expiration dates.

## 2. WHAT IF MY “SHOTS RECORDED” AND MY “DOSES ADMINISTERED” DON’T MATCH?

First of all, don't panic if you see discrepancies. Since we are just rolling this feature out, it will take some time to work through any upload and data entry issues that may come up. But, please note that one of the easiest ways to prevent calculation errors is being sure that that you enter vaccine details accurately.

For example, in the inventory below (Figure 1), you see the new column and row showing **“Shots Recorded.”** This example organization has 0 doses of the VFC inventory recorded, but 5 doses of “other” Daptacel vaccine that are shown as recorded. If you look closely, you can see that the lot numbers are very similar and appear to be a data entry error. Check the lot numbers entered into your records to see if the lot number was incorrectly recorded. Correcting the vaccine information in the affected patient records will allow Florida SHOTS to count those doses as recorded.

FIGURE 1.

Vaccine Category: DTaP											
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rcvd + XFer In	Doses Admin	Shots Recorded	Xfer Out	Adjustments/Returns	Calc Inv On-Hand	Current Inv
Daptacel 49281-0286-10	10 Single Dose Vials \$ 17.1600	C5157AA	02/23/2019	0	10		0			10	
		C5041BA	09/02/2018	8			0			8	
		<b>Total for all 49281-0286-10 lots:</b>		8	10	0	0			18	0
Shots Recorded: DAPTACEL		C5041BAV	09/02/2018				2				
		P332D	06/01/2018				3				
		<b>Total for all Shots Recorded: DAPTACEL lots:</b>					5				
<b>Total for all DTaP Brands:</b>				8	10		5			18	

## 3. WHAT SHOULD I DO IF MY “SHOTS RECORDED” ARE ZERO?

If there are no shots recorded for your organization, this means that your VFC site has either NOT properly entered (or uploaded through your EHR) your administered doses into patient records, OR VFC eligibility was not provided for vaccines administered to that patient. Remember, it is a program requirement to enter VFC eligibility for all VFC vaccines. If you have questions about how to properly enter VFC eligibility, please refer to the **“VFC Quick Tips”** training guide on [flshotsusers.com/training](http://flshotsusers.com/training).

We suggest that you run a **“Vaccine Utilization Report”** to view all of the details for vaccines entered and/or uploaded for a specific time period.

For offices participating in data upload, you can also check your **“System Transactions”** to be sure that your EHR is uploading these vaccinations correctly and with all of the VFC eligibility criteria. You can view a recorded webinar on [www.FLshotsUsers.com](http://www.FLshotsUsers.com), or contact our [Post-implementation Specialist](#) to request training for your **“Upload Log Reports.”**

#### 4. WHY ARE MY PRIVATE VACCINES BEING COUNTED ON MY VFC ORDER?

If you click on the blue hyperlinked total number of shots recorded, you will pull up a detailed list (**Figure 2**) of the vaccines recorded by vaccine type and patient name since your last order. This will also display the VFC eligibility of each recorded vaccine.

FIGURE 2.

The following is a list of vaccinations recorded in Florida SHOTS for this Order Request:

Vaccine Type	Mfg/Lot	Exp Date	Vaccination Date	IMM State ID	Patient Name	Eligibility
DAPTACEL	PMCC5041BAV	09/02/2018	07/19/2017			VFC ELIGIBLE-MEDICAID/MCO
DAPTACEL	PMCC5041BAV	09/02/2018	07/28/2017			VFC ELIGIBLE-MEDICAID/MCO
DAPTACEL	PMCP332D	06/01/2018	07/20/2017			PRIVATELY INSURED
DAPTACEL	PMCP332D	06/01/2018	07/25/2017			PRIVATELY INSURED
DAPTACEL	PMCP332D	06/01/2018	08/14/2017			PRIVATELY INSURED

  

Shots Recorded	Xfer Out
0	
0	
0	
2	
3	
5	
<a href="#">5</a>	

If you see **“Privately Insured,”** on your list, it means that VFC vaccine was recorded as being given to patients with private insurance. In most cases, this is a data entry error that can be corrected after the fact, and prevented by properly entering the eligibility criteria. One easy way to prevent calculation errors is to make sure that when you enter privately purchased vaccines, do **NOT** select a **“Funding Program”** from the drop-down list. Leave the field as **“-Select-”** (**Figure 3**).

FIGURE 3.

**Add Vaccination Record**

Vaccine Type: \* HPV4

Injection Site: --- Select ---

Provider Org ID: \* BEACH PEDIATRICS

Imm Service Site: \* BEACH E

Funding Program:

**Vaccine Information Statements**

CDC Vaccine Information Statements (VIS) Type: HPV

\* VIS Recipient:

Manufacturer: MSD - MERCK & CO., INC.  Include inactive

Lot Number: \* J009234

**5. WE HAVE BEEN ENTERING THE CORRECT LOT NUMBERS FROM THE VACCINE BOX, BUT FLORIDA SHOTS HAS SOME LISTED INCORRECTLY ON OUR “ORDER REQUEST INVENTORY” LIST. HOW CAN WE CORRECT WHAT IS LISTED ON FLORIDA SHOTS?**

At this time, it isn't possible to correct VFC lot numbers and expiration dates after they have been accepted through **“Pending Receipts.”** As you can see, now it is even more important to carefully check your VFC shipments against your **“Pending Receipt”** list in Florida SHOTS. You have the option to revise the pending receipt to correct any errors (**Figure 4**) before you accept the vaccines into your inventory and prevent these errors in the future. If you see that the lot numbers/expiration dates on the package differ from those on the vaccines inside, please call a VFC representative at 1-877-888-7468 to assist you.

**FIGURE 4.**

Apply Pending Receipt							
Item Nbr	NDC	Vaccine	Manufacturer	Lot Number	Expiration Date	Doses	Revise
1	58160-0812-11	DTAP-IPV	GLAXOSMITHKLINE	7492S	05/25/2019	10	<input type="checkbox"/>
2	00006-4943-00	PPSV23	MERCK & CO., INC.	N001007	09/19/2018	10	<input type="checkbox"/>
3	00006-4681-00	MMR	MERCK & CO., INC.	N010495	03/31/2019	10	<input type="checkbox"/>
4	00006-4119-03	HPV9	MERCK & CO., INC.	N017686	02/02/2020	10	<input checked="" type="checkbox"/>
Received:	00006-4119-03	HPV9	MERCK & CO., INC.	N017686	02/02/2020	10	<input type="checkbox"/>
				McKesson Order Id Doc: 115598-6			<input type="button" value="Apply"/>
				McKesson Order Id Rcvd: 115598-6			
5	49281-0545-03	HIB PRP-T	SANOFI PASTEUR	UI806AAB	09/30/2018	10	<input type="checkbox"/>
6	49281-0589-05	MENACTRA	SANOFI PASTEUR	U5823AA	02/22/2019	15	<input type="checkbox"/>
7	00006-4047-41	ROTATEQ	MERCK & CO., INC.	N005077	11/21/2018	20	<input type="checkbox"/>
8	00006-4831-41	HEP A PED 2DOSE	MERCK & CO., INC.	N019924	09/02/2018	20	<input type="checkbox"/>
9	58160-0820-52	HEP B PED	GLAXOSMITHKLINE	23G44	03/29/2019	30	<input type="checkbox"/>
10	49281-0286-10	DAPTACEL	SANOFI PASTEUR	C5206AA	05/17/2019	40	<input type="checkbox"/>
11	49281-0510-05	PENTACEL	SANOFI PASTEUR	C5403AB	09/02/2018	45	<input type="checkbox"/>
12	00005-1971-02	PCV13		S15257	09/30/2018	60	<input type="checkbox"/>

**HELP DESK**

**FREE TECHNICAL SUPPORT:**

877-888-7468 (SHOT)  
 MONDAY – FRIDAY, 8 A.M. TO 5 P.M. EASTERN

**INCLUDING:**

- Merging duplicate shot records
- Adding account administrators
- Unlocking Florida SHOTS accounts
- Questions about any Florida SHOTS features
- Reordering Florida SHOTS chart stickers, immunization schedule pads, or other registry materials