Documenting Vaccines



The documentation of administered or historical vaccines can either be electronically uploaded via an established connection with a compatible Electronic Health Record (EHR) software or manually entered in the Florida SHOTS patient record. This short guide will provide step-by-step instructions on how to enter administered and historical vaccines in the patient record.

DOCUMENTING ADMINISTERED VACCINE

STEP 1

Log into Florida SHOTS.

STEP 2

Complete a Patient Search from the "Patients" Florida SHOTS menu to open or add the patient record.

Flor		
s	Patient Search 🔷 Tra	aining Environment
User PAT Tarek Line Patients Rediption Tarebook	E5 Last Name: Pint Name: Dele of Birth: OR OR OR State ID: OR OR OR OR OR OR OR State ID: OR OR OR	
Nev Im Marga H Frans 65 Croato F Forms 5 Reports Immunit Tools 0 C Beligioo Religiou Vaccine	A) ey a	

STEP 3

Select "Vaccinations" from the Florida SHOTS menu and click on the "Add a Vaccination Record" button.

User: FATIMA AVILES	Sort by:	Antigen	Ovaccine	ODate G	iven				
Task List Patients		Vaccine	Date	Dose/ /	Age Yr-Mo/	Total Mos/ Provide	er/Person	Source	Delete
County for Delivert	Antigen	Type	Given	Interval	in Days	Adv Event?			
Redisplay Search Results	HEP B	HEP B PED	11/15/2008	1	1-5 529	17 N		BEACH MEDICAL	U
Today's Patient List Search for Form 680	HEP B	HEP B PED	01/10/2009	2	1-7	19		BEACH MEDICAL	
To-be Certified 680s				56	585	N			
Release Patient Record	HEP B	HEP B PED	07/05/2011	3	4-1	49		BEACH MEDICAL	
Patient Data				906	1491	N			
Patient Identification	MEASLES	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
Patient Information				0	427	N			
Parent/Guardian	MEASLES	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	
Vaccinations				102	529	N			
Adverse Events	MUMPS	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
Observations				0	427	N			
Contact Attempts	MUMPS	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	
New Imm Status				102	529	N			
Merge History	POLIO	IPV	11/15/2008	1	1-5	17		BEACH MEDICAL	
Forms				0	529	N			
Form 680 (name only)	POLIO	IPV	01/10/2009	2	1-7	19		BEACH MEDICAL	
Create Form 680 Pin				56	585	N			
Form 686 (Imm History)	POLIO	IPV	07/05/2011	3	4-1	49		BEACH MEDICAL	
Form 687 (Clinic Record)				906	1491	N			
Reports	RUBELLA	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
Tools				0	427	N			
Clear Patient Token	RUBELLA	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	
Religious Exemption				102	529	N			
Demindes Decell	VZV	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
Custom Transactions				0	427	N			
System transactions	VZV	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	
vaccine inventory				102	529	N			
Assess Imm Levels									
Reports			Add a Vaccination Record		Add Hi	storical Vaccination Red	cords		
Administration									
Customer Support									
Meaningful Use									
COVID-19	Next								

STEP 4

In the "Add Vaccination Record" page you will need to complete all the following fields:

- **Vaccine Type:** Enter the type of vaccine the patient received. Vaccine Type Information hyperlink opens a table of Florida SHOTS vaccine types, the vaccine name, brand name, and manufacturer code to ensure correct Vaccine Type is selected.
- **Date Given:** Enter the date, or if vaccine was given today, enter **"T"** and the current date will automatically populate.
- Injection Site: Record the specific place on the body where an immunization is administered.
- Injection Route: Records the method used to administer the immunization.
- **Provider Org ID:** The name of the practice administering the vaccination defaults to your practice.
- **Provider Person ID:** Select the provider person ID of the staff administering the immunization.
- 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.
- 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.
- 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.
- 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 VIS information, click on the hyperlink CDC Vaccine Information Statements (VIS) above "VIS Recipient" field.
- **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.
- 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.

Remove the checkmark from "Add another vaccination record" if no other vaccines need to be recorded.

Click on the "Next" button.

Add Vaccination Record		Training Environment
Barcode Scar: Vocine Type: TDPA (CVX.115) Vaccine Type: TDPA (CVX.115) Vaccine Type: TDPA (CVX.115) Vaccine Type: Inspection Site: LALEFT ARM Vaccine Type: Inspection Site: SUMSET PEDS Vaccine Type:		Date Given: * 03/02/2823 Insection Route: IM:INTRAMUSCULAR Provider Person ID: * ARCEL
Funding Program: VFCPED V VFC Eligibility: VFC ELIGIBLE-UNINSURED V Include inactive	Vaccine Information Statements - CDC Vaccine Information Statements (VIS) VIS Recipient: * [Patient: SMTH, JUSTIN * [98006/2021] * [Yes] Consent for treatment given by VIS recipient	
Monumecure: Lot Number: VFEBAA NDC: G281-0400-05 SAcda another vaccination record after "Next" button is clicked Add another vaccination record after "Next" button is clicked Add another vaccination record after "Next" button is clicked		Expiration Date: 11/30/2023
Next	Return to Vaccination List	Cancel

STEP 5

Click on "Submit" to save the vaccination record.

User: FATIMA AVILES	Sort by:	Antigen C	Vaccine (Date Giv	ven				
Task List Patients	Antigen	Vaccine Type	Date Given	Dose/ Interval	Age Yr-Mo/ in Days	Total Mos/ Adv Event?	Provider/Person	Source	Delete
Search for Patient Redisplay Search Results Tadavés Datient List	DIPHTHERIA	TDAP	03/02/2023	1	15-8 5749	188 N	BEACH MEDICAL ARCEL	BEACH MEDICAL	0
Search for Form 680 To-be Certified 680s	HEP B	HEP B PED	11/15/2008	1	1-5 529	17 N		BEACH MEDICAL	
Release Patient Record Discard Updates	HEP B	HEP B PED	01/10/2009	2	1-7 585	19 N		BEACH MEDICAL	
Patient Data Patient Identification Patient Information	HEP B	HEP B PED	07/05/2011	3	4-1 1491	49 N		BEACH MEDICAL	
Parent/Guardian Immunization Status	MEASLES	MMRV	08/05/2008	1	1-2	14 N		BEACH MEDICAL	
Adverse Events Observations	MEASLES	MMRV	11/15/2008	2	1-5	17 N		BEACH MEDICAL	
Contact Attempts Exclude From Recall	MUMPS	MMRV	08/05/2008	1	1-2 427	14 N		BEACH MEDICAL	
Merge History Forms	MUMPS	MMRV	11/15/2008	2	1-5	17 N		BEACH MEDICAL	
Form 680 (name only) Form 680 (school entry) Create Form 680 Pin		HPV9	11/10/2022		15-5 5637	185 N		BEACH MEDICAL	
Form 686 (Imm History) Form 687 (Clinic Record)	PERTUSSIS	TDAP	03/02/2023	1	15-8 5749	188 N	BEACH MEDICAL ARCEL	BEACH MEDICAL	
Form 1478 (opt-out) Reports Tools	POLIO	IPV	11/15/2008	1	1-5 529	17 N		BEACH MEDICAL	
Clear Patient Token Religious Exemption	POLIO	IPV	01/10/2009	2 56	1-7 585	19 N		BEACH MEDICAL	
Religious Exemption Reminder Recall	POLIO	IPV	07/05/2011	3 906	4-1 1491	49 N		BEACH MEDICAL	
System Transactions Vaccine Inventory	RUBELLA	MMRV	08/05/2008	1	1-2 427	14 N		BEACH MEDICAL	
Assess Imm Levels Reports	RUBELLA	MMRV	11/15/2008	2	1-5	17 N		BEACH MEDICAL	
Administration Customer Support	TETANUS	TDAP	03/02/2023	1	15-8	188 N	BEACH MEDICAL	BEACH MEDICAL	
Meaningful Use COVID-19	vzv	MMRV	08/05/2008	1	1-2	14 N		BEACH MEDICAL	
Outbreak Reports	vzv	MMRV	11/15/2008	2	1-5	17 N		BEACH MEDICAL	

DOCUMENTING HISTORICAL VACCINE

STEP 1

Log into Florida SHOTS.

STEP 2

Complete a Patient Search from the "Patients" Florida SHOTS menu to open or add the patient record.

Submit	Patient Search	0	Training Environment
Usor: FATIMA AVILES Task List Patients	Last Name: Pirst Name: Date of Birth:		
Search for Patient Redisplay Search Results Today's Patient List Search for Form 680 To-be Certified 680s Release Datient Percent	State ID:		
Discard Updates Patient Data Patient Identification Patient Information	Patient Id:		
Parent/Guardian Immunization Status Vaccinations Adverse Events Observations Contact Attempts	Search for Passed Instant Search Fields * Asternisk indicates a required field Image: Search Fields		

STEP 3

Select **"Vaccinations"** from the Florida SHOTS menu and click on the **"Add Historical Vaccination Records"** button.

Sabalit	Vacc	ination L	list						
User: FATIMA AVILES	Sort by:	Antigen	Vaccine	ODate	Given				
Task List		Vaccine	Date	Dose/	Age Yr-Mo/	Total Mos/	Provider/Person	Source	Delete
Patients	Antigen	Туре	Given	Interval	in Days	Adv Event?			
Search for Patient	HEP B	HEP B PED	11/15/2008	1	1-5	17		BEACH MEDICAL	
Redisplay Search Results				0	529	N			
Search for Form 680	HEP B	HEP B PED	01/10/2009	2	1.7	19		REACH MEDICAL	
To-be Certified 680s	inci o	1121 01 20	0111012000	56	585	N		DENOTIMEDIONE	-
Release Patient Record			0710512044		505	10		DE LOU MEDION	
Discard Updates	HEP B	HEP B PED	07/05/2011	3	4-1	49		BEACH MEDICAL	0
Patient Data	1.000			906	1491	N			
Patient Identification	MEASLES	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
Patient Information				0	427	N			
Parent/Guardian	MEASLES	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	
Immunization Status				102	529	N			
Vaccinations	AUMOO	MANDA	00/05/2000	4	4.0				
Observations	MUMPS	MMPSV	06/05/2008		1-2	14		BEACH WEDICAL	0
Contact Attempts				0	427	N			_
Exclude From Recall	MUMPS	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	
New Imm Status				102	529	N			
Merge History	POLIO	IPV	11/15/2008	1	1-5	17		BEACH MEDICAL	
Forms				0	529	N			
Form 680 (name only)	POLIO	IDV	01/10/2000	2	1.7	10			
Form 680 (school entry)	TOLIO		01/10/2003	50	EOE	N		DEAGITMEDICAL	0
Create Form 680 Pin				50	365	IN			-
Form 686 (Imm History)	POLIO	IPV	07/05/2011	3	4-1	49		BEACH MEDICAL	U
Form 1478 (ont-out)				906	1491	N			
Reports	RUBELLA	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
Tools				0	427	N			
Clear Patient Token	RUBELLA	MMRV	11/15/2008	2	1.5	17		REACH MEDICAL	
Religious Exemption	RODLLER		1111512000	102	520	N		DEMONTRIEDIONE	-
Religious Exemption	1000		0010510000	102	529				
Reminder Recall	VZV	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	0
System Transactions				0	427	N			_
Vaccine Inventory	VZV	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	U
Assass Trans Lavals				102	529	N			
Assess min Levels								-	
Reports	1		Add a Vaccina	tion Reco	rd Add Hi	storical Vaccin	ation Records		
Administration		_			_				
Customer Support									
Meaningful Use									
COVID-19	Next								

STEP 4

In the **"Historical Shots"** page you can simultaneously enter several shots and will need to complete the following fields:

• **Vaccine Type:** Enter the type of vaccine the patient received. Vaccine Type Information hyperlink opens a table of Florida SHOTS vaccine types, the vaccine name, brand name, and manufacturer code to ensure correct Vaccine Type is selected.

• **Date Given:** Enter the date the vaccine was given. (*By clicking on the checkboxes next to the "Date Given" fields, you indicate that the vaccine was provided by your organization.*)

Click on the "Next" button.

Historical Shots					Training Environment
y Vaccine Type	Date Given 1	Date Given 2	Date Given 3	Date Given 4	Date Given 5
HPV9 [CVX 165] 🗸	11/10/2022				
- Select 🗸 🗸					
- Select 🗸 🗸					
- Select 🗸 🗸					
- Select 🗸					
y Date Given	Vaccine Type 1	Vaccine Type 2	Vacc	ine Type 3	Vaccine Type 4
	Select 🗸 🗸	- Select	- Select	✓ - 5	elect 🗸 🗸
	- Select 🗸 🗸	- Select	- Select	✓	elect 🗸 🗸
	Select 🗸 🗸	- Select	- Select	✓	elect 🗸 🗸
	Select 🗸 🗸	- Select	- Select	✓	elect 🗸 🗸
	- Select 🗸 🗸	- Select	- Select	× - S	elect 🗸 🗸
/accine Type Information					
			-		

STEP 5

Click on "Submit" to save the vaccination record.

Submit	Vaccin	ation Lis	t						
User: FATIMA AVILES	ort by: 🔘	Antigen O	Vaccine (Date Gi	ven				
Task List	1	Vaccine	Date	Dose/	Age Yr-Mo/	Total Mos/	Provider/Person	Source	Delete
Patients	Antigen	Туре	Given	Interval	in Days	Adv Event?			
Search for Patient DI	PHTHERIA	TDAP	03/02/2023	1	15-8	188	BEACH MEDICAL	BEACH MEDICAL	
Redisplay Search Results				0	5749	N	ARCEL		
Today's Patient List	0.0		11/15/2009	4	1.5	17			
To-be Cartified 680s			11/13/2000		530			DEAGITIMEDICAL	0
Release Patient Record			0.4140.00000	0	529	IN IS			
Discard Updates Ht	PB	HEP B PED	01/10/2009	2	1-7	19		BEACH MEDICAL	0
Patient Data				56	585	N			
Patient Identification HE	PB	HEP B PED	07/05/2011	3	4-1	49		BEACH MEDICAL	
Patient Information				906	1491	N			
Parent/Guardian ME	ASLES	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
Immunization Status				0	427	N			
Vaccinations		ANA AFAI	4414510000	2	4.5	47		DE AQUATEDIQAL	
Observations ME	EASLES	WIVING	11/15/2008	2	1-5	11		BEACH MEDICAL	
Contact Attempts				102	529	N			_
Exclude From Recall ML	JMPS	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
New Imm Status				0	427	N			
Merge History ML	JMPS	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	
Forms				102	529	N			
Form 680 (name only)		LIDV0	11/10/2022		15.5	195		REACH MEDICAL	
Form 680 (school entry)		HE VO	11/10/2022		10-0	100		BEACH WEDICAL	0
Create Form 680 Pin					5037	N			-
Form 686 (Imm History) PE	RTUSSIS	TDAP	03/02/2023	1	15-8	188	BEACH MEDICAL	BEACH MEDICAL	0
Form 1478 (opt-out)				0	5749	N	ARCEL		
Reports PC	DLIO	IPV	11/15/2008	1	1-5	17		BEACH MEDICAL	
Tools				0	529	N			
Clear Patient Token	0110	IPV	01/10/2009	2	1.7	19		REACH MEDICAL	
Religious Exemption	, LIO		0111012000	56	595	N		DEMONTHEDROME	-
Religious Exemption		1014	07/05/00/44	00	505			0510010501041	
eminder Recall	LIO	IPV	07/05/2011	3	4-1	49		BEACH MEDICAL	0
ystem Transactions				900	1491	IN			0
accine Inventory	JBELLA	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	
ssess Imm Levels				0	427	N			_
RU	JBELLA	MMRV	11/15/2008	2	1-5	17		BEACH MEDICAL	0
dministration				102	529	N			-
TE	TANUS	TDAP	03/02/2023	1	15-8	188	BEACH MEDICAL	BEACH MEDICAL	
lastomer support				0	5749	N	ARCEL		-
VZ	v	MMRV	08/05/2008	1	1-2	14		BEACH MEDICAL	U
wthere h Perents				0	427	N			
EC Da annell	v	MINIKV	11/15/2008	102	1-5	17		BEACH MEDICAL	
I C RE-ERIFOII				102	529	IN			
ign out					_				
		A	dd a Vaccinati	ion Record	Add His	torical Vaccina	tion Records		

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