

Vaccination Schedule Selection

The “Schedule Override” role in Florida SHOTS grants users permission to change the vaccination schedule per antigen in the patient record based on clinical determination. The override will alter the system recommended schedule for the patient. The permission/role must be granted by the Local Organization Administrator (LOA).

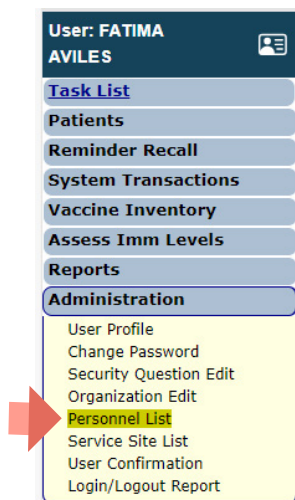
GRANTING ACCESS TO THE SCHEDULE OVERRIDE

Step 1

Login to [Florida SHOTS](#).

Step 2

Select “**Administration**” from the Florida SHOTS menu and then on “**Personnel List**”.



Step 3

Select the user from the Organization Personnel List.

Organization Personnel List

Training Environment

Authorized User/Personnel List for: BEACH MEDICAL

☐ Show Personnel

Active, Locked, Expired: ☒

Inactive: ☐

Only VFC: ☐

Include Terminated: ☐

Refresh Personnel List

Download Personnel List

Add New Personnel Record

| System User ID▲ | Name Last, Suffix | Name First, Middle | Title | IMM Provider | Sign 680 | Certify 680 | VFC | Start Date | Termination Date | Role | Status | Password Exp. |
|-----------------|-------------------|--------------------|--------|--------------|----------|-------------|-----|------------|------------------|-------------------------|---------|---------------|
| | DAVIS | NICOLE, D | ARNP | Y | Y | N | Y | 01/01/2011 | | | Active | |
| | MAY | STEPHANIE | APRN | Y | N | N | Y | 03/25/2021 | | | Active | |
| | RACE | MACEY, J | MD VFC | Y | Y | N | N | 12/20/2010 | | | Active | |
| ARIVASMX | ARIVERS | MAYLINE | M.A. | Y | N | Y | Y | 08/18/2022 | | Local Org Staff | Locked | 09/10/2024 |
| ARROYOV | ARROYO | VANESSA | | N | N | N | N | 03/17/2020 | | Local Org Staff | Expired | 03/30/2020 |
| AUSTINA | AUSTIN | ANNE | MA | Y | N | Y | Y | 01/31/2024 | | Local Org Staff | Expired | 04/30/2024 |
| AVILESF | AVILES | FATIMA | | N | N | Y | Y | 05/24/2022 | | Local Org Administrator | Active | 10/13/2024 |
| FARRARK | FARRAR | KEENAN | | Y | N | N | Y | 04/16/2024 | | Local Org Staff | Expired | 07/15/2024 |

Step 4

Under **Roles**, hold the **Ctrl** key while selecting **Schedule Override**. This role should be in addition to the role the user already has, not in place of it.

Selected Reasons
for Access:

System User ID: *

AVILESF

System User Start Date: 05/24/2022

Last Login: 2024-08-06 14:43:25

System Password:

?

 Password Requirements

Authorization: *

Full Access

Password Expiration:

10/13/2024

System User End Date: (Login disabled as of this date)

Last Logout: 2024-08-06 14:42:01

Confirm Password:

Account Locked: ☐

Roles: *

Local Org Administrator

Local Org Inventory Only

Local Org Staff

Org View Only

Schedule Override

View Transaction Stats

[View Associated LOAs](#)

Selected Roles: Local Org Administrator, Schedule Override

Create Certified Form 680: *

Yes

 Is authorized to create a Certified (e-signed) Form 680 in Florida SHOTS

Account Confirmation Date:

☐ User must change password at next logon

Account Confirmed By:

☒ Florida SHOTS training acknowledged on 07/23/2024

* Asterisk indicates a required field

Submit

View User Profile

Return to Personnel Listing

Service Site Responsibilities

Cancel

Step 5

Click on the “**Submit**” button to save.

CHANGING A PATIENT’S VACCINE SCHEDULE

Step 1

Complete the “**Patient Search**” and load the patient’s record.

Step 2

Click on the **Immunization Status** menu item.

AVILES

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

Step 3

Click on the blue “i” information button to the right of the **Current Schedule** column for the antigen you want to review or change the vaccination schedule.

| Immunization Status | | | | Training Environment | | | |
|---------------------------|-------------|------------------|----------|--------------------------|------------------------------|-----------------|-----------------|
| Antigen | Status | Current Schedule | Dose Due | Antigen Minimum Due Date | Antigen Recommended Due Date | Complete Reason | Reminder Recall |
| DIPHTHERIA | Complete | Standard | < | 07/31/2029 | 07/31/2034 | Last Dose Given | |
| TETANUS | Complete | Standard | < | 07/31/2029 | 07/31/2034 | Last Dose Given | |
| PERTUSSIS | Complete | Standard | < | < | < | Last Dose Given | |
| MEASLES | Complete | Standard | < | < | < | Last Dose Given | |
| MUMPS | Complete | Standard | < | < | < | Last Dose Given | |
| RUBELLA | Complete | Standard | < | < | < | Last Dose Given | |
| FLU | Overdue | Standard | 1 | 07/01/2024 | 07/01/2024 | | |
| HEP A | Complete | Standard | < | < | < | Last Dose Given | |
| HEP B | Complete | Standard | < | < | < | Last Dose Given | |
| HIB | Complete | Standard | < | < | < | Last Dose Given | |
| HPV | Complete | Standard | < | < | < | Last Dose Given | |
| PNEUCON | Complete | Standard | < | < | < | Last Dose Given | |
| POLIO | Complete | Standard | < | < | < | Last Dose Given | |
| ROTAVIRUS | Complete | Standard | < | < | < | Age Max Reached | |
| VZV | Complete | Standard | < | < | < | Last Dose Given | |
| Show 'Not Started' | | | | | | | |
| CHOLERA | Not Started | | < | < | < | | |
| COVID-19 | Not Started | Standard | 1 | 09/12/2023 | 09/12/2023 | | |
| DENGUE | Not Started | | < | < | < | | |
| EBOLA | Not Started | | < | < | < | | |
| JE | Not Started | | < | < | < | | |
| MEN | Not Started | Standard | 1 | 02/08/2022 | 02/08/2022 | | |
| MENB | Not Started | | < | < | < | | |
| MPX/ORTHOPOX | Not Started | | < | < | < | | |
| RSV | Not Started | Standard | 1 | 02/08/2071 | 02/08/2071 | | |
| TE | Not Started | | < | < | < | | |
| TYPHOID | Not Started | | < | < | < | | |
| YELLOW FEVER | Not Started | | < | < | < | | |

Step 4

On the **Schedule Selection** page you can review all the schedules that apply to the indicated antigen and may choose a different schedule than what is currently selected. At the top of the page you will be able to locate the patient's information, including any recorded observations for each antigen.

You will see the following:

- How many doses will be VALID, NOT VALID, EXTRANEIOUS, and how many remain to COMPLETE the series for each possible schedule.

If each schedule is expanded to show detail, additional information will be available, including:

- The reason for each dose listed as not valid or extraneous
- The reason why the current schedule was selected (which could be because it was manually chosen)
- If not the current schedule, the schedule which is the default will show the reason why it is the default

NOTE: Click on the **Expand All Schedules** box to see all the schedules compared to each other, with reasoning for invalid or extraneous doses or you can click the plus sign on the **Show Details** column to review them individually.

Schedule Selection

Back

As of: 08/07/2024
For: ALICIA PERRY
DOB: 02/08/2011 (13 yrs 5 mos 30 dys)
FL SHOTS ID: 9901941186

Antigen: MENB
Current Schedule:
Antigen Observations:

☐ Expand All Schedules

| Select Schedule | Show Details | Schedule | Type | Status | Valid Doses | Invalid Doses | Extraneous Doses | Doses to Complete |
|--------------------------|--------------|---|-----------|--------------|-------------|---------------|------------------|-------------------|
| <input type="checkbox"/> | + | Meningococcal B risk 2-dose series MenB-4C Increased Risk | Alternate | Not Complete | 0 | 0 | 0 | 3 |
| <input type="checkbox"/> | + | Meningococcal B risk 2-dose series MenB-4C Patient Seeks Protection | Alternate | Not Complete | 0 | 0 | 0 | 2 |
| <input type="checkbox"/> | + | Meningococcal B risk 3-dose series MenB-FHbp Increased Risk | Alternate | Not Complete | 0 | 0 | 0 | 4 |
| <input type="checkbox"/> | + | Meningococcal B risk 2-dose series MenB-FHbp | Alternate | Not Complete | 0 | 0 | 0 | 2 |

To select the schedule, click the **Select Schedule** check box for the applicable schedule and on the **“Next”** button to continue.

Schedule Selection

Back

As of: 08/07/2024
For: ALICIA PERRY
DOB: 02/08/2011 (13 yrs 5 mos 30 dys)
FL SHOTS ID: 9901941186

Antigen: MENB
Current Schedule:
Antigen Observations:

☐ Expand All Schedules


| Select Schedule | Show Details | Schedule | Type | Status | Valid Doses | Invalid Doses | Extraneous Doses | Doses to Complete |
|-------------------------------------|--------------|---|-----------|--------------|-------------|---------------|------------------|-------------------|
| <input checked="" type="checkbox"/> | + | Meningococcal B risk 2-dose series MenB-4C Increased Risk | Alternate | Not Complete | 0 | 0 | 0 | 3 |
| <input type="checkbox"/> | + | Meningococcal B risk 2-dose series MenB-4C Patient Seeks Protection | Alternate | Not Complete | 0 | 0 | 0 | 2 |
| <input type="checkbox"/> | + | Meningococcal B risk 3-dose series MenB-FHbp Increased Risk | Alternate | Not Complete | 0 | 0 | 0 | 4 |
| <input type="checkbox"/> | + | Meningococcal B risk 2-dose series MenB-FHbp | Alternate | Not Complete | 0 | 0 | 0 | 2 |

Next
Return to Imm Status

You will automatically return to the **Immunization Status Page**.


▶ **Step 5**

Click on the “**Submit**” button to save.




Submit

Immunization Status



User: FATIMA AVILES



Task List

Patients

Search for Patient

Redisplay Search Results

Today's Patient List

Search for Form 680

To-be Certified 680s

Antigen

| | |
|------------|---|
| DIPHTHERIA | C |
| TETANUS | C |
| PERTUSSIS | C |
| MEASLES | C |
| MUMPS | C |

You have successfully changed the patient's Vaccination Schedule.

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