Florida SHOTS™

HEPATITIS A OUTBREAK RESPONSE TRAINING GUIDE FOR PRIVATE PROVIDERS

Contact Information

www.flshots.com

Free help desk:
877-888-SHOT (7468)
Monday-Friday, 8 a.m. to 5 p.m. Eastern

FloridaShots™
keeping shots in check

Table of Contents

DOCUMENTING VACCINES

This guide is for private providers participating in the hepatitis A outbreak response. Throughout this guide, you will learn vital information for the hepatitis A effort that allows you to record vaccinations on behalf of another site. This will include recording sensitive information and high-risk conditions, as well as introduce a new feature that incorporates adding clinics under a service site

STEP 1

Log in to Florida SHOTS.

STEP 2

Search for the patient in Florida SHOTS by clicking on the **Patients** tab on the menu, found on the left-hand side of the screen. Then, click on **Search for Patient.**

STEP 3

Fill in the following fields with *last name*, *first name*, and *date of birth*. Click the grey **Search for Patient** box when you are ready to search for the record.

DOCUMENTING VACCINES

STEP 4

Confirm the information matches the information you have for the patient.
If it does, click on the name to go into the record.

Please note: If the information on the screen does not match what you have or your screen shows **No Matching Records Found in red, you will need to create a new record for the patient. Do this by clicking **Add New Patient** and filling out all required fields inside. Please make sure you confirm that you have entered the information correctly, *prior* to performing this action.

STEP 5

Upon entering the record, you might receive a pop-up message (as shown below).
This is the system's way of notifying you the patient is overdue for vaccines.
Click **OK** to continue.

DOCUMENTING VACCINES

STEP 6

Refer to the **Patients** tab on the menu once more and look for the first subheading, **Patient Data**. Underneath it, click on **Vaccinations** (it is the fifth one down).
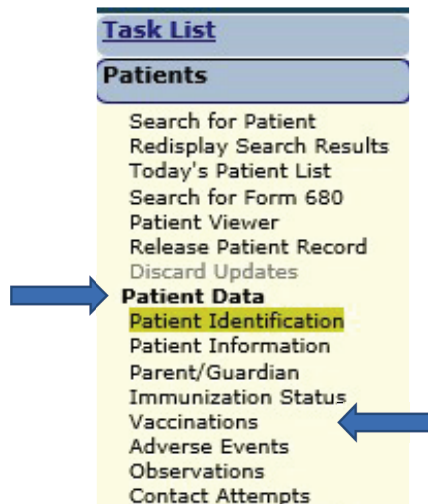
STEP 7

You should now be on the **Vaccination List** page (shown below).

Click on the grey box, **Add a Vaccination Record**. This takes you to the **Add Vaccination Record** screen, where you will begin recording the vaccine information (as shown below).

DOCUMENTING VACCINES

STEP 8

Enter the vaccine information that has been gathered for the hepatitis A outbreak response effort.

If you are recording administrations on behalf of another site, select the **Clinic** from the drop-down menu.

> ****Please note:** If you do not see the clinic listed, refer to the instructions at the end of this guide for adding clinics.

STEP 9

Once the Imm Service Site (if applicable) and **Funding Program** (Hep A 2017 for this outbreak response) are selected, click on the **plus sign** icon beside **Special Conditions** to expand selection criteria.

DOCUMENTING VACCINES

STEP 10

Select the Special Condition **HepA Outbreak** and any **Risk Factors** that may apply to the patient receiving this vaccine.

This refers to the sensitive information and high-risk conditions we mentioned at the beginning of the guide.

**Please note: you can select more than one risk factor by holding down the Ctrl key on your keyboard and clicking on the factors as needed.

⚠ Risk Factors (high-risk conditions, i.e. sensitive information) can only be seen by the user who entered the information, and by users who have the Sensitive Privilege permission. To obtain this permission, local org administrators should submit the request in writing (i.e. email) to the Florida SHOTS Helpdesk at flshots@flhealth.gov. Permissions will be determined by program staff and based on necessity.

STEP 11

Enter the **Vaccine Information Statements** for the client.
Make sure you enter the **VIS Date** in the box next to **HEPA ***, then select the **VIS Recipient** (who received the VIS paperwork), and select whether the recipient gave consent for the vaccine.

DOCUMENTING VACCINES

Once the VIS Recipient is selected, the field below it will become available. Click on the drop-down arrow next to **Consent for treatment given by VIS recipient to select **Yes** or **No** for consent (shown below).

If you are unaware of the VIS Date, click on the blue **CDC Vaccine Information Statements (VIS)** hyperlink to go to the CDC website. Once there, you can look up the current VISs for all vaccine types (as shown below).

STEP 12

Upon completion, you have the option to add more vaccines (if applicable). If you *do not* have more vaccines to add, *uncheck* the box beside **Add another vaccination record after "Next" button is clicked.**

Click the grey **Next** box to continue submitting your entries.

DOCUMENTING VACCINES

You can finalize your entries by clicking **Submit** once it turns yellow, found in the top left-hand corner of the screen

STEP 13

Once you are done with the patient's record, be sure to properly exit by clicking **Release Patient Record** from the menu.

ADDING CLINICS TO A SERVICE SITE

We have added the ability to add clinics to existing sites. This feature will assist providers in accounting for vaccines administered at a different location, such as an outbreak response that has taken place outside of your primary location.

STEP 1

Log in to Florida SHOTS.

STEP 2

Click on **Administration** from the menu, then select **Service Site List**.
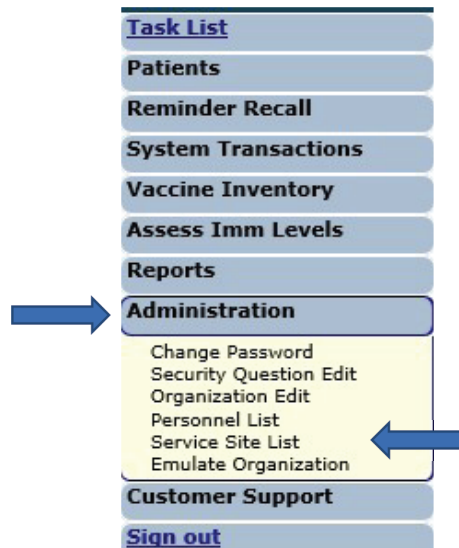
STEP 3

This brings you to the **Site List** page, which allows you to view all sites affiliated with your organization.

**To view a particular site's maintenance page, click on that site's name (shown above).

ADDING CLINICS TO A SERVICE SITE

STEP 4

This takes you to the **Site Maintenance** page. Under the service site's address and contact information, you will see **Clinics** in blue.

STEP 5

Click on the **plus sign** icon next to Clinics. If there is a clinic linked to the service site, the drop-down will appear (as below):

However, if there are no Clinics linked to the service site, the drop-down will appear (as below), and you should proceed to the next step:

ADDING CLINICS TO A SERVICE SITE

Step 6 (if applicable)

If there are no clinics linked to the desired service site, contact the Florida SHOTS Helpdesk. A Local Org Administrator (LOA) can make the request for a clinic to be added under the service site. The request *needs to be in writing* (i.e. email) and sent to flshots@flhealth.gov.

**Please include the following information in the request (only applicable to LOAs):

- Your **organization's login ID** and the **name of the service site** (how it appears in Florida SHOTS on the Site List page).

- The **name of the clinic** – the name of the facility you transferred vaccines to and/ or are recording vaccines on behalf of.

- The **external ID** – this is used for uploading purposes through your EHR/EMR. **Please follow the link to verify which implementation specialist to contact for your ID (toward bottom of web page).

- A short **description** – briefly inform us of the provider you are recording vaccines on behalf of (i.e. include their org ID if they have a Florida SHOTS account).

- The **category** that best describes the type of facility this clinic represents – this field includes a drop-down box that allows one of the following categories to be selected (please only pick one):

  - Corrections clinic

  - Drug rehab facility

  - Business/work site

  - Community center

  - Homeless shelter

  - Hurricane/disaster shelter

  - Long-term care facility

  - School clinic