

Florida SHOTS™

FLU PRE-BOOKING

Contact Information

www.flshots.com

Free help desk:

877-888-SHOT (7468)

Monday – Friday, 8 A.M. to 5 P.M. Eastern

1. FLU PRE-BOOKING

All VFC flu pre-booking requests must be entered into Florida SHOTS. You will be able to enter your request when flu pre-booking begins for the next flu season. Only the Primary/Secondary contacts and the Enrollee will have access to enter this request.

Please log into Florida SHOTS to complete this request.

Select “**Vaccine Inventory**” from the Florida SHOTS menu, and click “**Flu Pre Booking.**”

Vaccine Inventory

Order
 Temperature Logs
 Order Worksheet
 Order Requests
Flu Pre Booking

Receive
 Pending Receipts

Adjust
 Adjust Inventory
 Report Returns/Waste
 Shipping Labels

Transfer
 Transfer Inventory
 Transfer Form
 Rescind Transfer

Transaction
 Transaction History

Reports
 Aging Vaccine

This will open the Flu Pre Booking page. If you are the Primary/Secondary contact or the Enrollee for multiple locations, you will see all PINs listed here.

Flu Pre-Booking										
VFC Pin	Effort	Presentation	Previous Flu Seasons			Pre Booking Current Flu Season 2018-2019				
			Doses Ordered in 2015-2016	Doses Ordered in 2016-2017	Doses Ordered in 2017-2018	Requested Doses	Approved Doses	Doses Ordered	% FulFilled	
291006	All	All	740	620	350	0	0			
	VFC/PED	0.25 Syringe (10 doses)	360	210	150	0	0	0		
	VFC/PED	0.5 Single Dose (10 doses)	200	370	150	0	0	0		
	VFC/PED	FluMist (10 doses)	180			0	0	0		
	VFC/PED	Multi Dose Vial (10 doses)		40	50	0	0	0		
291069	All	All	430	320	330	0	0			
	VFC/PED	0.25 Syringe (10 doses)	160	110	100	0	0	0		
	VFC/PED	0.5 Single Dose (10 doses)	150	210	210	0	0	0		
	VFC/PED	FluMist (10 doses)	120			0	0	0		
	VFC/PED	Multi Dose Vial (10 doses)			20	0	0	0		

1. FLU PRE-BOOKING (cont.)

On this page, you will see the following columns:

- **Effort** – Who should receive this vaccine
- **Presentation** – The types of flu vaccines available for pre-booking request
- **Previous Flu Seasons** – Lists the amounts pre-booked in previous flu seasons
- **Current Flu Season**
 - **Requested Doses** – The amount you pre-booked for the current season
 - **Approved Doses** – The amount VFC approved
 - **Doses Ordered** – The amount of flu vaccine that has been ordered
 - **% Fulfilled** – How much of your pre-booked request has been fulfilled

Pre-Booking Upcoming Flu Season

You will enter your pre-book requests for the upcoming flu season in these fields, and click “Submit” to submit this request to the VFC office for approval.

Flu Pre-Booking									
VFC Pin	Effort	Presentation	Previous Flu Seasons			Pre Booking Current Flu Season 2018-2019			
			Doses Ordered in 2015-2016	Doses Ordered in 2016-2017	Doses Ordered in 2017-2018	Requested Doses	Approved Doses	Doses Ordered	% Fulfilled
291006	All	All	740	620	350	0	0		
	VFC/PED	0.25 Syringe (10 doses)	360	210	150	<input type="text" value="170"/>	0	0	
	VFC/PED	0.5 Single Dose (10 doses)	200	370	150	<input type="text" value="200"/>	0	0	
	VFC/PED	FluMist (10 doses)	180			<input type="text" value="0"/>	0	0	
	VFC/PED	Multi Dose Vial (10 doses)		40	50	<input type="text" value="60"/>	0	0	
291069	All	All	430	320	330	0	0		
	VFC/PED	0.25 Syringe (10 doses)	160	110	100	<input type="text" value="100"/>	0	0	
	VFC/PED	0.5 Single Dose (10 doses)	150	210	210	<input type="text" value="240"/>	0	0	
	VFC/PED	FluMist (10 doses)	120			<input type="text" value="0"/>	0	0	
	VFC/PED	Multi Dose Vial (10 doses)			20	<input type="text" value="10"/>	0	0	

You will have the ability to edit these amounts at any time during the flu pre-booking season. After the season has closed, you will need to contact your VFC representative for any changes.

2. VFC FLU ORDER REQUEST

All VFC flu requests are submitted electronically in Florida SHOTS. The VFC Program office will approve your order request and submit the request to the CDC for processing.

Log into Florida SHOTS. Use the following information to enter and complete your site's flu Order Request.

Open the Order Request page as you do when placing regular vaccine orders. You will see a button to create a new VFC/PED flu order request. This button will only be active after 50% of your pre-booked amount has been shipped or when open ordering begins.

Order Request Training Env

PIN: CHARLES BOTTOM HC (VFCPIN: 700273)

Org Name: TAMPA FAMILY HEALTH CENTERS
Site Name: CHARLES BOTTOM HC
Central Pharmacy: No [Edit Site Info](#) [Temp Logs for PIN: 700273](#)

VFC Shipping Address
Line 1: 5611 SHELDON RD
Line 2: TAMPA
City: TAMPA
State: FL Zip: 33615

VFC Shipping Contact Info
Phone: (813)397-5320
Fax: (813)866-0929
Email: NOTVALID@FLSHOTS.COM
Contact: FARRAR, KEENAN [Change](#)

Order Request#	Type	Inv As Of Date	Status	Created Date Created By	Last Update Date Last Updated By
125692	VFC/PED Scheduled	04/27/2018	Terminated	2018-04-27 09:41 FARRAR, KEENAN	2019-01-02 11:24 TerminateRequest: FARRAR, KEENAN
125569	VFC/PED Scheduled	03/02/2018	Orders Generated	2018-03-02 13:12 NUNEZ RIVERA, ROSELLINE	2018-03-05 13:49 COBB, JIM D
125270	VFC/PED Scheduled	02/27/2018	Terminated	2018-02-27 15:31 NUNEZ RIVERA, ROSELLINE	2018-03-02 11:19 TerminateRequest: NUNEZ RIVERA, ROSELLINE
120410	VFC/PED Scheduled	12/15/2017	Orders Generated	2017-12-15 13:01 NUNEZ RIVERA, ROSELLINE	2017-12-18 10:48 SWEIGERT, WENDY NICOLE
120374	VFC/PED Scheduled	12/15/2017	Terminated	2017-12-15 07:36 LANSING, JENNIFER	2017-12-15 07:37 TerminateRequest: LANSING, JENNIFER

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Effort: VFC/PED

[Add New VFC/PED Scheduled Order Request](#) [Add New VFC/PED Flu Order Request](#)

When you click on the “Add New VFC/PED Flu Order Request” button you will be brought to the Order Request – Doses Requested and Approved page. You will not complete an inventory page, as you do for a regular vaccine order. **Only presentations that are available for ordering will be displayed.**

Flu Order Request - Doses Requested And Approved Training Environment

Organization: TAMPA FAMILY HEALTH CENTERS
Order Request Create Date: 01/02/2019

Order Request Status: ** New **
Order Request #:
Request Type: VFC/PED Flu [Print](#)

VFC PIN: 291006
Name of Physician's office, practice, clinic, etc.
OSBORNE CENTER
Delivery Address (Number and Street - No PO Boxes)
4620 N 22 ST
TAMPA, FL 33610

Contact Person
FARRAR, KEENAN
Telephone
(813)72-6240 x5006
Fax
(813)247-5591

Provider's designated ordering schedule is: B2: Bi-monthly 1st through 15th of Feb / Apr / Jun / Aug / Oct / Dec.
The Provider orders Vaccines of Type: Both (DirectShip and Non-DS)

Presentation: 0.5 Single Dose (10 doses)

Brand Name	Packaging \$ per dose	# of Doses * Requested	# of Doses * Approved	Total Cost to VFC for Doses Approved	Doses Available
Flulaval 19515-0912-52	10 Single Dose Syringes \$ 14.4300			\$ 0.00	200 doses

[Order Request Notes](#)

Requested Doses by Presentation Summary

Presentation	Doses Available	Requested Doses	Approved Doses	Reason for Overage
0.5 Single Dose (10 doses)	200	0	0	--- select ---

Total Cost to VFC for this Order Request: \$ 0.00

Request Complete - Ready for VFC Approval Order Quantities Approved - Ready for Export

2. VFC FLU ORDER REQUEST (cont.)

Please pay close attention to the **“Doses Available”** column. You are allowed to order this amount of the presentation.

Flu Order Request - Doses Requested And Approved Training Environment

Organization: TAMPA FAMILY HEALTH CENTERS
 Order Request Create Date: 01/02/2019

Order Request Status: ** New **
 Order Request #:
 Request Type: VFC/PED Flu

VFC PIN: 291006

Name of Physician's office, practice, clinic, etc.
 OSBORNE CENTER
 Delivery Address (Number and Street - No PO Boxes)
 4620 N 22 ST
 TAMPA, FL 33610

Contact Person
 FARRAR, KEENAN
 Telephone
 (813)272-6240 x5006
 Fax
 (813)247-5591

Provider's designated ordering schedule is: B2: Bi-monthly 1st through 15th of Feb / Apr / Jun / Aug / Oct / Dec.
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Flulaval 19515-0912-52	10 Single Dose Syringes \$ 14.4300			\$ 0.00	200 doses

[Order Request Notes](#)

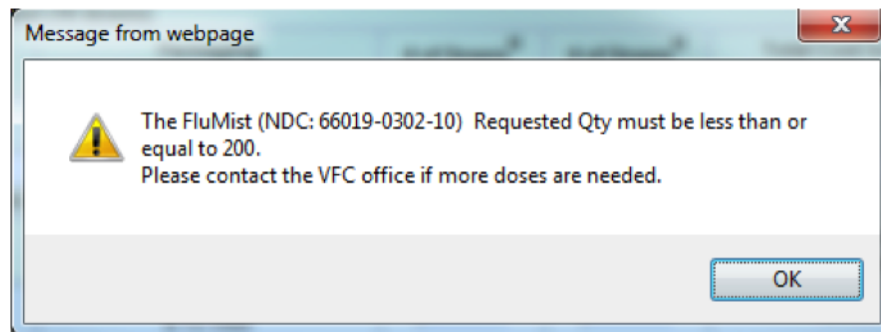
Requested Doses by Presentation Summary

Presentation	Doses Available	Requested Doses	Approved Doses	Reason for Overage
0.5 Single Dose (10 doses)	200	0	0	-- select --

Total Cost to VFC for this Order Request: \$ 0.00

Request Complete - Ready for VFC Approval Order Quantities Approved - Ready for Export

If you enter an amount that exceeds that number, you will receive a pop-up stating that the request quantity must be less than or equal to the doses available. Please contact your VFC representative if you need more doses.



If you do not receive the pop-up, that means VFC has an adequate amount of that presentation to fulfill additional requests. You will need to select a reason for overage at the bottom.

Requested Doses by Presentation Summary

Presentation	Doses Available	Requested Doses	Approved Doses	Reason for Overage
0.5 Single Dose (10 doses)	200	250 *	0	-- select --

Total Cost to VFC for this Order Request: \$ 0.00

Request Complete - Ready for VFC Approval

- select --
- First order of vaccine types/brand
- Increased (decreased) clinicians at site
- New Provider or First Order for the provider
- One time event occurring in the next order period
- Other providers in the area have eligibility changes
- Other providers open/close clinics
- Ran out of VFC doses & replacing private stock used
- Seasonality
- Vaccine expiring before next scheduled order

2. VFC FLU ORDER REQUEST (cont.)

As with regular vaccine orders, when you are ready to submit your order you will check the box **“Request Complete – Ready for VFC Approval,”** then click **“Submit.”** Please make sure your temperature logs are up-to-date before doing so. If they are not, your order will be suspended until all missing temperatures are entered. You will not be notified of this until you click the submit button.

Total Cost to VFC for this Order Request: \$ 0.00	
<input type="checkbox"/> Request Complete - Ready for VFC Approval	<input type="checkbox"/> Order Quantities Approved - Ready for Export <small>(Differences between Doses Approved and Doses Requested exist)</small>
<input type="button" value="Submit"/>	<input type="button" value="Return to OrderRequest List"/> <input type="button" value="Go to Service Site"/>

After you submit your order, VFC will approve the order and submit it to the distributor for processing. Flu orders are usually delivered within 2 to 3 business days of submission to the distributor.