

Certifying the DH680 Form in Florida SHOTS



This guide explains which medical professionals are authorized to sign and certify the DH680 Form. Only Florida SHOTS Users who have permissions set to “Create a DH680 Form” will be able to do so.

PART A

Part A of the DH680 will only be available to be printed in its entirety (patient information, vaccinations received, location, DH680 creator, and certifying signature) if the patient is up-to-date and complete, or complete, on **all** the required vaccinations for Kindergarten and/or 7th grade.

- If the patient has **not** completed the immunizations necessary to receive a “Part A,” the user will be notified onscreen via Florida SHOTS popup message that a DH680 cannot be created. The user will have the option to create a “Part B” or “Part C” if applicable, or instead print a DH680 Form, bearing the patient’s identifying information, vaccinations received, and location. The certifying signature will need to be filled in “by hand.”
- The **Part A** drop-down menu for authorized signature (those selected in Florida SHOTS Personnel List to certify a DH680) will **only** contain the names of those who hold a current and clear medical license within Florida SHOTS having the prefixes ACN, APRN, CH, CNA, CNS, LL, ME, OS, PA, PHC, PN, RN or RS. (Please see page 2 for the list of prefix meanings.)

PART B

The **Part B (Temporary Medical Exemption)** drop-down menus for authorized signature (those selected in Florida SHOTS Personnel List to certify a DH680) will only contain the names of those who hold a current and clear medical license within Florida SHOTS having the prefixes ACN, CH, LL, ME, OS, PA, PHC, or RS. (Please see page 2 for the list of prefix meanings.)

PART C

The **Part C (Permanent Medical Exemption)** drop-down menus for authorized signature (those selected in Florida SHOTS Personnel List to certify a DH680) will only contain the names of those who hold a current and clear medical license within Florida SHOTS having the prefixes ACN, LL, ME, OS, PA, PHC, or RS. (Please see page 2 for the list of prefix meanings.)

- Medical license information for individuals who are designated as authorized signatures for any part of the DH680 will need to be kept up-to-date and entered into Florida SHOTS under Personnel List. If not, their names will no longer be available for selection in the “Certify (e-sign) 680” drop-down menu until such time as their medical license information is updated.

To certify and sign a DH680, a current and clear medical license on the provider's Personnel Maintenance page in Florida SHOTS will be required, with the following prefixes specific to the certification and signature of Parts A, B, and/or C:

PART A AUTHORIZED SIGNATURE REQUIRES

- ACN (Med. Doctor Area Critical Need)
- APRN (Advanced Practice Registered Nurse)
- CH (Chiropractic Physician)
- CNA (Certified Nursing Assistant)
- CNS (Clinical Nurse Specialist)
- LL (Limited License Med. Doctor)
- ME (Medical Doctor)
- OS (Osteopathic Physician)
- PA (Physician Assistant)
- PHC (Med. Doctor, Public Health Certificate)
- PN (Licensed Practical Nurse)
- RN (Registered Nurse)
- RS (Med. Doctor Restricted)

PART B AUTHORIZED SIGNATURE REQUIRES

- ACN (Med. Doctor Area Critical Need)
- CH (Chiropractic Physician)
- LL (Limited License Med. Doctor)
- ME (Medical Doctor)
- OS (Osteopathic Physician)
- PA (Physician Assistant)
- PHC (Med. Doctor, Public Health Certificate)
- RS (Med. Doctor Restricted)

PART C AUTHORIZED SIGNATURE REQUIRES

- ACN (Med. Doctor Area Critical Need)
- LL (Limited License Med. Doctor)
- ME (Medical Doctor)
- OS (Osteopathic Physician)
- PA (Physician Assistant)
- PHC (Med. Doctor, Public Health Certificate)
- RS (Med. Doctor Restricted)

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
- Requesting Florida SHOTS materials