Order Inventory Worksheet



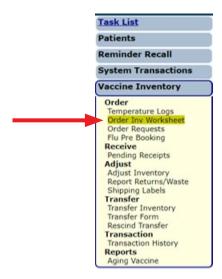
Florida SHOTS gives users the ability to create an **Order Inventory Worksheet** to take a physical count of vaccine on hand and to record doses administered necessary for creating an order request. The worksheet will include vaccines in the inventory, other vaccines which are available to order, plus shots recorded. This guide will give you the step-by-step instructions to create the worksheet.

STEP 1

Log into Florida SHOTS.

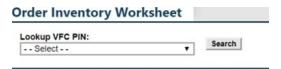
STEP 2

Select "Vaccine Inventory" then "Order Inv Worksheet" from the Florida SHOTS menu.



STEP 3

Select your PIN and click on the "Search" button.



Once the search is completed, you will see the provider information including VFC shipping address and contact. Enter the "Inventory As-Of-Date" and click on "Submit" button.



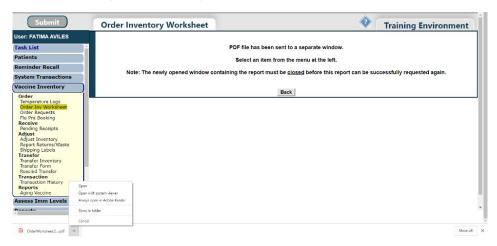
STEP 4

Click on the "**OK**" button appearing on the message box advising the worksheet will open in a separate window as a PDF file to continue.



STEP 5

To open the worksheet, select "Open" by clicking from the drop-down arrow located next to the PDF file.



The worksheet will open, and you can proceed to print.

		Order In	ventory W	lorks	heet						
VF	C PIN: 501042	Older III	remon's	OTTO			Pr	inted	02/21	2020 13:1	1:20
lame of Physician's C		т									
Ship/Delivery Add			11								
Admin Pe				()							
Phone Nun				_							
Fax Nur											
Contact Per	rson: AVILES, FATIMA				Ord	ering Tie	er: Mo	othly:	M2	P	age 1 of
accine Category: DTa	P										
Brand Name	Packaging \$ per dose	Lot #	ExpDate	Begin Inv	Rovd + Xfer In	Doses Admin	Shots Rec	Xfer	Adj/ Rtrns	Calc Inv On-Hand	Curren
Daptacel 49281-0286-10	10 Single Dose Vials	C5523AA	09/20/2020	53	10		0			.63	
		C5366AA	02/07/2020	5			0			5	
	\$ 18.0710						.0				
							0				
Infanrix.	10 Single Dose Vials						0				5
58160-0810-11	\$ 18.6700			_			0				
							0				
Infanrix	10 Single Dose Syringes		_	-	_	_		_	_	_	
S8160-0810-52	5 18.6700						0				
58160-0810-52	\$ 18.6700										
	\$ 18.6700										
58160-0810-52	\$ 18.6700	Lot#	ExpOsts	Begin Inv	Rovd + Xfer in	Doses Admin		Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current
SS160-0810-52 Vaccine Category: DTa Brand Name	S 18.6700 PHEP B/IPV Packaging	Lot#	ExpDate				Shots			lov	
S8160-0810-52 Saccine Category: DTa	S 18.6700 PHEP B/IPV Packaging S per dose	Lot#	ExpDate				Shots Rec			lov	Current
SS160-0810-52 Faccine Category: DTa Brand Name Podiaris - Latex Free	\$ 18.6700 PHEP BIPV Packaging \$ per dose 10 Single Dose Syringes	Lot#	ExpOate				Shots Rec			lov	
SS160-0810-52 Faccine Category: DTa Brand Name Podiaris - Latex Free	\$ 18.6700 PHEP B/IPV Packaging \$ per dose 10 Single Dose Syringes \$ 59.0500	Lot#	ExpOste				Shots Rec			lov	
SS160-0810-52 Vaccine Category: DTa Brand Name Pediaris Latex Free SS160-0811-52	\$ 18.6700 PHEP BIPV Packaging \$ per dose 10 Single Dose Syringes \$ 59.0500 PREV Packaging \$ per dose	Lot#	ExpOate ExpOate		Xfer In	Admin	Shots Rec	Out		lov	
Saccine Category: DTa Brand Name Podiarit - Latex Free Ski60-0811-52 Saccine Category: DTa Brand Name Kinrix	S 18.6700 PHEP BIPV Packaging Sper dose 10 Single Dose Syringes S 59.0500 PIPV Packaging S per dose 10 Single Dose Vials			Begin	Xfer In	Admin	Shots Rec 0 0 Shots Rec	Out	Rtrns Adi/	Inv On-Hand Calc Inv	Current
SS160-0810-52 Faccine Category: DTa Brand Name Pediaris - Lates Free (\$160-0811-52) Faccine Category: DTa Carcine Category: DTa Kinrix (\$150-0812-11)	S 18.6700 PHEP BIPY Packaging S per dose 10 Single Dose Syringes S 90.000 PPEY Packaging S per dose 10 Single Dose Visla S 41.3100			Begin	Xfer In	Admin	Shots Rec 0 0 Shots Rec	Out	Rtrns Adi/	Inv On-Hand Calc Inv	Curren
S8160-0810-52 Faccine Category: DTai Brand Name Pediaris - Latex Free S8160-0811-52 Faccine Category: DTa Brand Name Kinrix S8160-0812-11 Kinrix Kinrix	S 18.6700 PHEP BAPP Packaging Sper dose 10 Single Disc Syrieges S 59.6500 PAPP Packaging Sper dose 10 Single Disc Vials S 11.3100 20 Single Disc Syringes			Begin	Xfer In	Admin	Shots Rec 0 0 Shots Rec 0	Out	Rtrns Adi/	Inv On-Hand Calc Inv	Curren
S8160-0810-52 Faccine Category: DTai Brand Name Pediaris - Latex Free S8160-0811-52 Faccine Category: DTa Brand Name Kinrix S8160-0812-11 Kinrix Kinrix	S 18.6700 PHEP BIPY Packaging S per dose 10 Single Dose Syringes S 90.000 PPEY Packaging S per dose 10 Single Dose Visla S 41.3100	Lot#	ExpDate	Begin Inv	Xfer In Royd + Xfer In	Admin	Shots Rec 0 0 Shots Rec 0 0	Out	Rtrns Adi/	On-Hand Calc Inv On-Hand	Curren
S8160-0810-52 Faccine Category: DTai Brand Name Pediaris - Latex Free S8160-0811-52 Faccine Category: DTa Brand Name Kinrix S8160-0812-11 Kinrix Kinrix	S 18.6700 PHEP BAPP Packaging Sper dose 10 Single Disc Syrieges S 59.6500 PAPP Packaging Sper dose 10 Single Disc Vials S 11.3100 20 Single Disc Syringes	Lot #	ExpDate 06/18/2021	Begin Inv	Xfer In	Admin	Shots Rec 0 0 Shots Rec 0 0 0	Out	Rtrns Adi/	Calc Inv On-Hand	Curren
S8160-0810-52 Brand Name Pediarix - Latex Free 83160-0811-32 Brand Name Brand Name Kitzix Kitzix Kitzix Kitzix Kitzix Kitzix Kitzix Kitzix Kitzix	S 18.6700 PHEP BIPV Packaging Sper dose 10 Single Dose Syringes S 59.0500 PHEV Packaging Sper dose 10 Single Dose Vials \$41,3100 10 Single Dose Syringes \$41,3100	Lot#	ExpOste 06/18/2021 10/09/2020	Begin Inv	Xfer In Royd + Xfer In	Admin	Shots Rec 0 0 Shots Rec 0 0 0	Out	Rtrns Adi/	Calc Inv On-Hand	Curren
S160-0810-52 Brand Name Polinis: Later Free S8160-0811-52 Carcine Category: DTa S8160-0811-52 Carcine Category: DTa Kurix S1160-0812-11 Kurix S1160-0812-52 Quadracel	S 18.6700 PHEP BAPP Packaging Sper dose 10 Single Disc Syrieges S 59.6500 PAPP Packaging Sper dose 10 Single Disc Vials S 11.3100 20 Single Disc Syringes	Lot #	ExpDate 06/18/2021	Begin Inv	Xfer In Royd + Xfer In	Admin	Shots Rec 0 0 Shots Rec 0 0 0 0	Out	Rtrns Adi/	Calc Inv On-Hand	Curren
S160-0810-52 Carciner Category: DTa Brand Name Podarix - Latex Free \$150-0811-52 Garciner Category: DTa Brand Name Kurix Kurix \$160-0812-52	P. HL. P. BLEV P. Stagging Spet dose 10 Single Dose Syriages S 90 800 P. FEV Packaging S per dose 10 Single Dose Vials S 41,3100 10 Single Dose Syriages S 11,3100 10 Single Dose Syriages S 41,3100 10 Single Dose Syriages	Lot#	ExpOste 06/18/2021 10/09/2020	Begin Inv	Xfer In Royd + Xfer In	Admin	Shots Rec 0 0 Shots Rec 0 0 0	Out	Rtrns Adi/	Calc Inv On-Hand	Curren

NOTE: Vaccines will also appear on the worksheet as they do on the "Florida SHOTS Order

Request – Doses Administered And Inventory Levels" page if they were recorded as VFC inside the patient record, and if the lot number, expiration date, or manufacturer does not match the current VFC inventory.

Brand Name	Packaging \$ per dose	Lot#	ExpDate	Begin Inv	Rovd + Xfer In		Shots Rec	Xfer Out	Adj/ Rtrns	Calc Inv On-Hand	Current
Adacel 49281-0400-10	10 Single Dose Vials \$ 31.7500	C5602AA	03/19/2021	0	30		1			29	
		C5577AA	02/20/2021	23			0			23	
				1			0				
							0				
Adacel	5 Single Dose Syringes \$ 31.7500		8		100	1	0				2
49281-0400-20			0	7 7			0				
Boostrix	10 Single Dose Vials \$ 32.2400						0				
58160-0842-11							0				
Boostrix	to Gingle Little Syringes						0				7
58160	\$ 32.2400						0				
shots Recorded:		HMTY120P	12/15/2021				1			-1	
TDAP	1 [C5602AA	03/19/2021				1			-1	

If you discover any discrepancies, you can go back into the patient record to make corrections. To learn more about editing vaccines within patient records, see our "Editing Vaccine Records" guide on https://flshotsusers.com/training/training-guides.

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