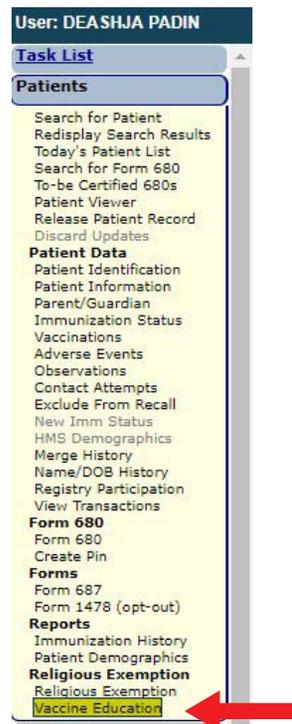# Vaccination Education Encounter

The new Vaccine Education Encounter functionality in Florida SHOTS is designed to be able to keep record of education given to a patient or guardian before a Religious Exemption is given.

STEP 1

First, log into Florida SHOTS. Search for a patient.

STEP 2

To view the **Vaccine Encounter** Page, click on **Vaccine Encounter** located under the **Patient tab**.

STEP 3

Now you will be on the Vaccine Education page. Here you can view all the details of all previous or current educations. On this page, is where you will add the proof of Vaccine Education Encounter.

This page will display:
- WHO gave the **Vaccine Education**.
- The ATTENDEE of the education.
- WHEN the education(s) took place.
- RELATIONSHIP to the patient.
- The ORGANIZATION who conducted the education.

NOTE: Any user at the County Health Department may record the Vaccine Education Encounter.

On this page, you will record the education encounter.

STEP 4

Enter the date of the Vaccine Education Encounter.

Continue to select the attendee's **Relationship to the patient**. Continue to fill in their **Last** and **First Name**.

The selection **Provider**, you will select your name. If you are NOT on the list, select **Other**. When you select the option **Other**, you will be given a two text boxes to type in your **Last** and **First Name**.

Once that is completed, click **Add Encounter Record**.
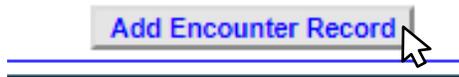
When the Vaccine Education Encounter is successfully saved, you will now see the encounter on the list of Education Encounters.

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