VFC Inventory Updates: "Shots Recorded" FAQs

Florida SHOTS recently added a new feature in the "VFC Order Request: Inventory Levels" page showing "Shots Recorded." Keep in mind that the new field is <u>for your information only</u>. The "Shots Recorded" numbers can be used to discover any differences between the VFC vaccine that you have counted within your records (Doses Administered) and what your office has recorded in Florida SHOTS (Shots Recorded). Moving forward, this feature will help streamline your ordering process.

If you see any differences between the two numbers, there are several steps that you can take to determine the cause and make any corrections. This should prevent the problem in the future, in order to ensure your records and inventory are complete, current, and correct.

1. How are the "Shots Recorded" counted?

Florida SHOTS tallies all of your vaccines that are entered via data upload or manually through the "Add Vaccination" screen by matching VFC eligibility, vaccine lot numbers, manufacturer and expiration dates.

2. What if my "Shots Recorded" and my "Doses Administered" don't match?

First of all, don't panic if you see discrepancies. Since we are just rolling this feature out, it will take some time to work through any upload and data entry issues that may come up. But, please note that one of the easiest ways to prevent calculation errors is being sure that that you enter vaccine details accurately.

For example, in the inventory below (**Figure 1**), you see the new column and row showing **"Shots Recorded."** This example organization has 0 doses of the VFC inventory recorded, but 5 doses of "other" Daptacel vaccine that are shown as recorded. If you look closely, you can see that the lot numbers are very similar and appear to be a data entry error. Check the lot numbers entered into your records to see if the lot number was incorrectly recorded. Correcting the vaccine information in the affected patient records will allow Florida SHOTS to count those doses as recorded.

Vaccine Category: DTaP Xfer Adjust Packaging \$ per dose Rcvd Doses Admin Shots Current Brand Name Lot# ExpDate ments/ On-Hand C5157AA 0 10 10 Single Dose Vials Daptacel C5041BA 09/02/2018 8 0 8 49281-0286-10 \$ 17.1600 Total for all 49281-0286-10 lots: 8 0 18 10 0 0 C5041BAV Shots Recorded: DAPTACEL 3 Total for all Shots Recorded: DAPTACEL lots: 5 Total for all DTaP Brands:

Figure 1.

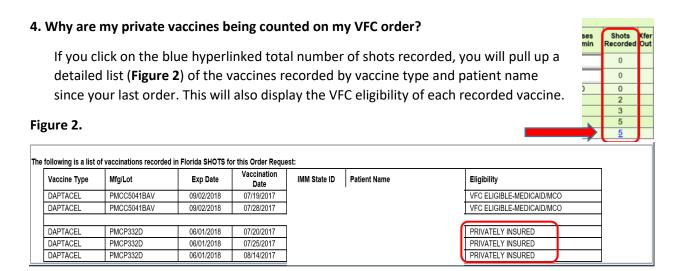
3. What should I do if my "Shots Recorded" are zero?

If there are no shots recorded for your organization, this means that your VFC site has either NOT properly entered (or uploaded through your EHR) your administered doses into patient records, OR VFC eligibility was not provided for vaccines administered to that patient. Remember, it is a program

requirement to enter VFC eligibility for all VFC vaccines. If you have questions about how to properly enter VFC eligibility, please refer to the "VFC Quick Tips" training guide on flshotsusers.com/training.

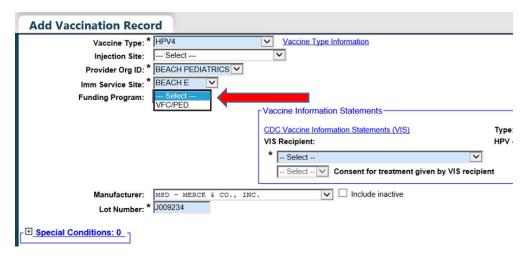
We suggest that you run a "Vaccine Utilization Report" to view all of the details for vaccines entered and/or uploaded for a specific time period.

For offices participating in data upload, you can also check your "System Transactions" to be sure that your EHR is uploading these vaccinations correctly and with all of the VFC eligibility criteria. You can view a recorded webinar on www.FLshotsUsers.com, or contact our Post-implementation
Specialist to request training for your "Upload Log Reports."



If you see "Privately Insured," on your list, it means that VFC vaccine was recorded as being given to patients with private insurance. In most cases, this is a data entry error that can be corrected after the fact, and prevented by properly entering the eligibility criteria. One easy way to prevent calculation errors is to make sure that when you enter privately purchased vaccines, do NOT select a "Funding Program" from the drop-down list. Leave the field as "-Select-" (Figure 3).

Figure 3.



5. We have been entering the correct lot numbers from the vaccine box, but Florida SHOTS has some listed incorrectly on our "Order Request Inventory" list. How can we correct what is listed on Florida SHOTS?

At this time, it isn't possible to correct VFC lot numbers and expiration dates after they have been accepted through "Pending Receipts." As you can see, now it is even more important to carefully check your VFC shipments against your "Pending Receipt" list in Florida SHOTS. You have the option to revise the pending receipt to correct any errors (Figure 4) before you accept the vaccines into your inventory and prevent these errors in the future. If you see that the lot numbers/expiration dates on the package differ from those on the vaccines inside, please call a VFC representative at 1-877-888-7468 to assist you.

Figure 4.

