



Florida Vaccines for Children (VFC) Program

Important Information

COVID-19 Vaccine Weekly Pre-Book Requests

Dear VFC/VFA Providers,

The Florida COVID-19 vaccine weekly pre-book request is now open in Florida SHOTS. Weekly pre-book requests allow COVID-19 vaccine enrolled providers to share their ability and desire to receive COVID-19 vaccines. **Requests do not guarantee an allocation will be made.** This information will be used to assist leadership with planning activities throughout the state.

COVID-19 vaccine is shipped in multi-dose vials containing 6 doses (Pfizer) 5 doses (Janssen) and 10 doses (Moderna). Vaccines are shipped in the following minimum quantities: Pfizer (1170 doses); Moderna (100 doses), and Janssen (100 doses).

Only the enrollee, primary VFC/VFA coordinator or back-up VFC/VFA coordinator can enter the weekly pre-book request information into Florida SHOTS. We recommend you determine the weekly COVID-19 vaccine amount requested based on the number of patients served by your provider site. As an example, if a provider does not have the ability to vaccinate 10 patients daily, they should not request the Moderna vaccine.

Providers should ensure that sufficient storage space exists to store the vaccine and that the proper type of storage unit is available for ultra-cold (Pfizer), conventional frozen (Moderna) or refrigerated (Janssen) vaccines.

How to place a weekly pre-book request in Florida SHOTS:

- Log in to Florida SHOTS, select “**Vaccine Inventory**” then “**COVID-19 Pre-Booking**”.
- Enter your **weekly** pre-book request for the upcoming week in multiples of 10 in the “**Average Weekly Demand**” field.

Weekly pre-book requests close every Wednesday at 12 PM (Noon), EST. If vaccines are allocated for your provider site, deliveries should be expected the following Monday or Tuesday.

Weekly pre-book requests should account for first doses only. If allocations are made, no further action is needed to request boost doses (2nd dose). These will be automatically shipped when due.

Providers must continue to enter their requests every week. Previous weekly requests will **not** carry over. Requests may be made each week from Thursday 8 AM – Wednesday 12 PM (Noon), EST.

If you have specific questions, you may contact the VFC Program via email at FloridaVFC@FLHealth.gov or via phone at 1-877-888-7468 option 1. General VFC Program information and forms can be found on our website at <http://www.floridahealth.gov/programs-and-services/immunization/vaccines-for-children/index.html>.

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