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## **Vaccine Allocation Request Process for Hospitals**

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The Florida Department of Health and the Agency for Health Care Administration are working together to streamline the vaccine allocation request process for 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. The Florida Department of Health recommends 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 (2<sup>nd</sup> 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

Moving forward, hospitals will electronically submit their own vaccine allocation request; **the Agency for Health Care Administration will no longer submit the request for you.**

For the week of April 19, 2021, requests for vaccine allocation **must be submitted by Wednesday, April 14, 2021 at 12 p.m.**

If you have questions on submitting vaccine allocations in Florida SHOTS, contact the VFC Program via email at [FloridaVFC@FLHealth.gov](mailto:FloridaVFC@FLHealth.gov) or via phone at 1-877-888-7468 Option 1.

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*The Agency for Health Care Administration is committed to better health care for all Floridians. The Agency administers Florida's Medicaid program, licenses and regulates more than 44,000 health care facilities and 53 health plans, and publishes health care data and statistics at [www.FloridaHealthFinder.gov](http://www.FloridaHealthFinder.gov).*

Additional information about Agency initiatives is available via:



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