



BOCA RATON REGIONAL HOSPITAL, BETHESDA HOSPITALS AND BHM NORTH HOW TO GUIDE

Submit Proof of COVID-19 Vaccination via the FluApp

Follow these instructions:

1. Open **Google Chrome** or **Microsoft Edge** on your work computer.
2. On the Address Bar type **fluapp.baptisthealth.net** and hit enter. The Vaccination App page will load.
3. Enter your **Baptist Health credentials** (BHSF email and password).
4. On the top navigation bar **click the Employee Services drop down menu**, and then click on **Submit Outside COVID-19 Form**.
5. Employee Information will auto-populate.
 - Enter your *Best Contact Phone Number*.
 - Review and confirm all the information is correct.
 - If you choose to consent to Occupational Health accessing your Florida Shots vaccination record, click on the box stating, "By completing and submitting the COVID-19 form, you are authorizing Occupational Health to access and verify your vaccination record in Florida Shots".
 - If submitting proof of vaccination, complete the fields (Vaccine Type, Vaccine Administered By, Manufacturer, Lot #, and Date Administered).
 - Upload proof of vaccination in the Documentation Field by clicking *Browse*.
 - Click *Submit Outside Covid-19 Consent Form* button to finish.

