

Montana Immunization Program

VFC/Public Vaccine Borrowing Log



Borrowing Policy

VFC-enrolled providers must maintain adequate inventory of VFC/public and private vaccine. VFC/public vaccine cannot be used as a replacement system for private vaccine stock. Planned borrowing between VFC/public and private vaccine stock is not permitted. Borrowing VFC vaccine must not prevent a VFC-eligible child from receiving a needed vaccination.

Complete this log whenever:

- A dose of VFC/public vaccine is administered to a non-eligible child
- A dose of privately-purchased vaccine is administered to a VFC/public-eligible child

Instructions

- Make a separate line entry for each dose of vaccine borrowed. Payback is recorded on the same line.
- Fill-in all fields completely.
- Use the Reason Code in the legend below to complete Column F. If “Other” is selected, provide details in Column F.
- Reasons 3, 7, 10, and 13 are non-compliant reasons. Reasons 5 and 12 are non-compliant if the total occurrences of 5 and 12 is greater than 10 in a 24-month period.
- Pay back borrowed doses within three months. “Payback” occurs when the dose is returned to the appropriate stock, not when it is administered.
- When complete, review, sign, and date at the bottom of the report.
- Retain this log for three years and make available to Montana Immunization Program during site visits or by request.

Table 1 Reason Codes for Borrowing VFC Vaccine

| Reason for Borrowing VFC Dose | Code |
|---|------|
| Private vaccine shipment delay (shipping delay) | 1 |
| Private vaccine not useable on arrival (vials broken, temperature issue) | 2 |
| Ran out of private vaccine between orders (not due to shipping delays) | 3 |
| Short-dated or drawn-up VFC dose used on private patient to prevent wastage. | 4 |
| Accidental use of VFC dose on a private patient | 5 |
| Replacement of a VFC dose with a private dose when patient who screened as VFC eligible ends up having private insurance or HMK | 6v |
| Other – Describe in Column F | 7 |

Table 2 Reason Codes for Borrowing Private Vaccine

| Reason for Borrowing Private Dose | Code |
|---|------|
| VFC vaccine shipment delay (shipping delay) | 8 |
| VFC vaccine not useable on arrival (vials broken, temperature issue) | 9 |
| Ran out of VFC vaccine between orders (not due to shipping delays) | 10 |
| Short-dated or drawn-up private dose used on a VFC patient to prevent wastage. | 11 |
| Accidental use of private dose on a VFC patient | 12 |
| Replacement of a private dose with a VFC dose when patient who screened as insured ends up not insured or with a plan that does not cover vaccine | 6p |
| Other – Describe in Column F | 13 |

Table 3 VFC/Public Vaccine Borrowing Log

| A Vaccine Borrowed (Lot # optional) | B Stock Used (VFC/Public or Private) | C Patient Name (or unique identifier) | D Patient DOB | E Dose Administration Date | F Reason for Borrowing (Use legend at bottom) | G Payback Date (Returned to appropriate stock) | H Payback Recipient (Name or unique identifier) (optional) |
|---|--|---|------------------|-------------------------------|---|--|--|
| | | | | | Reason Code: Describe if "Other": | | |
| | | | | | Reason Code: Describe if "Other": | | |
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| | | | | | Reason Code: Describe if "Other": | | |

I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. § 3730) and other applicable Federal and state law, that VFC vaccine dose borrowing and replacement reported on this form has been accurately reported and conducted in conformance with VFC provisions for such borrowing and further certify that all VFC doses borrowed during the noted time period have been fully reported on this form.

| | | | |
|-----------------------|-----------------|---------------------------------------|--------------|
| Facility Name: | VFC PIN: | VFC Vaccine Manager Signature: | Date: |
|-----------------------|-----------------|---------------------------------------|--------------|

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| Accidental use of VFC dose on a private patient | 5 |
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| Accidental use of private dose on a VFC patient | 12 |
| Replacement of a private dose with a VFC dose when patient who screened as insured ends up not insured or with a plan that does not cover vaccine | 6p |
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Table 4 VFC/Public Vaccine Borrowing Log

| A Vaccine Borrowed (Lot # optional) | B Stock Used (VFC/Public or Private) | C Patient Name (or unique identifier) | D Patient DOB | E Dose Administration Date | F Reason for Borrowing (Use legend at bottom) | G Payback Date (Returned to appropriate stock) | H Payback Recipient (Name or unique identifier) (optional) |
|---|--|---|------------------|-------------------------------|---|--|--|
| | | | | | Reason Code: Describe if "Other": | | |
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| Facility Name: | | | VFC PIN: | | VFC Vaccine Manager Signature: | | Date: |

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| Accidental use of VFC dose on a private patient | 5 |
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Table 2 Reason Codes for Borrowing Private Vaccine

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Table 5 VFC/Public Vaccine Borrowing Log

| A Vaccine Borrowed (Lot # optional) | B Stock Used (VFC/Public or Private) | C Patient Name (or unique identifier) | D Patient DOB | E Dose Administration Date | F Reason for Borrowing (Use legend at bottom) | G Payback Date (Returned to appropriate stock) | H Payback Recipient (Name or unique identifier) (optional) |
|---|--|---|------------------|-------------------------------|---|--|--|
| | | | | | Reason Code: Describe if "Other": | | |
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| Facility Name: | VFC PIN: | VFC Vaccine Manager Signature: | Date: |
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