



VFC Borrowing and imMTrax For Integrated Sites



Vaccine “borrowing” is the temporary transfer of vaccine between public and private stock at a VFC provider facility. All vaccine must be paid back within the three month time frame and be properly recorded on the borrowing report form found at www.immunization.mt.gov.

If you have to **borrow VFC** vaccine to administer to a **private pay patient**, please follow these steps below:

1. Administer the VFC dose and record the shot in imMTrax into the private pay patients record with the VFC lot number that they received.
2. When you are ready to pay back the VFC program with a private dose you will add that dose into your imMTrax inventory as a private dose. (Unless you track both public and private already)

- A. Manage Inventory
- B. Show Inventory
- C. Add Inventory

3. Take the dose of private vaccine and physically put it into your VFC stock in your fridge/freezer and mark it as “Pay Back”.
4. Once you administer that private dose to a VFC eligible patient record that in the patient record in imMTrax from the inventory that you added.

Pay
Back



If you have to **borrow private** vaccine to administer to a **VFC eligible patient**, please follow these steps below:

1. Add the private dose lot number into imMTrax, after you have administered it to the VFC eligible. (Unless you track both public and private already)
 - A. Manage Inventory
 - B. Show Inventory
 - C. Add Inventory
2. Record the appropriate lot number in the patient record in imMTrax that you administered the shot to.
3. Take the dose of VFC vaccine and physically put it into your private stock in your fridge/freezer and mark it as “Pay Back”.
4. Once you administer that dose to a private pay patient record that in the patient record in imMTrax from the inventory that you added.