



VFC Borrowing and imMTrax For Aggregate 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 private** vaccine to administer to a **VFC eligible patient**, please follow these steps below:

1. Administer the private dose to the VFC eligible patient. When you pay back the private dose, take a VFC dose and physically place it in your private stock and mark it as “Pay Back” so that you can count that when you do your next reconciliation.
2. Add the private dose into your imMTrax inventory so that if you run a report you will be able to see that you administered a private dose that month. (Unless you already track both public and private in your inventory)

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

Private Vaccines							
Trade Name	Lot #	Given	IOH	Rfg Cnt	Adj (+/-)	Adj %	Reason
ACAM2000	AHAVB493CA	<input type="text" value="0"/>	7.0	<input type="text" value="7.0"/>	0	0	<input type="text"/>

3. When you are ready to reconcile you will administer that dose under the given field, shown:
4. You will need to include any “Pay Back” doses each month until they have all been administered.

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

1. Administer the VFC dose to the private pay patient. When you pay back the VFC dose, take a private dose and physically place it in your VFC stock and mark it as “Pay Back” so that you can count that when you do your next reconciliation.
2. Add the private dose into your imMTrax inventory so that you can see that it is a payback for VFC vaccine that was administered. (Unless you already track both public and private in your inventory)

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

3. When you are ready to reconcile you will need to count that “Pay Back” dose until it is administered. Once you administer that dose, you will report this as you do the VFC vaccine into the appropriate age co-hort.

