

VACCINE BORROWING

Between Public and Private Stock



VACCINE BORROWING — Using the incorrect vaccine stock on a patient by accident or because the correct stock is not available. Borrowing should be a **RARE EVENT** and **NOT A ROUTINE PRACTICE**.

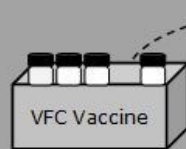
BEST PRACTICES TO AVOID BORROWING:

- Keep enough public and private stock on hand
- Clearly differentiate public and private stock
- Screen and document VFC eligibility at every visit
- Inform clinicians drawing vaccine of patient eligibility
- Inform billing staff of patient eligibility.

REASONS TO BORROW:

- Vaccine shipment delay or not useable on arrival
- To use short-dated stock before it expires
- Accidental use of the wrong stock
- VFC influenza vaccine not yet available at the *beginning* of influenza season
- To repay private stock when insurance billing comes back as VFC eligible.

1 ADMINISTER BORROWED DOSE

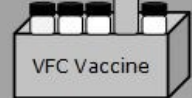
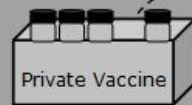


Borrowing Form Entry

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 on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5		

Insured
Not VFC Eligible

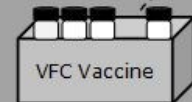
2 PAYBACK



Borrowing Form Entry

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 on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5	03/21/16	

3 ADMINISTER PAYBACK DOSE



Borrowing Form Entry

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 on page 1)	G Payback Date (Returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)
MMR	VFC	Johnny Jones	02/16/15	02/26/16	Reason Code: Describe if "Other": 5	03/21/16	Jane Smith

VFC Eligible

4 COUNT INVENTORY DEDUCT DOSES ADMINISTERED RECONCILE

Private doses involved in borrowing transactions must be managed in imMTrax.

Count payback doses as part of their original inventory.

Deduct doses administered from their original inventory.

