How to replace a **Borrowed Private vaccine for a VFC eligible patient**

Vaccine lot accountability requires that vaccines be associated with patients. In order for this to happen, lot numbers with the correct funding source must be in the provider’s Lot Inventory. When borrowing occurs, funding source integrity needs to be maintained both when the vaccine is originally borrowed and when stock is repaid.

Transfers in the Lots Reconciliation window will no longer be sufficient to track the movement of borrowed vaccine. Use the following steps to create a lot with a different funding source and to decrease doses of the lot from which vaccine was borrowed.

**Do not adjust borrowed inventory from the reconciliation page.**

These steps are required *in addition to* the VFC Borrowing Form to be submitted to Central Office and Field Representatives.

**Part 1: Borrowed Private Dose for a VFC Eligible Patient & Adding Dose into Inventory**

Anytime that you use a vaccine whether it is private or public it automatically becomes what the patient eligibility is at the time of the vaccination. Private becomes VFC for a VFC eligible patient and vice versa, VFC becomes Private for a Private pay patient.

For this example, a Private vaccine was given to a VFC eligible patient. Hib (PRP-OMP)- M034894

1. Search for any combination of the vaccine lot number, manufacturer, vaccine, etc.

2. Selecting ADD button will create new lot [Add] using search criteria.
3. Complete fields in RED, along with Product & NDC Number
   a. Funding Source: PUB
   b. Reason for Change: Borrowed from Private Inventory
      i. Whenever a vaccine is borrowed you will select Borrowed under the reason for change
   c. Number of doses added: all borrowed doses should be borrowed on a dose per dose basis. Only enter the exact number of doses borrowed.
   d. Product Number: Vaccine Name & NDC Number from box
   e. NDC Number: Listed on the box
4. Select: ADD button to add to inventory.
5. Select: VIEW LOT LOG
6. The newly created lot is now available to be associated with a patient vaccination.

If you are not able to enter a borrowed dose before your EMR system uploads the information to CHIRP, you will need to associate the borrowed dose with the patient.

If you are manually entering doses, skip step 2.

**Step 2: Associate Newly Added Public Dose to VFC Eligible Patient**

Hib (PRP-OMP): Lot number- M034894 is a non-decremented dose

1. Non-decremented doses can be discovered via the patient detail report. Please refer to the Patient Detail Report Guidelines for reference.
   a. Example: Patient received a private dose of Hib (PRP-OMP), Lot Number: M034894, which did not decrement. This patient was VFC eligible.

2. Search for the Patient using either the Patient ID or Patient First Name, Last Name and Date of Birth

3. Under Vaccinations
   a. Select: VIEW/ADD

   **Vaccinations highlighted in Blue** are vaccinations given at your facility. Find the vaccination date associated with the non-decremented dose and select the vaccine.

4. After you select the vaccine, edit the record to associate the vaccine with the patient. Under the Vaccination Detail the Funding Source is missing.
6. Select: Edit Record. Note VFC Status: patient example, the patient is Medicaid Eligible

7. VFC Eligibility Update: Select patient eligibility- Medicaid

8. Under Manufacturer, Select: CLICK TO SELECT. This will list all available Hib (PRP-OMP) (PedvaxHIB). Under VFC Status: Patient is not VFC Eligible will sometimes populate. Once you edit the record and associate the correct dose with the patient VFC Status will update.
9. Select the Available Dose: M034894

10. Once you select the correct Lot Number, it will automatically populate the Funding Source and any missing information.
11. Select: SUBMIT CHANGES

12. The Hib (PRP-OMP) (Pedvax HIB) vaccine, originally a private vaccine, is now associated with the VFC eligible patient.
13. Verify the vaccination decremented by running the Patient Detail Report.

Hib (PRP-OMP) dose, Lot Number: M034894 is now Decremented

Part 3: Replacing Doses Back After Borrowing has Occurred

Anytime a Private or VFC dose is borrowed, a Vaccine Borrowing Report needs to be submitted. This can be sent to your VFC Field Representative, Emailed to immunize@isdh.in.gov or Faxed to 317-233-3719.

1. Complete the Vaccine Borrowing Report

Ensure that the Facility Name and VFC PIN # are included on the borrowing form. A Private vaccine was given to a VFC eligible patient, you will select one Code from 1-7. In the example provided Code 5 - Accidental use of a Private dose for a VFC eligible child. All borrowed doses should be replaced as soon as possible. Once the dose has been replaced, send in the Vaccine Borrowing Report.
2. In CHIRP, replace the VFC vaccine- PedvaxHib, Lot Number: M027884 to your private stock. And, remove the single dose from your VFC inventory (in CHIRP).

3. Select: Search/Add under Lot Numbers

4. Search for M027884 and select the Hib (PRP-OMP) vaccine.

5. Select: EDIT
6. Subtract the 1 dose that was used to replace the Private dose that was borrowed.

<table>
<thead>
<tr>
<th>Lot Number Maintenance (Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer: MERCK-A750</td>
</tr>
<tr>
<td>Vaccines: Hib (PRP-O NP)</td>
</tr>
<tr>
<td>Lot Number Code: 972000971</td>
</tr>
<tr>
<td>Lot Number: M027084</td>
</tr>
<tr>
<td>Facility:</td>
</tr>
<tr>
<td>Doses Used: 28</td>
</tr>
<tr>
<td>Doses Wasted and Returned: 0</td>
</tr>
<tr>
<td>Doses Wasted and Disposed: 0</td>
</tr>
<tr>
<td>Doses Available: 12</td>
</tr>
<tr>
<td>Doses Total: 49</td>
</tr>
<tr>
<td>Expiration Date: 04/19/2019</td>
</tr>
<tr>
<td>Funding Source: PUB</td>
</tr>
<tr>
<td>Product: PEDVAXHIB: 00006-4897-00; SDV: 10-pack</td>
</tr>
<tr>
<td>NDC Number: 00006-4897-00</td>
</tr>
<tr>
<td>Inactive:</td>
</tr>
<tr>
<td>Inactive Reason:</td>
</tr>
</tbody>
</table>

To update a lot number, enter your lot number information above. Complete as many of the fields as possible. Required fields are indicated by red text. If you are going to modify Doses Total, do that before modifying the other fields or your changes will be undone.

7. Subtract (-) From Total Doses--- Complete all fields in RED
   a. Reason for Change: RESTOCK PRIVATE INVENTORY FROM PUBLIC
      i. Whenever you are paying back a dose, always select RESTOCK
   b. Date of Transaction: Date that dose was borrowed back
   c. Number of Doses Subtracted: only subtract the exact number of doses borrowed

8. Select: SUBMIT

Updated 10-23-2017
9. The Lot Number Maintenance Update will now subtract from Doses Available

10. Select: SAVE
11. Select: View Lot Log

12. The Lot Log will document that a Public dose was restocked to the Private Inventory

If Private Inventory is not recorded in CHIRP under the Reconciliation Page, you can stop here.
However, if you manually enter administered doses or track Private Inventory in CHIRP. The newly borrowed Public Dose to Private Inventory needs to be entered into CHIRP as a Private Dose.

**Part 4: Adding Newly Paid-Back VFC Dose to Private Inventory**

This is the final step in reconciling your inventory. When you pay back inventory with a new lot number you will need to add a lot into your inventory under the correct Funding Source.

1. Search for any combination of the vaccine lot number, manufacturer, vaccine, etc.
   a. Vaccine: Hib (PRP-OMP)
   b. Manufacturer: MERCK- MSD
   c. Lot Number: M027884

2. The Public Dose will appear; however, you need to add this dose in as a Private vaccine dose.

   ![Lot Number Maintenance](image)
   ![Search Results](image)

3. Select: ADD

4. Lot Number Maintenance (Add)—Fill out all fields highlighted in RED, also Product & NDC Number
   a. Manufacturer: MSD
   b. Vaccine: Hib (PRP-OMP)
   c. Lot Number: M027884
   d. Expiration Date: 4/19/19
   e. Funding Source: PRVT
   f. Reason for Change: BORROWED FROM PUBLIC INVENTORY
   g. Date of Transaction: date the Public Dose was paid back to Private Inventory
   h. Number of Doses Added: only add the exact number of doses borrowed
   i. Product: PedvaxHib; 00006-4897-00
   j. NDC Number: 00006-4897-00
5. Select: ADD