How to replace a <u>Borrowed VFC</u> vaccine for a <u>Private-pay</u> 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.

<u>Part 1: Borrowed VFC Dose for a Private Pay Patient & Adding Dose into Inventory</u>

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. VFC becomes Private for a Private pay patient, and vice versa Private becomes VFC for a VFC eligible patient

If you do not track your Private Inventory in CHIRP or do not manually enter Administered Doses skip to Part 3. However, if you do track Private inventory, follow all instructions.

Patient ID	First Name	Middle Name		Last Name	Birthday	Guardian F.N.	Phone Number	VFC Eligible NO	Facility		

Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decremented	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
DTaP	01/30/2017	Full	SKB	P332D	PRVT	NO	N	N			01/30/2017	05/17/2007
Hib (PRP-OMP)	01/30/2017	Full	MSD	M036057	PRVT	NO	N	N			01/30/2017	04/02/2015
Influenza injectable 6-35 mos, quadrivalent, preservative free, pediatric	01/30/2017	Full	PMC	UT5594TA	PRVT	NO	N	N			01/30/2017	08/07/2015

For this example, a VFC vaccine was given to a Private Pay Patient (non-VFC eligible patient). DTaP-P332D

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

Lot Number Maintenance
Search/Add Lot Number - Search Required Before Adding

Vaccine	DTaP
Manufacturer	GLAXOSMITHKLINE-SKB
Lot Number	P332D
Facility:	
Inactive	All
Inactive Reason:	--select--

Clear   Search

Search Results

Show 10 entries   Search:

Facility ▲	Manufacturer ⇕	Lot Number ⇕	Vaccine ⇕	Funding Source ⇕	Exp. Date ⇕	Inactive ⇕
IND_SMC_CPB_D	GLAXOSMITHKLINE	P332D	DTaP	PUB	06/01/2018	

tries

◄ ►

Add

The Public Dose of DTaP- P332D is listed; however, you want to add this in as a Private Dose since the patient was not VFC eligible.

2. Select: ADD, will create new lot [Add] using search criteria.

Lot Number Maintenance [Add]

Manufacturer:	SKB
Vaccine:	DTaP
Lot Number:	P332D
Facility:	
Expiration Date:	06/01/2018
Funding Source:	PRVT
Reason Categories:	--All Categories--
Reason for Change:	Borrowed from Public Inventory
Date of Transaction:	06/26/2017
Number of Doses Added:	1
Product:	INFANRIX; 58160-0810-52; SYR; 10-pack
NDC Number:	58160-0810-52
VFC PIN of other party (if applicable):	

Cancel   Add

3. Complete fields in RED, along with Product & NDC Number
   a. Funding Source: PRVT
   b. Reason for Change: Borrowed from Public 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

Lot Number Maintenance [Detail]

Manufacturer:	GLAXOSMITHKLINE
Vaccine:	DTaP
Lot Number Code:	118410971
Lot Number:	P332D
Facility:	
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	1
Doses Total:	1
Expiration Date:	06/01/2018
Funding Source	PRVT
Product:	INFANRIX; 58160-0810-52; SYR; 10-pack
NDC Number:	(58160-0810-52)
Inactive:	
Inactive Reason:	

Back   Edit

View Lot Log   View Offsite Log

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Lot Number Inventory Log				
Vaccine: DTaP				
Manufacturer: GLAXOSMITHKLINE				
Lot Number: P332D				
Facility:				
PubliclySupplied: N				
Date	**Dose Change**	**Other Party's VFC PIN**	**Description**	**Insert Stamp**
06/26/2017	1		Borrowed from Public Inventory	06/26/2017 02:14:13 PM

<div align="right">Back</div>

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 are not required to associate the borrowed dose with the patient. However, if the dose is not associated inventory management will be affected and follow Step 2 to associate this dose.
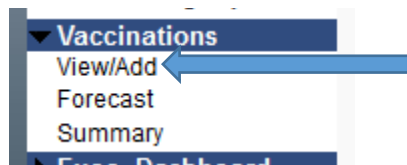
If you are manually entering doses, skip step 2.

<u>Step 2: Associate Newly Added Private Dose to Private Pay Patient</u>

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	VFC Eligible	Facility
							NO	

Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decremented	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
DTaP	01/30/2017	Full	SKB	P332D	PRVT	NO	N	N			01/30/2017	05/17/2007
Hib (PRP-OMP)	01/30/2017	Full	MSD	M036057	PRVT	NO	N	N			01/30/2017	04/02/2015
Influenza injectable 6-35 mos, quadrivalent, preservative free, pediatric	01/30/2017	Full	PMC	UT5594TA	PRVT	NO	N	N			01/30/2017	08/07/2015

DTaP: Lot number- P332D 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 VFC dose who was not eligible for the VFC Program (Private-pay patient). DTaP, Lot Number: P332D
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
View/Add
Forecast
Summary

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

DTaP/DTP/Td	09/28/2015 9 weeks	12/04/2015 4 months	01/29/2016 6 months	01/30/2017 18 months

5. After you select the vaccine, edit the record to associate the vaccine with the patient. The Lot Facility is missing from the Vaccination Detail.

6. Select: Edit Record.

7. VFC Eligibility Update: Select Patient Eligibility- Ineligible for VFC/Private

8. Under Manufacturer, Select: CLICK TO SELECT. This will list all available DTaP vaccines.

9. Select the Private Dose: P332D

Select Lot Number

Select	Manufacturer	Lot Number	Facility	Funding Source	Expiration Date	Doses Available	Dose Volume
-->	GLAXOSMITHKLINE	P332D	IND_SMG_CRP_DOC	PUB	06/01/2018	10	
-->	GLAXOSMITHKLINE	P332D	IND_SMG_CRP_DOC	PRVT	06/01/2018	1	
-->	GLAXOSMITHKLINE	C4ZA5	IND_SMG_CRP_DOC	PUB	12/14/2018	17	

Cancel   Clear

10. Select the correct Lot Number, it will automatically populate the Funding Source and Lot Facility.

Vaccination Detail Edit

Vaccine:	DTaP
Date Administered:	01/30/2017
Historical:	☐ Yes ⦿ No
Manufacturer:	GLAXOSMITHKLINE Click to select
Lot Number:	P332D
Lot Facility:	
Funding Source:	PRVT
Facility:	
Vaccinator:	Select...
Anatomical Site:	Right Thigh ✕ ▼
Anatomical Route:	Intramuscular ✕ ▼
Dose Size:	Full ▼
Volume (CC):	0.5
Revaccination Reason:	Select...
VFC Status:	Patient is not VFC Eligible.
District/Region:	
VIS Publications Dates:	1. 05/17/2007 2. 3. 4.
Date VIS Form Given:	01/30/2017
Ordering Provider:	Select...
Comments:	

Cancel   Reset Values   Submit Changes

11. Select: SUBMIT CHANGES
12. All required vaccine information is now associated with the Patient and Administered Dose. The vaccine will decrement from your Private inventory.

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Vaccination Detail	
Vaccine:	DTaP
Date Administered:	01/30/2017
Historical:	No
Manufacturer:	GLAXOSMITHKLINE
Lot Number:	P332D
Lot Facility:	
Funding Source:	
Vaccinator:	
Organization (IRMS):	
Facility:	
Anatomical Site:	Right Thigh
Anatomical Route:	Intramuscular
Dose Size:	Full
Volume (CC):	0.5
VFC Status:	Ineligible for VFC/Private Insurance
Revaccination Reason:	
Adverse Reaction:	
District/Region:	
Dates of VIS Publications:	05/17/2007
Date VIS Form Given:	01/30/2017
Ordering Provider:	
Comments:	
Entered By:	
Entry Date:	
Last Updated By:	
Last Update:	06/26/2017 03:28:36 PM

Cancel   Edit Record   Delete Record

Add/Edit Adverse Reactions

13. Verify that the vaccination decremented by running the Patient Detail Report.

Patient ID	First Name	Middle Name	Last Name	Birthday	Guardian F.N.	Phone Number	VFC Eligible	Facility
							NO	

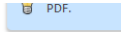|	Vaccine	Vacc. Date	Dose Size	Mfg. Code	Lot	Funding	VFC Eligible	Historical	Decremented	Vaccinator	Facility	Date VIS Form Given	VIS Publication Date
	DTaP	01/30/2017	Full	SKB	P332D	PRVT	NO	N	Y			01/30/2017	05/17/2007
	Hib (PRP-OMP)	01/30/2017	Full	MSD	M036057	PRVT	NO	N	N			01/30/2017	04/02/2015
	Influenza injectable 6-35 mos, quadrivalent, preservative free, pediatric	01/30/2017	Full	PMC	UT5594TA	PRVT	NO	N	N			01/30/2017	08/07/2015

DTaP dose, Lot Number: P332D is now decremented

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Part 3: Replacing Doses Back <u>After</u> 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

Facility Name:
Pin #:

VACCINE BORROWING REPORT

VFC-enrolled providers are expected to manage and maintain an adequate inventory of vaccine for both their VFC and non-VFC-eligible patients. Planned borrowing of VFC vaccine including the use of VFC vaccine as a replacement system for a provider's privately purchased vaccine inventory is not permissible.

VFC-enrolled providers must ensure borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination.

COMPLETE THIS FORM WHEN:
- A dose of VFC vaccine is administered to a child **NOT** eligible for VFC
- A dose of privately-purchased vaccine is administered to a VFC-eligible child

HOW TO COMPLETE THIS FORM:
- Enter information on each dose of vaccine borrowed in a separate row in the Vaccine Borrowing Report Table.
- All columns must be completed for each dose borrowed.
- The provider must sign and date at the bottom of this report.
- Enter the corresponding reason code in column F of the Borrowing Report Table on page 2.
- Enter details of reason in Column F if an Other code (7Other or 13Other) is entered in the Vaccine Borrowing Report Table.
- Do not forget to record the lot number of the vaccine borrowed and the vaccine returned, and to update your inventory in CHIRP.

Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing VFC Dose	Code	Reason for Borrowing Private Dose	Code
Private vaccine shipment delay (vaccine order placed on time/delay in shipping)	1	VFC vaccine shipment delay (order placed on time/delay in shipping)	8
Private vaccine not useable on arrival (vials broken, temperature monitor out of range)	2	VFC vaccine not useable on arrival (vials broken, temperature monitor out of range)	9
Ran out of private vaccine between orders (not due to shipping delays)	3	Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated private dose was used for **VFC eligible child**	4	Short-dated **VFC** dose was used for **child not eligible for VFC program**	11
Accidental use of Private dose for VFC eligible child	5	Accidental use of a VFC dose for a child not eligible for the VFC program	12
Replacement of Private dose with VFC when insurance plan did not cover vaccine	6	Other – Describe:	13Other
Other – Describe:	7Other		

WHAT TO DO WITH THIS FORM:
- Providers must submit their borrowing form to the Immunization Division by fax monthly: 317-233-3719. Completed forms must be retained as a VFC program record and made available to the State/Local or Territorial Immunization Program upon request.
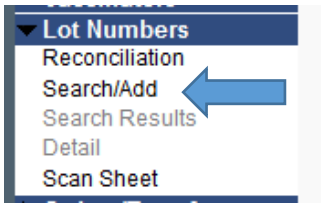
Ensure that the Facility Name **and** VFC PIN # are included on the borrowing form. A VFC vaccine was given to a non-VFC eligible patient (private-pay), you will select one Code from 8-13. In the example provided Code 12- Accidental use of a VFC dose for a child not eligible was selected. All borrowed doses should be replaced as soon as possible. Once the dose has been replaced, send in the Vaccine Borrowing Report.

Pin #: INAM00L00

Date Range of Vaccine Reporting (date of first dose borrowed to date of last dose borrowed): _01_/_30_/_17_ to _01_/_30_/__17_

VACCINE BORROWING REPORT TABLE

A Vaccine Type Borrowed	B Stock Used (VFC or Private)	C Patient Name	D Patient DOB (XX/XX/XXXX)	E Date Dose Administered (XX/XX/XXXX) AND Lot#	F Reason Appropriate Vaccine Stock was not Used (Use legend code on page 1 to mark one reason for each dose borrowed)	G Date Dose Returned to Appropriate Stock (XX/XX/XXXX) AND Lot #
DTaP- Infanrix	VFC	Test Patient	01-01-2016	P332D 01/30/2017	12	C4ZA6 01/30/2017

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.

Provider Name:	Provider Signature:	Date:

2

2. In CHIRP, replace the VFC Vaccine- DTaP- Infanrix, Lot Number C4ZA6 to your VFC Stock. And, remove the single dose from your Private Inventory (in CHIRP).

3. Select: Search/Add under Lot Numbers

4. Search for C4ZA6 and select the DTaP vaccine.

5. Select: EDIT

6. Subtract the 1 dose that was used to replace the VFC dose that was borrowed.

Lot Number Maintenance [Update]

Manufacturer:	GLAXOSMITHKLINE-SKB ▼
Vaccine:	DTaP ▼
Lot Number Code:	118429971
Lot Number:	C4ZA6
Facility:	
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	10
Doses Total:	10 Use the buttons below to adjust the total doses.
Expiration Date:	12/14/2018
Funding Source:	PRVT ▼
Product:	INFANRIX; 58160-0810-52; SYR; 10-pack ▼
NDC Number:	58160-0810-52 ▼
Inactive:	☐
Inactive Reason:	--select-- ▼

Cancel   Reset   Save

Add Doses(+)   Subtract Doses(-)

7. Subtract (-) from Total Doses---- Complete all Fields in RED
    a. Reason for Change: RESTOCK PUBLIC INVENTORY FROM PRIVATE
        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

Subtract (-) From Total Doses

Reason Categories:	--All Categories-- ▼
Reason for Change:	Restock Public Inventory from Private ▼
Date of Transaction:	06/27/2017
Number of Doses Subtracted:	1
VFC PIN of other party (if applicable):	
Funding Source:	PRVT

Submit
Cancel

To change number of doses, enter your dose information above. Complete as many of the fields as possible. Required fields are indicated by **red** text

8. Select: SUBMIT
9. The Lot Number Maintenance Update will now subtract from Doses Available

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Lot Number Maintenance [Update]

Manufacturer:	GLAXOSMITHKLINE-SKB ▼
Vaccine:	DTaP ▼
Lot Number Code:	118429971
Lot Number:	C4ZA6
Facility:	▼
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	9
Doses Total:	9 Use the buttons below to adjust the total doses.
Expiration Date:	12/14/2018
Funding Source	PRVT ▼
Product:	INFANRIX; 58160-0810-52; SYR; 10-pack ▼
NDC Number:	58160-0810-52 ▼
Inactive:	☐
Inactive Reason:	--select-- ▼

Cancel   Reset   Save

Add Doses(+)   Subtract Doses(-)

10. Select: Save
11. Select View Lot Log

Lot Number Maintenance [Detail]

Manufacturer:	GLAXOSMITHKLINE
Vaccine:	DTaP
Lot Number Code:	118429971
Lot Number:	C4ZA6
Facility:	
Doses Used:	0
Doses Wasted and Returned:	0
Doses Wasted and Disposed:	0
Doses Available:	9
Doses Total:	9
Expiration Date:	12/14/2018
Funding Source	PRVT
Product:	INFANRIX; 58160-0810-52; SYR; 10-pack
NDC Number:	(58160-0810-52)
Inactive:	
Inactive Reason:	

Back   Edit

View Lot Log ⇐   View Offsite Log

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

Lot Number Inventory Log

		Vaccine: DTaP		
		Manufacturer: GLAXOSMITHKLINE		
		Lot Number: C4ZA6		
		Facility:		
		PubliclySupplied: N		

Date	Dose Change	Other Party's VFC PIN	Description	Insert Stamp
06/27/2017	10		Order Received	06/27/2017 10:13:39 AM
06/27/2017	-1		Restock Public Inventory from Private	06/27/2017 10:16:17 AM

Back

Updated 10-23-2017

Part 4: Adding Newly Paid-Back Private Dose to VFC 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: DTaP
   b. Manufacturer: GLAXOSMITHKLINE- SKB
   c. Lot Number: C4ZA6
2. The Private Dose will appear; however, add the dose in as a VFC vaccine dose.

3. Select: ADD
4. Lot Number Maintenance (Add)--- Fill out all fields highlighted in RED, also Product & NDC Number
   a. Manufacturer: SKB
   b. Vaccine: DTaP
   c. Lot Number: C4ZA6
   d. Expiration Date: 12/14/2018
   e. Funding Source: PUB
   f. Reason for Change: BORROWED FROM PRIVATE INVENTORY
   g. Date of Transaction: date the Private Dose was paid back to VFC Inventory
   h. Number of Doses Added: only add the exact number of doses borrowed
   i. Product: Infanrix; 58160-0810-52
   j. NDC Number: 58160-0810-52

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Lot Number Maintenance [Add]	
Manufacturer:	SKB
Vaccine:	DTaP
Lot Number:	C4ZA6
Facility:	
Expiration Date:	12/14/2018
Funding Source:	PUB
Reason Categories:	--All Categories--
Reason for Change:	Borrowed from Private Inventory
Date of Transaction:	06/27/2017
Number of Doses Added:	1
Product:	INFANRIX; 58160-0810-52; SYR; 10-pack
NDC Number:	58160-0810-52
VFC PIN of other party (if applicable):	

Cancel   Add

5. Select: Add