How to replace a Borrowed VFC vaccine for a Private-pay 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 VFC Dose for a Private Pay 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. 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.

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.
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.

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
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.

**Step 2: Associate Newly Added Private Dose to Private Pay Patient**

DTaP: Lot number- P332D is a non-decremented dose

   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

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

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.

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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.

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9. Select the Private Dose: P332D

<table>
<thead>
<tr>
<th>Select</th>
<th>Manufacturer</th>
<th>Lot Number</th>
<th>Facility</th>
<th>Funding Source</th>
<th>Expiration Date</th>
<th>Doses Available</th>
<th>Dose Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ →</td>
<td>GLAXOSMITHKLINE</td>
<td>P332D</td>
<td>IND_SMG_CRP_DOC</td>
<td>PUB</td>
<td>06/01/2018</td>
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<td>IND_SMG_CRP_DOC</td>
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</tbody>
</table>

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

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

DTaP dose, Lot Number: P332D 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 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 last dose borrowed to date of last dose borrowed: __/__/__ to __/__/__)

Vaccine Borrowing Report Form
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.

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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

8. Select: SUBMIT
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 Private dose was restocked to the VFC Inventory
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.

   ![Lot Number Maintenance](image)

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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5. Select: Add