

VACCINE BORROWING REPORT

VFC-enrolled providers are expected to manage and maintain an adequate inventory of vaccine for their each funding source- VFC, CHIP and Private patients. Planned borrowing of VFC vaccine including the use of VFC vaccine as a replacement system for a provider’s CHIP or Private 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. Infrequent exchanging between VFC, CHIP and Private stock of a short-dated vaccine dose may be performed if the provider serves a small number of private or CHIP eligible patients, the dose is one month from expiration , or the dose of vaccine cannot be used for the population it is intended for prior to the expiration date.

COMPLETE THIS FORM WHEN:

- A dose of VFC vaccine is administered to a non VFC-eligible patient (CHIP, Private or 317)
- A dose of CHIP, Private or 317 vaccine is administered to a VFC- eligible patient

HOW TO COMPLETE THIS FORM:

- Enter information on each dose of vaccine borrowed on a separate row I the Vaccine Borrowing Report Table
- All columns must be completed for each dose borrowed
- Provider must sign and date at the bottom of each page of the report
- Enter the corresponding reason code in the column F of the Borrowing Report Table
- If Borrowed doses are not replaced within 90 days of borrow event, enter reason in “other “ column
- Submit the Vaccine Borrowing Report Table to the Kansas Immunization Program when a page is complete with borrowed dose replaced
- Keep Vaccine Borrowing Report Table on file in the clinic up to 3 years after the borrow event
- Providers will be asked during VFC Compliance Visits for copies of the Vaccine Borrowing Report Table used in the past 12 months

Reasons for vaccine Borrowing and Replacement Coding Legend

<u>Reason for Borrowing VFC Dose</u>	CODE		<u>Reason for Borrowing Private, CHIP or 317 dose</u>	CODE
Private, CHIP or 317 vaccine was:			VFC vaccine was:	
Shipment delay	1		Shipment delay	1
Not useable upon arrival	2		Not useable upon arrival	2
Ran out	3		Ran out	3
Short dated	4		Short dated	4
Accidental use	5		Accidental use	5
Discovered insurance plan would not cover vaccine	6			

