

Facility Name:
VFC PIN:

VACCINE BORROWING REPORT

All VFC 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 providers must ensure borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination. Infrequent exchanging between VFC and private stock of a short-dated vaccine dose may be performed if the provider serves a small number of private pay 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 child; or
- 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 (7 or 13) is entered in the Vaccine Borrowing Report Table.

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 on time/delay in shipping)	1	VFC vaccine shipment delay (order 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 exchanged with VFC dose	4	Short-dated VFC dose exchanged with private dose	11
Accidental use of VFC dose for a private patient	5	Accidental use of a private dose for a VFC eligible patient	12
Replacement of private dose with VFC when insurance plan did not cover vaccine	6	Other – Describe:	13
Other – Describe:	7		

WHAT TO DO WITH THIS FORM:

- Completed forms must be retained for at least three years and made available upon request.

