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. 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
- 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.

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 exchanged with VFC dose	4		Short-dated VFC dose was 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:	13Other
Other – Describe:	7Other			

WHAT TO DO WITH THIS FORM:

- Completed forms must be retained as a VFC program record and made available to the State/Local or Territorial Immunization Program upon request.

Date Range of Vaccine Reporting (date of first dose borrowed to date of last dose borrowed): ____/____/_____ **to** ____/____/_____

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)	**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)

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:**