



Iowa HHS Vaccines for Children Program (VFC) Vaccine Borrowing Report

VFC-enrolled providers are expected to manage and maintain adequate inventory of vaccine for both 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 exchange of short-dated vaccine between VFC and private stock is permitted if the dose is one month from expiration, or the dose of vaccine cannot be administered to the population for which it is intended 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 the clinic name, VFC PIN, and clinic contact information on the top of the Borrowing Report
- All columns must be completed for each dose borrowed
- The clinic contact must sign and date the report
- Enter the corresponding reason code in the column “Reason Appropriate Vaccine Stock was not Used”
- Enter details of the appropriate reason if “other” code is entered

CODING LEGEND FOR VACCINE BORROWING AND REPLACEMENT

Codes		Borrowing Reasons
Reason for Borrowing VFC dose(s)	1	Private vaccine shipment delay (vaccine order placed in time – delay in shipping)
	2	Private vaccine not useable on arrival (temperature monitoring device out of range)
	3	Ran out of private vaccine between orders (order not placed in time)
	4	Short dated private dose was exchanged with VFC dose
	5	Accidental use of VFC dose for a privately insured patient
	6	Replacement of private dose with VFC dose when insurance plan did not cover vaccine
	7	Other – Describe:
Reason for Borrowing Private dose(s)	8	VFC vaccine shipment delay (vaccine order placed in time – delay in shipping)
	9	VFC vaccine not useable on arrival (temperature monitoring device out of range)
	10	Ran out of VFC vaccine between orders (order not placed in time)
	11	Short dated VFC dose was exchanged with private dose
	12	Accidental use of a private dose for a VFC eligible patient
	13	Other – Describe:

