



Iowa HHS Vaccines for Children Program (VFC) 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 administered to 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 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:



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Facility Name:
Telephone:

VFC PIN:
Email:

Vaccine Borrowing Report Table

Vaccine Type Borrowed	Stock Used (VFC or Private)	Number of Doses Borrowed	Lot Number Administered	Date Dose Administered	Reason Appropriate Vaccine Stock was not Used (code)	Lot Number Returned to Appropriate Stock	Date Dose Returned to Appropriate Stock	Date IRIS Adjustment Completed

I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. § 3730) and other applicable Federal and state laws, 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.

Clinic Contact Name:	Signature (<i>A typed signature is acceptable</i>):	Date:
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The report must be emailed to the Iowa VFC Program at iowaVFC@hhs.iowa.gov or faxed to 1-800-831-6292 after doses have been replaced. Reports must be retained for a minimum of three years as a VFC program record and made available upon request. Inventory adjustments shall be made by using the reason “Payback VFC vaccine with private vaccine” or “Payback private vaccine with VFC vaccine.” Borrowing instructions can be found on the VFC website <https://hhs.iowa.gov/immunization/vfc>