

Vaccines for Children (VFC) Program Vaccine Borrowing Instructions

Email: iowaVFC@hhs.iowa.gov Phone: 800-831-6293

Vaccine borrowing occurs when VFC vaccine is administered to a private-pay patient, or private vaccine is administered to a VFC-eligible patient. All vaccine borrowing must be documented each time it occurs. The documentation process in IRIS is based upon clinic practices and if private vaccine inventory is tracked in IRIS. There are two options to complete borrowing documentation in IRIS. Refer to the appropriate section below.

Note: These instructions apply to organizations documenting immunizations directly into IRIS. Organizations submitting immunizations electronically to IRIS may need to contact the VFC Program at 1-800-831-6293 to correctly document borrowed doses.

Vaccine Borrowing Documentation

Option 1—Dose-for-Dose

1. Based on the Initial Action below, follow the appropriate Corrective Action

Initial Action	Corrective Action
VFC vaccine dose was administered to a private-pay patient: <ul style="list-style-type: none"> • Record the VFC dose on the patient’s record in IRIS • Select OK when IRIS displays a warning message indicating a public dose was selected for a non-eligible patient 	Administer a private vaccine dose to a VFC-eligible patient
Private vaccine dose was administered to a VFC-eligible patient: <ul style="list-style-type: none"> • Record the private dose on the patient’s record in IRIS • Select OK when IRIS displays a warning message indicating a private dose was selected for a VFC-eligible patient 	Administer a VFC vaccine dose to a private-pay patient

2. No other corrective action to the organization’s IRIS inventory needs to take place.
3. Complete the [Vaccine Borrowing Report](#) once the borrowing and pay back have been completed. Email the form to iowaVFC@hhs.iowa.gov or fax 800-831-6292.

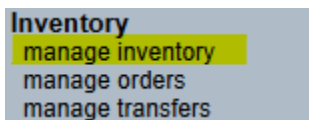
Option 2—Adjusting IRIS Inventory

The following process to document vaccine borrowing in IRIS varies based on whether private vaccine is tracked in IRIS inventory. Refer to the appropriate section below.

Organizations Tracking Private Inventory in IRIS

If the organization tracks private inventory in IRIS and is borrowing VFC or private vaccine, follow these steps to document the borrowing transaction from a VFC or private lot when multiple doses of the same vaccine were borrowed.

1. Select **Manage Inventory** under the ‘Inventory’ heading from the menu panel.



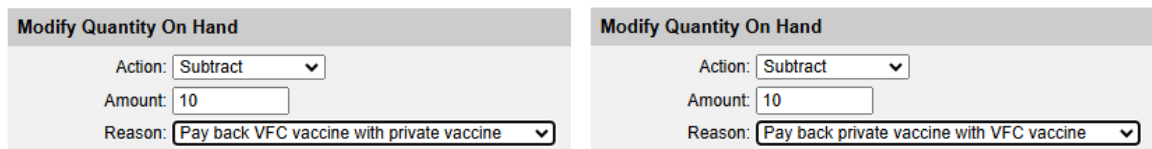
2. Select the **Show Inventory** button.



3. A list displaying the organization’s inventory will appear. Select the blue hyperlink under the trade name field for the lot from which the clinic is borrowing. The ‘Edit Vaccine Inventory Information’ page will display.

Select	Trade Name	Lot Number	Inv On Hand	Active	VFC	Exp Date
<input type="checkbox"/>	ActHib	UI743AAA	19	Y	Y	01/01/2020
<input type="checkbox"/>	Boostrix	45THGS35	5	Y	Y	01/01/2019
<input type="checkbox"/>	Boostrix	YHUI726	4	Y	Y	01/01/2019

4. In the **Modify Quantity on Hand** section, select **Subtract** from the **Action** dropdown menu. Enter the number of doses being borrowed in the **Amount** field. From the **Reason** field, select either ‘Pay back VFC vaccine with private vaccine’ or ‘Pay back private vaccine with VFC vaccine.’



5. Select the **Save** button

Edit Vaccine Inventory Information

Site: Iowa Training Org

Trade Name:

6. A message will appear indicating the inventory was updated successfully. Select **Cancel** to return to the organization’s inventory.

Modify Quantity On Hand

Action:

Amount:

Reason:

inventory was updated successfully.

7. Find the lot number of the borrowed vaccine with appropriate VFC status in the clinic’s inventory and select the blue hyperlink for the vaccine lot which needs to have the borrowed vaccine added. The ‘Edit Vaccine Inventory Information’ page will display.

<input type="checkbox"/>	ActHib	UI743AAA	10	Y	N	01/01/2020
<input type="checkbox"/>	Adacel	N05076	19	Y	N	01/01/2020

8. In the **Modify Quantity on Hand** section, select **Add** from the **Action** dropdown menu. Enter the number of doses being added in the **Amount** field. From the **Reason** field, select either ‘Pay back VFC vaccine with private vaccine’ or ‘Pay back private vaccine with VFC vaccine.’

Modify Quantity On Hand

Action:

Amount:

Reason:

Modify Quantity On Hand

Action:

Amount:

Reason:

9. Select the **Save** button.

Edit Vaccine Inventory Information

Site: Iowa Training Org

Trade Name:

10. A message will display indicating inventory was updated successfully. Select **Cancel** to return to the organization’s inventory

Modify Quantity On Hand

Action: ▼

Amount:

Reason: ▼

inventory was updated successfully.

If the borrowed vaccine lot number is not in the organization’s inventory with the appropriate VFC status, the borrowed vaccine will need to be added to the organization’s inventory via the **Add Inventory** button. Once the required fields have been completed, the borrowing process is also complete.

Add Vaccine Inventory Information

Site: Iowa Training Org

Trade Name: ▼

Manufacturer: ▼

NDC: ▼

ACTHIB INJECTION 5 X 1 DOSE VIAL

Lot Number:

Dose: ▼

Expiration Date:

VFC: ▼

Lot Active: ▼

Quantity on Hand:

- When borrowed doses are replaced, the [Vaccine Borrowing Report](#) must be completed and emailed to the Iowa VFC Program at iowaVFC@hhs.iowa.gov or faxed to 800-831-6292.

Organizations that *Do Not Track Private Inventory* in IRIS

If the organization does not track private inventory in IRIS but need to borrow from a VFC vaccine lot to administer to a private-pay patient or pay back a VFC lot, follow the following steps to document the transaction.

- Select **Manage Inventory** under the ‘Inventory’ heading from the menu panel.

Inventory

- manage inventory
- manage orders
- manage transfers

- Select the **Show Inventory** button

Manage Inventory

Show Inventory for Sites...

- A list will display the organization's inventory.
- Select the blue hyperlink under the Trade Name field of the lot from which the borrowing or pay back is occurring. The 'Edit Vaccine Inventory Information' page will display.

Select	Trade Name	Lot Number	Inv On Hand	Active	VFC	Exp Date
<input type="checkbox"/>	ActHib	UI743AAA	19	Y	Y	01/01/2020
<input type="checkbox"/>	Boostrix	45THGS35	5	Y	Y	01/01/2019
<input type="checkbox"/>	Boostrix	YHUI726	4	Y	Y	01/01/2019

- Go to the **Modify Quantity on Hand** section. If the vaccine lot being borrowed is a VFC lot, select **Subtract** from the **Action** dropdown list. Enter the number of doses being borrowed in the **Amount** field. Select 'Pay back private vaccine with VFC vaccine.'

Modify Quantity On Hand

Action:

Amount:

Reason:

Note: If the borrowed vaccine lot number is not in the clinic's inventory, add the borrowed vaccine to the organization's inventory via the **Add Inventory** button. Be sure to indicate the vaccine is VFC (not private). Once the required fields have been completed, the borrowing process is also complete.

Add Vaccine Inventory Information

Site: Iowa Training Org

Trade Name:

Manufacturer:

NDC:

ACTHIB INJECTION 5 X 1 DOSE VIAL

Lot Number:

Dose:

Expiration Date:

VFC:

Lot Active:

Quantity on Hand:

6. Select the **Save** button.

Edit Vaccine Inventory Information

Site: Iowa Training Org

Trade Name:

7. A message will display indicating inventory was updated successfully. Select **Cancel** to return to the organization's inventory.

Modify Quantity On Hand

Action:

Amount:

Reason:

inventory was updated successfully.

8. When borrowed doses are replaced, the [Vaccine Borrowing Report](#) must be completed and emailed to the Iowa VFC Program at iowaVFC@hhs.iowa.gov or faxed to 800-831-6292.
9. Record added VFC doses to the appropriate patient records who received the borrowed doses.