

Montana Immunization Program

VFC/Public Vaccine Borrowing Log



Borrowing Policy

VFC-enrolled providers must maintain adequate inventory of VFC/public and private vaccine. VFC/public vaccine cannot be used as a replacement system for private vaccine stock. Planned borrowing between VFC/public and private vaccine stock is not permitted. Borrowing VFC vaccine must not prevent a VFC-eligible child from receiving a needed vaccination.

Complete this log whenever:

- A dose of VFC/public vaccine is administered to a non-eligible child
- A dose of privately-purchased vaccine is administered to a VFC/public-eligible child

Instructions

- Make a separate line entry for each dose of vaccine borrowed. Payback is recorded on the same line.
- Fill-in all fields completely.
- Use the Reason Code in the legend below to complete Column F. If “Other” is selected, provide details in Column F.
- Reasons 3, 7, 10, and 13 are non-compliant reasons. Reasons 5 and 12 are non-compliant if the total occurrences of 5 and 12 is greater than 10 in a 24-month period.
- Pay back borrowed doses within three months. “Payback” occurs when the dose is returned to the appropriate stock, not when it is administered.
- When complete, review, sign, and date at the bottom of each completed page.
- Retain this log for three years and make available to Montana Immunization Program during site visits or by request.

Table 1 Reason Codes for Borrowing VFC Vaccine

Reason for Borrowing VFC Dose	Code
Private vaccine shipment delay (shipping delay)	1
Private vaccine not useable on arrival (vials broken, temperature issue)	2
Ran out of private vaccine between orders (not due to shipping delays)	3
Short-dated or drawn-up VFC dose used on private patient to prevent wastage.	4
Accidental use of VFC dose on a private patient	5
Replacement of a VFC dose with a private dose when patient who screened as VFC eligible ends up having private insurance or HMK	6v
Other – Describe in Column F	7

Table 2 Reason Codes for Borrowing Private Vaccine

Reason for Borrowing Private Dose	Code
VFC vaccine shipment delay (shipping delay)	8
VFC vaccine not useable on arrival (vials broken, temperature issue)	9
Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated or drawn-up private dose used on a VFC patient to prevent wastage.	11
Accidental use of private dose on a VFC patient	12
Replacement of a private dose with a VFC dose when patient who screened as insured ends up not insured or with a plan that does not cover vaccine	6p
Other – Describe in Column F	13

Table 3 VFC/Public Vaccine Borrowing Log

A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend at bottom)	G Payback Date (Date returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)	I Staff Initials (optional)
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
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					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			

I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. § 3730) and other applicable Federal and state laws, that I have reviewed this form and all borrowed and replaced vaccine doses have been accurately reported and all borrowed VFC doses have been repaid.

Facility Name:	VFC PIN:	VFC Vaccine Manager and Alternate Signature:	Date:
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Table 1 Reason Codes for Borrowing VFC Vaccine

Reason for Borrowing VFC Dose	Code
Private vaccine shipment delay (shipping delay)	1
Private vaccine not useable on arrival (vials broken, temperature issue)	2
Ran out of private vaccine between orders (not due to shipping delays)	3
Short-dated or drawn-up VFC dose used on private patient to prevent wastage.	4
Accidental use of VFC dose on a private patient	5
Replacement of a VFC dose with a private dose when patient who screened as VFC eligible ends up having private insurance or HMK	6v
Other – Describe in Column F	7

Table 2 Reason Codes for Borrowing Private Vaccine

Reason for Borrowing Private Dose	Code
VFC vaccine shipment delay (shipping delay)	8
VFC vaccine not useable on arrival (vials broken, temperature issue)	9
Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated or drawn-up private dose used on a VFC patient to prevent wastage.	11
Accidental use of private dose on a VFC patient	12
Replacement of a private dose with a VFC dose when patient who screened as insured ends up not insured or with a plan that does not cover vaccine	6p
Other – Describe in Column F	13

Table 4 VFC/Public Vaccine Borrowing Log

A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend at bottom)	G Payback Date (Date returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)	I Staff Initials (optional)
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
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Facility Name:	VFC PIN:	VFC Vaccine Manager or Alternate Signature:	Date:
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Table 1 Reason Codes for Borrowing VFC Vaccine

Reason for Borrowing VFC Dose	Code
Private vaccine shipment delay (shipping delay)	1
Private vaccine not useable on arrival (vials broken, temperature issue)	2
Ran out of private vaccine between orders (not due to shipping delays)	3
Short-dated or drawn-up VFC dose used on private patient to prevent wastage.	4
Accidental use of VFC dose on a private patient	5
Replacement of a VFC dose with a private dose when patient who screened as VFC eligible ends up having private insurance or HMK	6v
Other – Describe in Column F	7

Table 2 Reason Codes for Borrowing Private Vaccine

Reason for Borrowing Private Dose	Code
VFC vaccine shipment delay (shipping delay)	8
VFC vaccine not useable on arrival (vials broken, temperature issue)	9
Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated or drawn-up private dose used on a VFC patient to prevent wastage.	11
Accidental use of private dose on a VFC patient	12
Replacement of a private dose with a VFC dose when patient who screened as insured ends up not insured or with a plan that does not cover vaccine	6p
Other – Describe in Column F	13

Table 5 VFC/Public Vaccine Borrowing Log

A Vaccine Borrowed (Lot # optional)	B Stock Used (VFC/Public or Private)	C Patient Name (or unique identifier)	D Patient DOB	E Dose Administration Date	F Reason for Borrowing (Use legend at bottom)	G Payback Date (Date returned to appropriate stock)	H Payback Recipient (Name or unique identifier) (optional)	I Staff Initials (optional)
					Reason Code: Describe if "Other":			
					Reason Code: Describe if "Other":			
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Facility Name:			VFC PIN:		VFC Vaccine Manager or Alternate Signature:		Date:	

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Short-dated or drawn-up VFC dose used on private patient to prevent wastage.	4
Accidental use of VFC dose on a private patient	5
Replacement of a VFC dose with a private dose when patient who screened as VFC eligible ends up having private insurance or HMK	6v
Other – Describe in Column F	7

Table 2 Reason Codes for Borrowing Private Vaccine

Reason for Borrowing Private Dose	Code
VFC vaccine shipment delay (shipping delay)	8
VFC vaccine not useable on arrival (vials broken, temperature issue)	9
Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated or drawn-up private dose used on a VFC patient to prevent wastage.	11
Accidental use of private dose on a VFC patient	12
Replacement of a private dose with a VFC dose when patient who screened as insured ends up not insured or with a plan that does not cover vaccine	6p
Other – Describe in Column F	13