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.

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	6р
Other – Describe in Column F	13

Table 3 VFC/Public Vaccine Borrowing Log

Α	В	С	D		Е	F	G		Н	I
Vaccine	Stock Used	Patient Name	Patient D	ООВ	Dose	Reason for	Payback	Payb	ack Recipient	Staff
Borrowed	(VFC/Public or	(or unique identifier)			Administrat	on Borrowing	Date	-	r unique identifier)	Initials
(Lot # optional)	Private)				Date	(Use legend at bottom)	(Date returned		(optional)	(optional)
、 · · <i>·</i> /					Dute	, , ,	to appropriate			
							stock)			
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
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						Describe if "Other":				
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						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code: Describe if "Other":				
						Describe il Ottiel.				
	penalty under the False C	laims Act (31 U.S.C. § 3730) and other applicable Federal a	ind state laws, the						ved VFC doses have been rep	aid.
Facility Name:		VFC PIN:		VFC \	/accine Man	ager and Alternate Signatu	re:	Date:		
	Table 4 Bassar C				Table 2.D	eason Codes for Borrowing Private Va				
	Table 1 Reason Codes for Borrowing VFC Vaccine Reason for Borrowing VFC Dose Private vaccine shipment delay (shipping delay)			Code		Reason for Borrowing		Code		
				1	VFC vac	VFC vaccine shipment delay (shipping delay)			8	
	Private vaccine not useable on arrival (vials broken, temperature issue)			2					9	
	Ran out of private vaccine between orders (not due to shipping delays)			3	3 Ran out of VFC vaccine between orders (not due to shipping delays)				10	
	Short-dated or d	Irawn-up VFC dose used on private patient to prev	ent wastage.	4	Short-da	ted or drawn-up private dose used on	a VFC patient to preven	t wastage.	11	
	Accidental use o	f VFC dose on a private patient		5	Acciden	tal use of private dose on a VFC patient	:		12	
		a VFC dose with a private dose when patient who	screened as	бv		ment of a private dose with a VFC dose			бр	
	VFC eligible end	s up having private insurance or HMK			insured	ends up not insured or with a plan that	does not cover vaccine		- 1-	

Other – Describe in Column F

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Other – Describe in Column F

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Table 4 VFC/Public Vaccine Borrowing Log

Α	В	С	D		Е	F	G		Н	I
Vaccine	Stock Used	Patient Name	Patient	DOB	Dose	Reason for	Payback	Payba	ick Recipient	Staff
Borrowed	(VFC/Public or	(or unique identifier)			Administratio		Date	-	unique identifier)	Initials
(Lot # optional)	Private)				Date	(Use legend at bottom)	(Date returned	(optional)	(optional)
							to appropriate			
							stock)			
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
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						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Dessen Cadar	+			
						Reason Code: Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
Facility Name:	penalty under the False C	Claims Act (31 U.S.C. § 3730) and other applicable Federal VFC PIN:	and state laws, th	1		Borrowed and replaced vaccine doses ha	1	and all borrowe Date:	d VFC doses have been repa	aid.
Facility Name.		VFC FIN.		VFC		ger of Alternate Signatur	е.	Date.		
	Table 4 Dessen Cad				Table 2 Da		!			
	Table 1 Reason Cod	tes for Borrowing VFC Vaccine Reason for Borrowing VFC Dose		Code		ison Codes for Borrowing Private V Reason for Borrowing			Code	
	Private vaccine shipment delay (shipping delay) Private vaccine not useable on arrival (vials broken, temperature issue)			1	VFC vacci	Reason for Borrowing Private Dose Cvaccine shipment delay (shipping delay)			8	
				2 VFC vaccine on useable on arrival (vials broken, temperature issue)					9	
	Ran out of private vaccine between orders (not due to shipping delays)			3					10	
	Short-dated or dra	awn-up VFC dose used on private patient to prev	ent wastage.	4	Short-dat	Short-dated or drawn-up private dose used on a VFC patient to prevent wastag			11	
		VFC dose on a private patient	5	5		l use of private dose on a VFC patie		5	12	
	Replacement of a	VFC dose with a private dose when patient who	screened as	6v	Replacem	ent of a private dose with a VFC dos	e when patient who scre	eened as		
	VFC eligible ends up having private insurance or HMK				insured ends up not insured or with a plan that does not cover vaccine				бр	

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Other – Describe in Column F

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Other – Describe in Column F

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Table 5 VFC/Public Vaccine Borrowing Log

Α	В	С	D		E	F	G		н	I
Vaccine	Stock Used	Patient Name	Patient D	ОВ	Dose	Reason for	Payback	Payb	ack Recipient	Staff
Borrowed	(VFC/Public or	(or unique identifier)			Administration	Borrowing	Date	-	r unique identifier)	Initials
(Lot # optional)	Private)				Date	(Use legend at bottom)	(Date returned		(optional)	(optional)
							to appropriate			
							stock)			
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
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						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
						Reason Code:				
						Describe if "Other":				
I hereby certify, subject to	penalty under the False C	laims Act (31 U.S.C. § 3730) and other applicable Federal ar	nd state laws, tha	at I have rev	viewed this form and all bo	rrowed and replaced vaccine doses have	e been accurately reported a	and all borrow	ed VFC doses have been rep	aid.
Facility Name:	. ,	VFC PIN:		VFC Vaccine Manager or Alternate Signature:				Date:		
	Table 1 Reason Co	odes for Borrowing VFC Vaccine		Table 2 Reason Codes for Borrowing Private Vaccine						
	Reason for Borrowing VFC Dose			Code Reason for Borrowing Private Dose					Code	
	Private vaccine shipment delay (shipping delay)			1	VFC vaccine shipment delay (shipping delay)				8	
		not useable on arrival (vials broken, temperature is: te vaccine between orders (not due to shipping del		2		VFC vaccine not useable on arrival (vials broken, temperature issue) Ran out of VFC vaccine between orders (not due to shipping delays)			9 10	
	· · ·	rawn-up VFC dose used on private patient to preve		4	_	Short-dated or drawn-up private dose used on a VFC patient to prevent wastage			10	
		f VFC dose on a private patient		5	-	e of private dose on a VFC patient			12	
	Replacement of	a VFC dose with a private dose when patient who s	creened as	бу	Replacement	of a private dose with a VFC dose	when patient who scree	ned as	бр	
	VFC eligible ends up having private insurance or HMK				insured ends	up not insured or with a plan that	does not cover vaccine		oh	

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Other – Describe in Column F

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Other – Describe in Column F

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