

VACCINE BORROWING GUIDANCE

NM VFC Providers are expected to manage and maintain an adequate inventory of vaccine for both their VFC and insured patients

Planned borrowing of VFC vaccine, including the use of VFC vaccine as a replacement system for a provider’s privately purchased vaccine, is not permitted.

NM VFC Program providers must ensure borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination. Infrequent exchanging between VFC and State stock of a short-dated vaccine dose may be performed if the provider serves a small number of insured patients, the dose is one month from expiration, or the dose of vaccine cannot be used for the population it is intended for prior to the expiration date.

COMPLETE THIS FORM WHEN:

- ✓ A dose of VFC vaccine is administered to an insured child
- ✓ A dose of privately-purchased vaccine is administered to a VFC-eligible child
- ✓ A dose of State vaccine is administered to a VFC-eligible child

HOW TO COMPLETE THIS FORM:

- Enter information on each dose of vaccine borrowed in a separate row in the Form the corresponding reason code in column F of the Borrowing Form
- All columns must be completed for each dose borrowed
- The provider must sign and date at the bottom of this report
- **Fax the completed form to your Regional VFC Coordinator.** Their contact information is on your monthly temperature log.
- **Retain a copy of this form for your own records. Note:** You are required to retain all VFC documents for a **minimum of three years.**

Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing VFC Doses	Code	Reason for Borrowing State Doses	Code
State vaccine shipment delay (vaccine order placed on time)	1	VFC vaccine shipment delay (order placed on time/delay in shipping)	8
State vaccine not useable on arrival (vials broken, temp out of range)	2	VFC vaccine not useable on arrival (vials broken, temp out of range)	9
Ran out of State vaccine between orders (not due to shipping delays)	3	Ran out of VFC vaccine between orders (not due to shipping delays)	10
Short-dated State dose was exchanged with VFC dose	4	Short-dated VFC dose was exchanged with State dose	11
Accidental use of State dose for VFC eligible child	5	Accidental use of a VFC dose for an insured child	12
Replacement of State dose with VFC when insurance plan did not cover vaccine	6	Other (VFC doses) - please be sure to explain below	13
Other (state doses) – please be sure to explain below	7		

“Other” Reason Explanation:

WHAT TO DO WITH THIS FORM WHEN COMPLETED AND SIGNED:

Fax to 505-827-1064 Attn: Health Educator or send **via secure email only** to the VFC Health Educator at: VFC.Health-educator@state.nm.us

Retain a copy as part of your New Mexico VFC program record; must be made available to the New Mexico Immunization Program upon request

