Vaccine Borrowing Process

Data Exchange locations

Before excessive borrowing occurs, please review and ensure that you have an updated provider profile and population on file. Remember that borrowing should be a rare occurrence. If you are receiving too much or too little of State or VFC vaccines, you will need to modify your provider profile and population. For any assistance regarding those forms, contact VFC Manager, Lynne Padilla, by phone or email.

For assistance with the borrowing process, submit a help desk ticket by calling 800-280-1618. In your help desk ticket, please state the following:

“I am (name) with VFC PIN (enter PIN) and I need to speak with the VFC Program regarding borrowing/payback of vaccines.”

Regardless of your reason for borrowing, a VFC Borrowing form must ALWAYS be completed and retained at your facility with other VFC documentation for at least three years.

(NOTE) This is for locations that have to manually account for administered doses on the reconciliation screen (active data exchange location).

- As a participating data exchange location, inventory is not automatically deducted when you administer an immunization.
- All administered immunization information must be entered into your EHR.
- Documentation of the borrowing transaction on the VFC Borrowing form is required.
- When reconciling your inventory, refer to your completed VFC Borrowing form to account for the borrowed doses you have administered.
- If necessary, make adjustments to the On-Hand inventory, located in the Inventory module. You will rely on the borrowing form for the required comment(s) on the Adjustment screen.