

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 1-833-882-6454. 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.



New Mexico Vaccines for Children Borrowing Form Instructions & Guidance



VACCINE BORROWING GUIDANCE

NM VFC Program 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 inventory is not permissible.**

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 Vaccine Borrowing Form.
- All columns must be completed for each dose borrowed
- The provider must sign and date at the bottom of this report
- Enter the corresponding reason code in column F of the Borrowing Form
- Enter details of reason in Column F if an "Other" code (7Other or 13Other) is entered in the Vaccine Borrowing Report Table.
- **Fax the completed form to your Regional VFC Coordinator.** Their contact information is on your monthly temperature log.
- **Keep 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

(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.