

Vaccine Borrowing Process

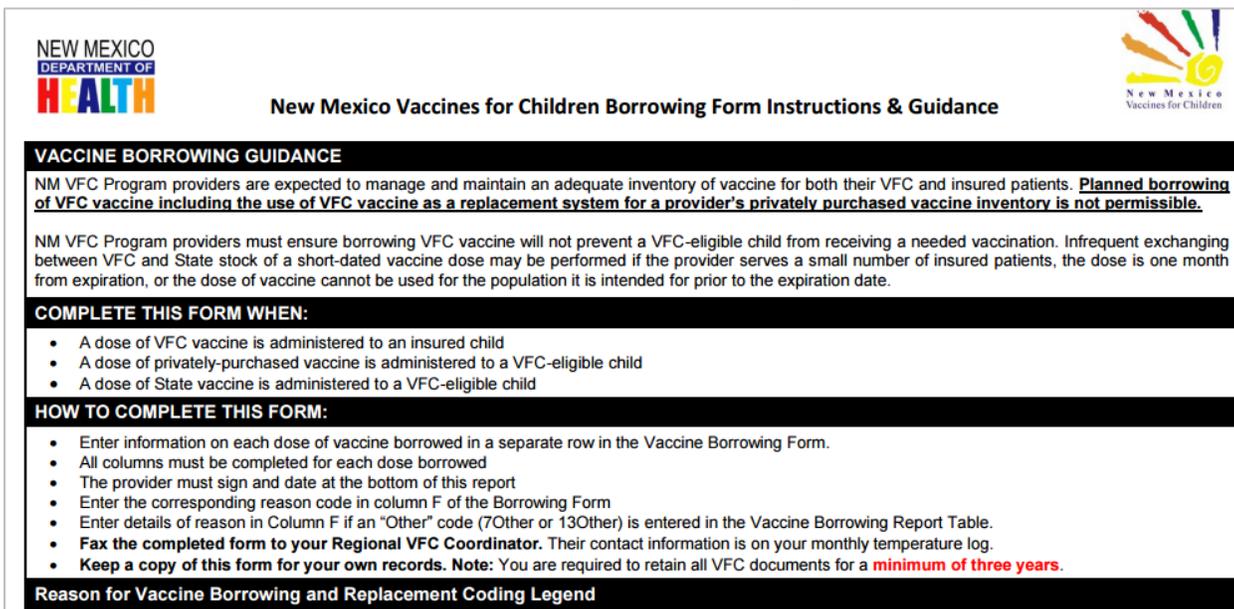
Manual Entry Locations

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.



The image shows a document titled "New Mexico Vaccines for Children Borrowing Form Instructions & Guidance". It features the New Mexico Department of Health logo on the left and the "New Mexico Vaccines for Children" logo on the right. The document is divided into several sections:

- 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**

Common Scenario- *(NOTE) If the child is VFC eligible and you need to borrow a State dose, you would apply these instructions but do the opposite.*

If you have a child who is privately insured (eligible for State dose) and you are forced to borrow a dose from your VFC stock to give to this insured child:

- **Add** the vaccine on the Immunization Home screen for your patient first.
 - Two month old, NMSIIS Brown, is due to receive her first dose of DTap-HepB-IPV (Pediatrix). She is privately insured, but your facility only has VFC doses for DTap-HepB-IPV (Pediatrix).
- Proceed to administering the vaccine on the **Administer** screen.
 - When you reach the Administer screen, notice that the inventory for VFC doses appears in red text. You will also receive a pop-up message stating that the funding source is inappropriate for this patient.

BROWN, NMSIIS ID: 10120 DOB: 07/10/2016 AGE: 0Y 2M 18D GENDER: F

Immunizations Cancel Update

Administer

Administered By * USER, ADMIN02 (MASTER OF PUBLIC HEALTH) Refusal Reason *

Vaccine DTaP-HepB-IPV (Pedia) USER, ADMIN02 (MASTER OF PUBLIC HEALTH)

Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand *
 (I) SKB | M12EE | 09/04/17 | VFC | ISFPH26A | 58160-0811-52 | PEDIARIX (0.5 ML X 10 SYR)

Did not Admin Body Site * Route * INTRAMUSCULAR Dosage 0.50 Refusal Reason

Delete

nmsiistraining.health.state.nm.us says:

You have selected a vaccine with a funding source marked as VFC. However this funding source is not appropriate per the patient's eligibility status of NOT VFC ELIGIBLE-PRIVATELY INSURED <19 YRS. If this is what actually was administered then press OK to continue, otherwise press Cancel to change the information before proceeding.

Conflicting Vaccine:
DTaP-HepB-IPV (Pedia)

OK Cancel

- Click "OK".
- Proceed with selecting the **Body Site, Route, and Dosage**.
- Document the VFC dose in NMSIIS (even though the child is insured)
 - Additional reasons will now be available. This is where you will indicate the **Borrowed Reason** and enter a **comment**. In this case, you are borrowing from VFC stock; select "BORROWED VACCINE FROM VFC". The comment is "NO STATE DOSES AVAILABLE".

BROWN, NMSIIS ID: 10120 DOB: 07/10/2016 AGE: 0Y 2M 19D GENDER: F

Immunizations Cancel Update

Administer

Administered By * USER, ADMIN02 (MASTER OF PUBLIC HEALTH) Refusal Reason *

Vaccine DTaP-HepB-IPV (Pedia) USER, ADMIN02 (MASTER OF PUBLIC HEALTH)

Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand *
 (I) SKB | M12EE | 09/04/17 | VFC | ISFPH26A | 58160-0811-52 | PEDIARIX (0.5 ML X 10 SYR)

Did not Admin Body Site * Route * INTRAMUSCULAR Dosage 0.50 Refusal Reason

Delete

VFC:NOT VFC ELIGIBLE-PRIVATELY INSURED <19 YRS

Borrowed Reason BORROWED VACCINE FROM VFC Comment NO STATE DOSES AVAILABLE

- Next, you are required to document this borrowing transaction on the [VFC Borrowing Form](#).
- You will need to reference the VFC Borrowing form you completed when you payback the VFC dose that was borrowed for this privately insured child (State).

- When you have received some State vaccines, you must pay that dose back to VFC inventory. At this point, you will complete the steps below:
 - You must add and administer an immunization for a VFC eligible patient (instead of a privately insured child; remember, you are now paying back a dose to VFC) on the patient's Immunizations Home screen.
 - Document that you gave a State dose in NMSIIS (even though the child is VFC eligible)
 - Additional reasons will now be available. This is where you will indicate the **Borrowed Reason** and enter a **comment**. In this case, the reason would be, "REPAYMENT OF BORROWED VACCINE TO VFC". The comment is also "REPAYMENT OF BORROWED VACCINE TO VFC".
 - Document the repayment transaction on your [borrowing](#) form.
- The available Borrowing Reason codes in NMSIIS are:
 - **Borrowed Vaccine from VFC**- select this option when you have a privately insured child, but no STATE doses were available
 - **Borrowed Vaccine from STATE**-select this option when you have a VFC eligible child, but no VFC doses were available
 - **Repayment of Borrowed Vaccine to VFC**- select this option when you are paying back a VFC dose that was given to a privately insured child
 - **Repayment of Borrowed Vaccine to STATE**-select this option when you are paying back a STATE dose that was given to a VFC eligible child