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 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.

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 (Pediarix). She is privately insured, but your facility only has VFC doses for DTap-HepB-IPV (Pediarix).
- 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.
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”.

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