

VACCINE BORROWING REPORT

Providers enrolled in a public vaccine program are expected to manage and maintain an adequate inventory of vaccine for both their public vaccine –eligible and non-eligible patients. **Planned borrowing of publicly supplied vaccine including the use of public vaccine as a replacement system for a provider’s privately purchased vaccine inventory is not permissible.**

Providers enrolled in a public vaccine program must ensure borrowing public vaccine will not prevent an eligible patient from receiving a needed vaccination. Infrequent exchanging between public and private stock of a short-dated vaccine dose may be performed if the provider serves a small number of private pay 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 public vaccine is administered to an ineligible patient
- A dose of privately-purchased vaccine is administered to a public vaccine-eligible patient

HOW TO COMPLETE THIS FORM:

- Enter information on each dose of vaccine borrowed in a separate row in the Vaccine Borrowing Report Table.
- 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 Report Table on page 2.
- Enter details of reason in Column F if an “Other” code (7Other or 13Other) is entered in the Vaccine Borrowing Report Table.

**BORROWING MUST ALSO BE DOCUMENTED CORRECTLY IN THE WYIR. SEE QUICK REFERENCE GUIDE: VACCINE BORROWING.
ALL DOSES MUST BE REPLACED WITHIN 30 DAYS.**

Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing PUBLIC Dose	Code	Reason for Borrowing PRIVATE Dose	Code
Private vaccine shipment delay (vaccine order placed on time/delay in shipping)	1	PUBLIC vaccine shipment delay (order placed on time/delay in shipping)	8
Private vaccine not useable on arrival (vials broken, temperature monitor out of range)	2	PUBLIC vaccine not useable on arrival (vials broken, temperature monitor out of range)	9
Ran out of Private vaccine between orders (not due to shipping delays)	3	Ran out of PUBLIC vaccine between orders (not due to shipping delays)	10
Short-dated Private dose was exchanged with VFC dose	4	Short-dated PUBLIC dose was exchanged with private dose	11
Accidental use of Private dose for PUBLIC patient	5	Accidental use of a PUBLIC dose for a patient not eligible for a PUBLIC program	12
Replacement of Private dose with PUBLIC when insurance plan did not cover vaccine	6	Other – Describe:	13
Other – Describe:	7		

WHAT TO DO WITH THIS FORM:

- Providers must maintain a copy as a Public Vaccine Program record and be made available to the Immunization Program upon request.

