

## Borrowing Private Vaccine For VFC Patient

### Has borrowed dose been documented on the patient record?

No: Add borrowed dose to inventory to enter in patients record.

Yes: Skip to Step 2 (Remove replacement doses from reconciliation)

### Step 1: Add the Borrowed Dose to Your Inventory as Public.

1. Go to **Lot Numbers** then **Search/Add** on the left side of the page.

Barcode Scanner: **READY**

**Lot Number Maintenance**  
Search/Add Lot Number - Search Required Before Adding

Vaccine: --select--  
Manufacturer: --select--  
Lot Number:   
Facility: IMMUNIZATION UNIT  
Inactive: All  
Inactive Reason: --select--

Clear Search

**Search Results**

Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
<b>Legend</b> Expired Vaccines Expires in 30 days or less						

2. Enter your **lot number**.
3. Click **Search** button, then select the **Add** button.

Barcode Scanner: **NOT READY (click here)**

**Lot Number Maintenance**  
Search/Add Lot Number - Search Required Before Adding

Vaccine: --select--  
Manufacturer: --select--  
Lot Number:

Facility: IMMUNIZATION UNIT  
Inactive: All  
Inactive Reason: --select--

Clear Search

**Search Results**  
Show 25 entries Search:   
Facility Manufacturer Lot Number Vaccine Funding Source Exp. Date Inactive  
Showing 0 to 0 of 0 entries No data available in table

Legend

Add

4. Fill in the red boxes as shown below. When you are done click **Add**.
  - **Funding Source:** select **VFC**
  - **Reason for change:** select **Borrowed from Private**

<ul style="list-style-type: none"> <li>▶ Main</li> <li>▶ Message</li> <li>▶ Favorites</li> <li>▶ Patient</li> <li>▶ Waitlist</li> <li>▶ Vaccinations</li> <li>▶ Exec. Dashboard</li> <li>▶ Organization</li> <li>▶ Facilities</li> <li>▶ Physicians &amp; Vaccinators</li> <li>▶ Lot Numbers <ul style="list-style-type: none"> <li>Reconciliation</li> <li>Aggregate Vaccine</li> <li>Counts</li> <li>Search/Add</li> <li>Search Results</li> <li>Detail</li> <li>Correct Decrementing</li> <li>Scan Sheet</li> </ul> </li> </ul>	<b>Lot Number Maintenance [Add]</b> <b>Manufacturer:</b> --select-- <b>Vaccine:</b> --select-- <b>Lot Number:</b> 54321 Facility: IMMUNIZATION UNIT <b>Expiration Date:</b> mm/dd/yyyy <b>Funding Source:</b> --select-- Reason Categories: --All Categories-- <b>Reason for Change:</b> --select-- <b>Date of Transaction:</b> 10/11/2023 <b>Number of Doses Added:</b> Product: --select-- Vaccine Settings Mapping: Not Mapped <input type="button" value="Map Vaccine Setting"/> NDC Number: --select-- WyVIP PIN of other party (if applicable): <input type="button" value="Cancel"/> <input type="button" value="Add"/>
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**Do you have Public vaccine to replace Private?**

No: If you do not have VFC dose to replace the borrowed dose you may skip step 2 for now. Complete step 2 when you have a replacement dose to finish the borrowing process.

Yes: Complete Step 2

**Step 2: Remove the Replacement Dose from Reconciliation.**

1. Go into your **Reconciliation** page under **Lot Numbers**.
2. Find your borrowed from vaccine and lot number.
3. Adjust your **physical count** (subtracting your borrowed dose(s)).
4. Select **Category** and **Reason**  
Under **Category** select **Transfer**.  
Under **Reason** select **Restock Private Inventory from Public**.
5. Complete Reconciliation and select **Submit Monthly Inventory**.

Reconcile Inventory										
Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA, LNP-S, bivalent, PF, 10 mcg/0.2 mL dose (Pfizer)	TESTING456	11/30/2023	99	98	-1.00	Transfer	Restock Private Inventory from Public	PUB	<input type="checkbox"/>	+

**Inventory Last Submitted:**

Public Lots
Private Lots
Expired Vaccines
Expires in 30 days or less