

## Borrowing VFC Vaccine to Non-Eligible Patients (Private)

### 1. Has borrowed dose been administered to a patient and decremented in reconciliation?

No: Borrowed vaccine(s) need to be reconciled, continue to the next step 1.

Yes: Skip to Step 2 (add replacement LOT# to reconciliation)

### Step 1: Reconcile out the borrowed dose from your public inventory in **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. Click the blue **Adjust** button that pops up.
5. Select **Category** and **Reason**  
Under **Category** select **Transfer**.  
Under **Reason** select **Restock Private Inventory from Public**.
6. 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: Print Reset Save Submit Monthly Inventory

**Legend**

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

### Do you have Private vaccine to replace VFC?

No: Reach out to Help Desk for Assistance.

Yes: Complete Step 2

### Step 2: Add the Replacement dose to Inventory as Public

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

- ▶ Main
- ▶ Message
- ▶ Favorites
- ▶ Patient
- ▶ Waitlist
- ▶ Vaccinations
- ▶ Exec. Dashboard
- ▶ Organization
- ▶ Facilities
- ▶ Physicians & Vaccinators
- ▶ **Lot Numbers**
- Reconciliation
- Aggregate Vaccine Counts
- Search/Add
- Search Results
- Detail
- Correct Decrementing
- Scan Sheet

Barcode Scanner: READY

**Lot Number Maintenance**

Search/Add Lot Number - Search Required Before Adding

Vaccine:

Manufacturer:

Lot Number:

Facility: IMMUNIZATION UNIT

Inactive:

Inactive Reason:

**Search Results**

Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
<div style="border: 1px solid black; padding: 2px;"> <p><b>Legend</b></p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #ff0000; border: 1px solid black;"></span> Expired Vaccines</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #ffff00; border: 1px solid black;"></span> Expires in 30 days or less</li> </ul> </div>						

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
No data available in table						

Showing 0 to 0 of 0 entries

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 Inventory**

**Lot Number Maintenance [Add]**

**Manufacturer:** --select--

**Vaccine:** --select--

**Lot Number:** 54321

Facility: IMMUNIZATION UNIT

**Expiration Date:** mm/dd/yyyy

**Funding Source:** --select--

Reason Categories: --All Categories--

**Reason for Change:** --select--

**Date of Transaction:** 10/11/2023

**Number of Doses Added:**

Product: --select--

Vaccine Settings Mapping: Not Mapped

NDC Number: --select--

WyVIP PIN of other party (if applicable):

Cancel **Add**

You should then see the doses moved over to the correct inventory and ready to document!