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.
- 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	F	unding Source Ir	nactive	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	V	PUB		+
Print Inventory Last Submitted: Legend Division of the print							Reset Monthly	Sav Nventor	e y		
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						Ba	arcode Scanner: READY
► Favorites	Lot Number Mai	ntenance					
▶ Patient	Search/Add Lot N	umber - Search Requi	ired Before Adding				
▶ Waitlist	Vaccine	selec	ct		~		
► Vaccinations	Manufacturer	sele	ct		~		
Exec. Dashboard	Lot Number						
Organization	Facility:	IMMUN	NIZATION UNIT				
► Facilities	Inactive	All			~		
Physicians & Vaccinators	Inactive Reason:	selec	ct		~		
✓ Lot Numbers	ĺ						Clear Search
Aggregate Vaccine	Search Results						
Counts	Facility	Manufacturer	Lot Number	Vaccine	Funding Source	Exp. Date	Inactive
Search/Add Search Results Detail	Legend Expired Vac Expires in 3	ccines 10 days or less					
Correct Decrementing Scan Sheet							

2. Enter your **lot number.**

3. Click **Search** button, then select the **Add** button.

▶ Main						
▶ Message	No Poculto Found					
▶ Favorites	• No Results Found					
▶ Patient				Barco	de Scanner: NO	T READY (click here)
▶ Waitlist	Lot Number Maintenance			20100		(
► Vaccinations	Search/Add L of Number - S	earch Required Before Adding				
Exec. Dashboard	Vaccine	select	~			
Organization	Manufacturer	select		ĺ		
▶ Facilities	Lot Number					
Physicians &	Eurivaniser					
Vaccinators	Facility:	IMMUNIZATION UNIT				
✓ Lot Numbers	Inactive	All	~	ļ .		
Reconciliation	Inactive Reason:	select	~			
Aggregate Vaccine						Clear Search
Counts						
Search/Add	Search Results					
Search Results	Show 25 v entries				Search:	
Detail	Facility A Manu	ifacturer 🚖 Lot Number	▲ Vaccine ▲ Fund	ing Source 🔺	Exp. Date	≜ Inactive ≜
Correct Decrementing	i donity indita		No data available in table	ing course +	Enproduce	t macaro t
Scan Sheet	Showing 0 to 0 of 0 entries					
Orders/Transfers						
Dashboard Reports						Add
▶ Reports	Legend					

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

▶ Main				
▶ Message	Lot Number Maintenance [Add]			i i
► Favorites	Manufacturer:	select	~	
Patient	Vaccine:	select	~	
▶ Waitlist	Lot Number:	54321		
Vaccinations	Facility:	IMMUNIZATION UNIT		
Exec. Dashboard	Expiration Date:	mm/dd/yyyy		
Organization	Funding Source:	select	~	
Facilities	Reason Categories:	All Categories	~	
Physicians &	Reason for Change:	select	~	
vacciliators	Date of Transaction:	10/11/2023		
Reconciliation	Number of Doses Added:			
Aggregate Vaccine	Product:	select	~	
Counts Secret/Add	Vaccine Settings Mapping:	Not Mapped	Map Vaccine Setting	
Search Results	NDC Number:	select	~	
Detail	WyVIP PIN of other party (if applicable):			
Correct Decrementing Scan Sheet				Са

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