



North Carolina Department of Health and Human Services
Division of Public Health

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February 4, 2015

MEMORANDUM

TO: North Carolina Immunization Program (NCIP) Providers

FROM: Wendy Holmes, RN, Head *WH*
Immunization Branch

SUBJECT: Policy on Borrowing and Replacing Vaccine

The purpose of this memo is to reiterate the vaccine borrowing/replacement policy, and to notify providers of reporting form changes based on new Centers for Disease Control and Prevention (CDC) and NCIP requirements. A copy of the updated form is included. It has always been a requirement that borrowing of vaccine supplies is to be a rare occurrence and that details of the situation are reported on a Vaccine Borrowing Report.

CDC and NCIP require that NCIP providers maintain an adequate inventory of vaccine for VFC-eligible and non-VFC-eligible patients. It is the responsibility of the provider to appropriately schedule and place vaccine orders. Providers must also rotate stock to ensure timely use of short-dated vaccines. Borrowing of vaccine between private and public inventories must be a rare, unplanned occurrence. VFC vaccine cannot be used as a replacement system for a provider's privately purchased vaccine inventory. All instances of borrowing must be properly documented, reported, and replaced.

Reasons for Borrowing/Replacement of a VFC Dose:

- Private vaccine shipment delay (order placed on time, but delay in shipping/receipt)
- Private vaccine not useable on arrival (vials broken, temperature monitor out of range)
- Short-dated private dose was exchanged with VFC stock
- Accidental use of VFC dose for a private patient (human error)
- Replacement of private dose with VFC when insurance plan did not cover vaccine

Reasons for Borrowing/Replacement of a Private Dose:

- VFC vaccine shipment delay (order placed on time, but delay in shipping/receipt)
- VFC vaccine not useable on arrival (vials broken, temperature monitor out of range)
- Short-dated VFC vaccine dose was exchanged with private dose
- Accidental use of a private dose for a VFC-eligible patient (human error)

Borrowing and replacement of seasonal influenza remains the same. Providers may use private-stock seasonal influenza vaccine to vaccinate VFC-eligible children if the VFC seasonal influenza stock is not yet available.

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Those private stock doses used on VFC-eligible children can later be replaced when VFC stock becomes available. This one-directional borrowing exception is unique to seasonal influenza vaccine.

To be considered “fully documented,” the report must contain all of the following elements for every instance of borrowing, either VFC or private vaccine:

- Vaccine type borrowed
- Stock used (VFC or Private)
- Patient name
- Patient date of birth
- Date the dose was administered
- Reason appropriate vaccine stock was not used
- Date dose was returned to appropriate stock

Note: The provider must keep the NCIP Vaccine Borrowing report on site for three years and allow NCIP staff to review it upon request.

Providers using the North Carolina Immunization Registry (NCIR) must contact the NCIP Help Desk at 1-877-873-6247 to correct their VFC vaccine inventory in the NCIR. Private vaccine inventory corrections can be made by the provider’s NCIR Administrator or Inventory Control staff.

If providers have questions or concerns, they should contact their Regional Immunization Nurse Consultant, Regional Immunization Consultant, or the NCIP Help Desk at 1-877-873-6247.

Attachment

Cc: SMT CO Staff Regional Staff Vaccine Manufacturers Elizabeth Hudgins Peter Graber Jason Swartz
 Frank Skwara Desiree Elekwa-Izuakor Terri Pennington Taryn Edwards Gregg Griggs Danny Staley

North Carolina Immunization Program (NCIP) VACCINE BORROWING REPORT

Facility Name: _____

NCIP providers are expected to manage and maintain an adequate inventory of vaccine for both their VFC and non-VFC-eligible patients. **Planned borrowing of VFC vaccine including the use of VFC vaccine as a replacement system for a provider's privately purchased vaccine inventory is not permissible.**

NCIP providers must ensure borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination.

COMPLETE THIS FORM WHEN:

- A dose of VFC vaccine is administered to a non VFC-eligible child
- A dose of privately-purchased vaccine is administered to a VFC-eligible child

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.

Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing VFC Dose	Code	Reason for Borrowing Private Dose	Code
Private vaccine shipment delay (vaccine order placed on time/delay in shipping)	1	VFC 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	VFC 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 VFC vaccine between orders (not due to shipping delays)	10
Short-dated private dose was exchanged with VFC dose	4	Short-dated VFC dose was exchanged with private dose	11
Accidental use of VFC dose for private patient	5	Accidental use of a Private dose for a VFC eligible patient	12
Replacement of Private dose with VFC when insurance plan did not cover vaccine	6	Other – Describe:	13Other
Other – Describe:	7Other		

WHAT TO DO WITH THIS FORM:

- Completed forms must be retained as a NCIP record for three years and made available to the NCIP staff upon request.
- Timely replacement of vaccine to appropriate stock (within 90 days) is required.

North Carolina Immunization Program (NCIP) VACCINE BORROWING REPORT

Date Range of Vaccine Reporting (date of first dose borrowed to date of last dose borrowed): ___/___/___ to ___/___/___

VACCINE BORROWING REPORT TABLE

A Vaccine Type Borrowed	B Stock Used (VFC or Private)	C Patient Name	D Patient DOB (XX/XX/XXXX)	E Date Dose Administered (XX/XX/XXXX)	F Reason Appropriate Vaccine Stock was not Used <small>(Use legend code on page 1 to mark one reason for each dose borrowed)</small>	G Date Dose Returned to Appropriate Stock (XX/XX/XXXX)

I hereby certify, subject to penalty under the False Claims Act (31 U.S.C. § 3730) and other applicable Federal and state law, that VFC vaccine dose borrowing and replacement reported on this form has been accurately reported and conducted in conformance with VFC provisions for such borrowing and further certify that all VFC doses borrowed during the noted time period have been fully reported on this form.

Provider Name:	Provider Signature:	Date:
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