



Iowa HHS Vaccines for Children Program VFC Vaccine Borrowing Report



VFC-enrolled 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.**

VFC-enrolled providers must ensure borrowing VFC vaccine will not prevent a VFC-eligible child from receiving a needed vaccination. Infrequent exchanging between VFC 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.

As soon as the borrowed doses are replaced, the report must be emailed to the Iowa VFC Program at IowaVFC@idph.iowa.gov or faxed to 1-800-831-6292. Completed reports must be retained for a minimum of three years as a VFC program record and made available to the Iowa Department of Public Health Immunization Program upon request.

Complete this report 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 report:

- Enter clinic name, VFC PIN, and clinic contact information on the top of the Borrowing Report
- All columns must be completed for each dose borrowed
- The clinic contact must sign and date the report
- Enter the corresponding reason code in the column “Reason Appropriate Vaccine Stock was not Used” of the Borrowing Report
- Enter details of the appropriate reason if an “other” code is entered in the Borrowing Report

Reason for Vaccine Borrowing Coding Legend

Reason for Borrowing VFC Dose	Code	Reason for Borrowing Private Dose	Code
Private vaccine shipment delay (vaccine order placed in time – delay in shipping)	1	VFC vaccine shipment delay (vaccine order placed in time – delay in shipping)	8
Private vaccine not useable on arrival (temperature monitor out of range)	2	VFC vaccine not useable on arrival (temperature monitor out of range)	9
Ran out of private vaccine between orders (order not placed in time)	3	Ran out of VFC vaccine between orders (order not placed in time)	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 a privately insured patient	5	Accidental use of a private dose for a VFC eligible patient	12
Replacement of private dose with VFC dose when insurance plan did not cover vaccine	6	Other – Describe:	13
Other – Describe:	7		

