

Accidental Borrowing Instructions Revised November 2012

Accidental borrowing is when a dose of VFC vaccine is inadvertently administered to a private-pay patient, or when a private dose is inadvertently administered to a VFC-eligible patient.

1. Track this event each time it occurs using the [Vaccine Borrowing Report](#) form. This form is also available in the VFC Operations Guide. Based on the Initial Action (below), follow the appropriate Corrective Action:

Initial Action:	Corrective Action:
VFC dose inadvertently administered to private-pay patient. Record the VFC dose on the patient's record in IRIS, and select OK when IRIS displays the warning message indicating a public dose was selected for a non-eligible recipient.	Administer a private dose to a VFC-eligible patient.
Private dose inadvertently administered to VFC-eligible patient. Record the private dose on the patient's record in IRIS, and select OK when IRIS displays the warning message indicating a private dose was selected for a VFC-eligible recipient.	Administer a VFC dose to a private-pay patient

2. No other corrective action to your organization's IRIS inventory needs to take place.
3. Complete the [Vaccine Borrowing Report](#) form once the borrowing and payback are completed, and fax the form to the Iowa VFC Program at 1-800-831-6292.

Advance Borrowing

Advance borrowing is intentional and known beforehand that VFC vaccine will be administered to private-pay patients or a private vaccine will be administered to VFC-eligible patients, due to insufficient clinic inventory. The process in IRIS varies based upon whether private vaccine is tracked in IRIS. Refer to the appropriate section below for your organization.

Organizations Tracking Private Inventory in IRIS

If the Organization tracks private inventory in IRIS and is borrowing VFC or private vaccine, follow these steps to document the transaction of borrowing from a VFC or private lot:

1. Contact the VFC Program at 1-800-831-6293 to receive prior approval.
2. Click **Manage Inventory** under Inventory from the menu panel.
3. Click the **Show Inventory** button.
4. A list displaying your organization's inventory will appear. From the inventory list, click the blue hyperlink under the trade name field of the lot from which you are borrowing. The Edit Vaccine Inventory Information page will appear.

5. In the Modify Quantity On Hand section, select Subtract from the Action dropdown menu. Enter the amount (number) of doses being borrowed in the Amount field. Select either Pay back VFC vaccine with private vaccine or Pay back private vaccine with VFC vaccine option, depending on which vaccine inventory is being borrowed from.
6. Click the **Save** button.
7. A message will appear indicating inventory was updated successfully. Click **Cancel** to return to your organization's inventory.
8. Find the lot number of the borrowed vaccine with appropriate VFC status in your inventory, and click the blue hyperlink for the vaccine lot to add the borrowed vaccine. The Edit Vaccine Inventory Information page will appear.
9. In the Modify Quantity On Hand section, select Add from the Action dropdown list. Enter the amount of doses being added in the Amount field. Select either Pay back VFC vaccine with private vaccine or Pay back private vaccine with VFC vaccine, depending on which vaccine inventory is being paid back.
10. Click the **Save** button.
11. A message will appear indicating inventory was updated successfully. Click **Cancel** to return to your organization's inventory.
 - Note:** If the borrowed vaccine lot number is **not** in the organization inventory with appropriate VFC status, the borrowed vaccine will need to be added to the organizations inventory via the **Add Inventory** button. Once the required fields have been completed, the process for borrowing is complete.
12. When borrowed doses are replaced, the Vaccine Borrowing Report form must be faxed to the Iowa VFC Program at 1-800-831-6292.

Organizations that Do Not Track Private Inventory in IRIS

If the organization does not track private inventory in IRIS but need to borrow from a VFC vaccine lot to either administer to a private-pay patient or pay back a VFC lot, follow these steps to document the transaction:

1. Contact the VFC Program at 1-800-831-6293 to receive prior approval.
2. Click **Manage Inventory** under Inventory from menu panel.
3. Click **Show Inventory** button.
4. A list displaying your organization's inventory will appear.
5. Select the blue hyperlink under the trade name field of the lot the vaccine is being borrowed from or paid back to. The Edit Vaccine Inventory Information page will appear.
6. Go to the Modify Quantity On Hand section.
 - a. If the vaccine lo being borrowed from is a VFC lot, select Subtract from the Action dropdown list. Enter the amount of doses being borrowed in the Amount field. Select Pay back private vaccine with VFC vaccine.
 - Note:** If the borrowed vaccine lot number is not in your inventory, add the borrowed vaccine to the organization inventory via the **Add Inventory** button. Be sure to indicate the vaccine is VFC (not private). Once the required fields have been completed, the process for borrowing is complete.
7. Click the **Save** button.

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8. A message will appear indicating the inventory was updated successfully. Click **Cancel** to return to the organization's inventory.
9. When borrowed doses are replaced, the Vaccine Borrowing Report form must be faxed to the Iowa VFC Program at 1-800-831-6292.
10. Record added VFC doses to the appropriate patient records who received the borrowed vaccine.