



# Iowa HHS Vaccines for Children (VFC) Program Vaccine Borrowing Instructions

Email: [IowaVFC@idph.iowa.gov](mailto:IowaVFC@idph.iowa.gov)  
Phone: 800-831-6293 Fax: 800-831-6292



Vaccine borrowing occurs when VFC vaccine is administered to a private-pay patient, or private vaccine is administered to a VFC-eligible patient. All vaccine borrowing must be documented each time it occurs. The documentation process in IRIS is based upon clinic practices and if private vaccine inventory is tracked in IRIS. There are two options to complete borrowing documentation in IRIS. Refer to the appropriate section below.

**Note:** These instructions apply to organizations documenting immunizations directly into IRIS. Organizations submitting immunizations electronically to IRIS may need to contact the VFC Program at 1-800-831-6293 to correctly document borrowed doses.

## Vaccine Borrowing Documentation

### Option 1 - Dose for Dose

1. Based on the Initial Action (below), follow the appropriate Corrective Action.

Initial Action:	Corrective Action:
VFC vaccine dose was administered to a private-pay patient: <ul style="list-style-type: none"> <li>• Record the VFC dose on the patient’s record in IRIS.</li> <li>• Select OK when IRIS displays the warning message indicating a public dose was selected for a non-eligible recipient.</li> </ul>	Administer a private vaccine dose to a VFC-eligible patient.
Private vaccine dose was administered to a VFC-eligible patient: <ul style="list-style-type: none"> <li>• Record the private dose on the patient’s record in IRIS.</li> <li>• Select OK when IRIS displays the warning message indicating a private dose was selected for a VFC-eligible recipient.</li> </ul>	Administer a VFC vaccine dose to a private-pay patient.

2. No other corrective action to the 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.

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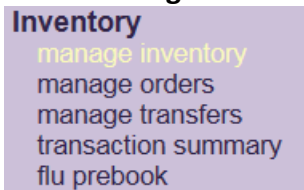
## Option 2 - Adjusting IRIS Inventory

The following process to document vaccine borrowing in IRIS varies based upon whether private vaccine is tracked in IRIS. Refer to the appropriate section below.

### **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 when multiple doses of the same vaccine were borrowed:

1. Select **Manage Inventory** under Inventory from the menu panel.



2. Select the **Show Inventory** button.



3. A list displaying the organization's inventory will appear. From the inventory list, select the blue hyperlink under the trade name field of the lot from which the clinic is borrowing. The Edit Vaccine Inventory Information page will display.

Select	Trade Name	Lot Number	Inv On Hand	Active	VFC	Exp Date
<input type="checkbox"/>	ActHib	UI743AAA	19	Y	Y	01/01/2020
<input type="checkbox"/>	<a href="#">Boostrix</a>	45THGS35	5	Y	Y	01/01/2019
<input type="checkbox"/>	<a href="#">Boostrix</a>	YHUI726	4	Y	Y	01/01/2019

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- 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.

**Modify Quantity On Hand**

Action:

Amount:

Reason:

**Modify Quantity On Hand**

Action:

Amount:

Reason:

- Select the **Save** button.

**Edit Vaccine Inventory Information**

Site: Iowa Training Org

Trade Name:

- A message will appear indicating inventory was updated successfully. Select **Cancel** to return to the organization's inventory.

**Modify Quantity On Hand**

Action:

Amount:

Reason:

**inventory was updated successfully.**

- Find the lot number of the borrowed vaccine with appropriate VFC status in the clinic's inventory, and select the blue hyperlink for the vaccine lot to add the borrowed vaccine. The Edit Vaccine Inventory Information page will display.

<input type="checkbox"/>	<a href="#">ActHib</a>	UI743AAA	10	Y	N	01/01/2020
<input type="checkbox"/>	<a href="#">Adacel</a>	N05076	19	Y	N	01/01/2020

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- 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.

The image shows two screenshots of the 'Modify Quantity On Hand' form. The top screenshot shows the 'Action' dropdown set to 'Add', the 'Amount' field containing '10', and the 'Reason' dropdown set to 'Pay back VFC vaccine with private vaccine'. The bottom screenshot shows the 'Action' dropdown set to 'Add', the 'Amount' field containing '10', and the 'Reason' dropdown set to 'Pay back private vaccine with VFC vaccine'.

- Select the **Save** button.

The image shows a screenshot of the 'Edit Vaccine Inventory Information' form. It displays 'Site: Iowa Training Org' and a 'Trade Name' dropdown menu set to 'ActHib'. There are 'Save' and 'Cancel' buttons on the right side of the form.

- A message will display indicating inventory was updated successfully. Select **Cancel** to return to the organization's inventory.

The image shows a screenshot of the 'Modify Quantity On Hand' form. It displays 'Action' set to 'Add', an empty 'Amount' field, and 'Reason' set to 'New Shipment'.

inventory was updated successfully.

- 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.

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**Add Vaccine Inventory Information**

Site: Iowa Training Org

Trade Name: ActHib

Manufacturer: Sanofi Pasteur Inc.

NDC: 14645-0545-05

ACTHIB INJECTION 5 X 1 DOSE VIAL

Lot Number: UI747AAA

Dose: .5

Expiration Date: 01/01/2019

VFC: Yes

Lot Active: Yes

Quantity on Hand: 10

Save

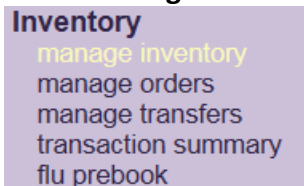
Cancel

11. When borrowed doses are replaced, the [Vaccine Borrowing Report](#) form must be faxed to the Iowa VFC Program at 1-800-831-6292 or emailed to IowaVFC.idph.iowa.gov.

### **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. Select **Manage Inventory** under Inventory from menu panel.



2. Select **Show Inventory** button.



3. A list displaying the organization's inventory will display.

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4. 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 display.

Select	Trade Name	Lot Number	Inv On Hand	Active	VFC	Exp Date
<input type="checkbox"/>	<a href="#">ActHib</a>	UI743AAA	19	Y	Y	01/01/2020
<input type="checkbox"/>	<a href="#">Boostrix</a>	45THGS35	5	Y	Y	01/01/2019
<input type="checkbox"/>	<a href="#">Boostrix</a>	YHUI726	4	Y	Y	01/01/2019

5. Go to the Modify Quantity On Hand section.
  - a. If the vaccine lot 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.

**Modify Quantity On Hand**

Action:

Amount:

Reason:

**Note:** If the borrowed vaccine lot number is not in the clinic's 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.

**Add Vaccine Inventory Information**

Site: Iowa Training Org

Trade Name:

Manufacturer:

NDC:

ACTHIB INJECTION 5 X 1 DOSE VIAL

Lot Number:

Dose:

Expiration Date:

VFC:

Lot Active:

Quantity on Hand:

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6. Select the **Save** button.

**Edit Vaccine Inventory Information**

Site: Iowa Training Org

Trade Name:

7. A message will display indicating the inventory was updated successfully. Select **Cancel** to return to the organization's inventory.

**Modify Quantity On Hand**

Action:

Amount:

Reason:

**inventory was updated successfully.**

8. When borrowed doses are replaced, complete and fax the [Vaccine Borrowing Report](#) form to the Iowa VFC Program at 1-800-831-6292 or email it to [IowaVFC.idph.iowa.gov](mailto:IowaVFC.idph.iowa.gov).
9. Record added VFC doses to the appropriate patient records who received the borrowed vaccine.