

MCIR VIM Tip Sheet #5: Replacing Borrowed Doses

Background

Michigan Vaccines For Children (MI-VFC) providers maintain two inventories:

1. Private pay patients, MI-CHILD, private insurance and the other private purchases
2. VFC-eligible (Uninsured, Underinsured, Medicaid, and Native American/Alaskan native) patients under 19 years of age.

In the rare event it becomes necessary to borrow doses from the VFC inventory to immunize a private pay child, (only reasons accepted are: private stock has been ordered but delayed and they normally stock the vaccine) and doses are borrowed from your VFC/Public inventory, it is necessary to replace them with equivalent doses. This tip sheet describes how to handle this reconciliation process in both your refrigerator/freezer vaccine stock as well as in the MCIR Vaccine Inventory Module (VIM).

The MDCH Vaccines For Children (VFC) Program requires product to product replacement. For example:

- Replace HPV4 with HPV4

If a combination product was borrowed, it should ideally be replaced with the same combination product. If the same product is not available for replacement in this case, then the combination should be replaced with the same antigens that made up the product. For example:

- Replace 1 HepB-Hib dose with both 1 HepB dose and 1 Hib dose
- Replace 1 DTaP-HepB-IPV dose with all of 1 DTaP and 1 HepB and 1 IPV

In this case, additional documentation is required in the comment of the VIM transaction to account for the replacements in the MCIR.

Refrigerator/Freezer Procedure

Borrowed doses

Track any doses that are borrowed by using a Vaccine Borrowing Report on/next to your refrigerator/freezer. Record the following items regarding the borrowed doses:

- Inventory that was borrowed against (VFC/Public)
- Vaccine type
- Expiration date
- Manufacturer (Product)
- Lot number
- NDC code from the box
- Date
- Number of doses borrowed

Replacement doses

The following two events must occur alongside each other when product is replaced:

1. Physically move the replacement product to your other inventory in your refrigerator/freezer. Make a note of the following in regard to the replacement doses:
 - Inventory acting as the replacement (VFC/Public or Private)
 - Vaccine type
 - Expiration date
 - Manufacturer (Product)
 - Lot number
 - NDC code from the box
 - Date
 - Number of doses replaced
 - What vaccine/product this is replacing

2. In MCIR, record the above in the VIM by adding transactions to the borrowed and replacement lots. Refer to the following section of this tip sheet, as well as ***MCIR VIM Tip Sheet #2: Manage Inventory*** to reconcile the replaced and borrowed doses. In the patient's record that was denied insurance payment, eligibility must be changed from private pay to underinsured. This will allow the dose to be counted on both the VFC profile and Doses Administered Reports.

The coordination of these two events will help ensure that your VIM balances properly at the end of the month.

How to record borrowed and replacement doses in the MCIR VIM

Scenario 1: “I gave VFC doses to a private-insured child”

Borrowed doses = VFC/Public	Replacement doses = Private
<p>When these doses are “borrowed” by being administered to private pay patients and then recorded into MCIR, they will automatically cause borrowing against this lot in your VFC/Public inventory. VFC vaccine must be replaced with private stock vaccine if the insurance company reimburses the provider for VFC doses administered.</p>	<ol style="list-style-type: none"> 1. Go to your Private inventory and click on the replacement lot. 2. Add a transaction to this lot. For the Action choose “Transferred Out.” For the Reason choose “Subtract from inventory.” In the comment, indicate “replacing doses borrowed from VFC stock.” 3. Go to your VFC/Public inventory and add the replacement doses in as a new lot. (Or, if the lot already exists in your VFC/Public inventory, add a transaction to the existing lot). For the Action choose “Transferred In.” For the Reason choose “Replaced Borrowed.” In the comment, indicate “replacing doses borrowed from VFC stock.”

Scenario 2: “I gave Private doses to a VFC-eligible child”

Borrowed doses = Private	Replacement doses = VFC/Public
<p>When these doses are “borrowed” by being administered to VFC-eligible children (for example: children with private insurance who, after the vaccine administration date are found to be underinsured) and then recorded into MCIR, they will automatically cause borrowing against this lot in your Private inventory. You may replace these doses.</p>	<ol style="list-style-type: none"> 1. Go to the child’s record and change eligibility from private pay to underinsured. 2. Go to your VFC/Public inventory and click on the replacement lot. 3. Add a transaction to this lot. For the Action choose “Transferred Out.” For the Reason choose “Subtract from inventory.” In the comment, indicate “replacing doses borrowed from Private stock.” 4. Go to your Private inventory and add the replacement doses in as a new lot. (Or, if the lot already exists in your Private inventory, add a transaction to the existing lot). For the Action choose “Transferred In.” For the Reason choose “Replaced Borrowed.” In the comment, indicate “replacing doses borrowed from Private stock” or “replacing doses given to underinsured children”.







