

# Borrowed and Replaced Doses Tip Sheet

## Scenario 1: "I gave VFC doses to a privately-insured person"

**This is a two step process.** Take the vaccine out of the Private inventory and then put it into the VFC inventory:

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| Inv/LWB<br><br>- / n/a<br><br>+ / - | <ol style="list-style-type: none"> <li>1. From the Private Inventory, click on the lot you will use to replace the borrowed dose, add a transaction:                         <ul style="list-style-type: none"> <li>▪ <b>Action</b> = Transferred Out, <b>Reason</b> = Replaced Borrowed</li> <li>▪ <b>Comment should include:</b> <ul style="list-style-type: none"> <li>✓ <b>Date of service (or range)</b></li> <li>✓ <b>MCIR Id's or</b></li> <li>✓ <b>Patient's name or</b></li> <li>✓ <b>Patient's initials and Birthdate (DOB)</b>, example/suggestion = "Doses borrowed from VFC stock for J. Doe, Birthdate (DOB) 1/1/2003, Date of Service (DOS) 1/2/2011" (<b>Copy comment</b> before submitting)</li> </ul> </li> </ul> </li> <li>2. From the VFC/Public Inventory add the replacement doses in as a new lot (or add to existing lot if that lot number already exists in your VFC inventory) under add a transaction:                         <ul style="list-style-type: none"> <li>▪ <b>Action</b> = Transferred In, <b>Reason</b> = Replaced Borrowed</li> <li>▪ <b>Comment</b> = <b>PASTE copied comment.</b></li> </ul> </li> </ol> |
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## Scenario 2: Commonly referred to as "Insurance Rejections"

This is for the person that received Private stock and was subsequently found to be underinsured (via an insurance billing rejection) and therefore the client was eligible for VFC vaccine at the time the dose was given.

**This is a three step process.** Change the eligibility, take the vaccine out of the VFC inventory, and put it into the Private inventory:

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| Inv/LWB<br><br>n/a / +<br><br>- / n/a<br><br>+ / - | <ol style="list-style-type: none"> <li>1. First change the eligibility on the shot in the client's record from private pay to <b>underinsured</b> on each dose in each patient's MCIR record that was refused. (This creates the borrow.)</li> <li>2. In the VFC/Public inventory, click on the lot that you will use to pay back the private dose, then click add a transaction:                         <ul style="list-style-type: none"> <li>▪ <b>Action</b> = Transferred Out, <b>Reason</b> = Replaced Borrowed                                 <ul style="list-style-type: none"> <li>✓ <b>Comment should include Date of service (or range)</b></li> <li>✓ <b>MCIR Id's or</b></li> <li>✓ <b>Patient's name or</b></li> <li>✓ <b>Patient's initials and Birthdate (DOB)</b> example/suggestion = "3 Doses borrowed from VFC stock Date of Service (DOS) range 12/01-12/15/2010 for J. Doe 1/1/2003, B. Bing 1/2/2011, J. Blake 5/5/2005" (<b>Copy comment</b> before submitting)</li> </ul> </li> </ul> </li> <li>3. In the Private inventory add the replacement dose(s) in as a new lot (or add to an existing lot) under add a transaction:                         <ul style="list-style-type: none"> <li>▪ <b>Action</b> = Transferred In, <b>Reason</b> = Replaced Borrowed</li> <li>▪ <b>Comment</b> = <b>PASTE copied comment.</b></li> </ul> </li> </ol> |
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## Scenario 3: "I gave Private doses to a VFC person"

**This is a two step process.** Take the vaccine out of the VFC/Public inventory and put it into the Private inventory:

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| Inv/LWB<br><br>- / n/a<br><br>+ / - | <ol style="list-style-type: none"> <li>1. From the VFC/Public inventory, click on the lot you will use to replace the dose; add a transaction:                         <ul style="list-style-type: none"> <li>▪ <b>Action</b> = Transferred Out, <b>Reason</b> = Replaced Borrowed                                 <ul style="list-style-type: none"> <li>✓ <b>Date of service (or range)</b></li> <li>✓ <b>MCIR Id's or</b></li> <li>✓ <b>Patient's name or</b></li> <li>✓ <b>Patient's initials and Birthdate (DOB)</b> example/suggestion = "Borrowed dose from Private stock for MCIR ID #12345678910" (<b>Copy comment</b> before submitting)</li> </ul> </li> </ul> </li> <li>2. From the Private inventory add the replacement dose in as a new lot (or add to existing lot) under add a transaction:                         <ul style="list-style-type: none"> <li>▪ <b>Action</b> = Transferred In, <b>Reason</b> = Replaced Borrowed</li> <li>▪ <b>Comment</b> = <b>PASTE copied comment.</b></li> </ul> </li> </ol> |
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