

# Guide to Inactivate VFC Provider from VFC Program and MCIR VIM

## VFC Responsibilities to Remove Provider

The following steps should be done by MDCH VFC Staff:

- 1) LHD to have provider complete the following:
  - Using VIM, balance and perform an ending inventory report and send to LHD
    - a) Report any lost doses
    - b) Report any expired doses including a vaccine loss report
    - c) Transfer out to the LHD any remaining doses
  - Return all VFC vaccine to LHD
  - Return temperature logs with vaccine
  - Inactivate all the VFC lots in VIM
  - Remove checks from default and active boxes
- 2) LHD to send an email with notification of reason for and date of termination to Immunization Field Rep and VFC program.
- 3) MDCH VFC Clerk documents in VACMAN date of inactivation.
- 4) If provider is leaving one county and moving to another county, MDCH to inactivate old PIN # and assign a new PIN #, if in VIM, once the “zero out” of inventory has occurred and has been inactivated.
- 5) In CoCASA, VFC program to enter provider site name, after the site name, the previous pin # would be typed in parenthesis.
- 6) MDCH VFC will inactivate VFC pin in MCIR once an email is received from LHD indicating inventory is zero and lots have been inactivated in MCIR VIM and the checks have been removed from the default and active boxes.

## MCIR Responsibilities to Inactivate Provider

The following steps should be done by MCIR staff:

- 1) **MCIR Regional Staff will work with provider to inactivate VFC and Private Inventories.**
- 2) **Once excess vaccine is transferred out of the provider’s inventory and balance is zeroed out, the lot will need to be inactivated.**
- 3) **Provider will need to complete an Ending Inventory Report.**
- 4) **MCIR Regional Staff will uncheck Active and Default boxes.**
- 3) **MCIR Regional Staff monitor to assure private data entry continues.**

Reminder: Michigan VFC Program must be notified of any provider who no longer wants to participate in the program, for whatever reason.