

MCIR VIM Reference Guide: 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

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
 - Name and Date of Birth of patient or MCIR ID
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 reference guide, as well as ***MCIR VIM Manage Inventory Reference Guide*** 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 person”

Borrowed doses = VFC/Public	Replacement doses = Private
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. Note: If the insurance company reimburses the provider for VFC doses administered, VFC vaccine must be replaced with private stock vaccine.	<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 “Replaced Borrowed.” In the comment, indicate “Name and Date of Birth or MCIR ID.” 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 “Name and Date of Birth or MCIR ID”

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

Borrowed doses = Private	Replacement doses = VFC/Public
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.	<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 “Replaced Borrowed.” In the comment, indicate “Name and Date of Birth or MCIR ID ” 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 “Name and Date of Birth or MCIR ID”.

Replacing Borrowed Doses in MCIR

I gave a private dose of DTaP Infanrix lot # 1234123 to a VFC-eligible child (Patient Test, DOB 01/01/2009).

I recorded it in MCIR.

- This caused a “borrowed” transaction. I can see it by clicking in MCIR:

- [Manage Inventory](#) link
- Choose **Private Inventory**
- Click on DTaP Infanrix lot # 1234123
- It shows up in the LWB (Lost Wasted Borrowed) column

The borrowed dose must be replaced with VFC once VFC stock is available.

Viewing the borrowed dose in MCIR

Lot Transactions - Private [Print Help](#) [Home](#) [Exit](#)

[Person](#) [Rem/Rcl](#) [Sch/CC](#) [VIM](#) [Imp/Exp](#) [VFC](#) [My Site](#) [Admin](#) [Reports](#) [Other](#)

[Manage Inv](#) [Inv Hist](#) [Vacs Admin](#)

[Manage Inventory](#)

Lot Information					
Vaccine	DTaP (pediatric)	Expires	03/03/2013	Volume/Dose:	0.5
Mfr (Product)	Glaxo (INFANRIX)	Lot #	1234123	On Hand:	9
NDC	58160-840-46	Presentation	SYR (5)	Lot Status	Active
				Default	No
Date Created	03/12/2012	Created By	dennya0628		
		Make Lot Default	Inactivate Lot		

Date	Transaction Log	Qty	LWB	Comments
Add New Transaction				
03/12/2012	Current Balance	9	1	
<u>03/10/2012</u>	VFC Administered Dose: VFC Medicaid Dose	-1	1	Patient Test (01/01/2009)
03/02/2012	Balance Forward	10	0	

Go to the fridge and look at the VFC/Public Inventory.

- Identify the replacement lot dose
- Move the replacement lot dose over to the Private Inventory in the fridge

Login to MCIR.

1. Click Manage Inventory link
2. Choose **VFC/Public Inventory**
3. Click on the replacement lot (in this example it is DTaP Infanrix lot # 9876987)
 - Click Add New Transaction
 - Enter the **Date** and number of **Doses** to be moved
 - Action = **TRANSFERRED OUT**
Reason = **REPLACED BORROWED**
 - Enter Comment: **Required either name and date of birth or MCIR ID of person**
 - Click **Submit**

Moving the replacement lot dose out of the VFC/Public side of MCIR

Add Vaccine Lot Transaction - [Print Help](#)
[Home](#) [Exit](#)

VFC/Public

[Person](#) [Rem/Rcl](#) [Sch/CC](#) [VIM](#) [Imp/Exp](#) [VFC](#) [My Site](#) [Admin](#) [Reports](#) [Other](#)
[Manage Inv](#) [Inv Hist](#) [Vacs Admin](#)

[Lot Details](#)

Lot Information					
Vaccine	DTaP (pediatric)	Expires	04/04/2014	Volume/Dose:	0.5
Mfr (Product)	Glaxo (INFANRIX)	Lot #	9876987	On Hand:	15
NDC	58160-810-11	Presentation	VIAL (10)		

Transaction Detail					
Date*	03/12/2012	Doses*	1		
Action*	Transferred Out	Reason*	Replaced Borrowed		
Inventory Effect:	<input checked="" type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A	LWB Effect:	<input checked="" type="radio"/> Subtract <input type="radio"/> Add <input type="radio"/> N/A		
Comment*	Replacing dose borrowed from Private Inventory for Patient Test (01/01/2009)				
Created By:		Date:	03/12/2012		

4. Click the Manage Inventory link

5. Choose **Private Inventory**

Add the replacement lot dose (in this example it is DTaP Infanrix lot # 9876987) **to the Private Inventory.**

6. Does the lot already exist in the Private Inventory?

- If so, click on the lot and click Add New Transaction

7. If not, click Add New Lot

- Enter the vaccine type, expiration date, manufacturer, lot number and NDC code for the replacement lot.
- Enter the **Date** and number of **Doses** being replaced
- Action = **TRANSFERRED IN**
Reason = **REPLACED BORROWED**
- Enter Comment: **Required either name and date of birth or MCIR ID of person**
- Click **Submit**

Adding the replacement lot dose to the Private side of MCIR

Add Vaccine Lot - Private [Print Help](#)
[Home](#) [Exit](#)

[Person](#) [Rem/Rcl](#) [Sch/CC](#) [VIM](#) [Imp/Exp](#) [VFC](#) [My Site](#) [Admin](#) [Reports](#) [Other](#)

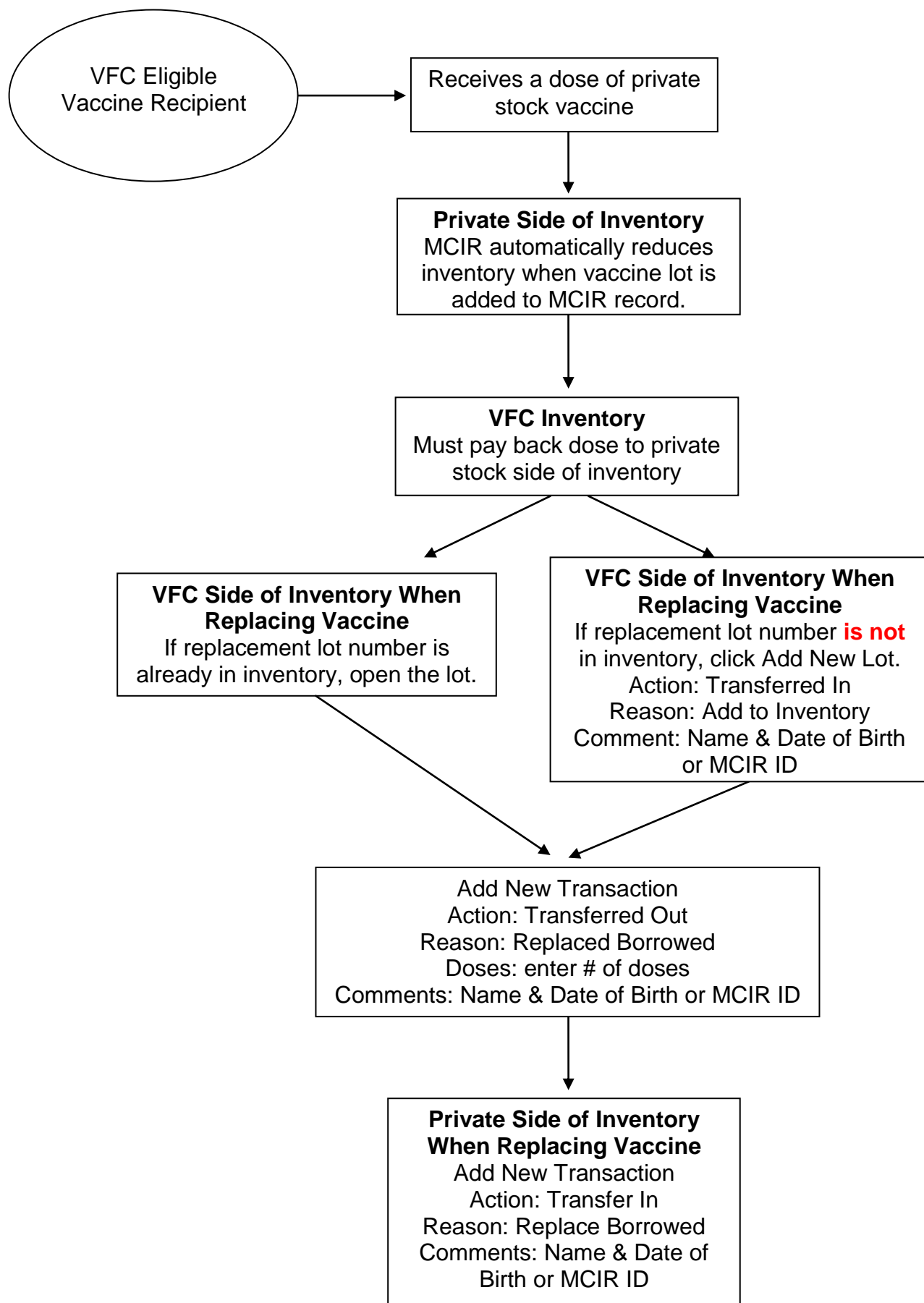
[Manage Inv](#) [Inv Hist](#) [Vacs Admin](#)

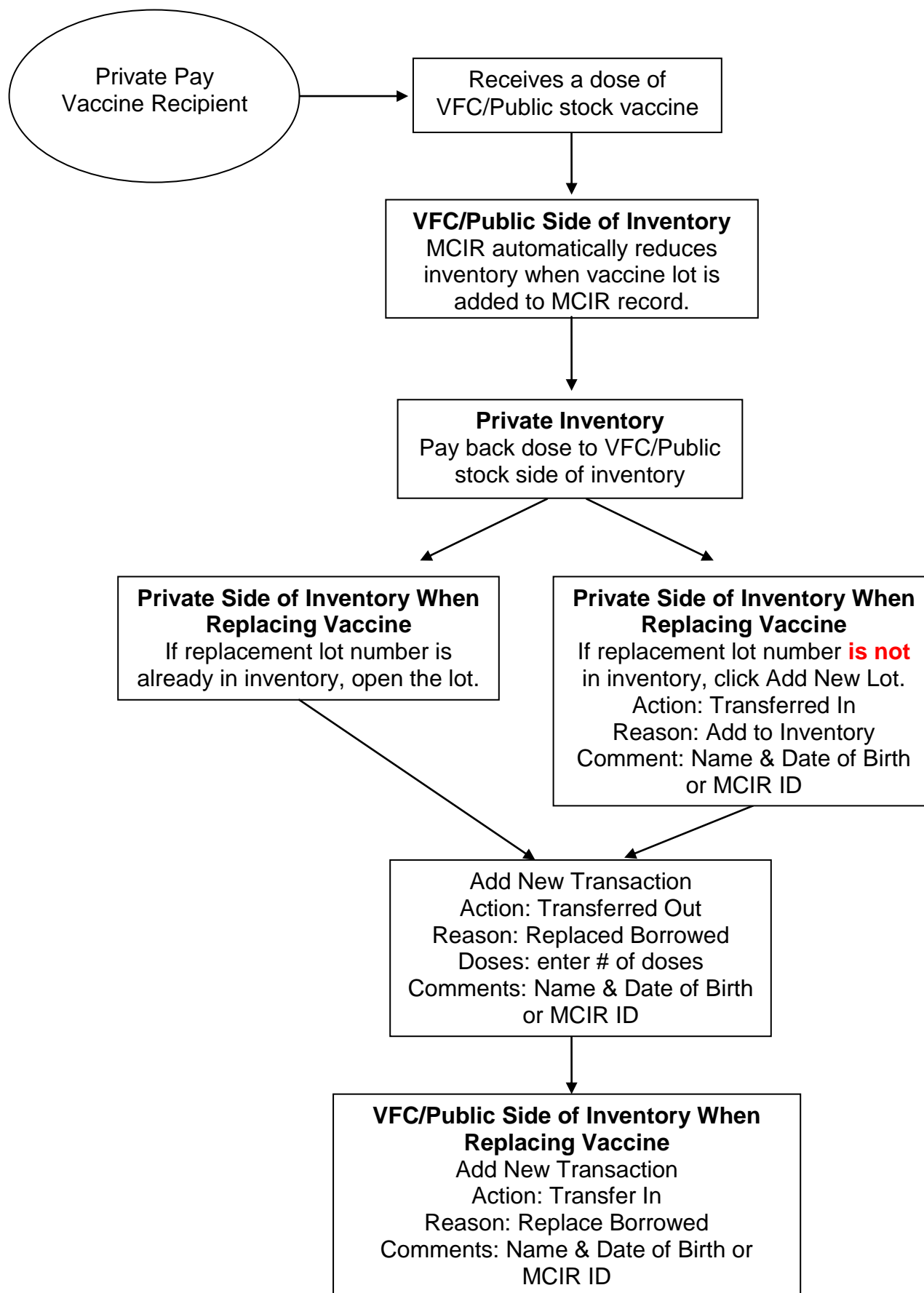
Lot Information

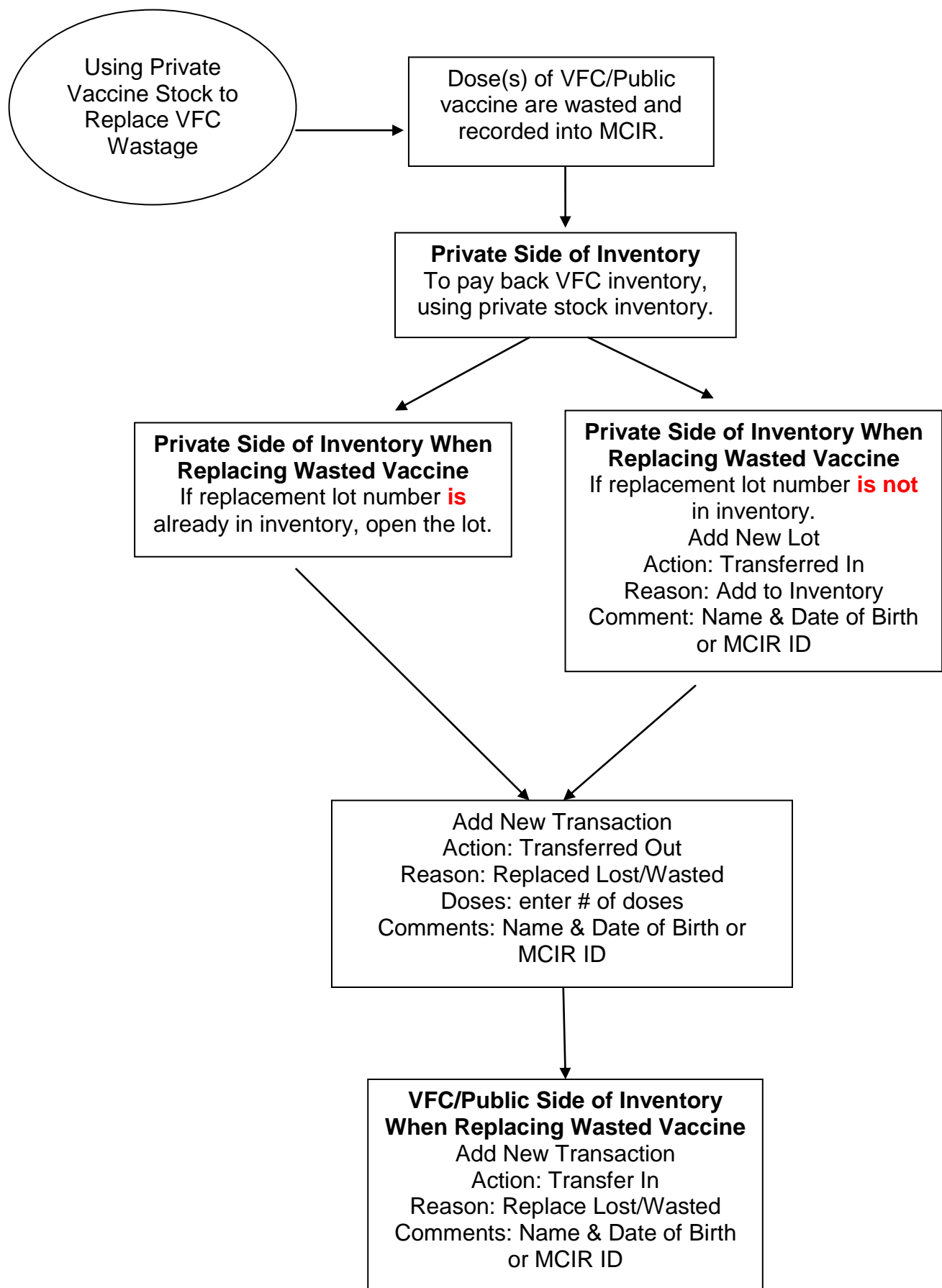
Vaccine* Expires* Volume/Dose: 0.5
Mfr (Product)* Lot #* On Hand: 0
NDC* Presentation VIAL (10)

Transaction Detail

Date* Doses*
Action* Reason*
Inventory Effect: ☐ Subtract ☒ Add ☐ N/A LWB Effect: ☐ Subtract ☒ Add ☐ N/A
Comment*
Created By: _____ Date: 03/12/2012







VACCINE BORROWING REPORT

VFC-enrolled providers are expected to maintain an adequate inventory of vaccine for their non-VFC-eligible patients. Borrowing should only occur when there is lack of private-stock vaccine due to unexpected circumstances such as delay in private vaccine shipment, vaccine spoiled in-transit. The reason cannot be provider planned to borrow from VFC stock and then repay later.

Clinic/Provider Name _____ Contact Person _____
VFC PIN Number _____ Contact's Phone _____

Inventory Borrowed Against VFC or Private	Vaccine Type	Expiration Date	Manuf (Product)	Lot Number	NDC Code from Box	Date	Number of Doses Borrowed	Comments: Name & Date of Birth or MCIR ID

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:

Inv/LWB	1. From the Private Inventory, click on the lot you will use to replace the borrowed dose, add a transaction:
- / n/a	<ul style="list-style-type: none"> ▪ Action = Transferred Out, Reason = Replaced Borrowed ▪ Comment should include: <ul style="list-style-type: none"> ✓ MCIR Id's or ✓ Patient's name and Birthdate (DOB), example/suggestion = "Doses borrowed from VFC stock for J. Doe, Birthdate (DOB) 1/1/2003" (Copy comment before submitting)
+ / -	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"> ▪ Action = Transferred In, Reason = Replaced Borrowed ▪ Comment = PASTE copied comment.

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:

Inv/LWB	1. First change the eligibility on the shot in the client's record from private pay to underinsured on each dose in each patient's MCIR record that was refused. (This creates the borrow.)
n/a / +	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"> ▪ Action = Transferred Out, Reason = Replaced Borrowed <ul style="list-style-type: none"> ✓ MCIR Id's or ✓ Patient's name and Birthdate (DOB) example/suggestion = "3 Doses borrowed from VFC stock for J. Doe 1/1/2003, B. Bing 1/2/2011, J. Blake 5/5/2005" (Copy comment before submitting)
- / n/a	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"> ▪ Action = Transferred In, Reason = Replaced Borrowed ▪ Comment = PASTE copied comment.
+ / -	

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:

Inv/LWB	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"> ▪ Action = Transferred Out, Reason = Replaced Borrowed <ul style="list-style-type: none"> ✓ MCIR Id's or ✓ Patient's name and Birthdate (DOB) example/suggestion = "Borrowed dose from Private stock for MCIR ID #12345678910" (Copy comment before submitting)
- / n/a	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"> ▪ Action = Transferred In, Reason = Replaced Borrowed ▪ Comment = PASTE copied comment.
+ / -	