

Facility Name:

Pin #:

TVFC VACCINE BORROWING REPORT

All TVFC providers are expected to manage and maintain an adequate inventory of vaccine for both their TVFC and non-TVFC-eligible patients. Vaccine supplied by the TVFC Program cannot be provided to a non-TVFC-eligible patient. **Planned borrowing of TVFC vaccine including the use of TVFC vaccine as a replacement system for a provider's privately purchased vaccine inventory is not permissible.** Undocumented borrowing and administering of TVFC vaccines to a non-TVFC patient is considered fraud.

TVFC providers cannot use TVFC vaccine as a replacement system for filling the vaccine needs of a non-TVFC privately insured patient. If a TVFC dose(s) is accidentally administered to a non-TVFC-eligible patient, the provider must complete the TVFC Borrowing Report and replace the vaccine immediately.

COMPLETE THIS FORM WHEN:

- A dose of TVFC vaccine is administered to a non TVFC-eligible child.
- A dose of privately-purchased vaccine is administered to a TVFC-eligible child.

HOW TO COMPLETE THIS FORM:

- Enter information on each dose of vaccine borrowed in a separate row in the Vaccine Borrowing Report Table.
- All columns must be completed for each dose borrowed.
- The provider must sign and date at the bottom of this report.
- Enter the corresponding reason code in column F of the Borrowing Report Table on page 2.
- Enter details of reason in Column F if an Other code (7 Other or 13 Other) is entered in the Vaccine Borrowing Reportable.

Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing TVFC Dose	Code	Reason for Borrowing Private Dose	Code
Private vaccine shipment delay (vaccine order placed on time / delay in shipping)	1	TVFC vaccine shipment delay (order placed on time / delay in shipping)	8
Private vaccine not useable on arrival (vials broken, temperature monitor out of range)	2	TVFC vaccine not useable on arrival (vials broken, temperature monitor out of range)	9
Ran out of private vaccine between orders (not due to shipping delays)	3	Ran out of TVFC vaccine between orders (not due to shipping delays)	10
Short-dated private dose was exchanged with TVFC dose	4	Short-dated TVFC dose was exchanged with private dose	11
Accidental use of TVFC dose for a private patient	5	Accidental use of a Private dose for a TVFC-eligible patient	12
Replacement of Private dose with TVFC when insurance plan did not cover vaccine	6	Other – Describe:	13 Other
Other – Describe:	7 Other		

WHAT TO DO WITH THIS FORM:

- The Vaccine Borrowing Form must be kept as part of the TVFC Program records for a minimum five years and be made easily available.

