

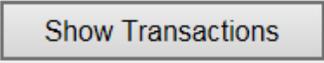
Oregon VFC Vaccine Inventory Management & Accountability (...plus a lot of info on borrowing...)

Key Takeaways:

- Put locally owned and state-supplied vaccine into ALERT
- VFC vaccine comes in as an order transfer, no need to manually add it
- “Borrowing” in ALERT can be the result of incorrect coding; to correct this mistake, just fix the code (in EHR and ALERT)
- True borrowing has to be paid back (move vaccine in fridge and pay back in ALERT inventory); see reverse for directions
- Accountability relates to doses deducting from inventory
 - If you have a lot of manual adjustments, you are going to have lower accountability.

How to check on borrowing in ALERT IIS:

1. Run an **Ad Hoc List report** and include the item “Borrowed Inventory” in the “What items would you like to display on the report?” section, **or**
2. Run the **Show Transactions Report** to see any borrowing that has been tracked in ALERT. Go to **Manage Inventory** menu item, then click the “Show

Transactions” button: 

Enter dates in the Date Entered [From/To] fields and click View.

This is how borrowing and regular, non-borrowed immunizations that deducted from inventory show up in the report:

Vaccine Transactions for Organization: Amjen Medical Clinic - AL9999 - P10002							Record Count: 3
Site Name	Trans Date	Lot \ Funding Source \ Trade Name	Type	Qty	Patient Name	DOB	
Amjen Medical Clinic	12/05/2017	U5058AD \ State \ Menactra	Immunize	-1	BROWN, LYDIA	01/27/2007	
Amjen Medical Clinic	12/05/2017	2729X \ State \ Boostrix	Borrowed	-1	BROWN, LYDIA	01/27/2007	
Amjen Medical Clinic	12/05/2017	1224578 \ State \ Fluzone	Immunize	-1	BROWN, LYDIA	01/27/2007	

In this example, the patient was coded differently for the Boostrix than the other vaccines. You can tell because all vaccines are “State” funding source, but the Boostrix transaction shows “Borrowed -1” instead of “Immunize -1.”

In the Ad Hoc report, these rows would show Borrowed Inventory: No, Yes, No.



Paying Back Borrowed Doses in ALERT IIS

If you truly did borrow from locally owned for a VFC-eligible patient or gave VFC flu vaccine to an insured child or an adult, you have to pay the borrow back in ALERT as well move doses in your fridge or freezer.

These are the steps to pay back borrowed vaccine:

- 1) Add the new vaccine to ALERT IIS inventory** (remember, your VFC order comes in as an Order Transfer; for locally owned vaccine, use the Add Inventory button).
- 2) Take out the doses that were borrowed:** Go to the Show Inventory screen, click on the trade name of the vaccine you are going to use to pay back; scroll to the bottom of the screen to subtract the borrowed dose(s) for the reason **“Borrowed Out”**.
- 3) Now pay back the original stock that was borrowed from:** Click on the **Add New** button and create an inventory lot with the same lot number, but with the opposite funding source that you are using to pay back. Add however many doses you need to pay back the original amount borrowed. *If you already have the same lot number in that inventory funding source, add doses to it using the reason “Borrowed In.”*

ALERT Transactions show vaccine subtracted using “Borrowed Out” & paid back (done using the “Add New” inventory button):

Vaccine Transactions for Organization: AMJEN MEDICAL GROUP - AL9999 - P99999					
Site Name	Trans Date	Lot \ Funding Source \ Trade Name	Type	Qty	
AMJEN MEDICAL GROUP	10/30/2019	M929N \ State \ FluLaval Quad PF 0.5mL	BORROWEDOUT	-2	
AMJEN MEDICAL GROUP	10/30/2019	M929N \ Private \ FluLaval Quad PF 0.5mL	REC	2	

ALERT Inventory now has the same lot in State and Private funding sources:

FluLaval Quad PF 0.5mL	State	M929N	10X1 SYRINGES 2019-20	19515-0906-52	73	Y	06/30/2020
FluLaval Quad PF 0.5mL	Private	M929N	10X1 SYRINGES 2019-20	19515-0906-52	2	Y	06/30/2020

.....
NOTE: if you create a borrowing transaction by mistake because of the wrong eligibility code, you should correct the eligibility code in the patient record in ALERT and your EHR and write that this was not “true borrowing” on the transactions or Ad Hoc report printout. Keep this with your paper borrowing log to show at a site visit.