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## Maine Immunization Program Statement of Policy

Title of Policy: Policy on Vaccine Replacement

Policy Number: M5 - 12

Effective Date: January 1, 2014

**Purpose:** To explain the process of vaccine replacement when Vaccines For Children (VFC) provided vaccine is used for an ineligible patient.

With proper screening for all patients receiving VFC vaccine at every visit, there should be no instances in which an ineligible patient receives VFC vaccine. However, the Maine Immunization Program (MIP) is aware that there are rare instances in which adults inadvertently receive VFC purchased vaccine. When this occurs, providers must replenish the VFC stock on a dose per dose basis. Monetary reimbursement to the program is not allowed. When replacing vaccine used for an ineligible patient, the provider shall follow the MIP policy on borrowing, which is as follows:

At the discretion of the MIP, borrowing between the two inventories of vaccines may occur but must be a rare occurrence. Please note: for seasonal influenza vaccine, providers may use private stock seasonal influenza vaccine to vaccinate VFC eligible children if VFC seasonal influenza stock is not yet available. Those private stock doses used on VFC eligible children can later be replaced when VFC stock becomes available. This one-directional borrowing exception is unique to seasonal influenza vaccine. For all other vaccines, limited borrowing may occur bi-directionally.

When borrowing vaccine:

1. The provider must document why the vaccine was borrowed and must document the date the vaccine was replaced and that the inventory was made whole.
2. VFC vaccine cannot be used as a replacement system for a provider's privately purchased vaccine inventory. Borrowing between the two vaccine inventories must be a rare, unplanned occurrence. Borrowing can occur only when there is lack of private-stock vaccine due to unexpected circumstances such as delayed vaccine shipment, vaccine spoilage, in-transit to provider, or new staff that calculated ordering time incorrectly.
3. Two-way borrowing can be used by a VFC-enrolled provider with a patient population that is mostly VFC-eligible and has only a small number of privately insured children in order to prevent loss of privately purchased vaccine due to expiring vaccine. Privately purchased vaccine that is short dated may be "borrowed" and administered to a VFC-eligible child and the borrowed dose replaced with a longer-dated VFC dose. This borrowing may occur to prevent vaccine loss due to the vaccine reaching the expiration date. Please remember that this type of "borrowing" must be documented on the VFC borrowing report.
4. Every time a VFC vaccine is borrowed, the provider must complete the VFC Vaccine Borrowing Report. Once the borrowed VFC vaccine is replaced with private stock vaccine, that date should be entered on the form and the completed form saved and submitted with a copy of the invoice to the Maine Immunization for review. Providers will keep the completed reports in a file for review during VFC Site Visits.
5. The Maine Immunization Program will follow-up with providers who have multiple episodes of vaccine borrowing in a single year (the exception is for providers who are borrowing short-dated vaccine to prevent loss of vaccine), and the follow-up will include an assessment of the immunization delivery system within the practice or VFC program to determine if changes must be implemented to eliminate the need for frequent borrowing of vaccine.