

Borrowing and Returning Vaccine

Getting Started

When borrowing and returning vaccine doses between public and private vaccine supply in the NDIIS, an administered dose needs to be entered into the patient's immunization record. The system will keep a running total of the number of doses of public vaccine administered to *Not Eligible* patients and the number of doses of private vaccine administered to *VFC or Other State Eligible* patients as the provider site's borrow and return activity.

- ⇒ All borrow and return activity must be tracked using the NDHHS Immunization unit Vaccines For Children (VFC) program [Borrow/Return Report form](#).
- ⇒ Any borrowed doses of public vaccine must be returned within 4 weeks or vaccine orders may be held.
- ⇒ Publicly funded influenza vaccine cannot be borrowed for *Not Eligible* pediatric or adult patients.
- ⇒ The *Other State Eligible* VFC eligibility status should be used when:
 - ◆ public hepatitis B vaccine is administered to insured newborns at enrolled birthing hospitals
 - ◆ available publicly funded vaccines are administered to uninsured or underinsured adults 19 and older as part of the Vaccines For Adults (VFA) program

Please reference the [VFC-VFA program Vaccine Coverage Table](#) for questions on all vaccines covered through the public vaccine programs in North Dakota.

Entering a Borrowed Dose

- 1.) From the **Patient** drop-down on the Main Menu, click **Management**
 - 2.) Search for the record of the patient who received the borrow/return dose
 - ◆ For more detailed instructions on searching for patient records, see the NDIIS tip sheet for [Looking Up Immunization Records](#).
 - 3.) On the patient *Immunization* page, click the **Add Immunization** button
 - ◆ For more detailed instructions on entering immunizations in patient records, see the NDIIS tip sheet for [Entering Immunizations](#).
 - 4.) Enter all required dose information, making sure the dose is marked as administered (meaning the *Historical* toggle is turned off).
- ⇒ If borrowing from public supply:
- ◆ select **Public** from the **Funding Source** drop-down
 - ◆ select **Not Eligible** from the **VFC** drop-down

The screenshot shows the 'Add New Immunization' form. At the top left are 'SAVE' and 'CANCEL' buttons. Below them is a 'Historical' toggle switch, which is currently turned off. The form contains several input fields and dropdown menus:

- Provider*: 7007 - NDIIS Test Provider
- Dose Volume: 0.5
- Dose Date*: 02/01/2025
- Volume Unit: mL
- Vaccine Type*: HBV Pediatric
- Administration Route*: Intramuscular
- Lot*: TEST1234
- Administration Site*: Left Arm
- Funding Source*: Public (highlighted with a red box)
- VFC*: Not Eligible (privately insured) (highlighted with a red box)
- Expiration Date*: 12/31/2025
- Reaction*: None
- Manufacturer*: Merck and Co., Inc.
- Invalid Dose:

Please Confirm

You are about to add a dose of state supplied vaccine to a patient that you have indicated as not eligible for VFC vaccine. If this dose is added, a dose of private vaccine must be returned to the state supply. Add this dose anyway?

⇒ If borrowing from private supply:

- ◆ select **Private** from the **Funding Source** drop-down
- ◆ select **American Indian, Medicaid, No Insurance, Underinsured, or Other State Eligible** from the **VFC** drop-down

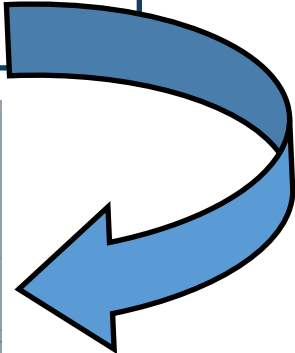
Add New Immunization

Historical

Provider* 7007 - NDHIS Test Provider	Dose Volume 0.5
Dose Date* 02/01/2025	Volume Unit mL
Vaccine Type* HBV Pediatric	Administration Route* Intramuscular
Lot* TEST1234	Administration Site* Left Arm
Funding Source* Private	VFC* Medicaid
Expiration Date* 12/31/2025	Reaction* None
Manufacturer* Merck and Co., Inc.	<input type="checkbox"/> Invalid Dose

Please Confirm

You are about to add a dose of private vaccine to a patient that you have indicated as VFC or Other State eligible. If this dose is added, a dose of state-supplied vaccine must be returned to the private supply. Add this dose anyway?



Entering a Return Dose:

5.) Repeat step 4:

- ⇒ If a dose of public vaccine was borrowed, a return dose of the same vaccine type must be entered with:
 - ◆ **Private** funding source and **American Indian, Medicaid, No Insurance, Underinsured, or Other State Eligible** VFC eligibility status
- ⇒ If a dose of private vaccine was borrowed, a return dose of the same vaccine type must be entered with:
 - ◆ **Public** funding source and **Not Eligible** VFC eligibility status

Note: Providers whose electronic health record (EHR) system is connected to the NDIIS should contact the NDIIS or VFC-VFA program to ensure borrow/return doses are documented in the EHR so that the patient is billed appropriately and are documented in the NDIIS so the borrow-return is a correctly accounted for.

There are two reports available in the NDIIS to help providers track and manage all borrow-return activity. NDIIS users with Standard or Provider Admin level access are able to run both reports from the **Provider Inventory** category under the **Reports** drop-down on the Main Menu.

Borrow and Return Lots - Balance report

- ◆ Shows the total doses owed to public and private supply based on borrow-return doses entered into NDIIS patient records by the provider.

Borrow and Return Lots - Detailed report

- ◆ Lists all patients with a borrow-return dose counted in the provider's balance.