

Oregon Vaccines for Children Borrowing Report

Directions for use of borrowing report:

When a provider has borrowed a vaccine from VFC stock to administer to a patient not eligible for VFC, or vice versa, the borrowing form must be **COMPLETELY FILLED OUT** for *each* borrowing occurrence with *each* vaccine listed on a separate row of the form. These borrowing reports must be kept as part of the VFC program records for 3-years and be made available to the VFC staff during the VFC Site Visit or upon request by the Oregon Immunization Program.

For *each* borrowed vaccine a patient receives, all of the following must be documented:

- **Vaccine name**
- **Patient's name OR unique patient ID**
- **Private or VFC stock borrowed**
- **Patient's date of birth**
- **Date vaccine borrowed**
- **Reason vaccine borrowed:**
 1. Private stock order delayed
 2. Private stock non-viable on arrival
 3. VFC order delayed
 4. VFC order non-viable on arrival
 5. New staff responsible for vaccine orders
 6. Specific national vaccine shortage (specify)
 7. Unanticipated increase in demand
 8. Other (specify)
- **Date vaccine paid back to either VFC or Private stock**
- **Provider signature certifying accuracy and compliance with VFC requirements (one certifying signature per report)**

