



# How do I document borrowed vaccine?

# Things You Should Know

## Transferring vs. Borrowing

- **Transferring** vaccine means moving vaccine from one clinic to another.
  - You may transfer between different clinics run by the same provider or between providers.
  - You cannot transfer to a provider through CT WiZ until it has been set up in CT WiZ for both providers to order vaccines through CT WiZ.
- **Borrowing** means using private vaccine to vaccinate an VFC eligible child or using VFC vaccine to vaccinate a non-VFC eligible child.

**You must have your private inventory entered into CT WiZ to borrow.**

# Transferring Vaccine

In this unit you will learn to:

- Borrow vaccine using 1 of 2 methods
  - Return borrowed vaccine
- 
- Vaccine will appear in a new window.
  - **Make sure your internet browser is not blocking pop-ups!**

# Things You Should Know

This slide set will demonstrate borrowing using the following example.

- A child who is not CVP eligible is coming in to your clinic for an HPV vaccine.
- You have run out of private HPV vaccine but you have HPV vaccine funded by CVP.
- You borrow the CVP vaccine to immunize the child, then replenish the CVP supply with a dose from private inventory.



# Borrowing Vaccine



# Borrowing Method 1

When the need to borrow is identified during the vaccination process

# Borrowing Vaccine - Method 1

Secure | ctwiz-training.dph.ct.gov/ctwiz\_training/WebCode/Immunizations/Administer.aspx

DPH TRAINING 3, DPH TRAINING 3 PATIENT SEARCH

APPLE, SALLY ID: 855429 DOB: 08/15/2007 AGE: 11Y 0M 0D GENDER

## Immunizations [Learn More](#)

### Administer

Vaccination Time: 01:47 PM (HH:MM A/P)

Administered By: \*

Vaccine/Vaccine: GIERLA1, KIMBERLY (--)

HPV9 GIERLA1, KIMBERLY (--)

Did not Admin ☒ Delete ☐

VFC: Not VFC Eligible

Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand \*

(I) MSD | J5646 | 10/20/20 | VFC | 4546 | 00006-4119-03 | GARDASIL 9 (0.5 ML X 10 V

Body Site \* Route \* Dosage

OK

ctwiz-training.dph.ct.gov says

You have selected a vaccine with a funding source marked as VFC. However this funding source is not appropriate per the patient's eligibility status of Not VFC Eligible. If this is what actually was administered then press OK to continue, otherwise press Cancel to change the information before proceeding.

Conflicting Vaccine:

HPV9

If you attempt to administer a vaccine from a funding source that doesn't match the patient's eligibility status, the following pop up message will appear.

If you wish to borrow, click OK.

The option to borrow a vaccine will appear in CT WiZ if the vaccine you are about to administer isn't in your inventory location.

# Borrowing Vaccine - Method 1

APPLE, SALLY ID: 855429 DOB: 08/15/2007 AGE: 11Y 0M 0D GENDER: F

Immunizations [Learn More](#)

Cancel

Update

2

## Administer

Vaccination Time

01:47 PM (HH:MM A/P)

Administered By \*

VaccineVaccine GIERLA1, KIMBERLY (--)

HPV9 GIERLA1, KIMBERLY (--)

Mfg | Lot | Exp Date (MM/DD/YY) | Funding Src | Inv Loc | NDC | Brand \*

(I) MSD | J5646 | 10/20/20 | VFC | 4546 | 00006-4119-03 | GARDASIL 9 (0.5 ML X 10 V)

Did not Admin ☐

Delete ☐

Body Site \*

LD

Route \*

INTRAMUSCULAR

Dosage

0.50

VFC:Not VFC Eligible

Borrowed Reason

Comment

1

ACCIDENTAL USE OF A PRIVATE DOSE FOR A VFC ELIGIBLE PATIENT  
ACCIDENTAL USE OF VFC DOSE FOR A PRIVATE PATIENT  
OTHER  
PRIVATE VACCINE NOT USABLE ON ARRIVAL (VIALS BROKEN, TEMPERATURE MONITOR OUT OF RANGE)  
PRIVATE VACCINE SHIPMENT DELAY (VACCINE ORDER PLACED ON TIME/DELAY IN SHIPPING)  
RAN OUT OF PRIVATE VACCINE BETWEEN ORDERS (NOT DUE TO SHIPPING DELAYS)  
RAN OUT OF VFC VACCINE BETWEEN ORDERS (NOT DUE TO SHIPPING DELAYS)  
REPLACEMENT OF PRIVATE DOSE WITH VFC WHEN INSURANCE PLAN DID NOT COVER VACCINE  
SHORT-DATED PRIVATE DOSE WAS EXCHANGED WITH VFC DOSE  
SHORT-DATED VFC DOSE WAS EXCHANGED WITH PRIVATE DOSE  
VFC VACCINE NOT USEABLE ON ARRIVAL (VIALS BROKEN, TEMPERATURE MONITOR OUT OF RANGE)  
VFC VACCINE SHIPMENT DELAY (ORDER PLACED ON TIME/DELAY IN SHIPPING)

1. Choose the Borrowed Reason from the drop-down box.
2. Click Update.






# Borrowing Method 2

If you know ahead of time that you will need to borrow

# Navigating to Vaccines On-Hand

1. Click on Inventory
2. Click on Vaccines
3. Click on On-Hand

CT WIZ WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, ... PATIENT SEARCH

  
Connecticut  
Immunization Information System

Home  
Patients  
Immunizations  
Inventory **1**  
Vaccines **2**  
On-Hand **3**  
Reconciliation  
Vaccine Orders  
Vaccine Returns  
Vaccine Shipments  
Locations  
Clinic Tools  
Reports


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### Default Provider/Clinic


Provider \*  
WE LOVE KIDS PEDIATRICS CT

Clinic \*  
WE LOVE KIDS PEDIATRICS SOUTH

### News

 There are currently no news items available.

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# Borrowing Vaccine - Method 2

Vaccine Inventory On-Hand [Learn More](#)

Links ▾

Add New Inventory

## On-Hand Inventory

⚠ There are 3 Pending Inventory Transfers.

Inventory Location

(ALL) ▾

Status

ON-HAND ▾

Vaccine

(ALL) ▾

Funding Source

(ALL) ▾

Vaccine (Brand)

Mfg

NDC

Lot No

Exp Date

Funding Source

Doses On-Hand

Expiring Soon

HPV

Q

Q

Q

Q

Q

Q

Clear Filters

REFRIGERATOR - 7777

HPV9 (Gardasil 9 (0.5 mL X 10 vial(s)))

MSD

00006-4119-03

9879

09/05/2019 VFC

20

?

Action

Edit

Adjustment

Transfer

Inquiry

Transactions

Click the **Action** button for the vaccine to be borrowed. Then click **Adjustment**.

# Information on Borrowed Doses

## Vaccine Inventory Adjustment i

Cancel

Create

6

### Add

Date/Time	<div>1</div> <div>MM/DD/YYYY</div> <div>HH:MM AM/PM (HH:MM A/P)</div>
Inventory Location	REFRIGERATOR
Vaccine   Mfg   NDC	HPV9   MSD   00006-4119-03
Lot Number	9879
Expiration Date	09/05/2019
Funding Source	VFC
Doses On-Hand	20
Reason	BORROWING VACCINE <div>2</div>
Modification	SUBTRACT <div>3</div>
Doses Adjusted	<div>4</div> 1
Container Id	
Comments	<div>5</div> WAITING FOR PRIVATE SHIPMENT

Clear

1. Enter the **Date** and **Time** borrowed.
2. Select Borrowing Vaccine from the **Reason** drop down.
3. Under **Modification**, select subtract.
4. Enter the number of borrowed under **Doses Adjusted**.
5. Enter a **Comment** describing why the vaccine was borrowed.
6. When finished, click **Create**.


You can now administer borrowed vaccine.




# Returning Borrowed Doses

# Navigating to Vaccines On Hand


1. Click on Inventory
2. Click on Vaccines
3. Click on On-Hand


 It's Your Best Shot!  
**CT WIZ**  
Connecticut  
Immunization Information System


Home

Patients 

Immunizations

Inventory  **1**

Vaccines  **2**

On-Hand  **3**


Reconciliation

Vaccine Orders

Vaccine Returns

Vaccine Shipments

Locations

Clinic Tools 

Reports

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PATIENT SEARCH



### Default Provider/Clinic


Provider \*

WE LOVE KIDS PEDIATRICS CT ▼



Clinic \*

WE LOVE KIDS PEDIATRICS SOUTH ▼

### News

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# Returning Borrowed Vaccine

Vaccine Inventory On-Hand [Learn More](#)

Links

Add New Inventory

## On-Hand Inventory

⚠ There are 3 Pending Inventory Transfers.

Inventory Location

(ALL)

Status

ON-HAND

Vaccine

(ALL)

Funding Source

(ALL)

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
HPV							
Clear Filters							
REFRIGERATOR - 7777							
HPV9 (Gardasil 9 (0.5 mL X 10 vials))	MSD	00006-4119-03	9871	01/05/2020	PRIVATE	20	?
HPV9 (Gardasil 9 (0.5 mL X 10 vials))	MSD	00006-4119-03	9879	09/05/2019	VFC	20	?

Click on the **Action** button for the vaccine to be returned. Then click on **Adjustment**.

Edit  
Adjustment  
Transfer  
Inquiry  
Transactions

# Information on Returned Vaccine

Vaccine Inventory Adjustment i

Cancel

Create

6

Add

1

Date/Time	<div style="border: 1px solid black; padding: 2px;">09/06/2018</div>	<div style="border: 1px solid black; padding: 2px;">09:27 AM</div>	(HH:MM A/P)
Inventory Location	<div style="border: 1px solid black; padding: 2px;">REFRIGERATOR</div>		
Vaccine   Mfg   NDC	<div style="border: 1px solid black; padding: 2px;">HPV9   MSD   00006-4119-03</div>		
Lot Number	<div style="border: 1px solid black; padding: 2px;">9879</div>		
Expiration Date	<div style="border: 1px solid black; padding: 2px;">09/05/2019</div>		
Funding Source	<div style="border: 1px solid black; padding: 2px;">VFC</div>		
Doses On-Hand	<div style="border: 1px solid black; padding: 2px;">20</div>		
Reason	<div style="border: 1px solid black; padding: 2px;">BORROWING VACCINE <span style="float: right;">▼</span></div>		
Modification	<div style="border: 1px solid black; padding: 2px;">ADD <span style="float: right;">▼</span></div>		
Doses Adjusted	<div style="border: 1px solid black; padding: 2px;">1</div>		
Container Id	<div style="border: 1px solid black; padding: 2px;"></div>		
Comments	<div style="border: 1px solid black; padding: 2px;">PRIVATE SHIPMENT ARRIVED</div>		

Clear

To move one dose of HPV9 from your private to your CVP refrigerator location:

1. Enter the **Date** and **Time** borrowed.
2. Select Borrowing Vaccine from the **Reason** drop down.
3. Under **Modification**, select Add.
4. Enter the number of doses borrowed under **Doses Adjusted**.
5. Enter a **Comment**.
6. When finished, click **Create**.





# Vaccine Borrowing Report

# Coverage Statistics Reports

Select  
Reports

Select Vaccine  
Borrowing  
Report from  
the Coverage  
Statistics  
section



Home

Patients

Immunizations

Inventory

Clinic Tools

Reports

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## Reports

Click on one of the links below to view the document or run the report.



### Patient

[IZ History/Risk/Recommendations](#)  
[Official Immunization Record](#)  
[Patient Administrative Record](#)  
[Vaccine Documentation/Consent Form](#)

### Forms / Informational Documents

[ACIP Child and Adolescent Immunization Schedule](#)  
[ACIP Child and Adolescent Catch-up Immunization Schedule](#)  
[ACIP Adult Immunization Schedule](#)  
[Clinic Contact Listing](#)  
[Product Listing](#)  
[Vaccine Information Statements \(VIS\)](#)

### CT Forms and Resources

Report not available - No reports available

### Patient Management

[Birth Vaccinations](#)  
[Inactivate Patients](#)  
[Patient Detail with Services](#)  
[Patient List By Insurance Source](#)  
[Patient List/Counts By Clinic Report](#)  
[Patient Reminder/Recall](#)  
[Patient Roster](#)  
[Patient VFC Eligibility History](#)  
[Patients By Birth Facility Type](#)  
[Patients First Seen](#)  
[Patients with Adverse Reactions](#)  
[Patients with Notes](#)  
[Patients with Vaccine Refusals](#)  
[Patients with Vaccine Refusals - Datamart](#)  
[Vaccine Recall](#)  
[Patients with Precautions / Contraindications](#)

### Coverage Statistics

[AFIX Data Snapshot Reports](#)  
[Clinic Immunization Count](#)  
[Dosage Report](#)  
[Doses Administered](#)

# Vaccine Borrowing Report

## Vaccine Borrowing Report

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.



### Report Selection Criteria

#### Provider \*

DPH TRAINING CLINIC

#### Clinic \*

DPH TRAINING CLINIC 1

#### Practice Type

Apply criteria to: ☒ Provider ☐ Clinic

(ALL)  
CERTIFIED HOME HEALTH AGENCY  
CHILDREN AND FAMILY SERVICES  
COLLEGE  
CONNECTICUT DOH  
CORRECTIONS FACILITY  
FQHC  
HMO  
HOSPITAL  
HOSPITAL: BIRTHING UNIT

Note: Hold the Ctrl key to select multiple items.

#### Ethnicity

(ALL)

#### Vaccination Date Range \*

From: MM/DD/YYYY Through: MM/DD/YYYY

☐ Include Doses Administered With Appropriate Funding Source

☐ Include Doses Administered With Inappropriate Funding Source

#### Vaccine Funding Sources \*

317  
CHIP  
PRIVATE  
STATE  
VFC

Note: hold the Ctrl key to select multiple items.

Output Type ☒ PDF ☐ EXTRACT - Delimiter: |

Run Report

Cancel

- This report generates a list of vaccines administered to patients with appropriate or inappropriate funding sources per patient VFC eligibilities
- Use this report to find "borrowed" vaccines or inappropriately vaccinated patients
- Remember to complete the variable with a red \*.