

**Subject: Eligibility Errors and Replacement of Vaccine**

**Effective: November 10, 2011**

**Policy:**

Providers are responsible for screening 100% of their patients at each immunization encounter for eligibility according to the current NCIP Coverage Criteria. This includes eligibility for Vaccines for Children (VFC) and other state-supplied vaccines. VFC or other state-supplied vaccines should only be administered to eligible patients. For complete information on determining VFC eligibility, see the attached flow chart. Should an error occur, the provider must replace a dose in the inventory from which it was taken and document the borrowed dose on the NCIP Borrowing and Replacement Form. Forms are available on the NCIP website: [www.immunize.nc.gov](http://www.immunize.nc.gov). Instructions follow for the reconciliation of NCIP inventories.

According to NCIP Provider Vaccine Agreement, providers must replace any public doses mistakenly administered outside of the current NCIP Coverage Criteria. Neither VFC vaccine nor other state-supplied vaccines may be used as a replacement system for a provider's privately purchased vaccine inventory. See the *Fraud and Abuse Policy of the NCIP for VFC Vaccines* for more information.

**Private vaccine mistakenly administered to a patient eligible for state-supplied vaccine**

When eligibility of a patient is in question at the point of administration, providers are instructed to use private vaccine. When it has been determined that patient vaccinated with private vaccine was instead eligible for VFC or other state-supplied vaccine, the error can be corrected by the provider's NCIP administrator or inventory control staff. The instructions for moving state vaccine into private inventory are as follows. Before beginning, it is wise to make a note of the lot number and expiration date of the **VFC or other state-supplied vaccine** that will be moved to private inventory.

- 1) Click "Manage Inventory."
- 2) Click the "Show Inventory" button.
- 3) Put a check in the box next to the state or VFC vaccine to be moved and click the "Modify Quantity" button.
- 4) Subtract one dose (or other amount if appropriate) using the reason "Transfer to Provider," and press the "Save" button. (This will return you to the "Show Inventory" screen.
- 5) Click the "Add Inventory" button.
- 6) Enter the details of the lot you just removed from state. In the "Funding Program" box, select "Private."
- 7) Press the "Save" button. You should see red text at the bottom of the screen that says, "Inventory was inserted successfully."

- NOTE: If the lot of vaccine is already in your private inventory, you can use the "Modify Quantity" function with the reason "Receipt from Provider."
- 8) The patient receiving this new dose should be recorded on a Borrowing and Replacement Form (available here: <http://immunize.nc.gov/providers/enrollmentrequirements.htm>).

**State-supplied vaccine mistakenly administered to a private patient**

Should a provider find that a state-supplied VFC dose was mistakenly administered to a private patient; the provider is required to replace the dose as soon as the error is discovered. The instructions for moving private vaccine into state or VFC inventory are as follows. Before beginning, it is wise to make a note of the lot number and expiration date of the **private** vaccine that will be moved to state or VFC inventory.

- 1) Click "Manage Inventory."
- 2) Click the "Show Inventory" button.
- 3) Put a check in the box next to the **private** vaccine to be moved and click the "Modify Quantity" button.

NOTE: If the same lot of vaccine is already in your state inventory, you can use the "Modify Quantity" function and "Add" with the reason "Receipt from Provider."

- 4) Subtract one dose (or other amount if appropriate) using the reason "Transfer to Provider," and press the "Save" button. (This will return you to the "Show Inventory" screen.
- 5) Contact the NC Immunization Help Desk (1-877-873-6247). An agent will add a state lot to your inventory using the lot number and expiration date of the vaccine you just removed from private inventory.
- 6) The patient receiving this new dose should be recorded on a Borrowing and Replacement Form (available here: <http://immunize.nc.gov/providers/enrollmentrequirements.htm>).

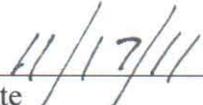
**Documentation of an Eligibility Error**

NCIP Borrowing and Replacement Forms should be used to document the return of a dose to the appropriate inventory. Eligibility errors are not considered an incident of borrowing and replacement for the purposes of limiting provider dependency on VFC or other state-supplied vaccine for insured patients, and may occur more often than one time per year. If the provider documents an appropriate and correct screening process, no Improvement Plan will be required for dose replacement documented on the Borrowing and Replacement Form.

NCIP Borrowing and Replacement Forms should be kept for three years and made available to NCIP staff for inspection upon demand (particularly during a VFC Site Visit).

  
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Approved by  
Review 10/11

  
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Date