



NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM

BORROWING AND RETURNING VACCINE

When borrowing and returning vaccine in the North Dakota Immunization Information System (NDIIS), a dose of administered vaccine just needs to be entered in the client’s immunization record. The system will keep track of how many doses have been borrowed from and returned to both state supplied and privately purchased vaccine in the provider’s lot inventory within the NDIIS.

Call the North Dakota Immunization Program with questions at
701.328.3386
or
toll-free at 800.472.2180

- **All borrow and return activity must be tracked using the Immunization Program VFC Vaccine Borrow/Return Report form, which can be found at:
<http://www.ndhealth.gov/Immunize/Providers/Forms.htm>**
- **Any borrowed doses of state-supplied vaccine must be returned within 4 weeks or vaccine orders will be held.**
- **State-supplied influenza vaccine CANNOT be borrowed for not-eligible children or adults**
- **“OTHER STATE ELIGIBLE” VFC status should be used for insured children at universal local public health units, insured children receiving the birth dose of hepatitis B, and other state programs.... See coverage table.**

Borrowing and Returning Doses:

Borrow:

1. Click on the Client **Search** hyperlink from your home screen.

North Dakota Immunization Information System

Help

Provider: Provider # - Provider Name

Client

• Search

Provider

• Lookup

• Crea

2. Once on the client lookup page, search for the client whose immunization you need to add. From the list of possible matches, highlight the correct patient and click **Inquire**
 - a. You can also open the client's record by double-clicking their line from the list.
 - b. You can sort the list by clicking on the column header.

Client Lookup

Prov: 09990 User: User, Name (testuser-1)

Options Help

Basic Search

Birth:

First: Last:

Search

HEALTH

Click on the column header to sort providers by that field.

Last Name	First Name	MI	Birth Date	Alias	Address	City	State
TESTER	ADDISON	M	03/24/2010		95 LIND LANE	HARWOOD	ND
TESTA	ANTHONY	PAUL	09/10/1977		NDSP	BISMARCK	ND
TESTER	CHANTEL	K	11/16/1984		18 20TH STREET NW	MINOT	ND

3. From the client page, move to the **Immunization** tab and click **Add** to open the Dose Management window.

4. If borrowing from state supplied stock to private:
 - a. Enter a dose of state supplied vaccine to the immunization record of a patient not VFC eligible by selecting a state lot number in the Dose Management window and setting the client's VFC to "NOT ELIGIBLE."

Dose Management

*Provider: 4921 - MW TRAINING PROVIDER

*Dose Date: 05/01/2013

Exclude Expired Lots

*Lot #: 0683AE - State

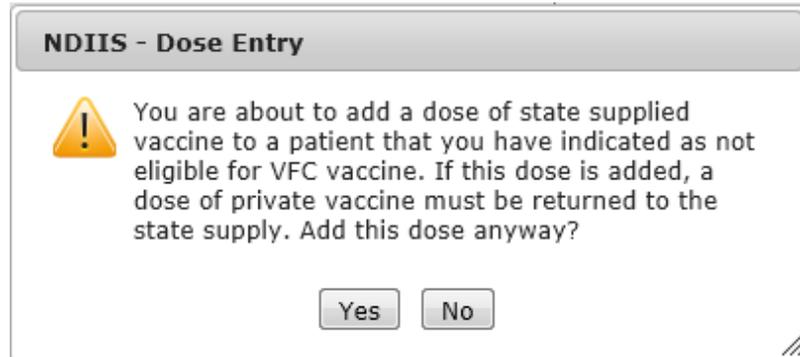
Vaccine: MMR

Reaction: NONE

*VFC: NOT ELIGIBLE

State supplied lots will have the word "State" written to the right of the lot

- If a state-supplied vaccine lot number is chosen and the client's VFC status **IS** set to "NOT ELIGIBLE," you will see the following warning:



- Clicking "No" in the warning box will return you to the dose management screen.
- Clicking "Yes" will add the dose and the dose will need to be returned to the appropriate lot.

5. If borrowing from private stock to state supplied stock:
 - a. Enter a dose of privately purchased vaccine to the immunization record of a patient who is VFC or other state eligible by selecting a private supply lot number in the Dose Management window and setting the client's VFC to "MEDICAID," "AMERICAN INDIAN," "UNDER INSURED," "NO INSURANCE" or "OTHER STATE ELIGIBLE."

Dose Management

*Provider: 4921 - MW TRAINING PROVIDER

*Dose Date: 05/01/2013

Exclude Expired Lots

*Lot #: 0636AE - Private

Vaccine: HPV-4

Reaction: NONE

*VFC: MEDICAID

Private lots will have the word "Private" written to the right of the lot number and will be highlighted in green.

- If a private vaccine lot number is chosen and the client's VFC status is **NOT** set to "NOT ELIGIBLE," you will see the following warning:

NDIIS - Dose Entry

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

Yes No

- Clicking "**No**" in the warning box will return you to the dose management screen.
- Clicking "**Yes**" will add the dose and the dose will need to be returned to the appropriate lot.

Return:

6. When returning the borrowed doses, repeat steps 1 – 3
 7. If a dose of state supplied vaccine was borrowed, then a dose of private vaccine needs to be added to the record of a patient whose VFC status is “MEDICAID,” “AMERICAN INDIAN,” “UNDER INSURED,” “NO INSURANCE” or “OTHER STATE ELIGIBLE.” *Follow the instructions in step 5 to complete this return.*
 8. If a dose of privately purchased vaccine was borrowed, then a dose of state supplied vaccine needs to be added to the record of a patient whose VFC status is “NOT ELIGIBLE”. *Follow the instructions in step 4 to complete this return.*
- ❖ *Note: Providers whose electronic health record (EHR) system is connected to the NDIIS and submits immunization data electronically should refer to the [“Interoperability Data Entry Effects on NDIIS Inventory Management”](#) for details on how borrow/return activity works with an electronic interface.*

Reports:

Providers can also run and print reports that list all borrow and return transactions and that list the number of doses of each vaccine that need to be returned to private or publicly-purchased stock.

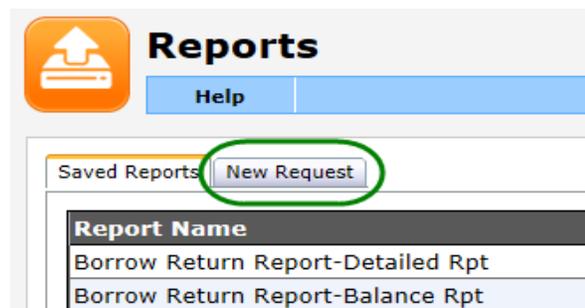
Borrow and Return Lots – Balance report

Balance report shows running tally of all doses owed to state and private supply and includes any doses of vaccine owed in the old version of the NDIIS. The NDDoH does have access to borrow/return activity information from the old system if there are older balances that need to be looked in to further. The same presentation of the borrowed vaccine must be returned in order for the balance report to recognize the return.

1. Click on the **Reports** hyperlink from your home screen.



2. Once in the Reports page, click on the **New Request** tab



3. Select the **Borrow and Return Lots – Balance** report from the Report field drop-down box.

The screenshot shows the 'New Request' tab in a software interface. At the top, there are two tabs: 'Saved Reports' and 'New Request'. Below the tabs, there is a checkbox for 'Include Emergency Preparedness Reports'. The 'Report:' dropdown menu is open, showing a list of report options. The option 'Borrow and Return Lots - Balance' is highlighted in blue and circled in green. Other options in the list include 'Borrow and Return Lots - Detailed', 'Client Immunization Records', 'Compliance Survey', 'Doses Administered', 'Lot Distribution by Lot', 'Lot Inventory Expiring', 'Non-Compliance Survey', 'Provider Inventory', 'Provider Listing', 'Vaccine Shipped', and 'VAERS Status'. To the left of the dropdown, there is a 'Run Now' button. To the right, there is a 'Provider' dropdown menu with an asterisk next to it, and a 'Fields Appearing with an Asterisk (*) Are Required' note.

4. Select the correct provider from the Provider field drop-down box.
 - a. The report can be run only for the providers you can enter immunizations for.

The screenshot shows the 'New Request' tab in the software interface. The 'Report:' dropdown menu is set to 'Borrow and Return Lots - Balance'. Below this, there is a section titled 'Enter Selection Criteria & Values' with a note that 'Fields Appearing with an Asterisk (*) Are Required'. The 'Provider' dropdown menu is open, and the option '9990 - TEST' is selected and circled in green. There is a 'Run Now' button to the left of the dropdown menu.

5. When finished, click **Run Now** and return to the **Saved Reports** tab
6. The run report will show up at the top of the list of reports.
 - a. If your report does not immediately show up, click the **Refresh**
 - b. You should also periodically click the Refresh button until the report status is complete.

The screenshot shows the 'Saved Reports' tab in the software interface. It displays a table with the following columns: 'Report Name', 'Status', 'Request Date', 'Request By', and 'Seq #'. The first row is highlighted in green and circled in green. The second row is partially visible.

Report Name	Status	Request Date	Request By	Seq #
Borrow Return Report-Balance Rpt	C	4/13/2012	user code	00028
Borrow Return Report-Detailed Rpt	C	4/12/2012	ndedh-60	00026

7. Highlight the report on the list and click **View**
8. The report will open in PDF format
9. There will be three sections on the report showing:

- a. the doses that were owed to either state or private supply vaccine at the time of the system upgrade
- b. the doses that were given after the upgrade date
- c. the number of doses of each vaccine that need to be returned to the publicly purchased (state supply) stock and the privately purchased stock

Borrow Return Report - Balance Report

Printed on 4/13/2012 10:50:42 AM

Provider: 09990 - PROVIDER NAME

Vaccine	Starting Balance		(After 03/01/2011) Doses Given		Current Balance	
	Doses Owed to State Supply	Doses Owed to Private Supply	Doses of state supplied vaccine given to VFC not-eligible	Doses of private vaccine given to VFC or other state eligible	Doses Owed to State Supply	Doses Owed to Private Supply
MMR	0	1	0	0	0	1
CHICKENPOX	0	3	0	0	0	3
HAV (2 doses)	0	2	0	0	0	2
PCV7 (Pneumococcal)	1	0	0	0	1	0
TDAP	0	1	0	0	0	1
ROTAVIRUS (3 dose)	0	0	0	1	0	1

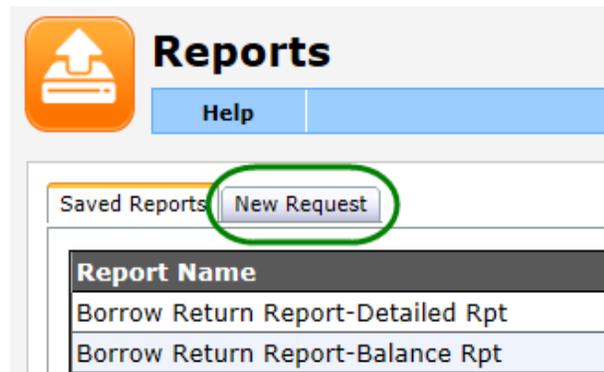
Borrow and Return Lots – Detailed report

Detail report will show all doses of state vaccine administered to NOT ELIGIBLE clients and all doses of private vaccine administered to VFC or OTHER STATE ELIGIBLE. This report should be used to find out which doses are being counted in the balance report and to correct any data entry mistakes that are resulting in doses borrowed.

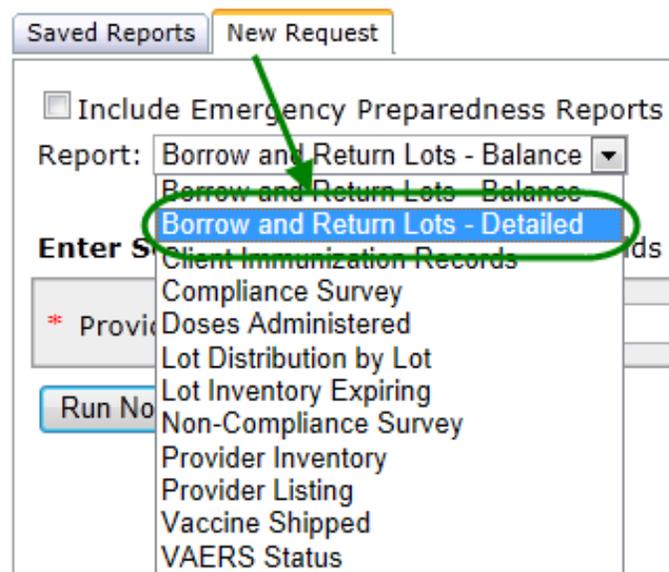
1. Click on the **Reports** hyperlink from your home screen.



2. Once in the Reports page, click on the **New Request** tab



3. Select the **Borrow and Return Lots – Detailed** report from the Report field drop-down box.



4. Select the correct provider from the Provider field drop-down box.
 - a. The report can be run only for the providers you can enter immunizations for.
5. There are two option date fields that can be filled in to run the report for a specific date range.

Include Emergency Preparedness Reports
 Report:

Enter Selection Criteria & Values | Fields Appearing with an Asterisk (*) Are Required.

* Provider

Begin Date (Optional):

End Date (Optional):

6. When finished, click and return to the **Saved Reports** tab
7. The run report will show up at the top of the list of reports.
 - a. If your report does not immediately show up, click the
 - b. You should also periodically click the Refresh button until the report status is complete.

Report Name	Status	Request Date	Request By	Seq #
Borrow Return Report-Balance Rpt	C	4/13/2012	user code	00028
Borrow Return Report - Detailed Rpt	C	4/13/2012	user code	00028

8. Highlight the report on the list and click
9. The report will open in PDF format

10. There will be two sections on the report showing:

- a. patient and dose details about state supply vaccine given to VFC not-eligible
- b. patient and dose details about private supply vaccine given to VFC or Other State Eligible

Borrow Return Report - Detailed Report

Printed on 4/13/2012 11:25:49 AM

Begin Date: 03/01/2009

End Date: 06/01/2009

Provider: 09990 - PROVIDER NAME

State Supplied Vaccine Give to VFC non-eligible - (After 03/01/2009)

Name	Birthdate	Vaccine	Lot Number	Dose Date	VFC Eligibility
Test, Patient 1	07/12/1932	ZOSTER (SHINGLES)	0367Y	06/01/2009	NOT ELIGIBLE
Test, Patient 2	03/03/1935	ZOSTER (SHINGLES)	0367Y	06/01/2009	NOT ELIGIBLE
Test, Patient 3	02/11/1960	Tdap	AC02B027AA	03/31/2009	NOT ELIGIBLE

Private Supply Vaccine Give to VFC or Other State Eligible - (After 03/01/2009)

Name	Birthdate	Vaccine	Lot Number	Dose Date	VFC Eligibility
Test, Patient 1	03/20/1988	HBVAdult	AHBVB887AA	03/04/2009	NO INSURANCE
Test, Patient 2	12/02/1951	PPV23 (Pneumococcal)	1295X	05/21/2009	MEDICAID
Test, Patient 3	07/00/1968	INFL (Inactivated P/F)	88287	03/17/2008	MEDICAID