

## Checklist for VFC Vaccine Orders/Monthly Paperwork

- Verify your Tiered Ordering Frequency (TOF) and follow the assigned schedule.
- VFC e-order must be submitted to KCHD within ten days of the vaccine count date.
- After balancing, click the “Complete” bar and generate the Ending Inventory Report (EIR).
- Generate a Doses Administered Report (DAR).
  - When creating the DAR, use start and end date range on the top of the EIR.
  - Leave both age boxes checked (Through 18 and 19 and Over), as defaulted.
- Review the DAR for errors and EIR for borrows. Expedite order by making corrections prior to submitting order. KCHD Immunization Program is required to contact providers with eligibility errors and/or borrows. This may delay the order.
  - Correct all eligibility errors found and make a note on the DAR.
  - If there was a vaccine administration error, make a note on the DAR, so KCHD is aware that the error has been addressed.
- If a VFC vaccine was inadvertently given to an adult or Private/Pay client, be sure to replace the dose with a private stock dose and record borrow on the Vaccine Borrowing Log.
- Fax temperature logs (or Hospital temp. monitoring reports/graphs) to cover the entire date range on the top of the EIR.
  - If more than one unit is used to store vaccine, fax copies of all temperature logs
  - Check all temperature logs for errors or lack of documentation and make appropriate corrections prior to submitting order.
  - If there is a temperature excursion, and your office is using data loggers or a continuous monitoring system, email all data to KCHD immunization staff.
- When ordering more vaccine than the DAR and EIR indicate, please send rationale (i.e. holding special clinics, busy time of year, paying back private inventory).
- To submit the VFC e-order click all three Support Documentation check boxes on E-order screen. Fax all Support Documentation (DAR, EIR, temp logs, and Borrowing Logs) to the KCHD Immunization Program at **616-632-7299**.
- If no order is needed, write “monthly paperwork only” on the fax cover sheet.

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