



How do I document borrowed vaccine?

Things You Should Know

The following slides will show you:

- How to borrow vaccine correctly in CT WIZ
- How to return the vaccine that was borrowed
- How to view the Vaccine Borrowing Report

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.

Things You Should Know

This slide set will demonstrate borrowing using the following example.

- A child who is not CVP eligible is coming into 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 your private inventory.

Borrowing Vaccine-Method 1

Method 1- Entering the borrowed vaccine while entering the administered dose on the patient

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: GIERLA1, KIMBERLY (-)

Vaccine: HPV9

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
 VFC:Not VFC Eligible

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

OK

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*: GIERLA1, KIMBERLY (-)

Vaccine: HPV9
 Administered By: 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
 VFC:Not VFC Eligible

Body Site*: LD
 Route*: INTRAMUSCULAR
 Dosage: 0.50
 Comment:

Borrowed Reason:

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 Vaccine-Method 2

Method 2- Entering the borrowed vaccine on your Inventory On-Hand Screen

Borrowing Vaccine Method-2

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

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CT WIZ
Connecticut
Immunization Information System

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

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Default Provider/Clinic

Provider * 1
WE LOVE KIDS PEDIATRICS CT 2

Clinic * 3
WE LOVE KIDS PEDIATRICS SOUTH

News

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Borrowing Vaccine - Method 2



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

Links

Add New Inventory

On-Hand Inventory

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
3134 FREEZER - 3134							
MMR (MMR II (0.5 mL x 10 vials))	MSD	00006-4681-00	S015428	05/20/2021	BLENDED PUBLIC CVP	10	?
MMR (MMR II (0.5 mL x 10 vials))	MSD	00006-4681-00	S013719	05/05/2021	BLENDED PUBLIC CVP	10	
MMR (MMR II (0.5 mL x 10 vials))	MSD	00006-4681-00	R031680	11/01/2020	BLENDED PUBLIC CVP	1	

- Edit
- Adjustment
- Transfer
- Inquiry
- Transactions



1. Click on Action dropdown for the vaccine you are borrowing from.
2. Click on Adjustment.

Borrowed Doses

Vaccine Inventory Adjustment ?

Cancel Create

Add

Date/Time *	<input type="text" value="04/15/2020"/> <input type="text" value="03:32 PM"/> (HH:MM A/P)
Inventory Location *	<input type="text" value="3134 FREEZER"/>
Vaccine Mfg NDC *	<input type="text" value="MMR MSD 00006-4681-00"/>
Lot Number *	<input type="text" value="S015428"/>
Expiration Date *	<input type="text" value="05/20/2021"/>
Funding Source *	<input type="text" value="BLENDED PUBLIC CVP"/>
Doses On-Hand *	<input type="text" value="10"/>
Reason *	<input type="text" value="CVP - BORROWING VACCINE"/>
Modification *	<input type="text" value="SUBTRACT"/>
Doses Adjusted *	<input type="text" value="1"/>
Container Id	<input type="text"/>
Comments	<input type="text" value="PATIENT ID 232605"/>

Clear

6

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 doses borrowed under **Doses Adjusted**.
5. Enter in the **Comments** the patient's ID # of who the vaccine was borrowed for.
6. When finished, click **Create**.

You can now administer the borrowed vaccine.



How do I return a borrowed dose?

Returning Borrowed Doses

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



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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Add Private Inventory

Vaccine Inventory [Learn More](#)

Cancel

Create

8

View

Date/Time *

04/17/2020 10:05 AM (1) A/P

Inventory Location *

NORWICH PEDIATRICS/COLCHESTER > 7777 PRIVATE (2)

Vaccine | Mfg | NDC | Brand *

MMR | MSD | 00006-4681-00 | MMR II (0.5 ML X 10 VIALS) (3)

Lot Number *

99999 (4)

Expiration Date *

02/02/2021 (5)

Funding Source *

PRIVATE (6)

Doses Adjusted *

5 (7)

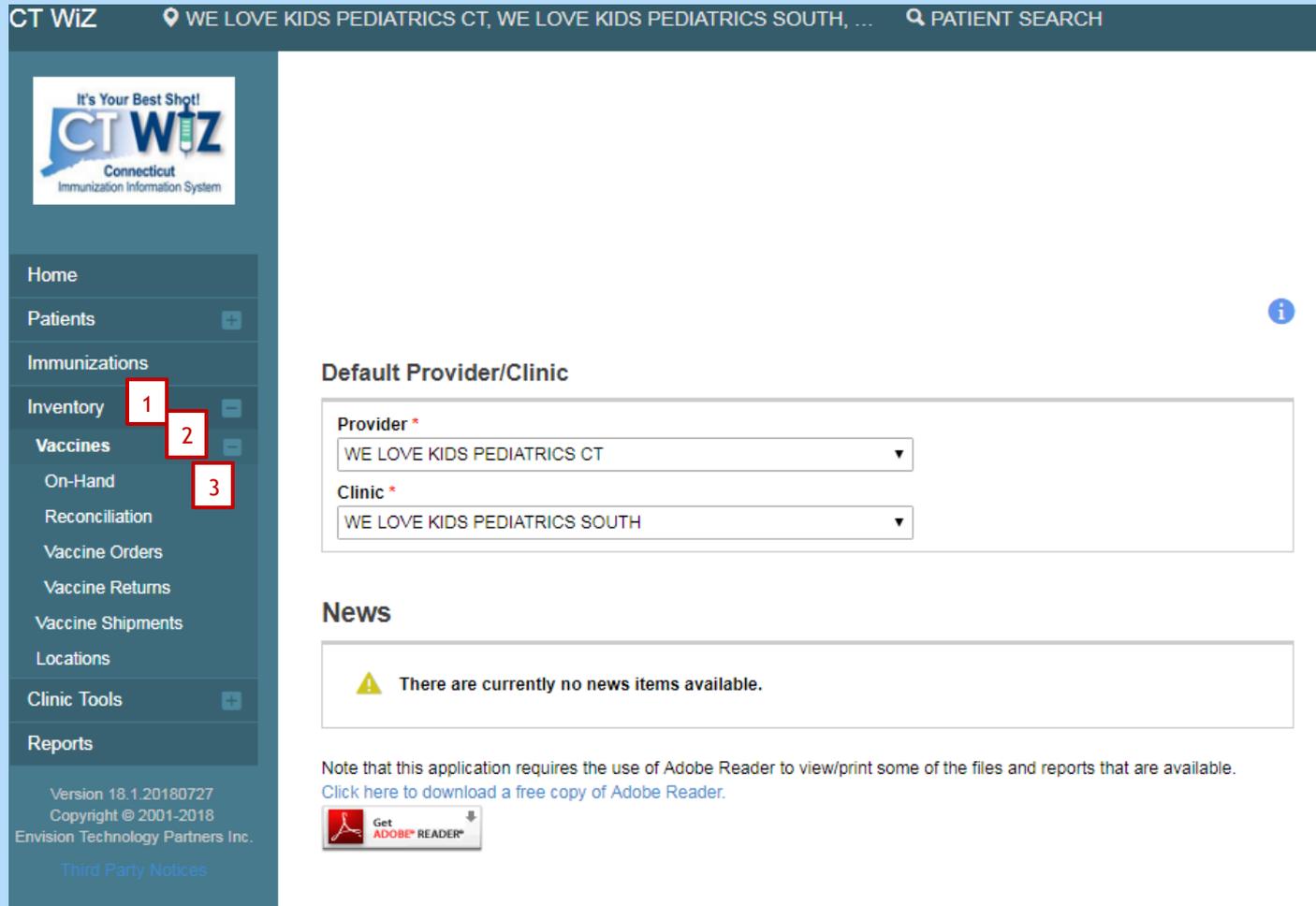
Container Id

Comments

1. Enter in the Time.
2. Enter the Inventory location.
3. Select the Vaccine.
4. Enter the Lot Number.
5. Enter the Expiration Date.
6. Select Private as the Funding Source.
7. Enter the Doses Adjusted.
8. Click Create.

Transfer borrowed dose from Private inventory to State inventory

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



The screenshot shows the CT WIZ web application interface. The top navigation bar includes the CT WIZ logo, a location indicator for 'WE LOVE KIDS PEDIATRICS CT, WE LOVE KIDS PEDIATRICS SOUTH, ...', and a 'PATIENT SEARCH' button. The left sidebar contains a navigation menu with the following items: Home, Patients (+), Immunizations, Inventory (1), Vaccines (2), On-Hand (3), Reconciliation, Vaccine Orders, Vaccine Returns, Vaccine Shipments, Locations, Clinic Tools (+), and Reports. The main content area displays the 'Default Provider/Clinic' section with two dropdown menus: 'Provider *' set to 'WE LOVE KIDS PEDIATRICS CT' and 'Clinic *' set to 'WE LOVE KIDS PEDIATRICS SOUTH'. Below this is a 'News' section with a warning icon and the message 'There are currently no news items available.' At the bottom, there is a note about Adobe Reader and a 'Get ADOBE READER' button.

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

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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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Transfer borrowed dose from Private inventory to State inventory

On-Hand Inventory

Inventory Location
(ALL) ▼

Vaccine
(ALL) ▼

Status
ON-HAND ▼

Funding Source
(ALL) ▼

Vaccine (Brand) | **Mfg** | **NDC** | **Lot No** | **Exp Date** | **Funding Source** | **Doses On-Hand** | **Expiring Soon**

7777 FRIGERATOR - 3134							
DTaP- HepB- IPV (<i>Pediarix</i> (0.5 mL x 10 syr)	SKB	58160-0811-52 66666		04/05/2021	BLENDED PUBLIC CVP	10 ?	Action ▼
7777 PRIVATE - 3134							
MMR (<i>MMR MSD</i> II (0.5 mL x 10 vials))		00006-4681-00 99999		02/02/2021	PRIVATE	5 ?	Action ▼

Rectangular Snip

- Edit
- Adjustment
- Transfer
- Inquiry
- Transactions

Example: To move one dose of MMR from your private unit to your CVP unit:

1. Click on the **Action** tab for the private vaccine.
2. Select **Transfer**.

Vaccine Inventory Transfer [Learn More](#) Cancel Create

Inventory Location	7777 PRIVATE	4
Vaccine Mfg NDC	MMR MSD 00006-4681-00	
Lot Number	99999	
Expiration Date	02/02/2021	
Funding Source	PRIVATE	
Doses On-Hand	5	
Container Id		

Destination Inventory Location

Inventory Location *	NORWICH PEDIATRICS/COLCHESTER > 7777 FRIGERATOR	1
Doses Transferred *	1	2
Equivalent Cases		
Authorized By		
Inventory Picked By		
Inventory Picked Date	MM/DD/YYYY	
QA Approved By		
QA Approved Date	MM/DD/YYYY	
Shipped Date	MM/DD/YYYY	
Comments	REPLACING BORROWED DOSE ON PATIENT ID # 23456	3

Clear

1. Select your state **Inventory Location** you are transferring to.
2. Enter in the number of **Doses Transferred**.
3. In the **Comments** field write in you are replacing borrowed doses and the patient's ID #.
4. Click **Create**.



How do I view the Vaccine Borrowing Report?

Coverage Statistics Reports

Select Reports

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- Home
- Patients
- Immunizations
- Inventory
- Clinic Tools
- Reports**

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Select Vaccine Borrowing Report from the Coverage Statistics section

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

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

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
FGHC
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 fields with a red *.
- Click on Run Report.