

Used as an accounting tool to track vaccines being switched between VFC and private stock.

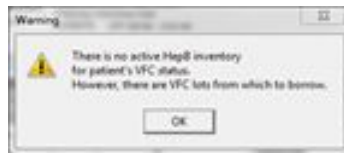
## 1. Borrow (should be based on office and State policy)

**This will create a lot with the opposite VFC status.**

### During a Visit

1. Double -click on the order to give the vaccine (for example: HepB).

2. You will get this pop-up.



Click OK .

3. Highlight the lot to borrow from.



4. Leave the Number of Doses in New Lot equal to 1.

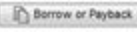
5. Click OK .

\*We borrowed 1 VFC HepB to create a lot of 1 dose of 1 private HepB.

NOTE: This borrowed only 1 dose to administer to this patient. If you wish to create more to be available to future patients, then increase the Number of Doses in the New Lot.

### As Preparation for the Day

1. Pathway: **Activities > Maintain Vaccine Inventory.**

2. In the Vaccine Inventory window, Click on the Borrow or Payback button .

3. Highlight the lot to borrow from.



4. Choose the number of doses needed to borrow = Number of Doses in New Lot.

5. Click OK .

## 2. Payback

### 1. Office Receives Vaccine Shipment

1. Check your payback needs.
2. Pathway: Activities > Maintain Vaccine Inventory.
3. Click on the radio button: **Show only borrowed lots** (select date range from last shipment).
4. Take note of number of vaccines needed to payback.
  - a. We borrowed 1 VFC HepB to create a lot of 1 dose of 1 private HepB, so *we have to take 1 private HepB dose and pay it back to VFC.*

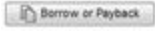

### 2. Add in New Lot Received

\* You must first enter your new lot into your inventory before you can use it to payback a borrow.

1. Click on the Active radio button.
2. Enter in the new lot into the Inventory.
3. Be sure to select accurate VFC status.





**Help:** <https://help.connexinsoftware.com/display/OP140/Adding+new+lots+of+vaccines>

### 3. Payback

1. Highlight the lot to payback from (the one just received and entered).
2. Click the Borrow or Payback button .
3. Highlight that lot # again.
4. Choose the number of doses needed to payback = number of doses in New Lot. (In this example, 1.)
5. Click OK .

THE VERY LAST STEP AND ONE NOT TO BE FORGOTTEN  
IS TO PHYSICALLY SWITCH/MOVE THE INVENTORY TO PAY THE BORROW BACK.

### 4. Update the Payback/Borrow Status

1. Highlight the newly created lot. This will have the same lot # but opposite VFC status as the original.
2. Click the ellipsis  to edit.
3. In the Payback status field, click the radio button: **item pays back a borrow.**
4. Click Save .
5. Re-open the **Show only borrowed lots.**
6. Highlight the lot that was paid back.
7. Click the ellipsis  to edit.
8. In the Payback status field, click the radio button: **item was paid back.**
9. Pop-up: would you like to mark as retired? Click Yes if the number of available doses is 0 and no if there are still available doses left.
10. Click Save .