

# Borrowing Vaccines

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Version 20.15

## About

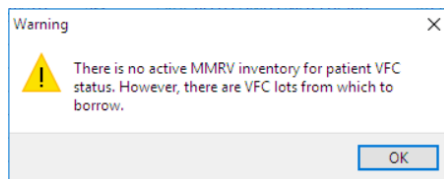
In OP, Borrow/Payback within the Vaccine Inventory is used as an accounting tool to be able to switch the vaccine to the opposite stock (VFC or Private) so you and your staff can document your patient's chart accordingly. Once the borrow is done, the newly created lot is left in the inventory until your new stock arrives so you can pay it back.

## Borrow a Vaccine When Charting

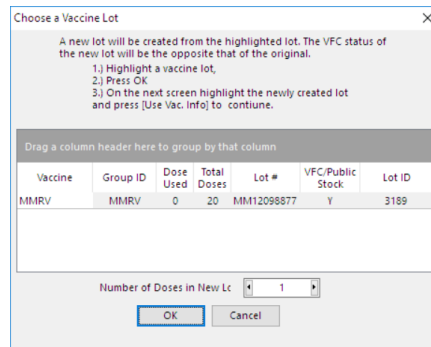


**Note:** When your inventory does not have the stock available for your patient's VFC status but you do have vaccines of the opposite stock, OP will prompt you and ask if you would like to borrow.

1. Administer the patient's vaccine through a task or Immunizations within the patient chart. Click [here](#) for more information on administering vaccines.
2. If the vaccine stock isn't available a dialog box displays to borrow from a vaccine lot with available vaccines.



3. Click the **OK** button. The **Choose a Vaccine Lot** window is displayed.



4. Select the lot you want to borrow from.
5. In the **Number of Doses in New Lot** field, the number of doses to borrow will default to 1. To borrow additional vaccine doses, click the right-facing arrow to increase the number.
6. Click **OK** and continue to administer the vaccine.

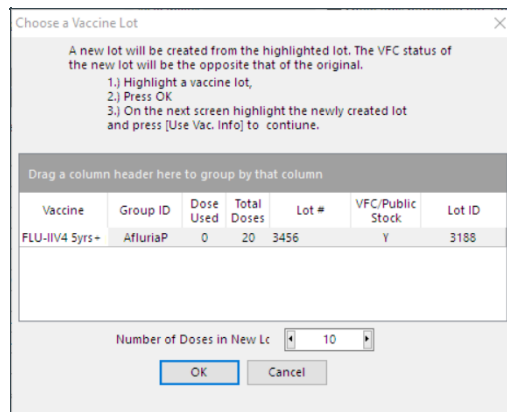
## Borrow a Vaccine From Inventory



**Note:** The Practice can borrow and create a new lot from Vaccine Inventory. This will allow the Practice to have vaccines available for patients coming in for that vaccine while the Practice waits for the vaccine shipment to arrive.

1. Navigate to Vaccine Inventory: **Practice Management tab > Manage vaccine inventory.**
2. Click to select the lot you will borrow vaccines from.

3. Click the **Borrow or Payback** button. The Choose a Vaccine Lot window is displayed listing the selected vaccine.



4. In the **Number of Doses in New Lot** field, the number of doses to borrow will default to 1. Click the right-facing arrow to increment the number of doses or type the number to borrow in the field.
5. Click the **OK** button. You are returned to the Vaccine Inventory window where the new lot has been created.

Vaccine Name	Inventory Name	Avail	Used	Total	Notes	Lot Number	Ex
FLU-IV4 5yrs+ pf	AfluriaP	10	0	10	10 Doses borrowed from Lot ID: 3188	3456	01
FLU-IV4 5yrs+ pf	AfluriaP	10	0	10	10 Doses deducted to create a new lot	3456	01

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## Overview

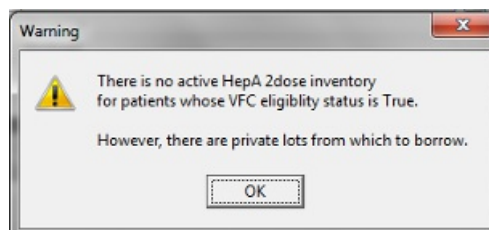
In Office Practicum, the borrow/payback within the vaccine inventory is used as an accounting tool to be able to switch the vaccine to the opposite stock (VFC or Private) so you and your staff can document your patient's chart accordingly. Once the borrow is done, the newly created lot is left in the inventory until your new stock arrives so you can pay it back.


## Borrow a Vaccine when Charting

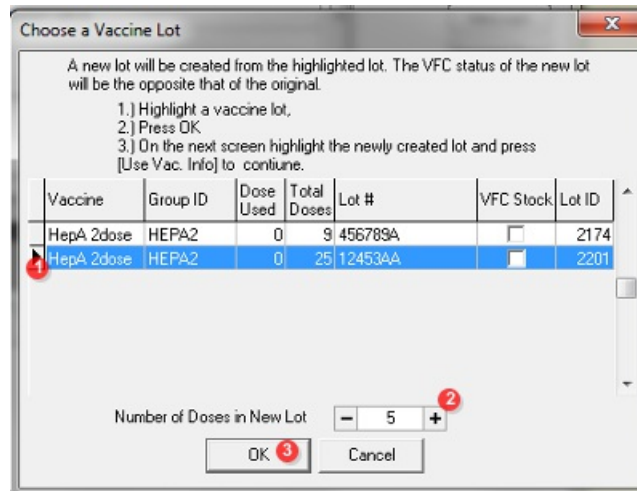


**Note:** When your inventory does not have the stock available for your patient's VFC status but you do have vaccines of the opposite stock, Office Practicum will prompt you and ask if you would like to borrow.

1. Administer the patient's vaccine through the physician's task/patient chart. (Click for more information on [administering immunizations](#)).
2. When you have reached the point of double clicking on the vaccine you wish to document, if the correct stock isn't available you will get the pop-up shown below:



3. Click OK then another pop up will appear.
4. Highlight the lot you wish to borrow from.
5. Next to "number of doses in new lot" click on your  if you wish to have additional doses available for any other patients that may come in before your new shipment arrives.



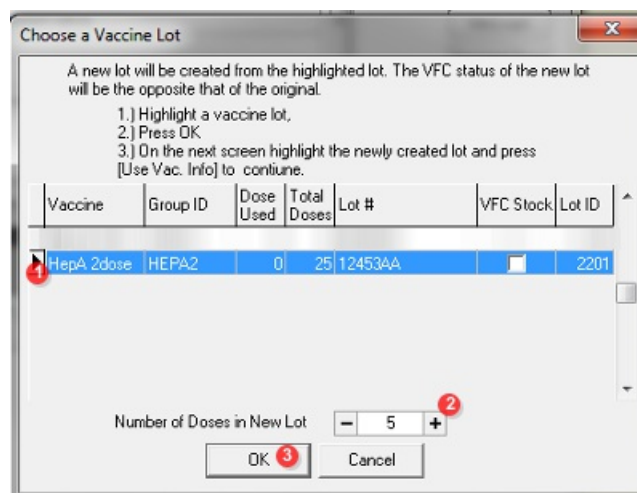
6. Click  and continue to administer your vaccine as you normally do.

## Borrow a Vaccine from Inventory



**Note:** If you noticed ahead of time that you are out of the certain stock, you can borrow preemptively and create a new lot with additional doses available for any other patient coming in for that vaccine while you wait for your new vaccine shipment to arrive.

1. Open your vaccine inventory (Utilities>Vaccine Inventory).
2. Locate the lot you wish to borrow from and click on it once to highlight it.
3. Click the  and the pop up to create a new vaccine lot will appear.



4. Next to "number of doses in new lot" click on your  to add any many additional doses as you may need.
5. Click  and you will notice a new lot created in your inventory that can be used to document while you are waiting for your new shipment to arrive.