

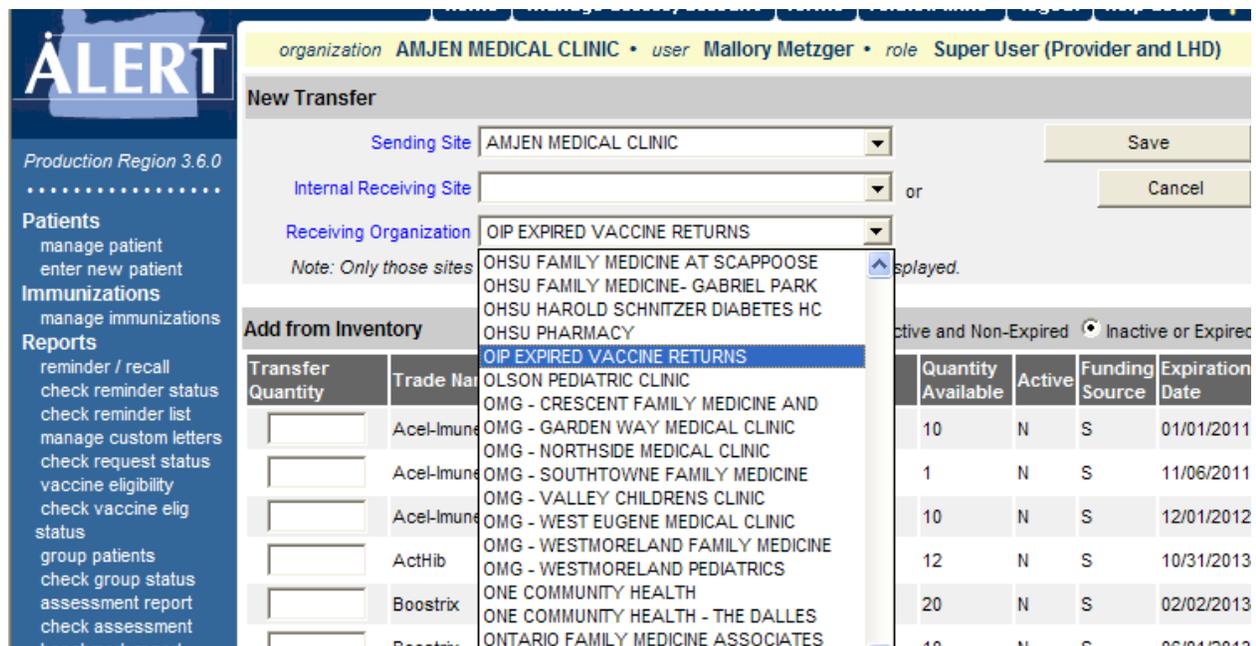
Date: August 11, 2015
To: Public VFC Providers
From: Mimi Luther, Provider Services Manager
Re: Returning Expired Flu Vaccine and Important Flu Coding Information

The 2014-15 flu season has come to an end. It's time to return all unused VFC and Flu Pool vaccine. The process is the same as last year, document all expired doses on your MVR and VFC vaccine is returned to McKesson and Flu Pool is disposed of in your sharps container.

REPORTING EXPIRED FLU VACCINE

If you have flu vaccine that needs to be returned, please follow the steps below:

1. **Complete your Monthly Vaccine Report (MVR) noting all expired doses.**
 - Be sure to clearly mark each expired vaccine as either **"VFC"** or **"Flu Pool"**. This can be done by including the vaccine source in the vaccine trade name field. For example: FluMist– VFC.
2. **Complete a transfer of expired vaccine in ALERT IIS**
 - To remove expired flu vaccine from your inventory in ALERT IIS, transfer it to:
 - **OIP Expired Vaccine Returns**
 - If you need help creating transfers, you can find a How To guide on our provider resources page, here: <http://1.usa.gov/ImmunizationProviderResources>



organization AMJEN MEDICAL CLINIC • user Mallory Metzger • role Super User (Provider and LHD)

New Transfer

Sending Site: AMJEN MEDICAL CLINIC [Save]

Internal Receiving Site: [] or [Cancel]

Receiving Organization: OIP EXPIRED VACCINE RETURNS

Note: Only those sites displayed.

Add from Inventory

Transfer Quantity	Trade Name	Quantity Available	Active	Funding Source	Expiration Date
[]	Acel-Imune	10	N	S	01/01/2011
[]	Acel-Imune	1	N	S	11/06/2011
[]	Acel-Imune	10	N	S	12/01/2012
[]	ActHib	12	N	S	10/31/2013
[]	Boostrix	20	N	S	02/02/2013
[]	Boostrix	10	N	S	06/01/2013

DIRECTIONS FOR RETURNING EXPIRED VACCINE

For VFC doses:

- You will receive shipping labels in the mail or email depending on what your clinic has chosen on the MVR.
- Pack wasted/expired **VFC** vaccine in a box to return to **McKesson**, along with a copy of the MVR cover sheet. You do not need to keep the vaccine cold, but you do need to prevent breakage.
- Let your Health Educator know if you have any questions! Contact information is available at: http://bit.ly/HE_Map

For FLU POOL doses:

- OIP is not returning wasted/expired **Flu Pool** doses this season. Please dispose of these doses in your sharps container.

FLU CODING INFORMATION

Please be sure to double check your flu vaccine eligibility coding in ALERT IIS. Flu vaccine cannot be coded as “B – Billable.” Any doses labeled “B – Billable” must be changed to the correct code **by July 31, 2015**. If the dose came from the stock your clinic purchased to vaccinate insured patients, please code the dose “L – Locally Owned.” All flu pool doses should be coded “S – Special Project.” All other flu doses administered should have an eligibility code corresponding to the child’s VFC eligibility status.

How to Check if Flu Was Coded ‘B’ in ALERT IIS

1. Click “Billing Report Request” under the Reports section of the menu panel.
2. Enter date range, 08/01/2014 to 06/30/2015 in the “Begin Month” and “End Month” fields.
3. Select the appropriate organization from the drop down list. If appropriate, you may include satellite clinics in this report. To do this, select the box “include satellite sites”.
4. Type in a VFC Manager and Admin specialist in the designated fields.
5. Select “Include Detail” in the Select Included Reports.
6. Hit enter or click the “Generate Report” button.

Once the Billables report has been generated, check to see if there are any flu vaccines listed. Any patients listed under a flu vaccine has been coded “B – Billable”. Please fix any coding errors by **July 31, 2015**.