**VACCINE TRANSFER FORM**

Use this form to track transfers between VFC provider clinics. Give a copy to each clinic. Please type or print all information legibly.

|  |  |
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| **Transferred FROM:** | **Transferred TO:** |
| Clinic Name: | Clinic Name: |
| PIN #: | PIN#: |
| Contact Name: | Contact Name: |
| Telephone: | Telephone: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Vaccine | Number of Doses | Manufacturer | Lot Number | Expiration Date | Reason Code (see below) |
| DT |  |  |  |  |  |
| DTaP |  |  |  |  |  |
| DTaP-Hep B-IPV |  |  |  |  |  |
| DTaP-IPV-Hib |  |  |  |  |  |
| DTaP-IPV |  |  |  |  |  |
| Hep A |  |  |  |  |  |
| Hep B |  |  |  |  |  |
| Hep B-Hib |  |  |  |  |  |
| Hib |  |  |  |  |  |
| HPV |  |  |  |  |  |
| IPV |  |  |  |  |  |
| MCV |  |  |  |  |  |
| MMR |  |  |  |  |  |
| MMR-V |  |  |  |  |  |
| PCV |  |  |  |  |  |
| PPSV |  |  |  |  |  |
| Rotavirus |  |  |  |  |  |
| Td |  |  |  |  |  |
| Tdap |  |  |  |  |  |
| Varicella |  |  |  |  |  |

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| 1. Nearing expiration, transfer to high volume clinic |
| 2. Sharing doses with another to avoid ordering whole box of seldom used vaccine |
| 3. Patient request for a vaccine product not normally stocked at receiving clinic  |
| 4. Other:  |

**TRANSFERRING VACCINE:** King County VFC Program participants may transfer doses to (or from) another King County VFC provider when necessary to continue vaccinating children.

1. Notify Public Health that you want to arrange for a transfer of VFC vaccine (this includes short-dated vaccines being transferred to high-volume clinics to be used before expiration). Requests will be approved on a case-by-case basis. Public Health can also help identify nearby clinics that may be able to loan vaccines.
2. Both parties to the transfer should be clear whether or not “repayment” will be expected/provided.
3. Record the transfer on the appropriate month’s Vaccine Usage Report: list doses received by you in column “B”; list doses transferred from you to another clinic in column “E.”
4. Both parties to the transfer should keep a copy of this form on file.