



How to use The VFC Vaccine Eligibility Form

The Vaccine Eligibility Form has been developed for VFC Providers to comply with VFC Program requirements for record keeping and vaccine ordering.

Please follow the instructions carefully, to ensure that your practice accounts for each dose of VFC vaccine administered.

Instructions:

1. Make copies of the VFC Vaccine Eligibility Form.
2. Record your ODH provider number in the upper right corner.
3. Record the accountability period. The **From:** date must begin on the date you order VFC vaccine from ODH (the date you actually review and record your vaccine inventory). The **To:** date will be completed approximately 3 months from the **From:** date (when you place your next order of vaccine). Fill in the **To:** date at the time you place your next order of VFC vaccine.
4. Complete one row for each VFC eligible child per visit (appointment) when VFC vaccines are administered. Clearly record the VFC eligible child's name, date of birth and date of service.
5. Make a "√" in the "First Dose of VFC Vaccine Given in the Calendar Year" column ONLY at a child's first VFC vaccine visit in the calendar year. You will need a method of identifying children who have received previous doses of the free VFC vaccine, such as marking the chart or immunization record in a readily visible way (perhaps a colored sticker or other symbol) at the first visit.
6. *AT the FIRST VISIT ONLY*, make a "√" in the box that reflects the child's **PATIENT ELIGIBILITY STATUS** (Medicaid, No Insurance, or Native American/Alaskan Native). The child will only fall into one age group – Under 1 Year; 1 to 6 Years; or 7 to 18 Years.
7. Under the **VACCINE DOSES ADMINISTERED** heading, make an "X" under each dose administered at the time of the visit. When administering Pediatric DT, pneumococcal polysaccharide (PPV), or Td write the vaccine initials (DT, PPV, or Td) rather than a "X". These check marks and initials will be used by your practice to determine the amount of each type of vaccine you administered during a 3 month period. You must use these totals to record the **Total Vaccine Administered** on the **VFC Vaccine Order Form** at the time of your next VFC vaccine order.
8. At the bottom of each sheet, total the "√'s" under "Patient Eligibility Status" only on lines where "First Dose of VFC Vaccine Given in the Calendar Year" was checked, and sign in the signature box. The combined totals from all your sheets for a year will give you the age breakdown of number of children in each of the three VFC categories - Medicaid, Uninsured, Native American /Alaskan Native.
9. The Vaccine Eligibility Form must be available to the ODH Immunization Consultant upon request.